

## Region 4 Workforce Board WIOA Youth Eligibility Policy

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**PURPOSE:** To provide Region 4 guidance regarding youth eligibility criteria and documentation requirements for the Workforce Innovation and Opportunity Act (WIOA Youth Program). Youth services will have a priority on serving- out-of-school youth, high school dropout recovery, achievement of recognized postsecondary credentials, and successful employment outcomes. Career pathways and work-based learning will be promoted as learning approaches.

**Background:** The Workforce Innovation and Opportunity Act (WIOA) provides economically disadvantaged young adults between the ages of 14 and 24, who face barriers to educational and/or workforce success, with year round employment and training services. In School youth age range is 14-21 and Out of School youth age range is 16-24

**REFERENCES:** The Workforce Innovation and Opportunity Act (WIOA) Section 3(27), 3(46), 129(2) WIOA draft regulations sections 681.200 through 681.310, DWD Memorandum Interim Guidance on Youth Eligibility and Data Validation, and TAB 2014-04

### **CONTENT:**

US citizenship and/or eligibility-to-work in the US are not program eligibility requirements for WIOA Title I. While citizenship does not need to be validated, Indiana has determined that an individual's eligibility-to-work in the United States (regardless of citizenship) must be validated for all WIOA Title I youth prior to the receipt of work experience or occupational skills training services.

Eligibility responsibilities include the following three areas:

1. Compliance with applicable state and federal laws and regulations
2. Compliance with Region 4 Workforce Board (R4WDB) plan
3. Assurances of proper eligibility, data validation, and documentation maintenance

Eligibility determination includes the following steps:

1. Determining income eligibility as required
2. Determining barriers
3. Ensuring Selective Service Registration, if applicable
4. Determining School Status

### **Out of School Youth:**

To be an Out of School youth, individual must not be attending any school, not be younger than 16 or not older than 24, and have at least one barrier.

To be eligible as an Out of School youth: The youth is not younger than age 16 or older than age 24

AND -

**Not attending any school** (as defined under State law)

AND -

**One or more of the following barrier/s):**

- A school dropout
- A youth who is within the age of compulsory school attendance (generally, ages 7 to and including 17 years of age) but has not attended school for at least the most recent complete school year calendar quarter. (See Attachment B of DWD Memorandum for full definition)
- An individual subject to juvenile or adult justice system
- Homeless: Multiple categories of - runaway, foster care, has aged out of foster care, eligible for assistance under Section 477 of Social Security Act (John H. Chaffee foster care independence

program), Violence Against Women's Act, McKinney-Vento Homeless Assistance Act, or placed in an out-of-home placement

- An individual who is pregnant or parenting
- A youth who is an individual with a disability
- A recipient of a secondary school diploma or its recognized equivalent **who is a low-income individual and is-basic skills deficient\*\* OR an English language learner**
  
- **A low-income individual who requires additional assistance to enter or complete an educational program or secure or hold employment.**

*Only two of the barriers require income eligibility (low income includes living in a high poverty area)*

- 1. Those with a high school diploma or equivalent and are basic skills deficient or an English language learner*
- 2. An individual "who requires additional assistance" for education or employment.*

*If the Out of School youth have any of the other barriers listed, they do not have to be low income.*

### **In School Youth:**

In School youth are aged 14-21 and attending school, and low-income, and have a defined barrier. (Low income includes free and reduced lunch or living in a high poverty area).

