



POLICY: WIOA YOUTH ELIGIBILITY REQUIREMENTS

EFFECTIVE DATE: DECEMBER 8, 2016

POLICY NUMBER: 2016-07

PURPOSE

The policy on eligibility and registration ensures that every Workforce Innovation and Opportunity Act (WIOA) participant who receives WIOA Youth Program funded services is eligible and registered to receive those services. The guidelines below describe WIOA mandated youth-eligibility requirements and documentation requirements.

BACKGROUND

WIOA includes changes to ensure youth have the skills and supports they need for full participation in the workforce. Title I of WIOA includes provisions that will increase the focus on programming for out-of-school youth and those who face the greatest challenges.

CANCELLATIONS

All previous policies on Title I eligibility requirements remain active for individuals enrolled during that policy's effective date.

ACTION REQUIRED

It is the program operator's (e.g., sub-contractors, partners) responsibility to inform all staff of the policy and ensure adherence and accountability of its contents.

QUESTIONS

Questions relating to this policy should be directed to VP of Industry Engagement & Job Services at policy@worksourcemontgomery.com or 240.403.4102.

ATTACHMENTS

- Attachment A: Required Documentation for All Youth
- Attachment B: Documentation Sources for Youth Eligibility
- Attachment C: Youth Eligibility Checklist
- Attachment D: Definitions of Key Terms

WIOA ELIGIBLE YOUTH

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

To be eligible a youth must:

- be a U.S. citizen or noncitizen 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.

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 D 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. A homeless individual, a homeless child or youth, a runaway, in foster care or has aged out of the foster care system, 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. A low-income individual who “requires additional assistance to enter or complete an educational program or to secure or hold employment.”

¹ Effective July 1, 2015, each child who resides in Maryland and is 5 years old or older and under 17 shall attend a public school regularly during the entire school year, unless the child is otherwise exempted due to attainment of a high school diploma or GED; is receiving regular, thorough instruction during the school year in the studies usually taught in the public schools to children of the same age or has completed such instruction; is married; is active military; attends an alternate education program; or is within any other exemptions listed in Education Article, §7-301, Annotated Code of Maryland (Age for Compulsory Public School Attendance). Effective July 1, 2017, the age for compulsory public school attendance will change to ages 5-18. Maryland recognizes home instruction as an alternative to public school enrollment as a means of meeting the compulsory school attendance law.

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

- i. Attending school (as defined by State law);
- 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 provided in WIOA Section 129(a)(1)(C)(iv):
 - a. Basic skills deficient;
 - b. An English language learner;
 - c. Connected to the juvenile/adult justice system;
 - d. A homeless youth, a runaway, foster youth or has aged out of the foster care system;
 - e. An individual who is pregnant or parenting;
 - f. An individual with a disability; **AND/OR**
 - g. An individual who “requires additional assistance to enter or complete an educational program or to secure or hold employment.”

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:

- i. Meets the income criteria established in WIOA Section 3(36)(A);
- ii. Meets the income eligibility criteria for cash payments under any Federal, State, or local public assistance program; **OR**
- iii. Meets the low-income definition clause (ii) (income that does not exceed the higher of the poverty line or 70% if 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.

PRIORITY YOUTH POPULATIONS

Program operators should target and provide workforce services to youth with the following barriers as priority populations per the Montgomery County Local Workforce Plan:

- Foster Care/Aging out of Foster Care Youth
- Youth Connected to the Juvenile or Adult Justice System
- Youth with Disabilities
- Basic Skills Deficient

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.” Program operators 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. Program operators 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.

Program operators must develop and implement processes to identify veterans and eligible spouses who access services in order to provide veterans and eligible spouses with timely and useful information on priority of service at point of entry.

Exemption of Military Service-Related Income

Many types of income related to military service should not be included when determining if an 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/indemnity compensation for service-connected deaths
 - 30. All-volunteer force educational assistance program
 - 31. Training/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

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.

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.

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.

CO-ENROLLMENT IN WIOA CORE PROGRAMS

WorkSource Montgomery (WSM) encourages 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.

