Workforce Innovation and Opportunity Act

Youth Program Policy

No individual in the United States may, on the basis of race, color, religion, sex, national origin, age, disability, or political affiliation or belief, or, for beneficiaries, applicants, and participants only, on the basis of citizenship or participation in any WIOA Title I-financially assisted program or activity, be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any WIOA Title I-financially assisted program or activity.

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Equal opportunity employment/program.
Auxiliary aids and services are available upon request to individuals with disabilities.

Youth Program Policy

I. PURPOSE

The purpose of this policy is to provide guidance to the Northeast Workforce Development Area (NEWDA) system partners on the implementation requirements for WIOA Title I Youth Program. This policy establishes the NEWDB standards for the implementation, the design and parameters of the Title I youth formula program with emphasis on priority of service to out of school youth. Youth program activities including expenditure, eligibility and program elements. This policy is established in accordance with applicable State and Federal laws and regulations.

References include the Workforce Innovation and Opportunities Act, the Federal Register/Vol. 81, No 161 and Oklahoma Workforce Development Issuance (OWDI) # 02-2016, Change 2.

This policy is intended to clarify procedures that minimize the burden of documenting eligibility, service provision, and outcomes while remaining respectful of the need to ensure data integrity and report accurate information to the United States Department of Labor (USDOL). All documentation previously copied and kept in paper case files must now be electronically scanned and uploaded to participant records to develop a virtual case file.

II. BACKGROUND

WIOA outlines a broader youth vision that supports an integrated service delivery system and provides a framework through which state and local areas can leverage other Federal, State, Local, and philanthropic resources to support in-school youth (ISY) and out-of-school youth (OSY). WIOA affirms the Department of Labor's commitment to providing high-quality services for all youth and young adults, beginning with career exploration and guidance, continued support for educational attainment, opportunities for skills training in in-demand industries and occupations, such as pre-apprenticeships or internships, and culminating with a good job along a career pathway, enrollment in post-secondary education, or a Registered Apprenticeship. All of the Department's youth-serving programs continue to promote evidence-based strategies to assist in achieving high-levels of performance, accountability, and quality in preparing young people for the workforce.

Additional Priorities and Other Key Changes under WIOA

Work Experience:

WIOA includes a major focus on providing youth with work experience opportunities while requiring that NEWDB spend a minimum of 20 percent (20%) of the youth funds on this specific program element. Not less than 20 percent (20%) of youth funds allocated to the NEWDB, minus the NEWDB expenditures for administration, must be used to provide paid and unpaid work experiences. Funds spent on work experience must be tracked at by NEWDB's fiscal agent and reported on a monthly basis to the Oklahoma Office of Workforce Development (OOWD) for subsequent quarterly reporting to the Department of Labor.

A new reporting line item for work experience expenditures was added to the Local Youth ETA-9130 (B). Activities to be considered in this reporting line item include paid and unpaid work experiences for both in-school and out-of-school youth. This may include summer employment opportunities and other employment opportunities available throughout the school year, pre-apprenticeship programs, internships and job shadowing, and OJT opportunities (WIOA sec. 129 (c)(2)(C)). See TEGL 2-16 for more details on local youth financial reporting.

Two new definitions of low income for youth:

A youth living in a high-poverty area and a youth (ISY only) who receives or is eligible to receive a free or reduced-price lunch under the Richard B. Russell National School Lunch Act are considered low-income under WIOA. When a school does not use individual eligibility criteria to determine who is eligible for free or reduced-price lunch, entire school receipt of free or reduced-price lunch must not be used to determine WIOA low-income status for ISY.

Income when determining a youth's low-income status:

The definition of what counts as income when determining a youth's low-income status has changed under WIOA. Under WIOA, there is no exclusion of payments for unemployment compensation, child support payments, and old-age survivor's insurance benefits from the income calculations for determining if an individual is low-income.

Circumstances where only the youth's income is considered:

OSY with a disability are not required to be low-income. For ISY with a disability, the youth's own income, rather than his or her family's income, must meet the low-income definition and not exceed the higher of the poverty line or 70 percent of the LLSIL.

Additionally, if an individual is not living in a single residence with other family members; that individual is not a member of a family for the purpose of WIOA income calculations. 20 CFR § 675.300 defines family as "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

Note: A dependent child is considered part of a family/household if he/she can be claimed as a dependent on a parent or guardian tax return, and therefore family income must be assessed. A child who cannot be claimed on a parent or guardians tax return, and who may file an independent tax return is not considered part of a family/household and must be assed as an individual. See IRS Rules for Claiming a Dependent, Table 5, for more details:
https://www.irs.gov/publications/p501#en_US_2018_publink1000220868

Age eligibility is:

Ages 16-24 for OSY; and ages 14-21 for ISY. Under WIOA, the OSY age of eligibility increased up to 24 with a focus on reaching more disconnected youth.

Exception for youth with disabilities:

There is one exception to age eligibility for youth attending school. Youth with a disability who have an Individualized Education Program (IEP) may be enrolled as ISY after the age of 21. This allows youth with disabilities to be served by the K-12 public school system beyond the age of 21. Such youth may only be enrolled as ISY up to the age allowed by *Oklahoma Law Section 168. Student of Legal Age- Completion of Twelfth Grade* to receive secondary education services.

Out-of-School Youth and In-School Youth Eligibility Barriers now include:

An individual with a disability was added to the list of barriers for eligibility; and it applies to both OSY and ISY youth.

Additional barrier for OSY:

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 is a new barrier under WIOA. Please note that a "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, NEWDB must use calendar year quarters."

Limitation of the "requires additional assistance" barrier for In-school Youth:

The State has established the definitions and eligibility documentation requirements for the criteria, *"an individual who requires additional assistance to enter or complete an educational program or to secure or hold employment."* Not more than five percent (5%) of ISY in a given program year can be eligible based on this barrier. See ISY and OSY barrier discussions further in the policy.

Partnering:

When available, the State of Oklahoma and DOL encourages local programs to partner with existing local, State, or national entities that can provide program elements at no cost to the local youth program.

Braiding funds:

Braiding funds is a high priority under WIOA and occurs when different funding streams are used together to support different needs for the same customer. It allows a WIOA youth program to provide more comprehensive services to participants while maximizing partner resources available to assist youth. For example, The Title I WIOA Youth program and the WIOA Title II Adult Education program can provide complementary services to youth and can be used together (braided) to serve eligible youth ages 16-24 where each program's age eligibility overlaps. When used together, these two funding sources can increase the capacity of programs to help young adults meet their employment and educational goals.

Joint Staffing/Wrap-around Services:

Joint Staffing is a process that would be utilized to ensure wraparound services are provided with the focus on the participants with serious or complex needs. Wraparound services involve a comprehensive array of individualized integrated services and support networks "around" a participant, rather than forcing them to enroll in pre-determined inflexible programs that doesn't meet their individualized

needs. Joint Staffing with wraparound services makes it more likely for a participant to be successful for all programs and everyone involved is working towards the same goals.

This process is an intensive and individualized case management process that will address all needs of the client though the community partners. Joint Staffing involves partners collaborating at one meeting with the participant to discuss the needs, barriers and services to complete one plan for a multitude of programs. Meeting Frequency is determined by participant's progress and the ability to complete program goals. In most cases, at this meeting one specific agency is designated the lead agency in coordinating the wraparound effort. This type of meeting allows for all the participants needs to be met without duplication of services among the partners and one unified plan to be developed. Assessments and resources can be shared among partners. This is also referred to as "wraparound" services. This will increase the attainment of goals ensuring participants success.

