

## Attachment D

### WIA Youth Program – Eligibility Handbook

Eligibility Requirements – WIA Title 1B		
Data Element <i>(Data Field Location on OSOS)</i>	Validation Method and OSOS Documentation Required	Action
Age	Individuals must be ages 14 to 21 to participate in the WIA Youth program.	Staff must identify the individual's age (i.e., Date of Birth). refer to <b><i>Attachment E – DEV Requirements</i></b> for guidance on how to document age.
Selective Service / Military Status	<p>Only applies to males born after December 31, 1959.</p> <p>Section 189(h) of WIA requires individuals to be in compliance with Section 3 of the Military Selective Service Act (50 U.S.C. App 453), in order to participate in WIA Title 1-B funded programs. Section 3 of the Military Selective Service Act requires all males born after December 31, 1959 to be registered with the US Military Selective Service.</p> <p>USDOL/ETA's eligibility/DEV policy does not specify required source documentation for verifying Military Selective Service, therefore the following are acceptable sources:</p> <ul style="list-style-type: none"> <li>• Self Identification</li> <li>• Selective Service Registration Card</li> <li>• Selective Service Status Information Letter</li> <li>• Selective Service Registration Record (Form 3A)</li> <li>• Selective Service Verification Form</li> <li>• Stamped Post Office Receipt of Registration</li> <li>• Registered on the US Selective Service System</li> </ul> <p><a href="https://www.sss.gov/RegVer/wfVerification.aspx">https://www.sss.gov/RegVer/wfVerification.aspx</a> OSOS contains a link "register/look-up" (staff must enter the individual's name, DOB and SSN to look up an individual).</p>	<p>Staff must verify that a male participant born after December 31, 1959 is registered with the US Military Selective Service. Selective Service / Military Status is not a DEV requirement.</p> <p>If registered:</p> <ul style="list-style-type: none"> <li>○ Check the OSOS SS box, and if available, record the Selective Service registration number (e.g., 67 - 0398583 – 1).</li> <li>○ Record an OSOS Comment, noting the source(s) used to determine Selective Service / Military Status.</li> </ul> <p>For males 18 -25 years of age who are not registered with the selective service:</p> <ul style="list-style-type: none"> <li>• Staff must refer the individual to the Selective Service for registration.</li> <li>• WIA funded services can not be provided until the individual is registered. However, services funded by the W-P program may be provided.</li> </ul> <p><b>When an enrolled youth turns 18, the youth must register within 30 days or be terminated from the program</b></p>

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<p><b>General Information Tab – Education and Employment Box</b></p> <p><b>Education Level</b></p> <p><i>Customer Detail Module</i></p>	<p>The choices are:</p> <ul style="list-style-type: none"> <li>• No Grade</li> <li>• Grade 1 -11 (individually listed)</li> <li>• 12 grade – no diploma [<b>Disabled w/Cert /IEP should have this entered</b>]</li> <li>• GED</li> <li>• 12 grade – HS Graduate</li> <li>• Disabled w/Cert /IEP [<b>Are not High School Graduates according to State Education Department</b>]</li> <li>• High School + (several individual choices in this group individually listed)</li> </ul>	<p>This data is frozen at the time of enrollment.</p> <p>Disabled w/Cert /IEP may result with an error on the error reports and will not be counted toward the measures</p>
<p><b>General Information Tab – Education and Employment Box</b></p> <p><b>School Status</b></p> <p><i>Customer Detail Module</i></p>	<p>The choices are:</p> <ol style="list-style-type: none"> <li>1. <u>In-School</u> <ul style="list-style-type: none"> <li>• In-School, HS or Less</li> <li>• In-School, Alternative School</li> </ul> </li> <li>2. <u>Out-of-School</u> <ul style="list-style-type: none"> <li>• In-School, Post-HS</li> <li>• Not attending school or HS dropout [<b>Disabled w/Cert /IEP should have this entered</b>]</li> <li>• Not attending school or HS graduate</li> </ul> </li> </ol>	<p>This data is frozen at the first of enrollment (Adult or Youth).</p> <p>The data entered here determines if a Lit/Num test is required</p>