Program operators may determine, for these individuals, the appropriate level and balance of services under the youth and adult programs. Program operators 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.

YOUTH 5% EXCEPTION

Exceptions

Up to 5% of youth served can be one of the following individuals as defined in WIOA Sec. 129 1(B)(iii)(III) and (VIII):

- 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. 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. [20 CFR 681.250]

Consideration to be counted as an eligible youth meeting the exception or the limitation is offered on a first come – first serve basis. Local youth provider staff determines WIOA Youth Program applicant eligibilities.

Approval for Exceptions

Written approval from the WorkSource Montgomery CEO or designee for the 5% exception must be obtained. A written request must be sent via email to the WDB Director or designee.

The request must contain the following information:

- The specific information about the applicant that necessitate WIOA intervention.

- The current number and percentage of low-income exception youth registrants on the program operator's contract based on total participants served during the program year.

The written determination from the WDB must be kept along with all other eligibility and assessment documents in the individual's file.

When youth participants placed under the 5% income exception exit the program, notification by the program operator must be made to the Montgomery County WDB's staff designee so that all exited youth are appropriately removed from the listing of 5% income exception participants in a timely manner.

ELIGIBILITY VERIFICATION

When registering a Youth participant for WIOA services, program operators must ensure that the individuals are eligible in accordance with the eligibility requirements for WIOA (age, selective service registration, and citizenship or eligible non-citizen). Each file must include a completed application for each applicant and documents that confirm general WIOA youth eligibility and eligibility pertaining to in-school or out-of-school youth. All questions on the intake form must be answered, and both the applicant and intake staff must sign the intake form.

Documents for Verifying WIOA Youth Eligibility

Required WIOA eligibility documentation must be in every participant's file and available for review by WSM. Required documentation sources for all youth 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 In-School or Out-of-School Youth status elements are included in Attachment B. A WIOA Youth 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. WIOA Intake or Registration Form, where allowable.
3. Self-Attestation Applicant Statement, where allowable.
4. Case Notes in the Maryland Workforce Exchange (MWE) by WIOA staff, where allowable.

WIOA Intake or Registration Form

The WIOA intake form and MWE registration form are allowed as a viable source for documenting eligibility for certain WIOA Title I data elements. The intake or registration 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 may be used for the following eligibility elements:

- Ex-Offender
- Homeless or Runaway Youth
- Without a High School Diploma

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

Self-Attestation

Self-attestation (or self-certification) 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.

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

- Disability
- Ex-Offender
- Family Size
- Homeless or Runaway Youth
- Low Income
- Pregnant or Parenting
- School Status at Participation

Documentation through self-attestation should not be overused. The U.S. Department of Labor and the Maryland Department of Labor, Licensing, and Regulation (DLLR) will monitor for overuse of self-attestation when determining program eligibility.

To qualify as self-attestation, a participant must:

- Identify his or her status for the permitted criteria, **AND**
- Sign and date a form (described as Self-Attestation Applicant Statement in Attachment B) attesting to this self-identification.

For low-income status, individuals must outline the sources and amount of family income by month on their self-attestation form.

Case Notes

Case notes in MWE by staff is 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

- Unlikely to Return to Previous Industry or Occupation

To qualify as case notes for eligibility documentation, case note must include a description of the customer's eligibility status, how the information was obtained, date information obtained and the case manager who obtained the information. The case note must be printed in the participant's file.

Primary Eligibility Review

It is the program operator's responsibility to ensure all registration paperwork is complete and accurate prior to WIOA enrollment. The program operator must maintain a secured file for each program applicant and registrant which contains copies of all documents collected. The program operator will provide Federal, State, and WDB monitors with access to such records given reasonable notice.

It is the responsibility of the program operator to enter the appropriate eligibility data into the Maryland Workforce Exchange (MWE) system within 14 calendar days.