III. REFERENCES

- OWDI # 02-1016, Change 2 WIOA Title 1 Youth
- Workforce Innovation and Opportunity Act (WIOA) (Pub. L. 113-128)
- WIOA Regulations at 20 CFR part 681– Youth Activities Under Title I of the WIOA Workforce Innovation and Opportunities Act, the Federal Register/Vol. 81, No 161
- TEGL 10-16, Change 1
- TEGL 19-16
- TEGL 21-16
- TEGL 2-16, Change 2
- TEGL 23-14
- TEGL 38-14
- TEGL 8-15
- OWDI #06-2019 Poverty Guidelines-LLSIL
- OWDI #09-2017, Change 2 Core Performance Measures Policy
- OWDI #02-2019, Data Validation and Supporting Documentation Policy
- OWDI # 02-1016, Change 2 WIOA Title 2 Youth
- OWDI # 07-2019, Grant Funds to Pay for the Cost of Meals

BABEL NOTICE: (29CFR 38.9(g)(3)): This document contains vital service information. If English is not your preferred language, please contact:

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To enable telephone conversation between people with speech or hearing loss and people without speech or hearing loss please call Oklahoma Relay at 711 (http://www.oklahomarelay.com/711.html) or TDD/TTY: 800-722-0353.

IV. YOUTH PROGRAM POLICY FUNDING REQUIREMENTS

WIOA shifts the primary focus of the Title I youth formula program to support the educational and career success of out-of-school youth (OSY) with an expectation that the shift in focus will result in a reconnection of out-of-school youth such as high school dropouts to education and jobs. The OSY focus is evident in the requirement that a minimum of 75 percent (75%) of WIOA youth funds be spent on OSY.

The minimum 75 percent (75%) OSY expenditure applies to NEWDB funds and funds reserved by the Governor. Further, the 75 percent expenditure rate is a minimum requirement; therefore, the NEWDB, may spend up to 100 percent of their NEWDB youth funds on OSY if they choose.

V. PROGRAM DESIGN AND SERVICE DELIVERY

The WIOA youth program places additional emphasis on individual participant needs. Career pathways have been incorporated as part of both the objective assessment and the development of the individual service strategy (ISS). Additionally, the ISS must be directly linked to one or more of the performance measures. Refer to NEWDB ISS Policy.

The design framework services of local youth programs must:

Provide for an objective assessment of each youth participant that meets the requirements of WIOA sec. 129(c)(1)(A), which includes a review of the academic and occupational skill levels, as well as the service needs and strengths, of each youth for the purpose of identifying appropriate services and career pathways for participants.

    A. Objective Assessments 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.

B. Include an Individual Service Strategy (ISS) designed for youth, which is jointly developed by the youth and the case manager. The ISS must:
- Be based on the individual needs of the youth participant;
- Be directly linked to one or more indicators of performance described below:
  - Employment Rate – 2nd Quarter After Exit;
  - Employment Rate – 4th Quarter After Exit;
  - Median Earnings – 2nd Quarter After Exit;
  - Credential Attainment;
  - Measurable Skill Gains; and
  - Effectiveness in Serving Employers.
- Identify career pathways that include education and employment goals;
- Consider career planning and the results of the objective assessment;
- Prescribe achievement objectives and services for the participant.
C. Provide case management to youth participants, including follow-up services; and
D. Ensure that WIOA youth service providers meet the referral requirements in WIOA sec. 129(c)(3)(A) for all youth participants, including:
- Providing these participants with information about the full array of applicable or appropriate services available through NEWDB or other eligible providers, or one-stop partners;
- Referring these participants to appropriate training and educational programs that have the capacity to serve them either on a sequential or concurrent basis;
- Youth who apply for enrollment in a program of WIOA youth activities and either does not meet the enrollment requirements for that program or cannot be served by that program. The eligible training provider of that program must ensure that the youth is referred for further assessment, if necessary, or referred to appropriate programs to meet the skills and training needs of the youth.

VI. YOUTH ELIGIBILITY and PROGRAM ENROLLMENT PROCEDURES:

Program enrollment is the point at which information used in performance begins to be collected. All applicable demographic information pertaining to a youth program participant must be accurately entered in the virtual case management system's Universal Demographics Screen. The demographic information entered will generate a potential eligibility and allow enrollment into the appropriate program. When the enrollment is complete a snapshot of the information that was entered in the universal demographics screen will exist in the program enrollment. The characteristics in the snapshot will remain unchanged throughout program participation. These characteristics will be verified by the participant's virtual self-attestation just prior to staff entering the program enrollment. Only the characteristics used to quality the youth as eligible for a WIOA program enrollment will require

appropriate documentation be uploaded into the participant's virtual case file.

The WIOA Youth Eligibility Form (Attachment A) must be filled out completely indicating what criteria and source documents are being used to verify eligibility. The form and the applicable source documents must be uploaded into each participant's virtual case file at the time of the program enrollment.

There is no self-service concept for the WIOA youth program. Every individual receiving services as a WIOA youth must meet ISY or OSY eligibility criteria and formally enroll in the program.

- The following individuals are not participants:
- Individuals who only use the self-service system;

Individuals who receive information-only services or activities, which provide readily available information that does not require an assessment by a staff member of the individual's skills, education, or career objectives.

A. Participant:

For the title I Youth program, a participant is a reportable individual who has satisfied all applicable program requirements for the provision of services, including eligibility determination, an objective assessment, development of an individual service strategy, and received at least 1 of the 14 WIOA Youth program elements identified in sec. 129(c)(2) of WIOA.

Every youth participant must be enrolled to participate in the youth program. Youth receiving services under WIOA youth must meet ISY or OSY eligibility criteria and formally enroll in the program as follows.

All WIOA youth must provide documentation of basic eligibility:

- Age/Date of Birth;
- Selective Service Registration (if applicable); and
- Eligibility to Work in the United States.

Note: Selective Service Registration Requirement, Section 189(h) of WIOA, requires that all males who are at least 18 years of age and born after December 31, 1959, and who are not in the armed service on active duty, must be register with the Selective Service (SS), in accordance with the under the Military Selective Service Act (MSSA). Males who cannot provide proof of SS Registration must be referred to the SS for registration through the Selective Service System https://www.sss.gov.

- A Selective Service Status Information Letter obtained from SS will serve as documentation of compliance with this requirement for individuals who have not registered after age 26.
- Exemptions from SS registration applies to those continuously institutionalized or incarcerated from 30 days before turning 18 through age 25. Any break in institutionalization or incarceration longer than 30 days during this window of time would not qualify as exempt. Individuals claiming an exemption must provide proof of the dates of continuous confinement that accurately reflect no break or release for any period 30 days or longer.

The point of program participation does not begin until after the youth is determined eligible. An individual is only considered to be a participant when all elements have been completed as follows:

- An eligibility determination
- The provision of an objective assessment;
- Development of an Individual Service Strategy;
- Participation in any of the 14 WIOA youth program elements.

Please remember that all youth program elements, except follow-up services, trigger participation following eligibility determination, an objective assessment, and completion of the individual service strategy. For more information on eligibility and documentation requirements, please see OWDI #02-2019 Data Validation and Supporting Documentation Policy.

B. Determination of School Status:

- School status is determined at the time of program enrollment;
- Must be based on the status at the time the eligibility determination portion of program enrollment is made;
- School status remains the same throughout the youth's participation in the WIOA youth program;
- School status is critical as it determines how a youth's expenditure will be reported.

C. Definition of "School" for out-of-school and in-school youth eligibility determination:

The Department of Labor does not consider the following to be schools:

- Adult Education Under Title II of WIOA;
- Youth Build;
- Job Corps;
- Dropout Re-Engagement Programs; and
- High School Equivalency Programs.

However, there is one exception. Youth attending high school equivalency (HSE) programs, including those considered to be dropout re-engagement programs, funded by the public K–12 school system that are classified by the school system as still enrolled in school are considered ISY.

D. Out-of-School Youth Eligibility

Under WIOA, an out-of-school (OSY) youth is an individual who is:

- Not attending any school (as defined under State law, Oklahoma Code, Title 70-1-106);
- Not younger than age 16 or older than age 24 at time of enrollment (16 to 24 years of age).