To be eligible as In School Youth – must be attending school (as defined under state law)

*And*

Not younger than age 14 or older than age 21

*And*

Low income individual\*

*And*

One or more of the following barriers:

- Basic skills deficient\*\*
- English language learner
- Offender
- Homeless: Multiple categories of - runaway, foster care, has aged out of foster care, eligible for assistance under Section 477 of Social Security Act (John H. Chaffee foster care independence program), Violence Against Women's Act, McKinney-Vento Homeless Assistance Act, or placed in an out-of-home placement
- Youth who is an individual with a disability
- Pregnant or Parenting
- Individual who requires additional assistance (see Youth Requires Additional Assistance definition below) to complete an educational program or to secure and hold employment (*see limitation below*)

*Note: WIOA requires a 5% limitation on using 'Requires Additional Assistance' as a barrier for In School youth.*

*\*Exception to the low- income requirement allows that up to 5 percent of youth who meet all the other eligibility requirements need not be low-income. The 5 percent is calculated based on all youth served in the WIOA local youth program in a given Program Year.*

*\*\* DWD has defined Basic Skills Deficient as:*

- *Scores 8.9 or below on TABE in reading, writing, or computing skills or*

- *The Youth 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. This is defined as:*
  - *Lacks a high school diploma or equivalency and is not enrolled in secondary education; or*
  - *Enrolled in Title II ( Adult Ed) or*
  - *Poor English language skills or*
  - *Is WorkIN eligible, or*
  - *Case manager make observations*

**BSD for In-School Youth:**

- *Behind in credits to graduate on time with peer co-hort*
- *GPA 2.5 or below*
- *Have taken and did not pass the End of Course Assessment (ECA)*

See Youth Services Logic Flow Chart for determining whether a youth is appropriate for in-school or out-of-school program

***Region 4 Workforce Board defines individuals who "require additional assistance to complete an educational program, or to secure and hold employment" as youth who fall within at least one of the following categories:***

- *Is at risk of dropping out of High School due to grades/credits/attendance/not passing proficiency exam or has had an Out of School suspension or expulsion from school. (ISY)*
- *Has a court/agency referral mandating school attendance. (ISY)*
- *Is attending an alternative school / education program or has been enrolled in an alternative school within the past 12 months.(ISY)*
- *Is or was a Ward of the State*
- *Has been referred to or treated by an agency for substance abuse/ psychological problems*
- *A victim of domestic abuse or violence*
- *Has a currently incarcerated parent(s)*
- *Has neither the work experience nor the credential required for an occupation in demand for which training is necessary and will be provided (OSY)*
- *Has been fired from a job within the 6 months (or long if last job)prior to application (OSY)*
- *Has never held a full-time job (30+ hours per week) for more than 13 consecutive weeks (OSY)*

**Low Income means an individual who receives or in the past 6 months received or is a member of a family:**

- that receives income-based public support (TANF, SNAP or other income based public support);
- A member of a family that lives at 100% of poverty threshold or at 70% of lower standard income level;
- Homeless; and/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.
- Foster child
- Receives or is eligible to receive 'free and reduced' lunch
- Youth living in a high poverty area

**Family Definition:**

The term "family" means 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) A husband, wife, and dependent children.
- (B) A parent or guardian and dependent children.
- (C) A husband and wife.

Family Income - See DWD [TAB 2014-04 Economically Disadvantage Criteria 2015](#)

**Income eligibility for disabled youth** - If the family of a disabled youth does not meet the income eligibility criteria, the disabled youth should be counted as a family of one. The disabled youth may be considered income eligible if the youth's own income meets the WIOA income criteria. As a result, a youth with a disability may be income eligible for WIOA services, even if their parents' income exceeds the guidelines.

Per [TEGL 26-13](#)

### Family – Further Defined

The term “family” means 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) A husband, wife, and dependent children.

(B) A parent or guardian and dependent children.

(C) A husband and wife.

Examples:

*Kara is a 21 year old single parent with two children. They live with her father and stepmother who both work.*

*What is the family size? Three: Kara and her two children*

*The family includes Kara and her two children. Since Kara is a parent of dependent children, she and her children are a family of three.*

*You don't include her dad and stepmom because they are a separate “family” - husband, wife and dependent children. Kara and her parents fit this, but Kara's children don't. You can't separate mom from her children to define family. (B) Parent, guardian and dependent children. Kara and her girls fit here.*

*Janie is 18 and has a two-year old daughter, Emma. She and Emma live with her mom, Pat (Emma's Grandmother). Janie has come into the career office for child care assistance.*

*What is the family size? Two: Janie and Emma*

*Jason is 19 and lives with his sister. He has not worked in the last year, but she makes a high salary. What is the family size? One: Jason*

*You don't count his sister because she doesn't meet one of the category requirements:*

*-A husband, wife and dependent children*

*-a parent or guardian and dependent children*

*-a husband and wife*

### **Additional Eligibility Requirement and Data Validation:**

If a youth receives a work experience or occupational skill training Youth service, staff must validate the individual's eligibility-to-work in the United States.