MONITORING

WSM acknowledges that the U.S. Department of Labor and the State of Maryland has the authority to monitor and assess performance and eligibility verification processes for WIOA Title 1 programs. To ensure that policies are being followed and expectations are being met, WSM staff or a designee will review a sample of files periodically to ensure completeness and accuracy. Both paper files and electronic files will be reviewed. It will be the responsibility of the program operator to make any corrections and to conduct an internal review of all files if areas of concern are found.

DISCLAIMER

This policy is based on WSM's interpretation of the Workforce Investment 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 \(WIOA\)](#).
- Education Article, §7-301, Annotated Code of Maryland – [Age for Compulsory Public School Attendance](#)
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Federal Guidance

- [Workforce Innovation and Opportunity Act Labor Only Final Rule](#): 20 CFR Part 680-681.

- Training and Employment Guidance Letter WIOA (TEGL) 22-04 – [Serving Military Spouses as Dislocated Workers Under the Workforce Investment Act Dislocated Worker Formula Grant.](#)
- 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 Change 2 – [Selective Service Registration Requirements for Employment and Training Administration Funded Programs.](#)
- Training and Employment Guidance Letter (TEGL) 23-14 – [Workforce Innovation and Opportunity Act \(WIOA\) Youth Program Transition](#)
- TEGL 3-15 – [Operating Guidance for the Workforce Innovation and Opportunity Act.](#)
- 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.](#)

State Guidance

- [Maryland Workforce Innovation and Opportunity Act \(WIOA\) State Plan.](#)
- Policy Issuance (PI) 2015-08 – [WIOA Title I Youth Program.](#)
- PI 2016-04 – [Employment Services for Veterans.](#)
- PI 2016-07 – [2016 Federal Poverty Guidelines and 2016 Lower Living Standard Income Levels.](#)
- PI 2016-10 – [Workforce Innovation and Opportunity Act \(WIOA\) Title 1 Program Eligibility Requirements.](#)

Approved by

CEO of WorkSource Montgomery, Inc.
Montgomery County Workforce Development Board

WIOA Youth 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	Acceptable Documentation <i>(Only one per category is required, preferred document is highlighted)</i>
Birth Date/Age	<ul style="list-style-type: none"> • Baptismal Record • Birth Certificate • DD-214, Report of Transfer or Discharge Paper • Driver's License • Federal, State or Local Government Identification Card • Hospital Record of Birth • Letter from Montgomery Co. Dept of Health and Human Services • 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 • Military ID • Passport • Pay Stub • Social Security Benefits • Social Security Card • W-2 Form or IRS Form Letter 1722
Citizenship/Alien Status	<ul style="list-style-type: none"> • Alien Registration Card indicating Right to Work (INS Forms: I-94, I-94A, I-551, I-766, I-179, I-197) • Baptismal Certificate (if place of birth is shown) • Birth Certificate • Consular Report of Birth Abroad • DD-214, Report of Transfer/Discharge (if place of birth shown) • Supplemental Nutrition Assistance Program (SNAP) Records • Foreign Passport Stamped Eligible to Work (unexpired) • Hospital Record of Birth (if place of birth is shown) • Naturalization Certification • Public Assistance Records • U.S. Passport or U.S. Passport Card (unexpired) • Voter Registration Verification
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
Additional documentation may be needed to determine eligibility or priority of service.	

