

POLICY TYPE:	Eligibility for WIOA Youth Services
EFFECTIVE:	August 19, 2015
REVISED:	May 5, 2023

REFERENCES:

- Workforce Innovation & Opportunity Act (WIOA) – Public Law 113 – 128, Section 128 Within State Allocations
- Workforce Innovation & Opportunity Act (WIOA) – Public Law 113 – 128, Section 129 Use of Funds for Youth Workforce Investment Activities
- 20 CFR Part 681, Youth Activities Under Title 1 of WIOA
- Training and Employment Guidance Letter (TEGL) 21-16, WIOA Title 1 Youth Formula Program Guidance

PURPOSE:

To establish a comprehensive policy for the registration and enrollment of youth participants under the Workforce Innovation & Opportunity Act to ensure that only eligible individuals are served with WIOA Youth funds.

POLICY:

It is the policy of Lane Workforce Partnership (LWP) that the contracted WIOA Youth Provider(s) determine eligibility of applicants prior to provision of a WIOA funded individualized or training service. The Service Provider(s) must be familiar with and follow the requirements as set in this eligibility policy. It is the responsibility of the Service Provider(s) to ensure that a well-developed eligibility certification system is maintained that is sufficient to guard against serving ineligible individuals and risking disallowed costs.

DOCUMENTATION:

Required documentation will be collected at the time of eligibility determination and stored in Lane Workforce Partnership's electronic system, eBridge.

ELIGIBLE PARTICIPANTS



WIOA Youth Eligibility

July 1, 2015

Eligibility Elements	Education Status = Out of school <ul style="list-style-type: none"> Completed HS Diploma/GED/Equivalent Dropped out or expelled from High School or Less School Age (16-18) and Not Attending School for at Least 1 Quarter 	Education Status = In school <ul style="list-style-type: none"> Alternative High School for GED ¹ Alternative High School for Diploma ¹ High School or Less College or Post High School Technical Training
Age	16-24 (local policy may limit ages)	14-21 (local policy may limit ages)
Selective Service	Customers sex-assigned Male at birth and age 18 or older	Customers sex-assigned Male at birth and age 18 or older
Legal to Work	Yes	Yes
Employment Characteristics	Must have at least one from any category below	Must have at least one from any category below
<i>Category A</i>	<ul style="list-style-type: none"> Foster Care Homeless Runaway 	<ul style="list-style-type: none"> Foster Care Homeless Runaway
<i>Category B</i>	<ul style="list-style-type: none"> Aged Out of Foster Disabled (including learning disabilities) ² Parenting ² Pregnant School Dropout (High School or Less) ³ School Age (16-18) and Not Attended School For at Least 1 Quarter Justice System Involvement⁴ 	
<i>Category C</i>	<ul style="list-style-type: none"> Where Education Status = Not in School – Completed HS Diploma/GED/Equivalent AND one of the following applies: <ul style="list-style-type: none"> Deficient in Basic Literacy Skills English Language Learner Needs additional assistance to enter employment or education (State or Local Policy Defined) 	<ul style="list-style-type: none"> Aged Out of Foster Deficient in Basic Literacy Skills Disabled (including learning disabilities) ² English Language Learner Justice System Involvement⁴ Parenting ² Pregnant Needs additional assistance to enter employment or education (State or Local Policy Defined – and only 5% of ISY enrolled customers)
Income	Must have at least one low income reason OR an exception	Must have at least one low income reason OR an exception
<i>Low Income Reasons</i>	<ul style="list-style-type: none"> 6 Month Family Income: LLSIL Eligible to Receive Free or Reduced Lunch Census Tract (High Poverty Area) Family is receiving one of the following Public Assistance types in last 6 months: <ul style="list-style-type: none"> TANF General Assistance Refugee Assistance Supplemental Security Income (SSI, Title XVI) Social Security Disability Income (SSDI) Food Stamps (SNAP) At least one Employment Characteristic Type is from Category A 	<ul style="list-style-type: none"> 6 Month Family Income: LLSIL Eligible to Receive Free or Reduced Lunch Census Tract (High Poverty Area) Family is receiving one of the following Public Assistance types in last 6 months: <ul style="list-style-type: none"> TANF General Assistance Refugee Assistance Supplemental Security Income (SSI, Title XVI) Social Security Disability Income (SSDI) Food Stamps (SNAP) At least one Employment Characteristic Type is from Category A
<i>OR Exception</i>	<ul style="list-style-type: none"> Applicant has least one Employment Characteristic Type is from Category B Granted Income Waiver (only 5% of enrolled) 	<ul style="list-style-type: none"> Granted Income Waiver (only 5% of enrolled)

1 Alternative School includes schools funded in part or in full with Department of Education funds where the school receives (ADM) money from the State of Oregon for the student enrolled. NOTE: Title II programs funded by Department of Labor like YouthBuild or Job Corps **are not** considered to be Alternative Schools.