See Data Validation Section of DWD Memorandum on Youth Eligibility

# INCOME CALCULATION WORKSHEET

Client Name: \_\_\_\_\_ Client SS# \_\_\_\_\_

Date: \_\_\_\_\_ Site: \_\_\_\_\_

## FAMILY SIZE & INCOME STATEMENT

(List all family members here; include member's income such as employment income, social security payments, etc. if they have no income put (0))

Please provide the information for all family members residing in the household in the last 26 weeks.

Family members are defined as all who are related by blood, marriage, or adoption, residing in household.

Number in Household: \_\_\_\_\_

**\*\* EMPLOYMENT INCOME \*\***

Use average hours per week x hourly wage *OR* average weekly or bi-weekly pay multiplied by Number of Weeks (or pay periods) in last 26 weeks. Remember overtime & tips.

Average Hours Per Week multiplied by Hourly Wage multiplied by Number Of Weeks Employed or Average Pay multiplied by Number of Weeks/Pay Periods in Last 26 Weeks equals Sub-Total(s)

Family Member	Relationship	Age	Income Source	Income (Last 6 months)	Annualized Income
_____	_____	_____	_____	_____	<input type="checkbox"/> X2 _____
_____	_____	_____	_____	_____	<input type="checkbox"/> X2 _____
_____	_____	_____	_____	_____	<input type="checkbox"/> X2 _____
_____	_____	_____	_____	_____	<input type="checkbox"/> X2 _____
_____	_____	_____	_____	_____	<input type="checkbox"/> X2 _____
_____	_____	_____	_____	_____	<input type="checkbox"/> X2 _____
_____	_____	_____	_____	_____	<input type="checkbox"/> X2 _____
_____	_____	_____	_____	_____	<input type="checkbox"/> X2 _____
_____	_____	_____	_____	_____	<input type="checkbox"/> X2 _____
_____	_____	_____	_____	_____	<input type="checkbox"/> X2 _____

If no income is reported, explain source of support \_\_\_\_\_

Do you provide 50% or more of your own support?  Yes  No

Will you be claimed as a dependent on another's tax return?  Yes  No

What documentation was used to determine income eligibility? (Attach Documentation) \_\_\_\_\_

**\*\*ASSISTANCE INCOME\*\*** (Answer all that apply.)

- Currently receiving TANF Yes \_\_\_ No \_\_\_
- Currently receiving food stamps Yes \_\_\_ No \_\_\_
- Determined eligible or received Food stamps in last 6 months Yes \_\_\_ No \_\_\_
- Currently receiving SSI Yes \_\_\_ No \_\_\_
- Currently receiving Trustee Assistance Yes \_\_\_ No \_\_\_
- Currently receiving Refugee Assistance Yes \_\_\_ No \_\_\_

**\*\*EXCLUDABLE INCOME\*\*** (Answer all that apply.)

- Currently receiving Social Security Retirement Yes \_\_\_ No \_\_\_
- Currently receiving Social Security Survivors Benefits Yes \_\_\_ No \_\_\_
- In last 6 months received Child Support Yes \_\_\_ No \_\_\_
- In last 6 months received Unemployment Compensation Yes \_\_\_ No \_\_\_