Because age eligibility is based on age at enrollment, out-of-school youth participants may continue to receive services beyond the age of 24 once they are enrolled in the program as long as he or she is receiving at least one program element other than follow-up services. However, it may be

appropriate to also enroll the youth in the adult worker program to maximize program resources designed to meet the needs of the individual.

Note: The WIOA Youth Program puts emphasis on out-of-school youth (OSY) between the ages of 16-24. In addition to not attending any school (as defined by state law, Oklahoma Code, Title 70-1-106) eligibility for the WIOA OSY program requires the youth to fall into one of the following categories:

1. A school dropout;
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. School year calendar quarter is based on how a Northeast area school district defines its school year quarters. In cases where schools do not use quarters, Northeast area programs must use calendar year quarters;
3. A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient or an English language learner;
4. An offender;
5. A homeless individual aged 16 to 24 who meets the criteria defined in sec. 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e–2(6)), a homeless child or youth aged 16 to 24 who meets the criteria defined in sec. 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C.11434a(2)) or a runaway;
6. An individual in foster care or who 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, 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;
7. An individual who is pregnant or parenting;
8. An individual with a disability; or
9. A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment as follows:
   - A youth with a parent or legal guardian that is currently or previously incarcerated for a felony conviction;
   - A youth with a parent or legal guardian who lacks a high school diploma or GED;
   - A youth who attends or has attended chronically under performing schools listed as a priority or targeted intervention school on the Oklahoma State Department of Education website http://sde.ok.gov/sde/priority-schools;
   - A youth between 18-24 years of age with a pattern of Poor Work History. Poor work history includes non-reoccurring employment income and sporadic employment.

The low-income requirement applies only to the following categories of out-of-school youth:

- A recipient of a secondary school diploma or its recognized equivalent who is either basic skills deficient or an English language learner; and
- An individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

Because not all OSY are required to be low-income, the five percent (5%) low-income exception

under WIOA is calculated based on the five percent (5%) of youth enrolled in a given program year who would ordinarily be required to meet the low-income criteria.

E. In-School-Youth Eligibility

Under WIOA, an in-school youth (ISY) is an individual who is low income:

- Attending school (as defined under State law, Oklahoma Code, Title 70-1-106), including secondary and postsecondary school;
- Not younger than age 14 or (unless an individual with a disability who is attending school under Oklahoma State Department of Education School Law Book Section 168. Students of Legal Age or Oklahoma Code, Title 70-5-132), older than age 21 at time of enrollment.

Because age eligibility is based on age at enrollment, in-school youth participants may continue to receive services beyond the age of 21 once they are enrolled in the program as long as he or she is receiving at least one program element other than follow-up services. However, it may be appropriate to also enroll the youth in the adult worker program to maximize program resources designed to meet the needs of the individual.

Youth eligible to be served as ISY must be low income* and fall into one or more of the following categories:

1. Basic skills deficient
2. An English language learner
3. An offender (juvenile who is or has been subject to any stage of the criminal justice process)
4. A homeless youth or a runaway youth
5. In foster care or has aged out of foster care
6. Pregnant or parenting
7. Individual with a disability
8. A low-income individual who requires additional assistance to complete an educational program or to secure and hold employment as follows:
   - Has a parent or legal guardian that is currently or previously incarcerated for a felony conviction
   - Has a parent or legal guardian who lacks a high school diploma or GED
   - Who attends or has attended chronically under performing schools listed as a priority or targeted intervention school on the State Department of Education website http://www.ok.gov/sed/priority-schools
   - Youth between 18-21 years of age with a pattern of Poor Work History.
     - o Poor Work History is defined as has no past work history, has been fired from a job, working less than full time, has sporadic work history (history of job hopping).
     - o Low income must be determined by recording the income received over the last 6 months. Please ensure participants include all income received in the last 6 months.

The low-income requirement applies to all ISY unless they are served under the five percent (5%) exception.

Limitation of the "requires additional assistance" barrier for ISY: Not more than five percent (5%) of ISY in a given program year can be eligible based on this barrier.

Please note that under WIOA, the term low-income also includes a youth that lives in a high-poverty area.

F. High Poverty Area:

The Workforce Innovation and Opportunity Act (WIOA) Title I Youth Program contains a provision that allows for youth living in a high poverty area to automatically meet the low-income criterion that is one of the minimum eligibility criteria for all in-school youth, and for two barriers out-of-school youth in the WIOA youth program as referenced above. The WIOA regulations at 20 CFR § 681.260 define high-poverty areas as a Census tract, a set of contiguous Census tracts, an American Indian Reservation, Oklahoma Tribal Statistical Area (as defined by the U.S. Census Bureau), or other tribal land as defined by the Secretary in guidance or county that has a poverty rate of at least 25 percent as set every 5 years using American Community Survey 5-Year data. Instructions on the Census Bureau's American Fact Finder homepage at: https://www.census.gov/acs/www/data/data-tables-and-tools/data-profiles

Please Note: Not every area in the Oklahoma Tribal Statistical Area is eligible, just as it is not every Census tract, or county in the country, but rather every Oklahoma Tribal Statistical Area that has a poverty rate of at least 25 percent. The OTSA's poverty rates may or may not have a Native American poverty rate of over 25 percent. Each OTSA poverty rate will have to be determined on an individual, case-by-case basis.

G. The Enrollment Process:

The enrollment process begins with the participant self-registering in OKJobMatch. When the self-registration has been completed staff must meet with the participant and review the information completed by the participant and gather additional information needed to determine potential eligibility. Most of the information needed to determine eligibility will be completed and entered into the system by staff, in consultation with the participant, after the self-registration is complete.

When an enrollment is entered by front-line staff, the enrollment goes into a pending approval queue for supervisor approval. Enrollments must be approved by a supervisor before there is any expenditure of funds. Enrollments left in a pending status for over 30 days will automatically be denied. Enrollments and eligibility are valid for 30 days only and will not be backdated. Program enrollments denied for being in a pending status for over 30 days must have a redetermination of eligibility and new enrollment completed.

Virtual Enrollment Procedures

The procedures outlined below are an effort to extend the reach of WIOA Title-I services by leveraging technology resources to allow enrollments to be conducted virtually when a participant is unable to

access the American Job Center network through traditional methods. These methods are reserved for individuals unable to access resources and are not intended to become the normal method of operations.

Technology Resources

The resources below are examples of tools that may be utilized for virtual communications.

- Tiny Scanner – see here for Apple; see here for Android; Tiny Scanner enables staff or clients to take a picture of a document and convert the picture into a PDF. This is a free app on both the Android and Apple platforms.

Security

Documents with participant Personal Identifiable Information must be transmitted in a secure way. This security will be ensured by the following processes:

- Navigators will inform client that:
    - The information they are sending, such as their Eligible to Work documents and their Demographic Snapshot information, contains Personally Identifiable Information;
    - This sending and receiving of this information relies on basic email security, and is not encrypted;
    - The participant must inform the Career Navigator that they are aware of the risks associated with transmitting this information via email or text message, and that they grant consent.
- Verification of this message will be uploaded by uploading a signed "Virtual Enrollment Agreement".

Process Requirements

The Career Navigator will inform the individual that the enrollment will be provided virtually and provide a clear explanation of the process before the virtual enrollment meeting is scheduled.

The Career Navigator will verify that the individual understands that the enrollment will be completed virtually (i.e., phone, Skype, Zoom, FaceTime, Facebook Messenger, etc.). The Career Navigator will verify that that the participant has the applicable technology to receive, electronically sign, and return all applicable paperwork in a clear format during the enrollment. The Career Navigator will schedule a meeting and ensure that there will be adequate time to complete the enrollment process. The participant must be provided with the Virtual Enrollment Agreement and provide a signed copy to the Career Navigator confirming that they are aware of the risks associated with the transmission of the Personal Identification Information via email before the enrollment meeting takes place.

