

## Attachment B: WIOA Title I Youth Program Eligibility Data Verification Sources

Category	Acceptable Documentation
School status at participation	<ul style="list-style-type: none"> <li>• Applicable records from education institution (including High School Diploma or GED certificate, attendance records, transcripts, drop out letter, school documentation)</li> <li>• WIOA intake or registration form</li> <li>• Self-certification (Participant identifies status and signs and dates paperwork)</li> </ul>
An individual who is subject to the juvenile or adult justice system	<ul style="list-style-type: none"> <li>• Documentation from juvenile or adult criminal justice system</li> <li>• Documented phone call with court or probation representative</li> <li>• WIOA intake or registration form</li> <li>• Self-certification (Participant identifies status and signs and dates paperwork)</li> </ul>
<p>Homeless youth and/or runaway</p> <p>(A) Individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of the McKinney-Vento Homeless Assistance Act section 103(a)(1)); and (B) includes —(i) 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; (ii) 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 (within the meaning of section the McKinney-Vento Homeless Assistance Act 103(a)(2)(C)); (iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and (iv) migratory</p>	<ul style="list-style-type: none"> <li>• Written statement from an individual providing residence, shelter or social service agency</li> <li>• Intake or registration form</li> <li>• Self-certification (Participant identifies status and signs and dates paperwork)</li> </ul>

<p>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).</p>	
<p>Individual who is 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, a child eligible for assistance under Section 477 of the Social Security Act (42 U.S.C. 677), or an individual who is in an out of home placement</p>	<ul style="list-style-type: none"> <li>• Written confirmation from social services agency</li> <li>• Court Documentation stating youth has been placed into care of the State</li> </ul>
<p>Individual who is pregnant or parenting</p>	<ul style="list-style-type: none"> <li>• Copy of child’s birth certificate</li> <li>• Baptismal record</li> <li>• Observation of pregnancy status</li> <li>• Doctor’s note confirming pregnancy</li> <li>• Self-certification (Participant identifies status and signs and dates paperwork)</li> </ul>
<p>Individual with a disability An individual 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))</p>	<ul style="list-style-type: none"> <li>• Letter from a Vocational Rehabilitation Agency, such as Maryland Division of Rehabilitation Services (DORS) verifying disability</li> <li>• Letter from Maryland Department of Health (MDH) Behavioral Health Administration (BHA), Administrative Services Organization, or another Core Service Agency attesting that the individual receives specialty services within the Public Health System</li> <li>• Developmental Disabilities Administration (DDA) certificate for long term supports</li> <li>• Social Security Administration disability records</li> <li>• Statement or Diagnosis from a PhD, MD, Licensed Clinical Social Worker (LCSW) or other licensed clinical professional</li> <li>• School records (Individualized Education Plan, 504 Plan, exit documents or other documentation stating disability)</li> <li>• Workers Compensation records</li> <li>• Veterans Administration letter/records</li> <li>• Temporary Disability Assistance Program approval letter</li> <li>• Public Assistance to Adults (PAA) approval letter</li> <li>• Self-certification (Participant identifies status and signs and dates paperwork)</li> </ul>
<p>Low-income individual An individual who— (i) receives, or in the past 6 months has received, or is a member of a family that is receiving or in the</p>	<ul style="list-style-type: none"> <li>• Alimony agreement</li> <li>• Applicant statement</li> <li>• Award letter from veteran’s administration</li> </ul>

<p>past 6 months has received, assistance through the supplemental nutrition assistance program 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 under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), or the supplemental security income program established under title XVI of the Social Security Act (42 U.S.C. 1381 et seq.), or State or local income-based public assistance; (ii) is in a family with total family income that does not exceed the higher of—(I)the poverty line; or (II) 70 percent of the lower living standard income level; (iii) is a homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 H. R. 803—12 (42 U.S.C. 14043e—2(6))), or a homeless child or youth (as defined under section 725(2) of the McKinneyVento Homeless Assistance Act (42 U.S.C. 11434a(2))); (iv) 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.); (v) is a foster child on behalf of whom State or local government payments are made; or (vi) is an individual with a disability whose own income meets the income requirement of clause (ii), but who is a member of a family whose income does not meet this requirement.</p>	<ul style="list-style-type: none"> <li>• Bank statements</li> <li>• Compensation award letter</li> <li>• Court award letter</li> <li>• Pension statement</li> <li>• Employer statement/contact</li> <li>• Family or business financial records</li> <li>• Housing authority verification</li> <li>• Pay stubs</li> <li>• Public Assistance records</li> <li>• Quarterly estimated tax for self-employed persons</li> <li>• Social Security benefits</li> <li>• UI documents</li> <li>• Eligible for free or reduced price lunch under the Richard B. Russell National School Lunch Act (for in-school youth only) NOTE: The following documentation is considered acceptable when documenting family size in relation to low-income status: Applicant statement; birth certificate; court/divorce decree; landlord statement; lease; marriage certificate; medical card; most recent tax return supported by IRS Documents (i.e., Form Letter 1722); Public assistance/Social Service Agency records; Public housing authority (if resident of or on waiting list); Written statement from publically supported 24 hour care facility or institution.</li> </ul>
<p>Requires additional assistance to enter or complete an educational program or to secure or hold employment</p>	<p>In Maryland, this criterion is defined locally and is specified in each LWDA’s Local Plan.</p>
<p>Basic skilled deficient/Low Levels of Literacy 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.</p>	<ul style="list-style-type: none"> <li>• National Reporting System (NRS) approved standardized assessment test score</li> <li>• School records</li> </ul>
<p>English language learner An eligible 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</p>	<ul style="list-style-type: none"> <li>• National Reporting System (NRS) approved standardized assessment test score</li> <li>• School records</li> <li>• Self-certification (Participant identifies status and signs and dates paperwork)</li> </ul>

<p>language other than English is the dominant language</p>	
<p>Ex-offender 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.</p>	<ul style="list-style-type: none"> <li>• Documentation from juvenile or adult criminal justice system</li> <li>• Documented phone call with court or probation representative</li> <li>• WIOA intake or registration form</li> <li>• Self-certification (Participant identifies status and signs and dates paperwork)</li> </ul>