

Out-of-School Youth Eligibility Criteria Guide

A. General Eligibility Requirements

Requirement	Criteria	Source Documentation
1. Eligible to Work	<input type="checkbox"/> An individual legally entitled to work in the United States.	<input type="checkbox"/> Self-attestation <input type="checkbox"/> I-9 or accepted I-9 documentation combinations. See I-9 handbook for guidance.
2. Age	<input type="checkbox"/> Is 16 – 24 years of age.	<input type="checkbox"/> Driver's license <input type="checkbox"/> Birth certificate <input type="checkbox"/> Federal, state, or local ID card <input type="checkbox"/> Other: _____
3. School Status	<input type="checkbox"/> Not attending school as defined by state law.	<input type="checkbox"/> Self-attestation <input type="checkbox"/> Applicable records from education institution <input type="checkbox"/> WIOA intake or registration form <input type="checkbox"/> State MIS (WorkSourceWA/ETO)
4. Selective Service Registration	<input type="checkbox"/> Must be registered, or exempt from registering, with the U.S. Selective Service system. With only a few exceptions, the Selective Service Registration requirement applies to all male U.S. citizens and male aliens living in the U.S. who are 18 through 25. All men born <u>on or after</u> January 1, 1960 are required to register. <input type="checkbox"/> Not applicable to females or males born prior to 1960.	<input type="checkbox"/> Selective Service acknowledgement letter <input type="checkbox"/> Form DD-214 "Report of Separation" <input type="checkbox"/> Selective Service Verification site <input type="checkbox"/> Selective Service Registration Card <input type="checkbox"/> SWC Selective Service exception letter <input type="checkbox"/> Not applicable. Reason: _____

B. Income Eligibility (choose only one category)

Category	Criteria	Source Documentation
1. Income Not Required	<input type="checkbox"/> Low-income status is not required for OSY categories 1, 2, 4, 5, 6, 7, and 8.	No documentation required.
2. Low-income (OSY Categories 3 or 9)	<input type="checkbox"/> 2.1 An individual who is a member of a family that is receiving or in the past 6 months has received, assistance through SNAP, TANF, supplemental security income, or State or local income-based public assistance.	<input type="checkbox"/> Eligibility verification <input type="checkbox"/> Referral transmittal <input type="checkbox"/> Other: _____
	<input type="checkbox"/> 2.2 An individual who received an income or is a member of a family that received a total family income, for the 6-month period prior to application for the program that, in relation to family size, does not exceed the corresponding income standard established in SWC Policy WS816 R3, Attachment B – WIOA Income Guidelines.	Use the following list for Criteria 1.2 and 1.3 <input type="checkbox"/> Self-attestation <input type="checkbox"/> Bank statements <input type="checkbox"/> Employer statement/contact <input type="checkbox"/> Pay stubs <input type="checkbox"/> Compensation award letter <input type="checkbox"/> Social Security Disability benefits <input type="checkbox"/> UI claim documents <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____
	<input type="checkbox"/> 2.3 An individual with a disability whose own income, for the 6-month period prior to application for the program, does not exceed the does not exceed the corresponding income standard established in SWC Policy WS816 R3, Attachment B – WIOA Income Guidelines.	
3. 5% Low-income Exception (OSY Categories 3 or 9)	<input type="checkbox"/> Qualifies as a youth who is being served by the 5% not low-income exception.	<input type="checkbox"/> Case Notes <input type="checkbox"/> WIOA intake or registration form

C. Out-of-School Youth Eligibility (choose only one category)

Category	Criteria	Source Documentation
1. School Dropout	<input type="checkbox"/> An individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent.	Refer to source documentation for School Status above.
2. Not Attending School	<input type="checkbox"/> An individual who is within the age of compulsory school attendance (16 – 17 years of age) but has not attended school for at least the most recent complete school year calendar quarter.	Refer to source documentation for School Status above.
3. Recipient of Secondary School Diploma	<input type="checkbox"/> 3.1 An individual who is a recipient of a secondary school diploma or its recognized equivalent and is low-income; AND	Refer to source documentation for School Status and Low-Income Status above.
	<input type="checkbox"/> 3.2 Is basic skills deficient (BSD); OR	<input type="checkbox"/> Case notes <input type="checkbox"/> Standardized assessment test(s) <input type="checkbox"/> School records
	<input type="checkbox"/> 3.3 Is an English language learner (ELL).	
4. Subject to Justice System	<input type="checkbox"/> 4.1 Is an individual who is or has been subject to any stage of the criminal justice process; OR	<input type="checkbox"/> Self-attestation <input type="checkbox"/> Documentation from criminal justice system <input type="checkbox"/> Documented phone call with court or probation representatives <input type="checkbox"/> WIOA intake or registration form
	<input type="checkbox"/> 4.2 An individual who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.	
5. Homeless or Runaway	<input type="checkbox"/> Is a homeless individual or runaway youth as defined in SWC Policy WS816 R3, Attachment A – Services and Program Eligibility Handbook.	<input type="checkbox"/> Self-attestation <input type="checkbox"/> Written statement or referral from shelter or social service agency <input type="checkbox"/> Case notes <input type="checkbox"/> WIOA intake or registration form
6. Foster Care Youth	<input type="checkbox"/> Is a foster care youth as defined in SWC Policy WS816 R3, Attachment A – Services and Program Eligibility Handbook.	<input type="checkbox"/> Self-attestation <input type="checkbox"/> Case notes <input type="checkbox"/> Written confirmation from social services agency
7. Pregnant or Parenting	<input type="checkbox"/> A mother or father who is parenting (custodial or non-custodial) or a pregnant mother.	<input type="checkbox"/> Self-attestation <input type="checkbox"/> Case notes <input type="checkbox"/> WIOA intake or registration form
8. Individual with a Disability	<input type="checkbox"/> A youth who is an individual with a disability.	<input type="checkbox"/> Self-attestation <input type="checkbox"/> School 504 records provided by student <input type="checkbox"/> Assessment test results
9. Needs Additional Assistance	<input type="checkbox"/> An individual who is low income and requires additional assistance due to: personal/family substance abuse, gang affiliated/affected, lacks affordable housing, victim of domestic/sexual violence, social adjustment or mental health issue(s), lacking a significant or positive work history, family recently exhausted TANF, or other reason for additional assistance not listed but approved by the SWC prior to program participation.	<input type="checkbox"/> Self-attestation <input type="checkbox"/> Individual Service Strategy (ISS) <input type="checkbox"/> Case notes <input type="checkbox"/> WIOA intake or registration form <input type="checkbox"/> SWC Approval Letter For low-income status, refer to source documentation above under Low-income.

D. Required Registration Documents

1. Nondiscrimination – Notice of Rights & Complaint Process - Equal Opportunity is the law form	<input type="checkbox"/> Documented that participant has been notified of rights and process
2. Summary of Rights and Complaint and Grievance Procedures Form	<input type="checkbox"/> Documented that participant has been notified of rights and process
3. Veteran Status (if applicable) – An individual who served in the active U.S. military and who was discharged or released from such service under conditions other than dishonorable, or is the spouse of a veteran (as defined in SWC Policy WS816, R3 - Attachment A - Services and Program Eligibility Handbook.)	<input type="checkbox"/> DD-214 for veteran or veteran of eligible spouse <input type="checkbox"/> Crossmatch with Department of Defense records <input type="checkbox"/> Cross match with Veteran's service database <input type="checkbox"/> A letter from the Veteran's Administration