During the virtual enrollment meeting, all eligibility, enrollment, IEP/ISS, and demographic snapshot documentation must be completed and reviewed with the individual while on the virtual platform to ensure that information is true and accurate. While it is preferential to utilize screen share capacity during the virtual meeting to allow for a digital signature, when it is not possible to do so a signed "printed" copy of the Demographic Snapshot and IEP will be acceptable. Documentation must be uploaded into OKJobMatch within 48 hours of receipt.

All coordination must be emailed from the assigned email address of
enrollments@northeastworkforceboard.org. Each Career Navigator will be responsible for retrieving
and uploading documentation to OKJobMatch after the virtual interview. The email must be deleted
from the email inbox and the deleted folder by 5pm the following day.

Program Notes

A "Virtual Enrollment" program note must be entered and must include the following:

- Document the reason virtual enrollment was necessary and the client was not able to meet with
  the CN in person at any of the offices in the Northeast Workforce area.
- The date documentation was emailed to participant, received from the participant, and
  uploaded to OKJM.
- List of documentation included in email (Driver's License, Social Security Card, Selective Service
  verification, local forms, and any other required documentation.)
- Confirmation that email has been deleted.

Uploads:

- Virtual Enrollment Agreement
- Authorization to Work, Age documentation, Selective Service documentation, Veteran's
  documentation, etc.
- Eligibility Packet: Eligibility form, eligibility documentation
- Demographic Snapshot: OKJM - PDF printout
- IEP development packet or Youth ISS packet
- OKJM IEP/ISS - PDF printout

H. Participation in at least 1 of the 14 Program Elements

WIOA includes 14 program elements, including the original WIA 10 elements condensed into 9, and
5 new program elements. All elements must be included in the WIOA Youth program design.
Although these program elements must be made available to all eligible youth participants between
the ages of 14-24, not all elements must be funded with WIOA youth funds. Also, NEWDB has the
discretion to determine which elements to provide to a participant based on the participant's
assessment results and Individual Service Strategy.

This section contains descriptions for each of the 14 WIOA youth program elements. 20 CFR §
681.460 lists all of the program elements and provides further explanation of some of the elements.

**Program Element 1: Tutoring, study skills training, instruction, and dropout prevention
services**

Element 1 includes "tutoring, study skills training, instruction and evidence-based dropout prevention
and recovery strategies that lead to completion of the requirements for a secondary school diploma or
its recognized equivalent (including a recognized certificate of attendance or similar document for
individuals with disabilities) or for a recognized postsecondary credential.

Secondary school dropout prevention strategies include services and activities that keep a young person

in-school and engaged in a formal learning and/or training setting. This program focus is on in-school services relating to attainment of a high school diploma.

The element includes:

- tutoring, study skills training, and instruction that lead to a high school diploma;
- secondary school dropout prevention services intended to lead to a high school diploma.

However, this element does not include:

- dropout recovery strategies that lead to completion of high school equivalency. Those are included in program element 2;
- training services leading to a postsecondary credential. Those are included in program element 4.

Program Element 2: Alternative secondary school services or dropout recovery services

Element 2 includes alternative secondary school services such as basic education skills training, individualized academic instruction, and English as a Second Language training, or those services that assist youth who have struggled in traditional secondary education. Dropout recovery services, such as credit recovery, counseling, and educational plan development, are those that assist youth who have dropped out of school. While the activities within both types of services may overlap, each are provided with the goal of helping youth to re-engage and persist in education that leads to the completion of a recognized high school diploma equivalency.

Program Element 3: Paid and unpaid work experience

Element 3 is a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experience may be paid or unpaid, as appropriate. A work experience may take place in the private for-profit sector, the non-profit sector, or the public sector. Labor standards apply in any work experience where an employee/employer relationship, as defined by the Fair Labor Standards Act and State law. Funds provided for work experiences may not be used to directly or indirectly aid in the filling of a job opening that is vacant because the former occupant is on strike, or is being locked out in the course of a labor dispute, or the filling of which is otherwise an issue in a labor dispute involving a work stoppage. Work experiences provide the youth participant with opportunities for career exploration and skill development.

a) TEGL No. 8-15 provides further discussion of allowable expenditures that may be counted toward the work experience expenditure requirement and articulates that program expenditures on the work experience program element can be more than just wages paid to youth in work experience. Allowable work experience expenditures include the following:
   - Wages/stipends paid for participation in a work experience;
   - Staff time working to identify and develop a work experience opportunity, including staff time spent working with employers to identify and develop the work experience;
   - Staff time working with employers to ensure a successful work experience, including staff time spent managing the work experience;
   - Staff time spent evaluating the work experience;

- Participant work experience orientation sessions;
- Employer work experience orientation sessions;
- Classroom training or the required academic education component directly related to the work experience;
- Incentive payments directly tied to the completion of work experience; and
- Employability skills/job readiness training to prepare youth for a work experience.

Note: Supportive services are a separate program element and cannot be counted toward the work experience expenditure requirement even if supportive services assist the youth in participating in the work experience.

b) This element is a critical component in the youth program, as this is the only element that has a minimum percentage of expenditure requirements. WIOA requires a minimum of 20% of NEWDB youth funds to be expended on work experience. Please note that:

- NEWDB administrative funds not subject to 20% requirement; and
- Leveraged resources cannot count toward the 20%.

c) Work experiences must include academic and occupational education:

- The educational component may occur concurrently or sequentially with the work experience;
- The academic and occupational education component may occur inside or outside the work site;
- The work experience employer can provide the academic and occupational component or such components may be provided separately in the classroom or through other means;
- NEWDB has the flexibility to decide who provides the education component;
- The academic and occupational education component refers to contextual learning that accompanies a work experience. It includes the information necessary to understand and work in specific industries and/or occupations;
- NEWDB has the flexibility to determine the appropriate type of academic and occupational education necessary for a specific work experience.

d) Categories of work experience. WIOA identifies four categories of work experience:

- Summer employment opportunities and other employment opportunities throughout the year;
- Pre-apprenticeship programs;
- Internships and job shadowing; and
- On-the-job training opportunities.

Please remember that the job shadowing work experience is a temporary, unpaid exposure to the workplace in an occupational area of interest to the participant.

Program Element 4: Occupational Skills Training

Element 4 is an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels. NEWDB must give priority consideration to training programs

that lead to recognized postsecondary credentials that align with in-demand industry sectors or occupations in the NEWDB.

Such training must:

- be outcome-oriented and focused on an occupational goal specified in the individual service strategy;
- be of sufficient duration to teach the skills needed to meet the occupational goal; and
- lead to the attainment of a recognized postsecondary credential.

The Department of Labor and the State of Oklahoma allow WIOA Individual Training Accounts (ITAs) for OSY, ages 16 to 24, using WIOA youth funds, when appropriate. ITAs allow participants the opportunity to choose the training provider that best meets their needs. To receive funds from an ITA, the training provider must be on the Eligible Training Provider List. However, the Department of Labor prohibits the use of youth program-funded ITAs for ISY. In-School Youth between the ages of 18 and 21 may co-enroll in the WIOA Adult program if the young adult's individual needs, knowledge, skills, and interests align with the WIOA adult program and may receive training services through an ITA funded by the adult program.

The State of Oklahoma allows competitive procurement of ISY occupational skills training. The process is detailed in **Attachment G**. This process is also supported by DOL's National Office.

Program Element 5: Education offered concurrently with workforce preparation and training for a specific occupation

Element 5 reflects an integrated education and training model (IET) and describes how workforce preparation activities, basic academic skills, and hands-on occupational skills training are to be taught within the same time frame and connected to training in a specific occupation, occupational cluster, or career pathway.

This program element refers to the concurrent delivery of:

- Program Element 2: Alternative Secondary School Services or Dropout Recovery Services;
- Program Element 3: Work Experience; and
- Program Element 4: Occupational Skills Training.

Note: The three components above all fit under different WIOA youth program elements and are only counted here under Element 5 if they occur concurrently as part of an IET model.