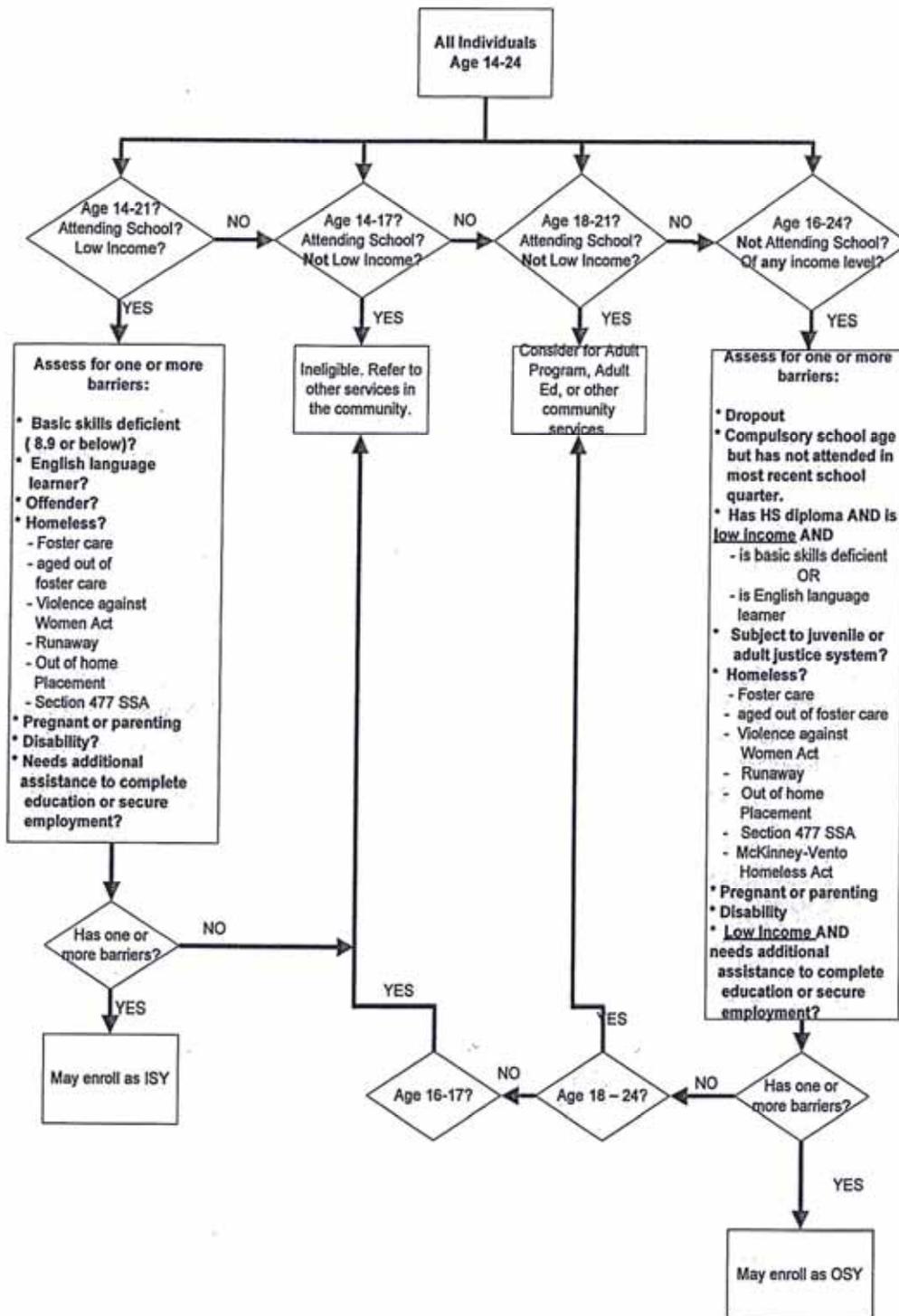
If youth with documented disability (with personal includable income under the economic guidelines), but household income is over economic guideline limit, check here: HOUSEHOLD OVER INCOME \* INDIVIDUAL WITH DISABILITY \* TAKEN AS FAMILY OF ONE Yes \_\_\_\_\_

Comments:

### Signatures

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Case Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**In-School vs. Out-of-School Youth Enrollment Flowchart**