

# Registration and Eligibility Criteria Guide for Out-of-School Youth Services

## A. Information Required for Registration

Element	Definition	Source Documentation
<b>1. Date of Birth</b>	An individual's date of birth.	<ul style="list-style-type: none"> <li>• Self-attestation</li> </ul>
<b>2. Eligible to Work</b>	An individual's status as eligible to work in the U.S.	<ul style="list-style-type: none"> <li>• Self-attestation</li> </ul>
<b>3. English Language Learner</b>	An individual whose native language is a language other than English, or who lives in an environment where a language other than English is the dominant language, and who has limited ability in speaking, reading, writing, or understanding the English language.	<ul style="list-style-type: none"> <li>• Self-attestation</li> </ul>
<b>4. Disability</b>	An individual with a disability, defined as a physical or mental impairment that substantially limits one or more of a person's major life activities.	<ul style="list-style-type: none"> <li>• Self-attestation</li> </ul>
<b>5. School Status</b>	An individual's status as either not attending school or attending secondary school, alternative school, or post-secondary school.	<ul style="list-style-type: none"> <li>• Self-attestation</li> </ul>
<b>6. Selective Service Registration</b>	An individual's status as being registered, or exempt from registering, with the U.S. Selective Service system. Not applicable to females and males under the age of 18.	<p><b>Documentation for proof of registration:</b></p> <ul style="list-style-type: none"> <li>• Selective Service acknowledgement letter</li> <li>• Screen printout of the Selective Service Verification site</li> <li>• Selective Service registration card</li> <li>• Selective Service verification form</li> <li>• Stamped post office receipt of registration</li> </ul> <p><b>Documentation for exemption:</b></p> <ul style="list-style-type: none"> <li>• Form DD-214 "Report of Separation"</li> <li>• Date of entry stamp on passport</li> <li>• I-94 with date of entry stamp</li> <li>• Letter from USCIS indicating date entered US</li> <li>• Any acceptable document combination identified on the Selective Service Who Needs to Register page</li> </ul> <p><b>Documentation due to failure to register:</b></p> <ul style="list-style-type: none"> <li>• Exception letter approved by SWC</li> </ul>
<b>7. Low-income</b>	<p>An individual who:</p> <ol style="list-style-type: none"> <li>1. 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;</li> <li>2. Has 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 R4, Attachment B – WIOA Income Guidelines;</li> <li>3. Is an individual with a disability whose own income, for the 6-month period prior to application for the program, does not exceed the corresponding income standard established in SWC Policy WS816 R4, Attachment B – WIOA Income Guidelines;</li> <li>4. Is a homeless individual or runaway youth;</li> <li>5. Receives or is eligible to receive a free or reduced-price lunch under the Richard B. Russell National School Lunch Act;</li> <li>6. A foster child on behalf of whom State or local government payments are made;</li> <li>7. Is a youth living in high-poverty area designated by the SWC (determined by ZIP code or county).</li> </ol>	<ul style="list-style-type: none"> <li>• Self-attestation</li> </ul>
<b>8. Homeless Individual or Runaway Youth</b>	An individual who lacks a fixed, regular, and adequate nighttime residence or who has a primary nighttime residence that is in a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.	<ul style="list-style-type: none"> <li>• Self-attestation</li> </ul>
<b>9. Ex-offender</b>	An individual who has been subject to any stage of the criminal justice process or requires assistance in overcoming barriers to employment resulting from a record of arrest or conviction.	<ul style="list-style-type: none"> <li>• Self-attestation</li> </ul>
<b>10. Basic Skills Deficient (BSD)</b>	An individual who is under the age of 17 and has English reading, writing, or computing skills at or below the 8 <sup>th</sup> grade level on a generally accepted standardized test or is unable to compute and solve problems, or read, write, or speak English at a level necessary to function on the job, in the participant's family, or in society.	<ul style="list-style-type: none"> <li>• Assessment test results</li> <li>• Applicable records from education institution (transcripts, academic assessments, or other school documentation)</li> <li>• Case notes</li> </ul>

<b>11. Single Parent</b>	A single, separated, divorced, or widowed individual who has primary responsibility for one or more dependent children under age 18 (including a single pregnant woman).	• Self-attestation
<b>12. Pregnant or Parenting Youth</b>	An individual who is pregnant, or (male or female) providing custodial care for one or more dependents under age 18.	• Self-attestation
<b>13. Youth Who Needs Additional Assistance</b>	An individual who requires assistance not listed in another category and 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, at-risk of dropping out of school, or other reason for additional assistance not listed but approved by the SWC prior to program participation. <b>Note:</b> No more than 5% of all in-school youth can be registered in this category.	• Self-attestation
<b>14. Foster Care Youth</b>	An individual aged 24 or under who is currently in foster care or has aged out of the foster care system.	• Self-attestation