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<p><b>Low Income</b></p>	<p>At the time of the enrollment:                      “Low Income Individual” Definition                      An individual who—</p> <ul style="list-style-type: none"> <li>(A) Receives, or is a member of a family that receives, cash payments under a Federal, State, or local income-based public assistance program;</li> <li>(B) Received an income, or is a member of a family that received a total family income, for the 6-month period prior to application for the program involved (exclusive of UI compensation, child support payments, payments described in subparagraph (a) , and old-age and survivors insurance benefits received under section 202 of the SS Act that, in relation to family size, does not exceed the higher of—                             <ul style="list-style-type: none"> <li>(i) the poverty line, for an equivalent period; or</li> <li>(ii) 70 percent of the lower living standard income level, for an equivalent period;</li> </ul> </li> <li>(C) Is a member of a household that receives (or has been determined within the 6-month period prior to application for the program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977;</li> <li>(D) Qualifies as a homeless individual, as defined in subsections (a) and (c) of section 103 of the Stewart B. McKinney Homeless Assistance Act;</li> <li>(E) Is a foster child on behalf of who State or local government payments are made; or</li> <li>(F) In cases permitted by regulations promulgated by the Secretary of Labor, is an individual with a disability whose own income meets the requirements of a program described in subparagraph (A) or (B), but who is a member of a family whose income does not meet such requirements.</li> </ul>	<p>Staff must verify the individual’s low income status at the point of the <i>enrollment</i></p> <p>Low income status falls under DEV.</p> <ul style="list-style-type: none"> <li>o Record “Yes” in the Income Status area in the Customer Detail, Additional Information tab, in the appropriate box                             <ul style="list-style-type: none"> <li>o Lower Living Standard and/or</li> <li>o Income 70% LLSIL or</li> <li>o Local Priority [in not income eligible]</li> </ul> </li> <li>o Select the Program/Public Assistance Selection button and enter all appropriate information including dates.</li> <li>o Record an OSOS Comment, noting the source(s) used to determine the individual’s Low Income Status.</li> </ul> <p>Refer to <i>Attachment E – DEV Requirements</i> for guidance on how to document low-income status.</p>

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Barriers	<p><b>PLUS All LOW-Income</b> Youth enrolled in the WIA Youth program must have one of the following barriers:</p> <ul style="list-style-type: none"> <li>• Deficient in Basic Literacy Skills</li> <li>• School Dropout</li> <li>• Homeless/Runaway/Foster Child</li> <li>• Pregnant/Parenting</li> <li>• Offender</li> <li>• Requires Additional Assistance (based on Local Definition)</li> </ul>	<p>Staff must verify and document the youth's barrier(s) at the point of the <i>enrollment</i>.</p> <p><i>Barriers</i> are subject to DEV. Refer to <i>Attachment E – DEV Requirements</i> for guidance on how to document the barriers.</p>
Non-income Eligible Youth (5%)	<p>All Non-income eligible Youth enrolled in the WIA Youth program need to have one of the following barriers:</p> <ul style="list-style-type: none"> <li>• Deficient in Basic Skills</li> <li>• School Dropout</li> <li>• Homeless/Runaway</li> <li>• Pregnant/Parenting</li> <li>• Offender</li> <li>• Faces Serious Barriers to Employment (based on Local Definition)</li> <li>• One or More Grade Levels Behind</li> <li>• Processes One or More Disability/ including Learning Disability</li> </ul>	<p>Staff must verify and document the youth's barrier(s) at the point of the <i>enrollment</i>.</p> <p><i>Barriers</i> are subject to DEV. Refer to <i>Attachment E – DEV Requirements</i> for guidance on how to document the barriers.</p>