ATTACHMENT B: Eligibility and Data Verification Sources for WIOA Youth Program

ALLOWABLE ELIGIBILITY AND DATA VERIFICATION SOURCES
WIOA Youth Programs

Eligibility Criteria	References	Acceptable Documentation
Basic Skills Deficiency/Low Level of Literacy <i>(academic or language literacy)</i>	<ul style="list-style-type: none"> • WIOA Section 3(5) • TEGL 22-15 • PI 2016-10 	<ul style="list-style-type: none"> • National Reporting System (NRS) Approved Standardized Assessment Test Score • School Records
Birth Date/Age	<ul style="list-style-type: none"> • TEGL 22-15 • PI 2016-10 	<ul style="list-style-type: none"> • Baptismal Record • Birth Certificate • Cross-Match with Department of Vital Statistics • DD-214, Report of Transfer or Discharge Paper • Driver's License • Federal, State or Local Government Identification Card • Hospital Record of Birth • Letter from Montgomery County Department of Health and Human Services Verifying of Age/Birth Date • School Records/Identification Card • Tribal Records • U.S. Passport or U.S. Passport Card (unexpired) • Work Permit
Citizenship/Alien Status	<ul style="list-style-type: none"> • WIOA Section 188(a)(5) • PI 2016-10 	<ul style="list-style-type: none"> • Alien Registration Card indicating Right to Work (DHS/USCIS Forms: I-94, I-94A, I-551, I-766, I-179, or I-197) • Baptismal Certificate (if place of birth is shown) • Birth Certificate • Consular Report of Birth Abroad • DD-214, Report of Transfer or Discharge (if place of birth is shown) • Supplemental Nutrition Assistance Program (SNAP, formerly known as Food Stamp) Records • Foreign Passport Stamped Eligible to Work (unexpired) • Hospital Record of Birth (if place of birth is shown) • Native American Tribal Documentation • Naturalization Certification • Public Assistance Records • U.S. Passport or U.S. Passport Card (unexpired) • Voter Registration Verification

ATTACHMENT B: Eligibility and Data Verification Sources for WIOA Youth Program

<p>Disability</p>	<ul style="list-style-type: none"> • PI 2016-10 	<ul style="list-style-type: none"> • Developmental Disabilities Administration (DDA) certificate for long term supports • Letter from Maryland Department of Health and Mental Hygiene (DHMH) Behavioral Health Administration (BHA), Administrative Services Organization, or another Core Service Agency attesting that the individual receives specialty services within the Public Health System • Physician, Psychiatrist or Psychologist or other Licensed Clinical Professional Diagnosis or Statement • Public Assistance to Adults (PAA) Approval Letter • School Records (Individualized Education Plan, 504 Plan, exit documents, exit documents or other documentation stating disability) • Self-Attestation Applicant Statement • Social Security Administration Disability Records • Temporary Disability Assistance Program Approval Letter • Veterans Administration Letter/Records • Letter from a Vocational Rehabilitation Agency, such as MD Division of Rehabilitative Services (DORS) verifying a disability • Worker’s Compensation Records/Statement
<p>Eligible for Free or Reduced Lunch (under the Richard B. Russell National School Lunch Act)</p>	<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 <p><i>sources must reflect most recent school year</i></p>
<p>Justice-Involved Youth/Ex-Offender</p>	<ul style="list-style-type: none"> • WIOA Section 3(38) • TEGL 22-15 • PI 2016-10 	<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
<p>Family Size</p>	<ul style="list-style-type: none"> • PI 2016-10 	<ul style="list-style-type: none"> • Birth Certificates • Court/Divorce Decree • Landlord Statement or Lease • Marriage Certificate • Medical Card • Most Recent Tax Return Supported by IRS Documents (e.g. Form Letter 1722) • Public Assistance/Social Service Agency Records • Public Housing Authority Documentation (showing residency or on the waiting list) • Self-Attestation Applicant Statement • Written Statement from a Publicly Supported 24-Hour Care Facility or Institution

ATTACHMENT B: Eligibility and Data Verification Sources for WIOA Youth Program

Foster Care Youth <i>(current or aged out)</i>	<ul style="list-style-type: none"> • PI 2016-10 	<ul style="list-style-type: none"> • Court Documentation Stating Youth Has Been Placed Into Care of the State • Written Confirmation from Social Service Agency
Homeless or Runaway Youth	<ul style="list-style-type: none"> • WIOA Section 3(24)(G) • TEGL 22-15 • PI 2016-10 	<ul style="list-style-type: none"> • Self-Attestation Applicant Statement • Statement from Shelter or Social Service Agency • WIOA Intake or Registration Form (if signed) • Written Statement from an Individual Providing Temporary Residence
Low-Income	<ul style="list-style-type: none"> • WIOA Section 3(36) • TEGL 22-15 	<ul style="list-style-type: none"> • Alimony Agreement • Award Letter from Veterans Administration • Bank Statements • Compensation Awards Letter • Court Award Letter • Documented Family Size in Relation to Low Income Status • Employer Statement/Contact • Family or Business Financial Records • Food Supplement Eligibility Determination Notice • Housing Authority Verification • Pay Stubs • Pension Statement • Public Assistance Eligibility Determination Notice • Quarterly Estimated Tax for Self-Employed Persons • Self-Attestation Applicant Statement • Supplemental Security Income Benefits • Unemployment Insurance (UI) Documents
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
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