Program Element 6: Leadership Development Opportunities

Element 6 includes opportunities that encourage responsibility, confidence, employability, self-determination, and other positive social behaviors such as:

- Exposure to postsecondary educational possibilities;
- Community and service-learning projects;
- Peer-centered activities, including peer mentoring and tutoring;
- Organizational and team work training, including team leadership training;
- Training in decision-making, including determining priorities and problem solving;

- Citizenship training, including life skills training such as parenting and work behavior training;
- Civic engagement activities which promote the quality of life in a community; and
- Activities that place youth in a leadership role such as serving on a WDB's Standing Youth Committee.

Program Element 7: Supportive Services

Element 7 includes services that enable an individual to participate in WIOA activities. These services include, but are not limited to:

- Linkages to community services;
- Assistance with transportation;
- Assistance with child care and dependent care;
- Assistance with housing;
- Needs-related payments for (youth ages 18-24 enrolled in WIOA youth training services)
- Assistance with educational testing;
- Reasonable accommodations for youth with disabilities;
- Legal aid services;
- Referrals to health care;
- Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear;
- Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes; and
- Payments and fees for employment and training-related applications, tests, and certifications.

See the NEWDB Supportive Service Policy for a detailed description of allowable costs.

Program Element 8: Adult Mentoring

Element 8 defines the timeframe for adult mentoring as lasting at least 12 months. Adult mentoring may take place both during the program and following exit from the program. It may be a formal relationship between a youth participant and an adult mentor that includes structured activities where the mentor offers guidance, support, and encouragement to develop the competence and character of the mentee:

- NEWDB youth program must match the youth with an individual mentor with whom the youth interacts on a face-to-face basis;
- Mentoring may include workplace mentoring where the NEWDB program matches a youth participant with an employer or employee of a company;
- Case managers are allowed to serve as mentors in areas where adult mentors are scarce.

Program Element 9: Follow-up services

Element 9 includes critical services provided following a youth's exit from the program to help ensure the youth is successful in employment and/or postsecondary education and training. Follow-up services may include regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise.

- Follow-up services may begin immediately following the last expected date of service in the Youth program when no future services are scheduled. Follow-up services do not cause the exit date to change and do not trigger re-enrollment in the program.
- Five program elements are permitted as follow-up services during the follow-up period:
    - Supportive Services;
    - Adult Mentoring;
    - Financial Literacy Education;
    - Services that provide labor market and employment information about in-demand industry sectors or occupations available in the NEWWDA, such as career awareness, career counseling, and career exploration services; and
    - Activities that help youth prepare for and transition to postsecondary education and training.

Please Note: *Any program element other than the 5 listed above requires reenrollment in the program in order for a youth to receive them.*

- Also note these additional requirements:
- All youth participants must be offered an opportunity to receive follow-up services that align with their individual service strategies for a minimum of 12 months unless the participant declines to receive follow-up services or the participant cannot be located or contacted;
- The types of services provided and the duration of services must be determined based on the needs of the individual and therefore, the type and intensity of follow-up services may differ for each participant;
- Follow-up services must include more than only a contact attempted or made for securing documentation in order to report a performance outcome;
- The WIOA service provider must contact participant a minimum of once per quarter after exit and document the contact, or attempt to contact, in a detailed program note identifying the type of contact (phone, alternative phone, email, social media, etc.). Once all types of contact have been exhausted, the WIOA career manager may request the individual be dropped from the caseload due to inability to contact and a detailed program not must be documented in OJM. Follow-up Services should begin at the point of the last youth program service even if the program exit has not occurred and must be appropriate to the needs of the individual youth and documented in program notes at least once every 90 days and entered in the service and training plan. All acceptable source document(s) supporting follow-up services must be scanned and uploaded as needed to the appropriate program by choosing "Enrollment" as the item type. Choose the type of documentation as "Supporting" and proceed to upload document(s).
- At the time of enrollment, youth must be informed that follow-up services will be provided for 12 months following exit. If at any point in time during the program or during the 12 months following exit the youth requests to opt out of follow-up services, they may do so. Youth in follow-up may receive an incentive award for 6 months for employment retention as described in the Youth Incentive policy (page. 6)

Program Element 10: Comprehensive guidance and counseling

Element 10 includes comprehensive guidance and counseling that provides individualized counseling to participants. This includes drug and alcohol abuse counseling, mental health counseling, and referral to partner programs, as appropriate.

When referring participants to necessary counseling that cannot be provided by the NEWDB youth program or its service providers, the NEWDB youth program must coordinate with the organization it refers to in order to ensure continuity of service. When resources exist within NEWDB or its service providers, it is allowable to provide counseling services directly to participants rather than refer youth to partner programs.

Program Element 11: Financial Literacy Education

Element 11 is financial literacy education. Youth providers may use the free resource below to deliver "Financial Literacy Education" which will satisfy this specific Youth Program Element.

A. The State of Oklahoma released this resource to NEWDB in 2015 and it continues to be a viable tool.
    - Developed by the Consumer Financial Protection Bureau (CFPB) Federally Sponsored;
    - It is a financial empowerment toolkit for social programs to equip frontline staff with fundamental financial empowerment principles, an understanding of consumer protection issues, tools and skills to help clients understand what financial empowerment and stability mean for them and to refer clients to other related local financial empowerment services.
    - Link: http://www.consumerfinance.gov/your-money-your-goals/
    - Videos: https://www.youtube.com/watch?v=Q-3X6ciTjP0&feature=youtu.be&list=PLrfmdUlWzRF2-wzQblJaR3vVERdc3Thqk
B. Program element 11 may include activities:
    - To support the ability of participants to create budgets, initiate checking and savings accounts at banks, and make informed financial decisions;
    - To support participants in learning how to effectively manage spending, credit, and debt, including student loans, consumer credit, and credit cards;
    - That teach participants about the significance of credit reports and credit scores, what their rights are regarding their credit and financial information, how to determine the accuracy of a credit report, how to correct inaccuracies, and how to improve or maintain good credit;
    - That support a participant's ability to understand, evaluate, and compare financial products, services, and opportunities and to make informed financial decisions;
    - That educate participants about identity theft, ways to protect themselves from identify theft, and how to resolve cases of identity theft and in other ways understand their rights and protections related to personal identity and financial data;
    - That support activities that address the particular financial literacy needs of non-English speakers, including providing the support through the development and distribution of multilingual financial literacy and education materials;
    - That support activities that address the particular financial literacy needs of youth with

> disabilities, including connecting them to benefits planning and work incentives counseling;

- That provide financial education that is age appropriate, timely, and provides opportunities to put lessons into practice, such as by access to safe and affordable financial products that enable money management and savings; and
- Implement other approaches to help participants gain the knowledge, skills, and confidence to make informed financial decisions that enable them to attain greater financial health and stability by using high quality, age-appropriate, and relevant strategies and channels, including, where possible, timely and customized information, guidance, tools, and instruction.

Program Element 12: Entrepreneurial Skills Training

Element 12 includes entrepreneurial skills training, which provides the basics of starting and operating a small business. Such training must develop the skills associated with entrepreneurship. Such skills may include, but are not limited to the ability to:

- Take initiative;
- Creatively seek out and identify business opportunities;
- Develop budgets and forecast resource needs;
- Understand various options for acquiring capital and the trade-offs associated with each option; and
- Communicate effectively and market oneself and one's ideas.

Approaches to teaching youth entrepreneurial skills may include, but are not limited to:

- Entrepreneurship education that provides an introduction to the values and basics of starting and running a business. Entrepreneurship education programs often guide youth through the development of a business plan and also may include simulations of business start-up and operation,
- Enterprise development which provides supports and services that incubate and help youth develop their own businesses. Enterprise development programs go beyond entrepreneurship education by helping youth access small loans or grants that are needed to begin business operation and by providing more individualized attention to the development of viable business ideas; and
- Experiential programs that provide youth with experience in the day-to-day operation of a business. These programs may involve the development of a youth-run business that young people participating in the program work in and manage. Or, they may facilitate placement in apprentice or internship positions with adult entrepreneurs in the community.

