



POLICY ISSUANCE

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WIOA YOUTH ELIGIBILITY AND ENROLLMENT POLICY

INTRODUCTION

The policy on eligibility ensures that every Workforce Innovation and Opportunity Act (WIOA) participant who receives WIOA Program funded services is eligible and registered to receive those services. WIOA Title I provides authority for three programs: Adult, Dislocated Worker, and Youth programs. This policy defines WIOA Youth eligibility. WIOA Youth focuses effort on targeted populations.

WIOA Youth programs are committed to providing high-quality services for youth, beginning with career exploration and guidance, continued support for educational attainment, opportunities for skills training, such as pre-apprenticeships or internships, for in-demand industries and occupations, and culminating with employment, enrollment in postsecondary education, or a Registered Apprenticeship.

Enrollment in WIOA Youth programs are provided after staff determine that such services are required to retain or obtain employment or entrance into post-secondary education. Staff may use recent previous interviews, evaluations, or assessments by partner programs to determine if individual career services would be appropriate. Youth services include specialized assessments, developing an individual service strategy, career counseling, training services, work experiences, and more. Local Workforce Boards must identify the assessments to be used to determine eligibility.

QUESTIONS

Questions relating to this policy should be directed to the Tracy White, One-Stop Manager, at twhite@solanowdb.org or at 707.863.3520.

ATTACHMENTS

- Attachment A: Required Documentation for WIOA Youth Participants
- Attachment B: Allowable Eligibility and Data Verification Sources
- Attachment C: Eligibility Checklist for WIOA Youth Programs
- Attachment D: High-Poverty Areas
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WIOA ELIGIBLE INDIVIDUALS

To participate in the WIOA Youth program, a youth must meet basic eligibility requirements as defined by federal mandate, California Unemployment Insurance Code Section 9601.5, and the local plan to participate in the WIOA Youth program.

To be eligible a youth must:

- be authorized to work in the U.S.;
- meet Military Selective Service registration requirements, if applicable; **and**
- meet either the WIOA Out-of-School Youth or In-School Youth eligibility requirements.

Solano County residents receive priority for enrollment into WIOA programs, with the exception of On-the-Job Training (OJT) and Rapid Response enrollments, whose enrollment may be based on the location of the business. Non-Solano County residents may be enrolled on a case-by-case if approved by a WIOA Program Manager. Enrollment of non-Solano County residents may require coordination with the Workforce Development Board (WDB) of residency. Management approval is required and must be documented in the participant's file.

WIOA Out-of-School Youth Eligibility

To qualify as an out-of-school youth (OSY), the youth must be:

- i. Not attending any school (as defined under State law);
- ii. Not younger than 16 or older than age 24 at time of enrollment. (Because age eligibility is based on age at enrollment, participants may continue to receive services beyond the age of 24 once they are enrolled in the program); **and**
- iii. One or more of the following (See Attachment E for definitions):
 - a. A school dropout;
 - b. A youth who is within the age of compulsory school attendance¹, but has not attended school for at least the most recent complete school year calendar quarter. School year calendar quarter is based on how a local school district defines its school year quarters;
 - c. A recipient of a secondary school diploma or its recognized equivalent who is a low income individual and is either basic skills deficient/low levels of literacy or an English language learner;
 - d. An individual who is subject to the juvenile or adult justice system (justice-involved youth/ex-offender);
 - e. In foster care or has aged out of the foster care system or has attained 16 years of age and left foster care for kinship guardianship or adoption;
 - f. A homeless individual, a homeless child or youth, a runaway, a child eligible for assistance under sec. 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement;

¹ California compulsory education law requires everyone between the ages of six and eighteen years of age to attend school, except sixteen- and seventeen-year-olds who have graduated from high school or passed the California High School Proficiency Exam (CHSPE) and obtained parental permission to leave.

- g. An individual who is pregnant or parenting, including non-custodial parents;
- h. An individual with a disability; **and/or**
- i. A low-income individual who “requires additional assistance to enter or complete an educational program or to secure or hold employment.”

If the youth is enrolled in non-credit bearing postsecondary classes, he/she would not be considered attending postsecondary school and would be considered an OSY.

WIOA In-School Youth Eligibility

To qualify as an In-School Youth (ISY), the youth must be:

- i. Attending school (as defined by State law), including secondary and post-secondary school;
- ii. Not younger than age 14 or older than age 21 (unless an individual with a disability who is attending school under State law) at time of enrollment. (Because age eligibility is based on age at enrollment, participants may continue to receive services beyond the age of 21 once they are enrolled in the program);
- iii. A low-income individual; **and**
- iv. Meets one or more of the following barriers (See Attachment E for definitions):
 - a. Basic skills deficient;
 - b. An English language learner;
 - c. An offender;
 - d. In foster care or has aged out of the foster care system or has attained 16 years of age and left foster care for kinship guardianship or adoption;
 - e. A homeless individual, a homeless child or youth, a runaway, a child eligible for assistance under sec. 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement;
 - f. An individual who is pregnant or parenting, including non-custodial parents;
 - g. An individual with a disability; **and/or**
 - h. An individual who “requires additional assistance to enter or complete an educational program or to secure or hold employment” (Not more than 5% of newly enrolled youth may enter the program under this criterion.)

If the youth is enrolled in the WIOA youth program during the summer and is in between school years, the youth is considered an ISY if they are enrolled to continue school in the fall. If the youth is enrolled in the WIOA youth program between high school graduation and post-secondary education, the youth is considered an ISY if they are registered for postsecondary education, even if they have not yet begun postsecondary classes at the time of WIOA youth program enrollment.

If the youth participant is enrolled in any credit-bearing postsecondary education classes, including credit-bearing community college classes and credit-bearing continuing education classes, then he/she is considered attending postsecondary education, and are considered an ISY.

If the family of a disabled youth does not meet the income eligibility criteria, then the disabled youth may be considered a low-income individual if the youth's own income does not exceed the higher of the poverty line or 70% of the lower living standard income level), but who is a member of a family whose income exceeds this income requirement is eligible for youth services.

Considerations

Once the school status of a youth is determined and Out-of-School Youth or In-School Youth determination is made, the school status remains the same throughout the youth's participation in the WIOA youth program, regardless of any later changes in school status.

Staff are encouraged to identify barriers to obtaining and retaining employment of customers to inform service delivery and to effectively track individuals. Any barriers identified for eligibility purposes must be verified through allowable documentation outlined in Attachment B.

Staff or program providers shall ensure that an eligible applicant who does not meet the enrollment requirements of the WIOA Youth program or who cannot be served shall be referred for further assessment, as necessary, and referred to appropriate programs to meet the basic skills and training needs of the applicant.

YOUTH 5% EXCEPTION

Up to 5% of youth (In-School or Out-of-School) served can be one of the following individuals as defined in:

- In School Youth who is not low-income but would otherwise qualify as an in-school youth **or**
- Out of School Youth who is not low-income but
 - Is recipient of a secondary school diploma or its recognized equivalent who is either basic skills deficient or an English language learner; and/or
 - Requires additional assistance to enter or complete an educational program or to secure or hold employment.

5% Calculation

The 5% is calculated based on all enrolled youth who would ordinarily be required to meet the low-income criteria in a given program year. The 5% calculation must be based on percentage of new enrolled youth in the program in a given year who would ordinarily be required to meet low-income. Because not all out of school youth are required to be low-income, the 5% low-income exception under WIOA is calculated based on the 5% of youth enrolled in a given program year who would ordinarily be required to meet the low-income criteria.

Consideration to be counted as an eligible youth meeting the exception or the limitation is offered on a first come – first serve basis. Written approval from the Division Manager

or designee for the 5% exception must be obtained. The written determination must be kept along with all other eligibility and assessment documents in the individual's file.

VETERAN PRIORITY OF SERVICE

The Jobs for Veterans Act (JVA) of 2008 and the Veterans' Benefits, Health Care, and Information Technology Act of 2006 provides that covered veterans and eligible spouses receive "Priority of Service." Staff must give first consideration for program participation to covered veterans and eligible spouses who meet the eligibility criteria of a U.S. Department of Labor (DOL) training, employment, or placement service in any workforce preparation program.