ATTACHMENT B: Eligibility and Data Verification Sources for WIOA Youth Program

<p>Selective Service Registration <i>Required for male applicants over 18</i></p>	<ul style="list-style-type: none"> • WIOA Section 189(h) • TEGL 11-11, Change 2 • PI 2016-10 	<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
<p>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></p>	<ul style="list-style-type: none"> • TEGL 05-08 • PI 2016-10 	<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
<p>Veteran Status</p>	<ul style="list-style-type: none"> • TEGL 22-15 • PI 2016-10 	<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

ATTACHMENT C: Eligibility Checklist for WIOA Youth Programs

SAMPLE ELIGIBILITY CHECKLIST FOR WIOA YOUTH PROGRAMS

WIOA Youth Eligibility	
Requirement	Verified
U.S. Citizen or Noncitizen Authorized to Work in the U.S.	<input type="checkbox"/>
Meets Military Selective Service Registration Requirements	<input type="checkbox"/>

AND Complete Out of School Youth or In School Youth Table

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"/>

Priority Population	
Population Group	Verified
Veteran or Eligible Spouse	<input type="checkbox"/>
Foster Youth/Aging Out of Foster Care	<input type="checkbox"/>
Connected to the Juvenile or Adult Justice System	<input type="checkbox"/>
Youth with a Disability	<input type="checkbox"/>
Basic Skills Deficient	<input type="checkbox"/>

DEFINITION OF KEY TERMS

Basic Skills Deficient/Low Levels of Literacy – as defined by WIOA Sect. 3(5) – with respect to an individual:

- (A) Who is a youth, that the individual has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or,
- (B) Who is a youth or adult, that the individual 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.

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.

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
- (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.

Foster Youth – As defined by DLLR, 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,

ATTACHMENT D: Definition of Key Terms

- (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.

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;
- 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).

ATTACHMENT D: 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) means an individual 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, or a homeless child or youth;
- receives or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.);
- is a foster child on behalf of whom State or local government payments are made; or
- 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.

Low Levels of Literacy – as defined in the Federal Register 2015-007 PIRL and the Maryland WIOA Technical Document 2016-01 – 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.

Not Attending Any School - as defined by NPRM Sect. 681.230 – means a youth not receiving services from a public school, home schooling, charter school, cyber charter school, career and technical school, sectarian school, or private school. Individuals who are enrolled in adult basic education/GED preparation or ESOL classes, skills training, or other remedial education programs, including YouthBuild and Job Corps are “not attending any school” for the purposes of this policy.

ATTACHMENT D: Definition of Key Terms

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

“Requires additional assistance to complete an educational program or to secure or hold employment” is defined by WorkSource Montgomery as a youth who meets one or more of the following criteria per Sec. 129(a)(1)(B), (20 CFR 481.210):

- Has an Individualized Education Program (IEP) showing a disability;
- Has a letter from a guidance counselor asserting their need of additional assistance to complete an educational program or to secure or hold employment;
- Is currently credit deficient (i.e., one or more grade levels behind peer group);
- Has a poor work history (been fired from 1 or more jobs within the last six months, or has a history of sporadic employment, such as “has held 3 or more jobs within the last 12 months, and is no longer employed”); **AND/OR**
- Has actively been seeking employment for at least 2 months, but remains unemployed or underemployed. This includes a youth with no employment history, with limited work experience, and/or actively seeking full-time employment, but have only achieved part-time employment;

Self-attestation 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 accurate.

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.