Program Element 13: Services that provide labor market information

Element 13 includes services that provide labor market and employment information about in-demand industry sectors or occupations available in the NEWDB, such as career awareness, career counseling, and career exploration services.

WIOA youth programs and providers should become familiar with state and federal LMI data and LMI tools, which are provided for free by agencies, in order to share relevant LMI with youth. DOL electronic tools particularly relevant to youth include:

My Next Move at https://www.mynextmove.org/, and

Get My Future at https://www.careeronestop.org/GetMyFuture.

Another resource available is:

OKCareerGuide.org at https://okcareerguide.kuder.com/landing-page, where youth can learn about their interests, skills and values with Journey's research- based assessments; plan their education and career goals based on real-time assessments; and succeed by making confident career choices via Journey's career planning tools.

Program Element 14: Postsecondary preparation and transition activities

Element 14 prepares ISY and OSY for advancement to post-secondary education after attaining a high school diploma or its recognized equivalent. These services include exploring post-secondary education options including technical training schools, community colleges, 4-year colleges and universities, and Registered Apprenticeship.

- Additional services include, but are not limited to:
- Assisting youth to prepare for SAT/ACT testing;
- Assisting with college admission applications;
- Searching and applying for scholarships and grants;
- Filling out the proper Financial Aid applications and adhering to changing guidelines; and
- Connecting youth to postsecondary education programs such as OkCollegeStart.org at https://www.okcollegestart.org/

Additional Notes on Documenting and Reporting Program Elements:

Documenting receipt of program elements is critical to ensure that youth who are actively participating in programs do not get unintentionally exited due to 90 days of no service. All 14 WIOA youth program elements are contained in the PIRL and NEWDB youth programs should ensure that services received are reported in the applicable program element in the PIRL.

Contact with a participant for case management purposes is not considered a program service and will not prevent a program exit from occurring.

In addition, case management is the act of connecting youth to appropriate services and not a program element. Case managers providing case management should not be reported as one of the 14 youth program elements in the PIRL.

Exited participants must have eligibility re-determined and a new enrollment approved to receive additional program services. However, if a participant has completed the last service in the ISS such as work experience and enters follow-up, but later determines that they need additional services beyond the 5 elements allowed in follow-up and the youth has not exited; the case manager could revise the ISS in agreement with the youth and provide elements as needed beyond the 5 allowed in follow-up.

VII. DOCUMENTATION:

All characteristics that apply to the client must be correctly and accurately entered into the State's virtual case management system, OKJobMatch (OJM) and self-attested to by the participant prior to each program enrollment. (See OWDI 02-2019 Data Validation)

Source Documentation and Data Validation: Source documentation is required as indicated in the attached table for each data element. One source document from each applicable list is sufficient to meet documentation requirements for eligibility criteria. Some data elements may require more than one source document this will be noted by an "AND" in the Acceptable Source Document column in the Eligibility/Data Validation Guide. Documents must be validated using one of two types of methods: Match or Support. The validation rules are as follows:

- Match: the data collected or reported in OJM must be the same as the data in the source documentation.
- Support: the uploaded source documentation must provide evidence that the data collected or reported in OJM is correct.

All information entered into OJM must be verified. This may be done by a participant virtual signature (self-attestation), uploaded documentation, or detailed case/program notes.

A. **Virtual Signature (Self-Attestation):** The individual provides his/her status or information for a particular data element and then signs and dates the form acknowledging that it is true and correct. The self-attestation is completed as a virtual signature in OJM with the individual's unique username and password being used as the signature.

Eligibility determination and receipt of Individual Career Services and/or Training Services requires that all individuals self-attest by virtual signature in the applicable enrollment demographics before services are provided. Staff must review the information with the participant as it is entered in the Universal Demographics screen. The participant must then verify that the status is true and correct by entering their virtual signature (self-attest) in the applicable program demographics snapshot prior to receiving program eligibility.

Case Managers with the Veterans and TAA programs have the ability to provided Individual Career Services for participants who are not available to provide a virtual signature in person. In these instances, the Veterans Program or TAA Program case manager may sign the attestation and indicated either the demographics and or the IEP was updated by the case manager.

B. **Uploaded Documentation:** Documentation must be clear and legible copies that are uploaded into OJM under the Uploaded Documentation section of the Client's Case Details Page. Some documentation may be source documents for more than one data element and need only to be uploaded one time provided all data elements are indicated prior to the upload.

Upload documentation according to the guidelines below:

- Documentation Item Type:
  - Universal: Documentation use to determine eligibility.

- o Enrollment: Documentation used to validate or support data elements, career services, training, performance measures, or other documents required by state and/or local policy.
  - Type of Documentation: multiple types of documentation can be chosen
    - o Eligibility: if documentation was used to determine eligibility
    - o Validation: if documentation was used to validate data/information entered into OJM
    - o Supporting: if documentation is used to support a service and training entry or case/program note entered into OJM.
    - o Follow-up: documentation to support follow-up services
    - o Employment Planning: documentation used to support employment planning
  - Data Elements to be verified: Varies by enrollment. If multiple enrollments are chosen, you will be required to choose the applicable data element for each enrollment.

C. **Detailed Program Notes:** Statements by the case manager entered in the virtual case management system that identify at a minimum, the specific data element, the status of the data element, information relevant to the data element, the date on which the information was obtained, and the case manager who obtained the information.

If a case manager is obtaining information verifying any data element for validation by phone, the detailed case/program note must include data element, subject to be verified, date verified, the agency or third-party relationship providing verification, contact name, phone number, detailed comments from the contact, and the case manager who obtained the information.

D. **Applicant Statement:** The applicant statement may be used in limited circumstances to document low income for participants when income is not verifiable for the prior 6 months of the enrollment date or obtaining the acceptable source documentation will cause undue hardship for the individual (i.e. natural disasters, domestic violence, etc.). An applicant statement is to be used only after all practicable attempts to secure documentation have failed.

The applicant statement must explain all missing pay stubs and non-working periods during the last six months, indicate the resources relied upon for support during the last six months, be supported with a detailed statement documenting all attempts to secure the listed source documentation, and supported by a corroborative contact or reliable witness signature attesting to the accuracy of the statement. The applicant statement must be signed by the participant, reliable witness, and case manager.

Any information documented directly in the case management system such as program notes, eligibility snapshot, and the service and training plan does not need to be printed out and uploaded. Although program notes may be in order to clarify services, the virtual case management system is considered to be the source of the documentation.

VIII. EXITS AND OUTCOMES:

The career manger must accurately record in OJM all services received and the end date(s) associated with all services. When the individual's OJM record indicates that no services funded by any program tracked by the system was recorded for a period of greater than 90 days and there is no gap in service

recorded, OJM will automatically exit the individual from the WIOA program (and any other common enrollment program) recording the date of the last service received as the common exit date of all programs.

- Career mangers must record in the Exit Questions Screen the Other Reason for an Exit when a participant did not return to the program for 90 days due to circumstances beyond their control. (this screen is not available for input until the participant has exited the program). The career mangers must also enter a detail program note recording the information for the circumstances.
- Once a participant exits the program the career manger must answer all questions applicable to the participant in the "upon Exit and Job Placement" section of the Exit Questions screen. Program outcomes must be answered and follow-up contact with the participant maintained so updates on the training status can be made.
- When a participant receives any Type of Recognized Educational/Occupational/Certificate/Diploma/Degree the career manager must entered this information in the Outcomes Screen in OJM. The acceptable Source document(s) supporting the attainment must be scanned and uploaded as needed to the appropriate program by choosing "Enrollment" as the item type. Choose the type of Documentation as "Supporting" and proceed to upload documents(s).
- Employment in the 2nd and 4th quarters after exit will be automatically captured from wage record data attained with UI wage records.

IX. EQUAL OPPORTUNITY AND NONDISCRIMINATION STATEMENT:

All Recipients, and Sub recipients/Sub grantees must comply with WIOA's Equal Opportunity and Nondiscrimination provisions which prohibit discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, or, for beneficiaries, applicants, and participants only, on the basis of citizenship status or participation in a WIOA Title-I financially assisted program or activity.