Veterans' priority is required under federal law; however, it is not intended to displace existing eligibility requirements for WIOA. An individual must first qualify for WIOA before a priority of service can be applied. Staff must use the following guidelines when determining priority for DOL-funded services:

- If the existing provisions are mandatory, a veteran must meet both the existing provisions and the veterans' provisions to receive priority. A non-veteran receives priority over a veteran who does not meet the mandatory provisions.
- If the existing provisions are optional, a veteran receives priority.

At the point of entry, staff will inform covered persons that by identifying as a veteran or an eligible spouse, they are entitled to Priority of Service. In addition, staff must inform covered persons of the full array of employment training and placement services available, as well as the applicable eligibility requirements for programs and services.

Verifying Veteran Status

Any individual self-identifying as a covered person should be provided immediate priority in the delivery of employment and training services. No covered person should be denied access on a priority basis to any services provided by program staff in order to verify covered person status.

It is neither necessary nor appropriate for any staff to require verification of the status of a veteran or eligible spouse at the point of entry, unless the individual who self-identifies as a covered veteran or eligible spouse:

1. Is to immediately undergo eligibility determination and must be registered or enrolled in a program; **or**
2. The applicable federal program rules require verification of covered Veteran or eligible spouse status at that time.

When a veteran does not have verifying documentation of veteran or eligible veteran status, the veteran or eligible spouse should be enrolled (providing other required documentation is provided) and provided immediate priority. They should be permitted to follow-up subsequently with any required verification of covered status. To receive training services under WIOA, veteran status must be verified.

Processes to identify veterans and eligible spouses who access service delivery points in order to provide veterans and eligible spouses with timely and useful information on priority of service at point of entry must be outlined in procedural documents. Point of entry may include entry into an American Job Center, as part of an application process for an employment and training program, or other methods either physically or virtually.

Exemption of Military Service-Related Income

Many types of income related to military service should not be included when determining if a veteran or eligible spouse meets “low income” eligibility standards.

Forms of exempted military service-related income per Title 38 U.S.C. 4213:

- Pay and/or financial allowances earned while a veteran was on active duty
- Any financial benefits received by a covered person under the following Chapters of Title 38 of the U.S. Code:
 - 11. Compensation for service-connected disability or death
 - 13. Dependency and indemnity compensation for service-connected deaths
 - 30. All-volunteer force educational assistance program
 - 31. Training and rehabilitation for veterans with service-connected disabilities
 - 35. Survivors’ and dependents’ educational assistance
 - 36. Administration of educational benefits
- Benefits received under Chapter 106 of Title 10 U.S. Code, Educational assistance for members of the selected reserve

Pension payments authorized by Title 10 U.S. Code, such as those received by military retirees whether or not their retirement was based on disability, are not exempt and are to be included in “low income” calculations. Also, not exempt are pension benefits paid under Chapter 15 of Title 38 U.S. Code.

Veterans Assistance (VA) benefits for education and training services do not constitute “other grant assistance” under WIOA’s eligibility requirements.

SELECTIVE SERVICE REQUIREMENTS

The law requires males born on or after January 1, 1960 and residing in the U.S. to register with Selective Service within 30 days of their 18th birthday. For WIOA Youth eligibility, every applicable male must be registered with the Selective Service.

This includes males who are:

- Citizens of the U.S.;
- Non-citizens, including undocumented individuals, legal permanent residents, seasonal agricultural workers, and refugees, who take up residency in the U.S. before their 26th birthday; **and/or**
- Dual nationals of the U.S. and another country regardless of whether they live in the U.S.

For U.S. citizens, Selective Service registration is not required if the man falls within one of the following categories:

- Men who are serving in the military on full-time active duty;
- Men attending the service academies;
- Disabled men who are continually confined to a residence, hospital or institution; **and/or**
- Men who are hospitalized, institutionalized, or incarcerated are not required to register during their confinement; however, they must register within 30 days after being released if they have not yet reached their 26th birthday.

For non-U.S. citizens, Selective Service registration is not required if the man falls within one of the following categories:

- Non-U.S. male who came into this country for the first time after his 26th birthday with documentation;
- Non-U.S. male who entered the U.S. illegally after his 26th birthday. He must provide proof that he was not living in the U.S. from age 18 through 25; **and/or**
- Non-U.S. male on a valid non-immigrant visa.

Before being enrolled in WIOA Title I-funded Youth services, all males who are not registered with the Selective Service must register through the Selective Service website at www.sss.gov. If a male turns 18 while participating in any WIOA-funded services, the participant must register with Selective Service no later than 30 days after he becomes 18 in order to continue in the program. If a man under the age of 26 refuses to register with the Selective Service, WIOA Title I-funded services must be suspended until he registers.

Individuals who are born female and changed their gender to male are not required to register. U.S. citizens or immigrants who are born male and changed their gender to female are still required to register.

CO-ENROLLMENT IN WIOA CORE PROGRAMS

The WDB allows co-enrollment in youth and adult programs (Title I) and across all WIOA core programs where appropriate. Individuals who meet the respective program eligibility requirements may participate in core WIOA programs concurrently. (20 CFR 681.430) Such individuals must be eligible under the respective program's eligibility criteria applicable to the services received.

Staff may determine, for these individuals, the appropriate level and balance of services under the youth and adult programs. Staff must identify and track the funding streams which pay the costs of services provided to individuals who are participating in youth and adult programs concurrently, and ensure no duplication of services. When determining in which program(s) to enroll a participant, the decision must be based on the service needs of the participant and if the participant is career-ready based on a assessment of their skills, experience, employability, and needs.

Serving 18 to 24 Year Old Youth

Youth ages 18 to 24 may be co-enrolled in both WIOA Adult and Youth programs concurrently. If a youth over 21 at time of enrollment is enrolled in a post-secondary school credit-bearing coursework, the youth will only be eligible for WIOA Adult services. Some 18 to 24 year olds may be ready for adult services due to life experiences such as having gained occupational skills, prior work experiences, adult scheduled, family responsibilities, and the participant's needs. Other 18 to 24 year olds may need specific youth services covered in the 14 WIOA youth program elements based on characteristics such as maturity, drug and alcohol abuse, homelessness, foster care status, family abuse/neglect, literacy challenges, pregnancy, and lack of employability skills. Assessments of skills, career readiness, literacy, and supportive service needs should be taken into consideration when determining the appropriate program(s) for young adults.

ELIGIBILITY VERIFICATION

When registering a youth for WIOA services, staff must ensure that the individual is eligible in accordance with the eligibility requirements for WIOA (age, selective service registration, and authorization to work). Each file must include a completed application for each applicant, equal opportunity information, and documentation that confirms general WIOA youth eligibility and any additional Out-of-School or In-school Youth eligibility elements. All questions on the intake form must be answered, and both the applicant and intake staff must sign the intake form.

For an individual to be registered and enrolled into WIOA Youth programs, the following must occur:

1. The individual must complete the application/eligibility determination process;
2. The individuals must provide the documentation required to substantiate his/her eligibility;
3. The individual must complete an objective assessment;
4. The individual must complete the development of an Individual Service Strategy (ISS);
5. The individual must participate in any one of the 14 Program Elements; **and**
6. Staff must enter the appropriate activity codes for the individual into the CalJOBS system.

Objective Assessment

The WIOA youth program requires an objective assessment of academic levels, skill levels, and service needs of each participant, which includes a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes, supportive service needs, and developmental needs. Assessments must also consider a youth's strengths rather than just focusing on areas that need improvement. In assessing basic skills, staff must use assessment instruments that are valid and appropriate for the target population, and must provide reasonable accommodation in the assessment process, if necessary, for individuals with disabilities.

Staff are not required to use National Reporting System (NRS) approved assessments to determine an individual's grade level equivalent or educational functioning level (EFL); however, only NRS-approved pre- and post-tests may be used to measure EFL gains for the measurable skills gains indicator. Staff may use other formalized testing instruments designed to measure skills-related gains. Skills related gains may also be determined through less formal alternative assessment techniques such as observation, folder reviews, or interviews. Alternative assessment techniques may be particularly appropriate for youth with disabilities given accessibility issues related to formalized instruments.

Staff may use previous basic skills assessment results if such assessments were conducted within the past six (6) months.

