



Montgomery County Workforce Investment Board

Policy: **WIA Youth 5% Income Exception Policy**
Effective Date: July 1, 2012 Policy Number: 2012-11

SUBJECT: WIA Youth 5% Income Exception Policy

PURPOSE: The WIA Act 129(c)(5); 20 CFR 664.220 states that not more than 5% of participants assisted under Section 129 in each local area may be individuals who do not meet the minimum income criteria to be considered eligible youth, and such individuals are within one or more of the following categories:

- A. School Dropout [Act 101(39)]
- B. Basic Skills Deficient [Act 101(4); 20 CFR 664.205]
- C. Behind Grade Level
- D. Pregnant or Parenting
- E. Individual with disabilities, including learning disabilities [Act 101(17)]
- F. Homeless or Runaway Youth
- G. Offender [Act 101(27)]
- H. Serious barriers to employment as identified by the local board and described in the local plan

This policy outlines the procedure for the Montgomery WIB approval for participants under the WIA Youth 5% income exception.

REFERENCES: WIA Act 129(c)(5); 20 CFR 664.220;
DLLR WIFI 9-00

EFFECTIVE DATE: July 1, 2012

ACTION REQUIRED: Within 15 days of the receipt of this policy it is the recipient's responsibility to ensure all staff are informed of the policy and to create an internal process to ensure accountability.

POLICY:
Non low-income youth (ages 14-21 years) may be considered under the Montgomery County WIB 5% Income Exception Policy. In order to be considered, a youth must possess **two or more** of the above listed barriers. Consideration is offered on a first come – first serve basis. During any given program year, no more than 5% of the Montgomery WIB's total number of youth being served under WIA will be determined eligible via the 5% Policy. Local youth provider staff determines WIA Youth Program applicant eligibilities.

This policy applies to MontgomeryWorks partners, contractors, subcontractors, site administrators and all staff employed by activities funded by WIA Youth Program funding.

Requirements. Verification criteria must include a written statement from the lead agency or social service agency and written approval by the Montgomery County WIB Director for the income exception must be obtained. When youth participants placed under the 5% income exception exit the program, notification by the contractor must be made to the Montgomery County WIB's Youth Coordinator so that all exited youth are appropriately removed from the listing of 5% income exception participants in a timely manner.

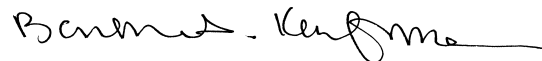
WIA Youth Service providers will be required to request permission to register non low income youth. Providers will use the Exception Request form available from the WIB's. The Exception Request form must contain the following information:

- The specific information about the applicant, including family size and income and the barriers/ characteristics of the individual that necessitate WIA intervention. The request must also include the current number and percentage of non low-income youth registrants on the provider's contract. This total includes all participants served during the program year.
- The WIB youth coordinator will respond within seven days to all requests. The written determination from the WIB must be kept along with all other eligibility and assessment documents in the individual's file.

Approved:

September 12, 2012

Date of Board Approval



Barbara Kaufmann, WIB Director