X. POLICY ADDITIONS AND CLARIFICATIONS:

The NEWDB Executive Director is authorized to issue additional instructions, guidance, approvals, forms, etc. to further implement the requirements of this policy.

XI. ATTACHMENTS:

Attachment A: WIOA Youth Eligibility Form

Attachment B: Youth Support Form

Attachment C: WIOA Youth Telephone Verification Form

Attachment D: WIOA Income Calculation Worksheet, Part I and Part II

Attachment E: WIOA Youth Dropout Status Form

Attachment F: List of Acceptable Documents to Verify Eligibility to Work

Attachment G: Youth Training Provider Procurement Form

Approved by

NEWDB Members Present   8.10.2022

WIOA Youth Eligibility Form

IDENTIFYING INFORMATION

Applicant's Name: _____

                           Last   Firs   M

Participant ID: _____   Application Date:_____

General Eligibility – Verify all of the following criteria.

CRITERIA	IDENTIFY SOURCE DOCUMENT(S)
1. Age / Date of Birth	
2. Citizenship / Eligible to Work	
3. Selective Service Registration	□ N/A – female □ N/A – male under 18

Out of School Youth must be between the ages of 16 and 24, not attending any school, and meet one of the following criteria:

CRITERIA	IDENTIFY SOURCE
	(source document must be uploaded)
1. Has a disability	
2. School Dropout	
3. Not attended school for at least the most recent calendar quarter	
4. High school graduate who is ***low-income** and either an English language learner or basic skills deficient.	
5. Homeless or runaway youth	
6. In foster care or aged out of foster care	
7. Pregnant or parenting	
8. * **Low income** and requires additional assistance to enter or complete an educational program or to secure or hold employment as defined by the State/	

In School Youth must be attending school, not younger than 14 or older than 21, low income, and meet one of the following criteria:

CRITERIA	IDENTIFY SOURCE
	(source document must be uploaded)
1. Basic Skills Deficient	
2. English language learner.	
3. 14-21 who is subject to the juvenile or adult justice system.	
4. Homeless or runaway youth	
5. In foster care or aged out of foster care	
6. Pregnant or parenting	
7. Has a disability	
8. Requires additional assistance to enter or complete an educational program or to secure or hold employment.	

WIOA Youth Support Form

IDENTIFYING INFORMATION

Applicant's Name: _____

               Last   First   MI

Participant ID: _____   Application Date: _____

☐ **I HAVE HAD LITTLE OR NO INCOME OR I AM A MEMBER OF A FAMILY THAT HAS HAD LITTLE OR NO INCOME FOR THE 6-MONTH PERIOD PRIOR TO APPLICATION.**

1. What is your household's monthly grocery bill? _____

How does your household pay for this expense? _____

2. What are your household's monthly housing expenses (include rent and utilities)? _____

How does your household pay for this expense? _____

3. What are your household's monthly transportation expenses (car payment, gas, bus, etc.)? _____

How does your household pay for this expense? _____

4. What is the average monthly cost for clothing and shoes for your household? _____

How does your household pay for this expense? _____

5. What are your household's monthly entertainment expenses? _____

How does your household pay for this expense? _____

If an individual is <u>not living in a single residence with other family members</u>, that individual is not a member of a family for the purpose of WIOA income calculations.

20 CFR § 675.300 defines family as "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: (1) A married couple and dependent children; (2) A parent or guardian and dependent children; or (3) A married couple."

Circumstances where only the youth's income is considered in determining whether the youth satisfies WIOA income limits for the program.

20 CFR § 681.280 provides that:

☐ **OSY with a <u>disability</u>:** *NOT REQUIRED TO BE LOW-INCOME* (20 CFR § 681.280) This includes all other OSY barriers other than the two barriers of OSY that are required to be low-income.

☐ **ISY with a <u>disability</u>: My own income, rather than my family's income, must meet the low-income definition and not exceed the higher of the poverty line or 70 percent of the LLSIL.**

I ATTEST THAT THE INFORMATION STATED ABOVE IS TRUE AND ACCURATE, AND UNDERSTAND THAT THE ABOVE INFORMATION, IF MISREPRESENTED, OR INCOMPLETE, MAY BE GROUNDS FOR IMMEDIATE TERMINATION FROM THE PROGRAM, REPAYMENT OF ANY FUNDS EXPENDED ON THE PARTICIPANT, AND/OR OTHER PENALTIES AS SPECIFIED BY LAW.

_____   _____   _____   _____
Applicant Signature   Date   Parent/Guardian or Other Responsible Adult Signature   Date

_____   _____
Case Manager Signature   Date

WIOA Youth Telephone Verification

IDENTIFYING INFORMATION

Applicant's Name:			
	Last	First	MI
Participant ID:		Application Date:	

NOTE: In addition to eligibility items, this form may be used to document other information. Be sure to clearly mark the appropriate reason for using the Telephone Verification – ELIGIBILTY ITEM or OTHER.

TELEPHONE VERIFICATION

TELEPHONE VERIFICATION USED FOR: ☐ **ELIGIBILITY ITEM**   ☐ **OTHER (EXPLAIN)** _____

SUBJECT TO BE VERIFIED: _____   **DATE VERIFIED:** _____

AGENCY OR THIRD-PARTY RELATIONSHIP: _____

CONTACT NAME: _____   **PHONE NUMBER:** _____

COMMENTS: _____

_____

_____

_____

_____

CERTIFICATION

I attest that the information recorded by me on this form was obtained through telephone contact on the above date. As indicated by the agent, all information was obtained from data previously determined and recorded in the applicant's records at the agency providing the eligibility verification.

_____   _____
Case Manager Signature   Date

WIOA Youth Income Eligibility Form: Part I

IDENTIFYING INFORMATION

Applicant's Name:			
	Last	First	MI
Participant ID:		Application Date:	

Income Period – From (6 months prior to application): _____ **To (application date):** _____

NOTE – Family Income Calculation: Complete and attach Part II: Income Calculation, for <u>each family member with earned income</u> during the 6-month income review period. **Documentation of income source(s), family size, and Parts I & II of this form must be in the participant paper case file.**

Family Composition: List each family member. Refer to *WIOA Youth Program Eligibility and Data Validation Policy* for help in determining dependent status of applicant. If applicant lives with parents but claims family size of 1 due to providing more than 50 percent of his/her support, then the appropriate section of Attachment C, WIOA Youth Support Form, must also be completed.

Family Member	Name	Relationship	Date of Birth	Age	Income Source(s)	6-Month Income
1		Self/Applicant				
2						
3						
4						
5						
6						
7						

Income Review	Family Size:	Income Limit: * to be taken from 'at or below Poverty Line or 70% LLSIL'	Total 6-Month Income:
			6-Month Income X 2: * to be compared to INCOME LIMIT
Certification	I attest that to the best of my knowledge the above information is true and correct.		