Determining Low-Income Status

The following income sources should be included in an individual's income calculation:

- Alimony, military family allotments, or other regular support from an absent family member or someone not living in the household;
- Child support payments (including foster care child payments);
- College or university scholarships (not needs-based), grants, fellowships, and assistantships;
- Monetary compensation for services, including wages, tips, salary commissions, or fees before any deductions;
- Net gambling or lottery winnings;
- Net receipts from farm self-employment (receipts from a farm which one operates as an owner, renter, or sharecropper, after deductions for farm operating expenses);
- Net receipts from non-farm self-employment (receipts from a person's own unincorporated business, professional enterprise, or partnership, after deductions for business expense);
- Private pensions, government employee pensions (including military retirement pay);
- Regular insurance or annuity payments (including state disability insurance);
- Regular payments from railroad retirement, strike benefits from union funds, worker's compensation, and training stipends (e.g., wages from the California Conservation Corp);
- Severance payments;
- Social Security Disability Insurance payments;
- Social Security old age and survivors' insurance benefit payments;
- Terminal leave pay; **and**
- Unemployment insurance compensation.

The following income sources should not be included in an individual's income calculation:

- Need-based public assistance payments (including Temporary Assistance for Needy Families, supplemental security income, emergency assistance money

payments, and non-federally-funded general assistance or general relief money payments);

- Financial assistance under Title IV of the Higher Education Act, i.e., Pell Grants;
- Supplemental Educational Opportunity Grants and Federal Work Study;
- Needs-based scholarship assistance;
- Loans;
- Veterans benefits;
- Income earned while the veteran was on active military duty and certain other veterans' benefits, i.e., compensation for service-connected disability, compensation for service-connected death, vocational rehabilitation, and education assistance;
- Capital gains;
- Any assets drawn down as withdrawals from a bank, the sale of property, a house or a car;
- Tax refunds, gifts, loans, lump-sum inheritances, one-time insurance payments, or compensation for injury;
- Non-cash benefits such as employer paid or union-paid portion of health insurance or other fringe benefits, food or housing received in lieu of wages;
- The value of food and fuel produced and consumed on farms;
- The imputed value of rent from owner occupied nonfarm or farm housing;
- Medicare, Medicaid, food stamps, school meals, and housing assistance; **and**
- Allowances, earnings and payments to individuals participating in programs under WIA (except on-the-job training wages).

Two low-income substitutions are allowed for WIOA Youth. Staff may use eligibility for free/reduced lunch as a substitute for the income eligibility criteria. Note when a school does not use individual eligibility criteria to determine who is eligible for free or reduced price lunch, whole school receipt of free or reduced price lunch cannot be used to determine low income status for ISY. If an OSY is a parent living in the same household as a child who receives or is eligible to receive free or reduced price lunch based on their income, then such an OSY would meet the low-income criteria based on his/her child's criteria.

In addition, a youth living in a high-poverty area automatically qualifies as low-income and no additional documentation is required (See Attachment D for Solano County areas of high poverty).

Methods for calculating income must be outlined in procedural documents.

DOCUMENTS FOR VERIFYING WIOA ELIGIBILITY

Required WIOA eligibility documentation must be in every participant's file. Required documentation sources for general WIOA eligibility are included in Attachment A; at least one document from every applicable category must be provided. Documentation sources for all data verification elements that may be used to verify data elements are included in Attachment B. A WIOA Eligibility Checklist is included in Attachment C. The

applicant must be informed that all information is subject to verification and that false information is grounds for termination and possible prosecution under the law.

The order of priority for methods of verification is:

1. Documentary evidence identified in Attachment B.
2. Self-Attestation, where allowable.
3. Telephone Verification, where allowable.
4. Case Notes in CalJOBS by WIOA staff, where allowable.

Procedural documents must outline the process for documenting and verifying eligibility for WIOA-funded programs, using the acceptable source documentation outlined in this policy. The procedures should be customer friendly and not add to the frustrations already experienced by individuals who are out of work. It is not the intention of WIOA to discourage participation by imposing difficult documentation and verification requirements.

Self-Attestation

Self-attestation is allowed as a viable source for documenting eligibility for certain WIOA Title I data elements. Self-attestation should not be the first avenue for verification of data elements but may be used if documentary evidence is not available or if it cannot be provided when time is of the essence. The WIOA Intake or Registration Form can also count as a self-attestation form as long as the individual identifies his or her status for the permitted criteria and signs and dates the registration form attesting to this self-identification.

The applicant's difficulty in obtaining documentation does not need to entail hardship or suffering to justify using an applicant statement. In taking an applicant's statement, it is not necessary to obtain corroboration unless there is reason not to believe the applicant. WDB procedures must provide guidance to case managers about how to take acceptable applicant statements.

The WIOA Intake or Registration Form may be used for the following eligibility elements:

- Basic Skills Deficiency
- Disability
- Ex-Offender
- Family Size
- Homeless or Runaway Youth
- Without a High School Diploma

To qualify as self-attestation on the WIOA intake and registration, the applicable section must be completed and signed.

Self-attestation forms may be used for the following eligibility elements:

- Disability

- Ex-Offender
- Family Size
- Low-income Status
- Pregnant or Parenting

Documentation through WIOA Intake and Registration/self-attestation should not be overused. U.S. Department Of Labor and California Employment Development Department will monitor for overuse of self-attestation when determining program eligibility.

For low-income status, individuals must outline the sources and amount of family income by month on a self-attestation worksheet or show documentation outlined in Attachment B.

Telephone Documentation

For cases where documentation cannot or may not be copied, and/or is not readily obtainable, documents may be inspected or information verified by telephone.

Telephone documentation should not be the first avenue for verification of data elements but may be used for the following eligibility elements:

- Disability
- Ex-Offender
- Underemployed at Time of Participation

To qualify as telephone verification, verification must be documented in the case notes and must include contact information and specific details. For example, “August 15, 2013. Called Dept. of Corrections, spoke with Sgt. X who verified that Mr. Y was incarcerated between January 25 and March 16, 2013.” WDB procedures must outline guidance to case managers regarding what information must be included in a participant’s case notes.

Case Notes

Case notes in CalJOBS by staff are allowed as a viable source for documenting eligibility for certain WIOA Title I data elements. Case notes should not be the first avenue for verification of data elements but may be used for the following eligibility elements:

- Foster Care Youth
- Pregnant

To qualify as case notes for eligibility documentation, case note must provide an auditable trail back to the source of information verified. The case manager does not need to keep a hard copy of the information verified in the participant’s case file. Case notes must identify at a minimum:

1. A participant’s status for a specific data element

2. The date on which the information was obtained, **and**
3. The case manager who obtained the information.

Documentation case note example: A case manager verified an individual is basic skills deficient by viewing school records, specifically, enrollment in a Title II Adult Education/Literacy program. The case notes must include auditable information, such as the name of the school and date of enrollment, which could allow an auditor/monitor to later retrieve this information. The case manager would not need to keep a hard copy of the school record in the participant's file.

Primary Eligibility Review

It is staff's responsibility to ensure all registration paperwork is complete and accurate prior to WIOA enrollment. Staff must maintain a secured file for each program applicant and registrant which contains copies of all documents collected. If individuals are not enrolled in WIOA, files must be maintained for six months.

There is no limit on how much time is allowed between application date and enrollment date, but enrollment should be completed within 90 days. Once the enrollment process is started, it is the responsibility of the sub-recipient to enter the appropriate eligibility data into CalJOBS within 30 calendar days.

DISCLAIMER

This policy is based on WDB's interpretation of the statute, along with the Workforce Innovation and Opportunity Act, Final Rule released by the U.S. Department of Labor, and federal and state policies relating to WIOA implementation. This policy will be reviewed and updated based on any additional federal or state guidance.