## B. Out-of-School Youth Eligibility Requirements

Element	Definition	Source Documentation
<b>1. Age</b>	Is 16 – 24 years of age.	• Self-attestation
<b>2. Attending School</b>	An individual not enrolled in any secondary or post-secondary education program, with the following exceptions: <ul style="list-style-type: none"> <li>• An individual who is between school years but is enrolled to continue school in the fall is considered in-school; or</li> <li>• An individual only enrolled in non-credit-bearing postsecondary classes is considered out-of-school;</li> </ul>	• Self-attestation

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

Category	Criteria	Source Documentation
<b>1. School Dropout</b>	An individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent.	• Self-attestation
<b>2. Age of Compulsory Attendance</b>	An individual who is between the ages of 16 – 17 but has not attended school for at least the most recent complete school year calendar quarter.	• Case notes
<b>3. Recipient of Diploma, Low-income, and BSD</b>	A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and basic skills deficient (including those who are English language learners).	• Self-attestation, except for BSD. See documentation requirements for #10 BSD under section A above.
<b>4. Subject to Justice System</b>	An individual who has been subject to any stage of the criminal justice process or requires assistance in overcoming barriers to employment resulting from a record of arrest or conviction.	• Self-attestation
<b>5. Homeless or Runaway</b>	An individual who lacks a fixed, regular, and adequate nighttime residence or who has a primary nighttime residence that is in a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.	• Self-attestation
<b>6. Foster Care Youth</b>	An individual aged 24 or under who is currently in foster care or has aged out of the foster care system.	• Self-attestation
<b>7. Pregnant or Parenting</b>	An individual who is pregnant, or (male or female) providing custodial care for one or more dependents under age 18.	• Self-attestation
<b>8. Individual with a Disability</b>	An individual with a disability, defined as a physical or mental impairment that substantially limits one or more of a person's major life activities.	• Self-attestation
<b>9. Needs Additional Assistance</b>	An individual who is a <b>low-income</b> individual and requires assistance not listed in another category and 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, at-risk of dropping out of school, or other reason for additional assistance not listed but approved by the SWC prior to program participation. <b>Note:</b> No more than 5% of all in-school youth can be registered in this category.	• Self-attestation <b>Note:</b> must also include documentation of SWC approval if using a reason not listed.

## D. Other Required Registration Documents

Requirement	Source Documentation
1. Nondiscrimination – Notice of Rights & Complaint Process - Equal Opportunity is the Law Form	<ul style="list-style-type: none"> <li>Documentation that participant has been notified of rights and process</li> </ul>
2. Summary of Rights and Complaint and Grievance Procedures Form	<ul style="list-style-type: none"> <li>Documentation that participant has been notified of rights and process</li> </ul>
3. Registration Signatures from Applicant and WorkSource Staff Completing Registration	<ul style="list-style-type: none"> <li>Signature and signature date (electronic or physical)</li> </ul>

## E. Objective Assessment

Element	Criteria	Source Documentation
1. Basic Skills	<p>An assessment of basic skills that identifies an individual's ability to read, write, speak English, and compute or solve problems that are necessary to function on the job, within their family, or in society.</p> <p>Must identify both strengths and areas of improvement.</p>	<ul style="list-style-type: none"> <li>Assessment test results</li> <li>Applicable records from education institution (transcripts, academic assessments, or other school documentation)</li> <li>Case notes</li> </ul>
2. Career-related skills	<p>Career-related skills include occupational skills, employability, interests, and aptitudes.</p> <p>Must identify both strengths and areas of improvement.</p>	<ul style="list-style-type: none"> <li>Case notes</li> </ul>
3. Prior Work Experience	<p>Prior experience includes prior jobs, internships, volunteering experiences, and career-related hobbies.</p> <p>Must identify both strengths and areas of improvement.</p>	<ul style="list-style-type: none"> <li>Case notes</li> </ul>
4. Developmental Needs	<p>These needs relate to personal development skills and include, but are not limited to, skills such as goal setting, communication, collaboration, conflict resolution, work ethic, and adaptability.</p> <p>Must identify both strengths and areas of improvement.</p>	<ul style="list-style-type: none"> <li>Case notes</li> </ul>

## F. Individual Service Strategy

Element	Criteria	Source Documentation
1. Performance Link	Is directly linked to one or more indicators of performance.	<ul style="list-style-type: none"> <li>Case notes</li> </ul>
2. Career Pathways	Identifies career pathways that include education and employment goals.	<ul style="list-style-type: none"> <li>Case notes</li> </ul>
3. Career Planning	Considers career planning, defined as a comprehensive employment and education plan and job, education, and career counseling.	<ul style="list-style-type: none"> <li>Case notes</li> </ul>
4. Service Strategy	Prescribes achievement objectives and service strategy.	<ul style="list-style-type: none"> <li>Case notes</li> </ul>