_____   _____
Applicant Signature   Date

_____   _____
Parent/Guardian or Other Responsible Adult Signature (if applicant is under 18)   Date

_____   _____
Case Manager Signature   Date

Family income calculations INCLUDE the following:	Family income calculations EXCLUDE the following:
• Gross wages and salaries before deductions • Net income (gross income minus operating expenses) from a business or other non-farm enterprise • Net income from farm self-employment (income from a farm which operates as an owner, renter, or sharecropper, after deductions from farm operating expenses) • Social Security Disability Insurance (SSDI) • Governmental and non-governmental pensions (including military retirement pay) • Regular payments from railroad retirement benefits, strike benefits from union funds, worker's compensation and training stipends • Alimony • Merit based scholarships, fellowships, and assistantships i.e., the recipient may be determined by students' athletic, academic, artistic or other abilities • Dividends, interest, net rental income, net royalties, periodic receipts from estates or trusts, and net gambling or lottery winnings • Terminal leave pay, severance pay, or a cash out of accrued vacation leave • Disaster Relief Employment wages • On-the-Job Training (OJT) wages Now included under WIOA • Unemployment compensation • Child support payments • Old age and survivors' insurance benefits received under section 202 of the Social Security Act (42 U.S.C. 402)	• Foster child care payments • Income earned while the veteran was in Active Military Duty, and certain other Veteran's Benefits • Federal non-cash benefits such as: Medicare, Medicaid, food stamps, school lunches, and housing assistance • Assets drawn down as withdrawals from a bank • Public Assistance payments: TANF, SSI, GA, and RCA • One-time cash payment, which includes: tax refunds, loans, onetime insurance payments or compensation for injury, gifts and lump sum inheritances • Job Corps payments • Cash value of employer-paid or union-paid portion of health insurance or other employee fringe benefits • Cash value of food or housing received in lieu of wages • Payments received under the Trade Readjustment Act of 1974 • Needs-based scholarship assistance • Financial assistance under Title IV of the Higher Education Act • Stipends received from the following programs: VISTA, Peace Corps, Foster Grandparents Program, Retired Senior Volunteer Program, Youth Works/AmeriCorps Program • All WIOA payments except OJT

WIOA Income Calculation Worksheet: Part II

IDENTIFYING INFORMATION

Applicant's Name:

	Last	First	MI

Participant ID: _____   Application Date: _____

Income Period – From

(6 months prior to application): _____   **To (application date):** _____

Family Member: _____   **Relationship:** _____

☐ **Straight Pay Method:** Use this method if family member provides all income documents covering income review period.

	Employer or Income Source	Pay Date	# Weeks in Time Frame	=	Pay Period Gross Pay
1				=	
2				=	
3				=	
4				=	
5				=	
6				=	
7				=	
8				=	
a) 6-Month Income: Sum of all Pay Period Gross Pays				=	

☐ **Average Pay Method:** Use this method if family member provides at least 2 income documents from each source

	Employer or Income Source	Pay Date	Gross Pay	÷	# Weeks in Time Frame*	=	Weekly Gross Income
1				÷		=	
2				÷		=	
3				÷		=	
a) Average Weekly Gross: Sum of Weekly Gross Income ÷ # of Pay Stubs						=	
b) 6-Month Income: Average Weekly Gross × # Weeks Included During Income Review						=	

* Time Frame: weekly = 1; bi-weekly = 2; monthly = 4.3

☐ **Year-to-Date Method:** Use this method if the family member provides a recent pay stub or income source with the cumulative year-to-date gross income indicated on it.

	Employer or Income Source	Pay Date	Cumulative Gross Pay	÷	# Cumulative Weeks	=	Weekly Gross Income
1				÷		=	
2				÷		=	
3				÷		=	
a) Average Weekly Gross: Sum of Weekly Gross Income ÷ # of Income Document						=	
b) 6-Month Income: Average Weekly Gross × # Weeks Included During Income Review						=	

☐ Intermittent Work/Other Income Method: Use this method if the family member has not had steady income from one or more sources during the review period.

	Employer	Description of Work	Start Date	End Date	Total Gross Income
1					
2					
a) 6-Month Income: Sum of all Total Gross Incomes				=	

WIOA Youth Dropout Status Form

IDENTIFYING INFORMATION

Applicant's Name: _____

                                Last   First   MI

Participant ID: _____   Application Date: _____

☐ I HEREBY CERTIFY UNDER PENALTY OF PERJURY, THAT I AM NO LONGER ATTENDING ANY SCHOOL AND THAT I HAVE NOT RECEIVED A SECONDARY SCHOOL DIPLOMA OR ITS RECOGNIZED EQUIVALENT.

Last School Attended: _____

Location: _____

Dates of Attendance: _____

Highest Grade Level Completed: _____

I ATTEST THAT THE INFORMATION STATED ABOVE IS TRUE AND ACCURATE, AND UNDERSTAND THAT THE ABOVE INFORMATION, IF MISREPRESENTED, OR INCOMPLETE, MAY BE GROUNDS FOR IMMEDIATE TERMINATION FROM THE PROGRAM, REPAYMENT OF ANY FUNDS EXPENDED ON THE PARTICIPANT, AND/OR OTHER PENALTIES AS SPECIFIED BY LAW.

_____   _____
Applicant Signature   Date

_____   _____
Parent/Guardian or Other Responsible Adult Signature (if   Date
applicant is under 18)

CERTIFICATION
I certify that the information recorded on this form was provided by the individual whose signature appears above.

_____   _____
   Case Manager Signature   Date

Make sure DACA is covered
List of Acceptable Documents to Verify Eligibility to Work

All documents must be unexpired

LIST A: Documents That Establish Both Identity and Employment Authorization

1. U.S. Passport or Passport Card
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa (MRIV)
4. Employment Authorization Document (Card) that contains a photograph (Form I-766)
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I- 94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I- 94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI

OR

LIST B: Documents That Establish Identity

For individuals 18 years of age or older:

1. Driver's license or ID card issued by a state or outlying possession of the United States, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
2. ID card issued by federal, state, or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
3. School ID card with a photograph
4. Voter's registration card
5. U.S. military card or draft record
6. Military dependent's ID card
7. U.S. Coast Guard Merchant Mariner Card
8. Native American tribal document
9. Driver's license issued by a Canadian government authority

For persons under age 18 who are unable to present a document listed above:

10. School record or report card
11. Clinic, doctor, or hospital record
12. Day-care or nursery school record

AND

LIST C: Documents That Establish Employment Authorization

1. U.S. Social Security account number card, unless the card includes one of the following restrictions: 1. Not valid for employment,
2. Valid for work only with INS authorization, or 3. Valid for work only with DHS authorization.
   NOTE: A copy (such as a metal or plastic reproduction) is not acceptable.
3. Certification of Birth Abroad issued by the U.S. Department of State (Form FS-545)
4. Certification of Report of Birth issued by the U.S. Department of State (Form DS-1350)
5. Original or certified copy of a birth certificate issued by a state, county, municipal authority, or outlying possession of the United States bearing an official seal
6. Native American tribal document
7. U.S. Citizen Identification Card (Form I-197)
8. Identification Card for Use of Resident Citizen in the United States (Form I-179)
9. Employment authorization document issued by Department of Homeland Security

Note: Employment Verification for Deferred Action for Childhood Arrival (DACA) applicants that have been approved are issued an Employment Authorization Document (EAD) card by the U.S. Citizenship and Immigration Service (USCIS) valid for up to two years.

YOUTH TRAINING PROVIDER PROCUREMENT FORM

PARTICIPANT INFORMATION		
Applicant's Name:		
Last	First	MI
Participant ID:	Application Date:	

TRAINING PROVIDER #1	TRAINING LOCATION ADDRESS AND PHONE NUMBER	
COURSE OF TRAINING	**TOTAL HOURS**	**TOTAL TUITION AND FEES**
SOURCE OF INFORMATION (choose one)		
CATALOG	**WEB PAGE PRINT-OUT (attach)**	**TELEPHONE QUOTE (attach telephone verification form)**

TRAINING PROVIDER #2	TRAINING LOCATION ADDRESS AND PHONE NUMBER	
COURSE OF TRAINING	**TOTAL HOURS**	**TOTAL TUITION AND FEES**
SOURCE OF INFORMATION (choose one)		
CATALOG	**WEB PAGE PRINT-OUT (attach)**	**TELEPHONE QUOTE (attach telephone verification form)**

TRAINING PROVIDER #3	TRAINING LOCATION ADDRESS AND PHONE NUMBER	
COURSE OF TRAINING	**TOTAL HOURS**	**TOTAL TUITION AND FEES**
SOURCE OF INFORMATION (choose one)		
CATALOG	**WEB PAGE PRINT-OUT (attach)**	**TELEPHONE QUOTE (attach telephone verification form)**

CERTIFICATION
I certify that the information recorded on this form is accurate and was obtained as indicated by the signature and date below:
Case Manager Signature   Date