REFERENCES

Law

- [Workforce Innovation and Opportunity Act of 2014 \(WIOA\).](#)
- California *Education Code (EC)* Sections 47612.1, 58500, and 66010

Federal Guidance

- [Workforce Innovation and Opportunity Act Labor Only Final Rule](#)
- Training and Employment Guidance Letter WIOA (TEGL) 05-08 – [Policy for Collection and Use of Workforce System Participants' Social Security Numbers.](#)
- TEGL 10-09 – [Implementing Priority of Service for Veterans and Eligible Spouses in all Qualified Job Training Programs Funded in whole or in part by the U.S. Department of Labor \(DOL\).](#)
- TEGL 11-11 and Changes 1 and 2 – [Selective Service Registration Requirements for Employment and Training Administration Funded Programs.](#)
- TEGL 22-15 – [Program Year \(PY\) 2015/Fiscal Year \(FY\) 2016 and PY 2014/FY 2015 Data Validation and Performance Reporting Requirements and Associated Timelines.](#)

- TEGL 21-16 – [Third Workforce Innovation and Opportunity Act \(WIA\) Title I Youth Formula Program Guidance](#)

State Guidance

- Workforce Service Directive (WSD) 08-14 – [Final Rule on Priority of Service for Veterans and Eligible Spouses](#)
- WSD13-11 – [CalJOBS Participant Reporting](#)
- WSD 14-04 – [WIA Title I Eligibility](#)
- WSD16-18 – [Selective Service Registration](#)
- WSD 17-07 – [WIOA Youth Program Requirements](#)

Approved by

Workforce Development Board of Solano County

ATTACHMENT A: Required Documentation for WIOA Participants

WIOA Documentation Requirements & Sources

- ✓ Before enrollment, eligibility criteria must be met and documented.
- ✓ You only need to show **one** form of documentation for each **category**.

| Eligibility Category | Common Acceptable Documentation (<i>Only one per category is required, preferred document is highlighted</i>) |
|---|---|
| Birth Date/Age | <ul style="list-style-type: none"> • Birth Certificate • DD-214, Report of Transfer or Discharge Paper • Driver's License • Federal, State or Local Government Identification Card • Public Assistance/Social Service Records • School Records/Identification Card • U.S. Passport or U.S. Passport Card (unexpired) • Work Permit |
| Social Security Number <i>(Selected documents must include a full social security number to be accepted as WIOA documentation)</i> | <ul style="list-style-type: none"> • DD-214, Report of Transfer or Discharge Paper • Employment Records • IRS Form Letter 1722 • Military ID • Passport • Pay Stub • Social Security Card or Social Security Benefits • W-2 Form |
| Selective Service Registration <i>Required for male applicants</i> | <ul style="list-style-type: none"> • DD-214, Report of Separation • Print-Out, Check Status or Register on-line at: www.sss.gov • Selective Service Registration Card |
| Authorization to Work* | <p>I-9 Form List A Documents:</p> <ul style="list-style-type: none"> • Employment Authorization with Photograph (Form I-766) • Foreign Passport with I-155 or Form I-94 or I-94A • Permanent Resident Card or Alien Receipt Card (Form I-551) • U.S. Passport or U.S. Passport Card <p>OR a Document from I-9 Form List B and C:</p> <ul style="list-style-type: none"> • List B Documents: <ul style="list-style-type: none"> ○ Driver's License ○ Federal, State, or Local Government ID ○ Voter's Registration Card ○ U.S. Military, Merchant Mariner, or Dependent Card • List C Document: <ul style="list-style-type: none"> ○ U.S. Citizen or Resident Citizen ID Card ○ Social Security Account Number Card ○ Valid Birth Certificate |
| Additional documentation may be needed to determine eligibility or priority of service. | |

ALLOWABLE ELIGIBILITY AND DATA VERIFICATION SOURCES
WIOA Youth Programs

| Eligibility Criteria | References | Acceptable Documentation |
|--|---|---|
| Authorization to Work | <ul style="list-style-type: none"> • WIOA Section 188(a)(5) • WSD14-4 | <p>I-9 Form List A Documents:</p> <ul style="list-style-type: none"> • Employment Authorization Document with Photograph (Form I-766) • Foreign Passport and Form I-94 or I-94A with status endorsement and matching names • Foreign Passport with I-551 stamp or notation • Micronesia or Marshall Islands Passport with Form I-94 or I-94A indicating nonimmigrant admission • Permanent Resident Card or Alien Registration Receipt Card (Form I-551) • U.S. Passport or U.S. Passport Card <p>OR a Document from I-9 Form List B and C:</p> <ul style="list-style-type: none"> • List B Documents: <ul style="list-style-type: none"> ○ Driver's License with photograph or identifying information ○ Federal, State, or Local Government ID with photograph or identifying information ○ Military Dependent's ID Card ○ Native American Tribal Document ○ School ID card with photograph ○ Voter's Registration Card ○ U.S. Military Card or Draft Record ○ U.S. Coast Guard Merchant Mariner Card • List C Document: <ul style="list-style-type: none"> ○ Certificate of Report of Birth issued by Department of State ○ Department of Homeland Security Employment Authorization Document ○ Native American Tribal Document ○ Original or Certified Copy of Birth Certificate Issued by a State, County, Municipal Authority or U.S. Territory with official seal ○ Resident Citizen ID Card ○ Social Security Account Number Card with no work restrictions ○ U.S. Citizen ID Card |
| Basic Skills Deficiency (<i>academic or language literacy</i>) | <ul style="list-style-type: none"> • WIOA Section 3(5) • TEGL 22-15 • WSD15-14 | <ul style="list-style-type: none"> • National Reporting System (NRS) Approved Standardized Assessment Test Score • School Records, such as a Referral or Records from a Title II Basic Education Program or English Language Learner Program |

ATTACHMENT B: Documentation Sources for WIOA Eligibility Data Elements

| Eligibility Criteria | References | Acceptable Documentation |
|---|---|---|
| Birth Date/Age | <ul style="list-style-type: none"> • TEGL 22-15 • WSD14-4 | <ul style="list-style-type: none"> • Baptismal Record • Birth Certificate • Cross-Match with Department of Public Health vital records • DD-214, Report of Transfer or Discharge Paper • Driver's License • Federal, State or Local Government Identification Card • Hospital Record of Birth • Public Assistance/Social Service Records • School Records/Identification Card • Tribal Records • U.S. Passport or U.S. Passport Card (unexpired) • Work Permit |
| Disability | <ul style="list-style-type: none"> • WSD14-4 | <ul style="list-style-type: none"> • Letter from Drug or Alcohol Rehabilitation Agency • Medical Records • Observable Condition (requires self-attestation with the interviewer serving as the corroborating witness) • Physician, Psychiatrist or Psychologist or other Licensed Clinical Professional Diagnosis or Statement • Public Assistance to Adults (PAA) Approval Letter • Rehabilitation Evaluation • School Records Stating Disability • Self-Attestation Applicant Statement • Sheltered Workshop Certification • Social Security Administration Disability Records • Social Service Records/Referral • Telephone Verification • Disability Assistance Program Approval Letter • Veterans Administration Letter/Records • Letter from a Vocational Rehabilitation Agency • Worker's Compensation Records/Statement |
| Eligible for Free or Reduced Lunch (under the Richard B. Russell National School Lunch Act) | <ul style="list-style-type: none"> • WIOA Section 3(36)(A)(iv) | <ul style="list-style-type: none"> • Notification Letter from the School • Notification of Eligibility • Statement from the School <i>sources must reflect most recent school year</i> |
| Employment Status at Time of Participation | <ul style="list-style-type: none"> • TEGL 22-15 • WSD14-4 | <ul style="list-style-type: none"> • Case Notes Showing Information Collected from Participant • Pay Stub |
| Foster Care Youth (current or aged out) | <ul style="list-style-type: none"> • WSD14-4 | <ul style="list-style-type: none"> • Written Confirmation from Social Services Agency • Case Notes |
| Homeless or | <ul style="list-style-type: none"> • WIOA | <ul style="list-style-type: none"> • Self-Attestation Statement |

ATTACHMENT B: Documentation Sources for WIOA Eligibility Data Elements

| Eligibility Criteria | References | Acceptable Documentation |
|---|--|--|
| Runaway Youth | <ul style="list-style-type: none"> Section 3(24)(G) TEGL 22-15 WSD14-4 | <ul style="list-style-type: none"> Statement from Shelter or Social Service Agency WIOA Intake or Registration Form (if signed) Written Statement from an Individual Providing Temporary Residence |
| Justice-Involved Youth/Ex-Offender | <ul style="list-style-type: none"> WIOA Section 3(38) TEGL 22-15 WSD14-4 | <ul style="list-style-type: none"> Documentation from Juvenile or Adult Criminal Justice System Case Noted Phone Call with Court of Probation Representatives WIOA Intake or Registration Form (if signed) Self-Attestation Applicant Statement |
| Low Income | <ul style="list-style-type: none"> WIOA Section 3(36) TEGL 22-15 WSD15-14 | <ul style="list-style-type: none"> Alimony Agreement Award Letter from Veterans Administration Bank Statements (direct deposit required) Compensation Awards Letter Court Award Letter Cross-Match with Public Assistance Database Employer Statement/Contact Family or Business Financial Records Food Stamp Documents – authorization to obtain food stamps, food stamp card with current date, current food stamp receipt, postmarked food stamp mailer with applicable name and address Housing Authority Verification Pay Stubs Pension Statement Public Assistance Records – authorization to receive cash public assistance, public assistance check, medical card showing grant status Quarterly Estimated Tax for Self-Employed Persons Refugee Assistance Records Self-Attestation Statement Social Security Benefits Records Statement from County Welfare Office UI Documents and/or Printout |
| Pregnant or Parenting | <ul style="list-style-type: none"> TEGL 22-15 PI 2016-10 | <ul style="list-style-type: none"> Baptismal Record of Child Copy of Child's Birth Certificate Doctor's Note Confirming Pregnancy Observation of Pregnancy Status in Case Notes Self-Attestation Applicant Statement |
| Recipient of Public Assistance | <ul style="list-style-type: none"> WSD15-14 | <ul style="list-style-type: none"> Cross-match with public assistance database Copy of authorization to receive cash public assistance Copy of public assistance check Medical card showing case grant status |

ATTACHMENT B: Documentation Sources for WIOA Eligibility Data Elements

| Eligibility Criteria | References | Acceptable Documentation |
|---|--|--|
| | | <ul style="list-style-type: none"> Public assistance records Refugee assistance records |
| Requires Additional Assistance | <ul style="list-style-type: none"> TEGL 22-15 | <ul style="list-style-type: none"> Case Note Individual Service Strategy Self-Attestation Applicant Statement WIOA Intake or Registration Form |
| School Status <i>(drop-out/in-school)</i> | <ul style="list-style-type: none"> TEGL 22-15 PI 2016-10 | <ul style="list-style-type: none"> Attendance Records Diploma or GED Certificate School Documentation Self-Attestation Applicant Statement Transcripts WIOA Intake or Registration Form Withdrawal Form from Secondary School |
| Selective Service Registration <i>Required for male applicants over 18</i> | <ul style="list-style-type: none"> WIOA Section 189(h) TEGL 11-11, Change 2 WSD14-4 | <ul style="list-style-type: none"> DD-214, Report of Separation Screen Print-Out of the Selective Service Verification Site: http://www.sss.gov/RegVer/wfVerification.aspx Selective Service Acknowledgement Letter Selective Service Registration Card Selective Service Verification Form (Form 3A) Stamped Post Office Receipt of Registration <i>(See staff if not registered and no exemption exists)</i> |
| Social Security Number (SSN) <i>(Per TEGL 5-08, WIOA staff should request a SSN from all applicants, but services cannot be denied to anyone refusing to provide their SSN when status can be documented via other means)</i> | <ul style="list-style-type: none"> TEGL 05-08 | <ul style="list-style-type: none"> Cross-match with UI Records DD-214, Report of Transfer or Discharge (if SSN is listed) Employment Records (if full SSN is listed) Federal or State ID (if full SSN is listed) IRS Form Letter 1722 Military Identification Passport Pay Stub (if full SSN is listed) Social Security Card W-2 Form |
| Substantial Cultural Barriers | <ul style="list-style-type: none"> Locally determined | <ul style="list-style-type: none"> Self-Attestation Applicant Statement WIOA Intake or Registration form (if signed) |
| Veteran Status | <ul style="list-style-type: none"> TEGL 22-15 | <ul style="list-style-type: none"> Cross-Match with Veterans Data DD-214 Copy 4, "Veteran's Certificate of Release or Discharge from Active Duty" Letter from the Veterans' Administration Certifying Veteran Status |
| Without a High School Diploma | <ul style="list-style-type: none"> Locally determined | <ul style="list-style-type: none"> Records from an Educational Institution (diploma, GED, transcripts, withdrawal letter, or school documentation) Self-Attestation Applicant Statement WIOA Intake or Registration Form (if signed) |

ATTACHMENT C: ELIGIBILITY CHECKLIST

ELIGIBILITY CHECKLIST FOR WIOA YOUTH PROGRAMS

| WIOA General Eligibility | |
|--|--------------------------|
| Requirement | Verified |
| Authorized to Work in the U.S. | <input type="checkbox"/> |
| Meets Military Selective Service Registration Requirements | <input type="checkbox"/> |
| Age/Birth Date | <input type="checkbox"/> |
| Social Security Number | <input type="checkbox"/> |

AND Complete Out of School Youth OR In School Youth

| WIOA Out-of-School Youth | |
|---|--------------------------|
| Requirement | Verified |
| Not Attending Any School | <input type="checkbox"/> |
| Between the Ages of 16 and 24 at Time of Enrollment | <input type="checkbox"/> |
| AND Must Check One or More of the Following | Verified |
| School Dropout | <input type="checkbox"/> |
| Compulsory School Age, Did Not Attend Recent Quarter | <input type="checkbox"/> |
| Secondary School Diploma/Equivalent, Low Income, & Basic Skills Deficient | <input type="checkbox"/> |
| Secondary School Diploma/Equivalent, Low Income, & English Language Learner | <input type="checkbox"/> |
| Connected to the Juvenile or Adult Justice System | <input type="checkbox"/> |
| Homeless, Runaway, Foster Youth, Social Security, or Out-of-Home Placement | <input type="checkbox"/> |
| Pregnant or Parenting | <input type="checkbox"/> |
| Disability | <input type="checkbox"/> |
| Low-Income and Needs Additional Assistance | <input type="checkbox"/> |

| WIOA In-School Youth | |
|---|--------------------------|
| Requirement | Verified |
| Attending School | <input type="checkbox"/> |
| Between the Ages of 14 and 21 at Time of Enrollment | <input type="checkbox"/> |
| Low-Income | <input type="checkbox"/> |
| AND Must Check One or More of the Following | Verified |
| Basic Skills Deficient | <input type="checkbox"/> |
| English Language Learner | <input type="checkbox"/> |
| Connected to the Juvenile or Adult Justice System | <input type="checkbox"/> |
| Homeless, Runaway, or Foster Youth | <input type="checkbox"/> |
| Pregnant or Parenting | <input type="checkbox"/> |
| Disability | <input type="checkbox"/> |
| Needs Additional Assistance | <input type="checkbox"/> |

S1701

POVERTY STATUS IN THE PAST 12 MONTHS
2012-2016 American Community Survey 5-Year Estimates

Fairfield CDP High Poverty Areas

Thematic Map of Percent below poverty level; Estimate; Population for whom poverty status is determined
Geography by: Census Tract

Legend:

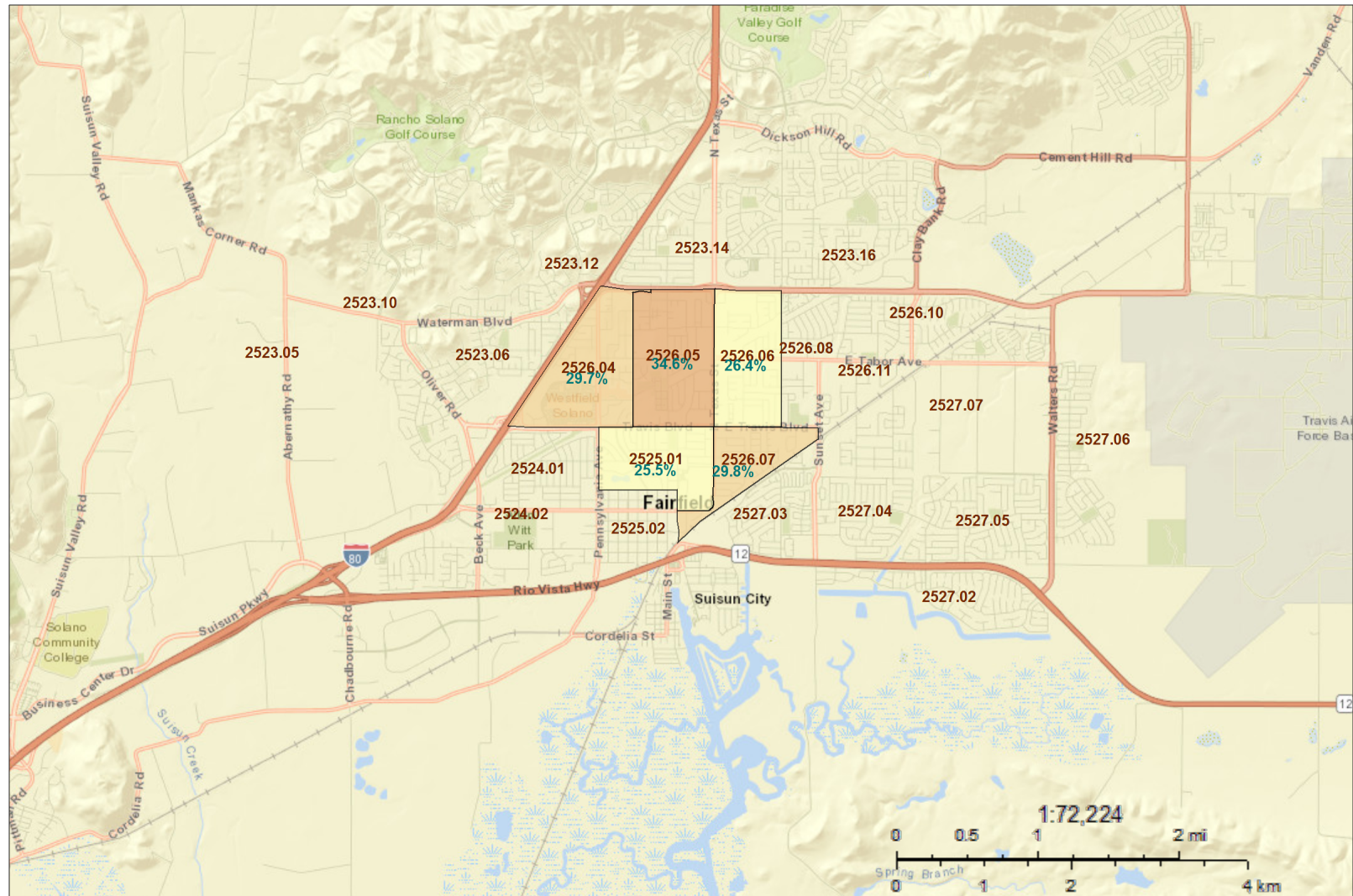
Data Classes

Percent

- 25.5 - 26.4
- 27.9 - 29.8
- 31.7 - 34.6
- 38.8 - 41.8
- 55.6 - 55.6

2016 Boundaries

No Legend



Supporting documentation on code lists, subject definitions, data accuracy, and statistical testing can be found on the American Community Survey website in the Data and Documentation section.

S1701

POVERTY STATUS IN THE PAST 12 MONTHS
2012-2016 American Community Survey 5-Year Estimates

Vallejo CDP High Poverty Areas

Thematic Map of Percent below poverty level; Estimate; Population for whom poverty status is determined
Geography by: Census Tract

Legend:

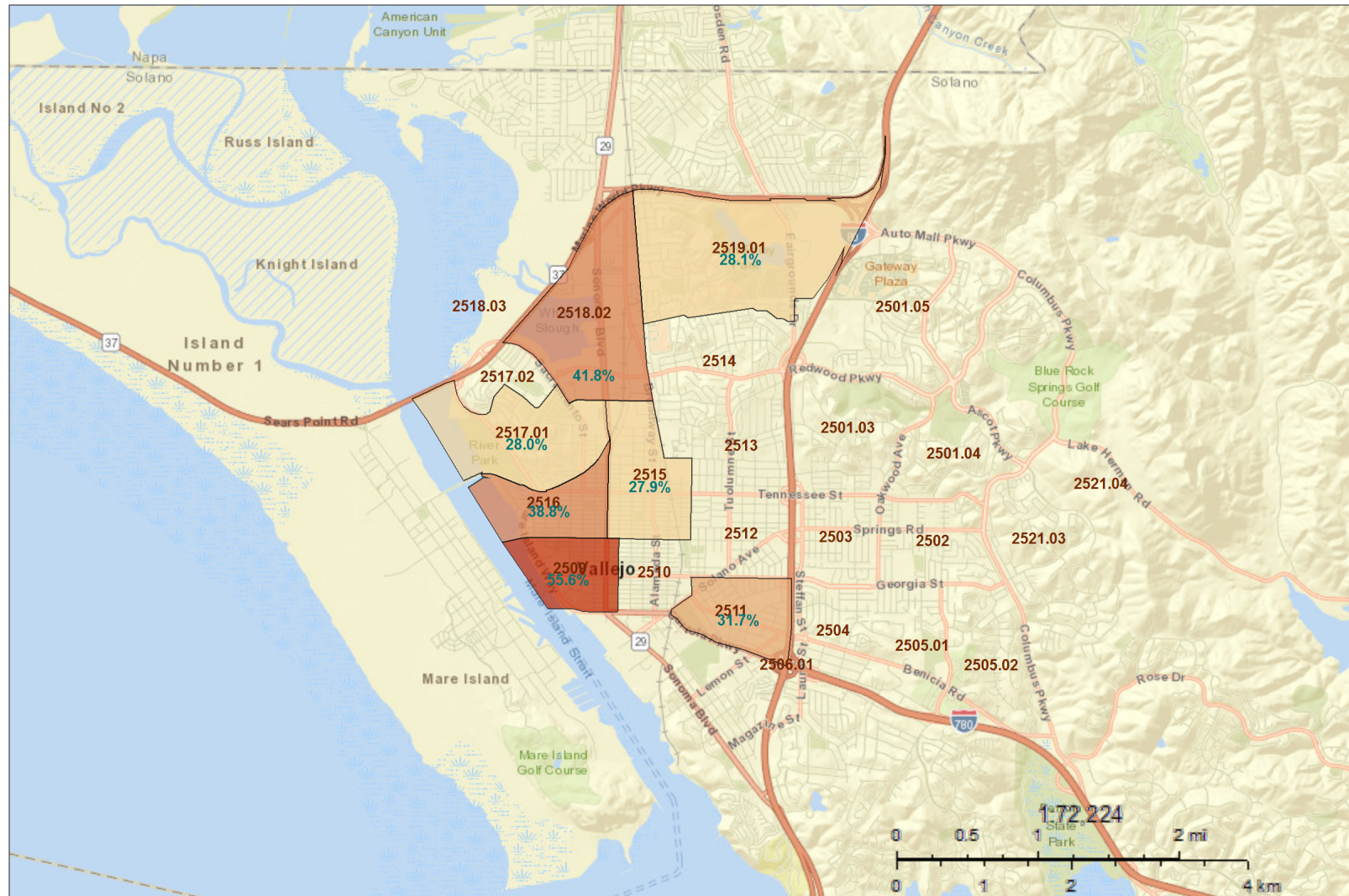
Data Classes

Percent

- 25.5 - 26.4
- 27.9 - 29.8
- 31.7 - 34.6
- 38.8 - 41.8
- 55.6 - 55.6

2016 Boundaries

No Legend



Supporting documentation on code lists, subject definitions, data accuracy, and statistical testing can be found on the American Community Survey website in the Data and Documentation section.

S1701

POVERTY STATUS IN THE PAST 12 MONTHS
2012-2016 American Community Survey 5-Year Estimates

Vacaville CDP High Poverty Areas

Thematic Map of Percent below poverty level; Estimate; Population for whom poverty status is determined
Geography by: Census Tract

Legend:

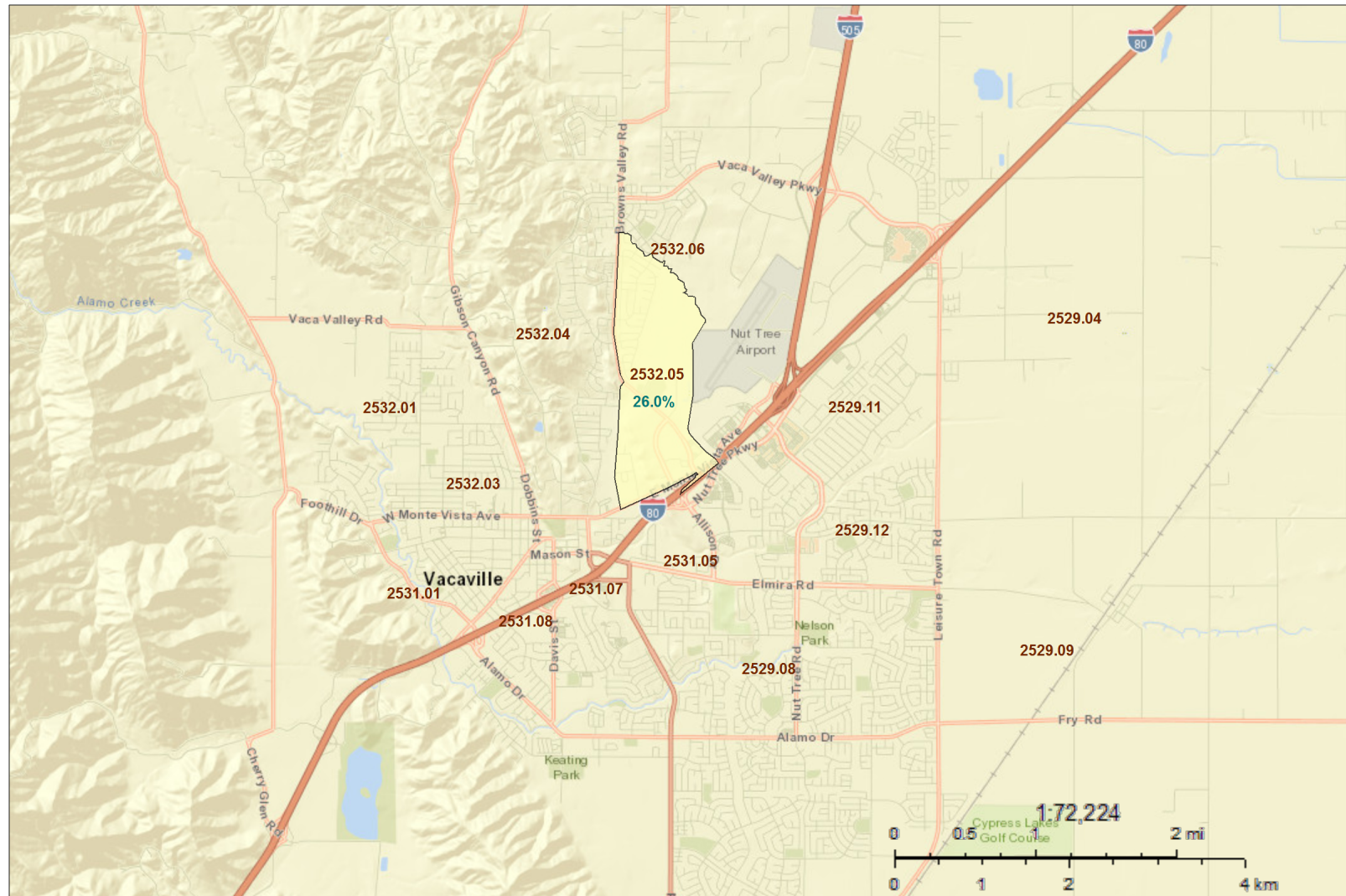
Data Classes

Percent

- 25.5 - 26.4
- 27.9 - 29.8
- 31.7 - 34.6
- 38.8 - 41.8
- 55.6 - 55.6

2016 Boundaries

No Legend



Supporting documentation on code lists, subject definitions, data accuracy, and statistical testing can be found on the American Community Survey website in the Data and Documentation section.

ATTACHMENT E: DEFINITION OF KEY TERMS

DEFINITION OF KEY TERMS

Age of Compulsory School Attendance, But Not Attending – as defined in 20 CFR 681.210(c)(2) – a youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter. The school year calendar quarter is based on how a local school district defines its school year quarters. In cases where schools do not use quarters, local programs must use calendar year quarters.

Alternative School – as defined in WSD 17-07 – a type of school designed to achieve grade-level (K-12) standards and meet student needs (EC Section 58500). Examples of alternative schools include, but are not limited to, continuation, magnet, and charter schools. If the youth is attending an alternative school at the time of enrollment, the participant is considered to be in-school.

Attending School – as defined in 20 CFR 681.230 and WSD 17-07 – a youth receiving services from a public school, home schooling, charter school, cyber charter school, career and technical school, sectarian school, or private school. This does not include providers of adult education under Title II, YouthBuild, Job Corps, high school equivalency programs (unless funded by the public K-12 school system who are classified by the school system as still enrolled), charter schools with federal or state workforce partnerships), or drop-out reengagement programs to be schools.

Barriers to Employment – as defined by WIOA Sec 3(24) – populations included in the “individuals with barriers to employment” include:

- Displaced homemakers
- Low-income individuals
- Indians, Alaska Natives, and Native Hawaiians,
- Individuals with disabilities
- Older individuals
- Ex-offenders
- Homeless individuals
- Youth who have aged out of the foster care system
- Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers,
- Eligible migrant and seasonal farmworkers
- Individuals within two years of exhausting lifetime TANF eligibility
- Single parents (including single pregnant women), and
- Long-term unemployed individuals

Basic Skills Deficient – as defined by WIOA Sect. 3(5) – with respect to a youth who:

- has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or,
- is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual's family, or in society.

ATTACHMENT E: DEFINITION OF KEY TERMS

Cross Match – as defined by TEGL 22-15, Attachment A – a cross-match requires validators to find detailed supporting evidence for the data element in a database. An indicator or presence of a Social Security Number in a non-WIOA database is not sufficient evidence, validators must also find supporting information such as dates of participation and services rendered.

Cultural Barriers – as defined by the Federal Register 2015-007 Participant Individual Record Layout (PIRL) – barriers that exist when a participant perceives him or herself as possessing attitudes, beliefs, customs or practices that influence a way of thinking, acting or working that may serve as a hindrance to employment.

Disability – as defined by the American with Disabilities Act of 1990 Sect. 12192(1-3) – with respect to an individual, the term disability means:

- (A) A physical or mental impairment that substantially limits one or more major life activities of such individual;
- (B) A record of such an impairment; or
- (C) Being regarded as having such an impairment where the individual established that he or she has been subjected to an action prohibited under the Americans with Disabilities Act of 1990 because of an actual or perceived physical or mental impairment whether the impairment limits or is perceived to limit a major life activity. Major life activities include but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. The term disability shall not apply to impairments that are transitory and minor. A transitory impairment is impairment with an actual or expected duration of 6 months or less.

Dropout – as defined in WIOA Sec. 3(54) and TEGL 21-16 – an individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent. An individual who has dropped out of postsecondary education is not a “school dropout” for purposes of youth program eligibility. A dropout only includes an individual who is currently a secondary school dropout and does not include a youth who previously dropped out of secondary school but subsequently returned.

Dropout Re-Engagement Program – as defined in TEGL 21-16 – a program that conducts active outreach to encourage out-of-school youth to return to school and assists such youth in resuming their education and/or training to become career ready. A re-engagement program or center may provide case management and other services to support youth in overcoming barriers that prevent them from returning to school or work.

English Language Learner – as defined by WIOA Sect. 3(21) and WIOA Sect 203(6) – an individual who has limited ability in reading, writing, speaking, or comprehending the English language, and:

- (A) Whose native language is a language other than English; or

ATTACHMENT E: DEFINITION OF KEY TERMS

- (B) Who lives in a family or community environment where a language other than English is the dominant language.

Ex-Offender / Offender – As defined by WIOA Section 3(39) – an adult or juvenile

- (A) who is or has been subject to any stage of the criminal justice process, and for whom services under this Act may be beneficial; or
- (B) who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction for committing delinquent acts, such as crimes against persons, crimes against property, statue offences, or other crimes.

Family – as defined in 20 CFR 675.300 as part of the low-income guidelines – two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories:

- A married couple and dependent children;
- A parent or guardian and dependent children; or
- A married couple.

Foster Youth – An individual who is

- (A) in foster care or has aged out of the foster care system, or who has attained 16 years of age and left foster care for kinship guardianship or adoption,
- (B) a child eligible for assistance under Section 477 of the Social Security Act (42 U.S.C. 677), or
- (C) an individual who is an out of home placement.

High Poverty Area – as defined in 20 CFR 681.260 – a census tract, a set of contiguous census tracts, an American Indian Reservation, Oklahoma Tribal Statistical Area, Alaska Native Village Statistical Area or Alask Native Regional Corporation Area, Native Hawaiian Homeland Area, or other tribal land as defined by the Secretary in guidance, or county that has a poverty rate of at least 25% as set every five (5) years using American Community Survey 5-Year data.

Homeless Individual – as defined in sec. 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e–2(6)),

- (A) means an individual who lacks a fixed, regular, and adequate nighttime residence; and
- (B) Includes –
- a. an individual who—
 - i. is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
 - ii. is living in a motel, hotel, trailer park, or campground due to the lack of alternative adequate accommodations;
 - iii. is living in an emergency or transitional shelter;
 - iv. is abandoned in a hospital; or
 - v. is awaiting foster care placement;

ATTACHMENT E: DEFINITION OF KEY TERMS

- b. an individual who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; or
- c. migratory children (as defined in section 1309 of the Elementary and Secondary Education Act of 1965; 20 U.S.C. 6399) who qualify as homeless under this section because the children are living in circumstances described in this paragraph;

Homeless Child or Youth – as defined in sec. 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)),

(A) means individuals who lack a fixed, regular, and adequate nighttime residence; and

(B) includes —

- a. children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- b. children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- c. children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- d. migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

Indians, Native Alaskans, and Hawaiians – as defined in WIOA Sec 166(b) – includes:

- Indian as defined in 25 USC 450b means a person who is a member of an Indian tribe, which means any Indian tribe, band, nation, or other organized group recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians
- Alaska Native as defined by 43 USC 1602(b) (r) includes a citizen of the United States who is a person of one-fourth degree or more Alaskan Indian Eskimo or Aleut blood, or combination thereof or any lineal descendant of a Native.
- Native Hawaiian as defined in 20 USC 7517 (2) means any individual who is a citizen of the United States who is a descendant of the aboriginal people who, prior to 1778, occupied and exercised sovereignty in the area that now comprises the state of Hawaii as shown by genealogical records, Kupuna or Kamaaina verification, or certified birth records.

ATTACHMENT E: DEFINITION OF KEY TERMS

Individual with a Disability as defined in the Americans with Disabilities Act Sect. 12012 (1) and in WIOA Sect. 3(25) is one with

- (A) a physical or mental impairment that substantially limits one or more major life activities of such individual;
- (B) a record of such an impairment; or
- (C) being regarded as having such an impairment (as described in the Americans with Disabilities Act § 12102 (3))

Low-income Individual as defined by WIOA Sec. 3(36) and Sec. 129(a)(2) means an youth who:

- receives, or in the past 6 months has received, or is a member of a family that is receiving or in the past 6 months has received:
 - assistance through the Supplemental Nutrition Assistance Program (SNAP) established under the Food and Nutrition Act of 2008 (7 U.S.C. 2011 et seq.),
 - the program of block grants to States for Temporary Assistance for Needy Families program (TANF) under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.),
 - the Supplemental Security Income program (SSI) established under title XVI of the Social Security Act (42 U.S.C. 1381 et seq.), or
 - State or local income-based public assistance;
- is in a family with total family income that does not exceed the higher of
 - the poverty line; or
 - 70% of the lower living standard income level (LLSIL);
- is a homeless individual, a homeless child or youth;
- receives or is eligible to receive a free or reduced price lunch;
- is a foster child on behalf of whom state or local government payments are made;
- is an individual with a disability whose own income meets the income requirement of clause, but who is a member of a family whose income does not meet this requirement; or
- is an individual living in a high poverty area.

Low Levels of Literacy – as defined in the Federal Register 2015-007 PIRL – when a participant is unable to read, write, and speak in English; compute and solve problems at levels of proficiency necessary to function on the job, in the family of the participant, or in society.

Lower Living Standard Income Level (LLSIL) – as defined in WSD14-4 – the income level (adjusted for regional, metropolitan, urban, and rural differences and family size), determined annually by the U.S. Department of Labor based upon the most recent lower living family budget, published annually in the Federal Register.

Non-Custodial Parent – as defined by 45 CFR 260.30 – a parent of a minor child how:

- lives in the state; and

ATTACHMENT E: DEFINITION OF KEY TERMS

- does not live in the same household as the minor child.

Offender – as defined in WIOA Sec. 3(38) – an adult or juvenile who:

- is or has been subject to any stage of the criminal justice process, and for who services under WIOA may be beneficial; or
- requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction

Postsecondary School – as defined in WSD 17-07 – California community colleges, and accredited public and private universities

Public Assistance Recipient – as defined in WIOA Sect. 3(50) – an individual that receives federal, state, or local government cash payments for which eligibility is determined by a needs or income test.

Recently Separated Veteran – as defined in WIOA Sect. 3(63) – any veteran who applies for participation in WIOA within 48 months after discharge or release from active military, naval, or air service.

“Requires additional assistance to complete an educational program or to secure or hold employment” is defined by WDB as a youth who meets one or more of the following criteria:

- Have repeated at least one secondary grade level or are one year over age for grade;
- Have a core grade point average of less than 1.5 as shown by school transcripts;
- For each year of secondary education, are at least two semester credits behind the rate required to graduate from high school as shown by school transcripts;
- Are emancipated youth as shown in court documentation;
- Are enrolled in a continuation or similar school;
- Are deemed at risk of dropping out of school by a school official as documented in a letter on school letterhead;
- Have been referred to or are being treated by an agency for a substance abuse related problem;
- Have experience recent traumatic events, are victims of abuse, or reside in an abusive environment as documented by a school official or other qualified professional;
- Has a poor work history (been fired from 1 or more jobs within the last twelve months, is unemployed and has actively been seeking employment for at least 2 months, has never held a job, or has never held a full-time job for more than 13 consecutive weeks).

Self-attestation – as defined by TEGL 06-14, Attachment A - occurs when an individual states his or her status for a particular data element and then signs and dates a form acknowledging this status. Self-attestation must include a statement that the information submitted to demonstrate eligibility for a program under Title I of WIOA is true and

ATTACHMENT E: DEFINITION OF KEY TERMS

accurate. The form and signature can be on paper or in the Local Area management information system with an electronic signature.

School Dropout – as defined in WIOA Sect. 3(54) – an individual who is no longer attending any school (including homeschooling) and who has not received an secondary school diploma or its recognized equivalent.

Secondary School – as defined in WIOA Sect. 3(55) and in the Elementary and Secondary Education Act Sect. 9101 (38) – a nonprofit institutional day or residential school, including a public secondary charter school, that provides secondary education, as determined under State law, except that the term does not include any education beyond grade 12.

Underemployed – as defined in 20 C.F.R. Sect. 668.150 and TEGL 03-15 – an individual who is:

- employed less than full-time who desires full time employment,
- working in employment not commensurate with the individual's demonstrated level of educational and/or skill achievement,
- employed who meets the definition of a low-income individual under WIOA, **or**
- employed but whose current job's earnings are less than 80% of their previous job earnings.

Unemployed – as defined in WIOA Sect. 3(61) – an individual who is without a job and who wants and is available for work. The determination of whether an individual is without a job, shall be made in accordance with the criteria used by the Bureau of Labor Statistics of the Department of Labor in defining individuals as unemployed.

Veteran – as defined in WIOA Sect. 3(63), 38 U.S.C. Sect. 101, and TEGL 10-09 – an individual who served as least one day in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable. Active service includes full-time federal service in the National Guard or a Reserve component. This definition of "active service" does not include full-time duty performed strictly for training purposes (i.e., that which is often referred to as "weekend" or "annual" training), nor does it include full-time active duty performed by National Guard personnel who are mobilized by state rather than by federal authorities.



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING FOR:
WIOA YOUTH ELIGIBILITY AND ENROLLMENT POLICY
(Issued September 2018)**

The Workforce Development Board (WDB) of Solano County's WIOA Youth Eligibility and Enrollment Policy contains important information pertaining to my employment and duties at the WDB.

A copy of this policy has been given to me to retain for future reference, and I have been provided with the location on the Shared Drive for the policy where I can obtain an electronic copy.

Since the information and policies described in the policy are necessarily subject to change, I acknowledge that revisions to the policy may occur. All such changes will be communicated through official notices. I understand that revised information may supersede, modify, or eliminate existing policies.

I have received the WIOA Youth Eligibility and Enrollment Policy and I understand that it is my responsibility to read and comply with the information contained in this policy and any revisions made to it.

I understand that I should consult with my supervisor if I have any questions about the information contained in the policy. I understand that failure to comply with the information contained in the policy could lead to disciplinary action or termination.

Employee's Name (printed): _____

Employee's Signature: _____ Date: _____