2 Separate Family Calculation. Do not consider Parents/Guardians/Siblings. If parenting youth, must count dependents.

3 Per Oregon Department of Education: **A dropout is a student who withdrew** from school and did not graduate or transfer to another school that leads to graduation. **Dropouts do not include:** students who are deceased, being home schooled, are in alternative school, are in hospital education programs, are enrolled in a juvenile detention facility, are enrolled in a foreign exchange program, temporarily absent because of suspension/family emergency/health issues, have received a GED or Adult High School Diploma from a community college.

4 Justice System Involvement is defined in TEGL 21-16 page 4, and includes Offender and Subject to Juvenile or Adult Justice.

ELIGIBILITY DETERMINATION PROCESS:

OUT-OF-SCHOOL YOUTH ELIGIBILITY.

An OSY is an individual who is:

1. Not attending any school. OSY are eligible for WIOA services if attending Adult Education provided under YouthBuild, or Job Corps.
2. Not younger than age 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.
3. One or more of the following:
 - a school dropout;
 - a youth who is within the age of compulsory school attendance, but has not attended school for 10 consecutive days;
 - a recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient or an English language learner;
 - an offender;
 - a homeless individual or a runaway;
 - an individual in foster care or who 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, or in an out of-home placement;
 - an individual who is pregnant or parenting;
 - an individual with a documented disability;
 - a low-income individual who requires additional assistance to enter or complete an educational program to secure or hold employment. **Additional Assistance (defined below) can only be used in conjunction with another eligibility barrier.** Lane Workforce Partnership defines this barrier as having any of these characteristics:
 - academic or behavioral problems as evidenced by their Individualized Educational Plan (IEP);
 - lacking technical or vocational skills to secure employment or youth has never held a job or has not held a job for longer than three (3) consecutive months, or is currently unemployed and was terminated from a job within six (6) months of program application (OSY);
 - Limited-English Proficient (LEP). Limited English Proficiency pertains to those Youth/young adults who are not proficient in the English language, regardless of where they were born, their level of education, or their native culture;
 - an emancipated youth;

- has been referred to or is being treated for a medical or substance abuse related problem;
- has experienced recent traumatic events, is a victim of abuse, or resides in an abusive environment as documented by a school official or professional;
- has a parent that is incarcerated;
- has a family history of chronic unemployment including long-term public assistance.

NONINTERFERENCE AND NONREPLACEMENT OF REGULAR ACADEMIC REQUIREMENTS:

No funds shall be used to provide an activity for eligible youth who are not school dropouts if participation in the activity would interfere with or replace the regular academic requirements of the youth.

IN-SCHOOL YOUTH ELIGIBILITY.

An ISY is an individual who is:

1. Attending school, including secondary and post-secondary school;
2. Not younger than age 14 or (unless an individual with a disability who is attending school under State law) older than age 21 at the 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;
3. A low-income individual. A youth is low income if he or she receives or is eligible to receive free lunch - WIOA sec 3(36), receives, or is a member of a family that receives cash payments under a federal or state public assistance program, or received an income or is a member of a family whose 6-month income is 70% of the Lower Living Standard Income Level (LLSIL);

And one or more of the following:

- basic skills deficient – have English, reading, or math computing skills at or below the 8th grade level on an accepted standardized test;
- an English language learner;
- an offender;
- a homeless individual or runaway;
- an individual in foster care or who 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, or in an out of-home placement;
- an individual who is pregnant or parenting;
- an individual with a documented disability;

- an individual who requires additional assistance to enter or complete an educational program or to secure or hold employment. **Needs Additional Assistance (defined below) should only be used in conjunction with another eligibility barrier.** Lane Workforce Partnership defines this barrier as having any of these characteristics:
 - academic or behavioral problems as evidenced by their Individualized Educational Plan (IEP);
 - Limited-English Proficient (LEP). Limited English Proficiency pertains to those Youth/young adults who are not proficient in the English language, regardless of where they were born, their level of education, or their native culture;
 - an emancipated youth;
 - has been referred to or is being treated for a medical or substance abuse related problem;
 - has experienced recent traumatic events, is a victim of abuse, or resides in an abusive environment as documented by a school official or professional;
 - has a parent that is incarcerated;
 - has a family history of chronic unemployment including long-term public assistance.

CONSISTENCY WITH COMPULSORY SCHOOL ATTENDANCE LAWS:

In providing assistance under this section to an individual who is required to attend school under applicable State compulsory school attendance laws, the priority in providing such assistance shall be for the individual to attend school regularly.

EXCEPTION FOR PERSONS WHO ARE NOT LOW-INCOME INDIVIDUALS:

WIOA allows a low-income exception where not more than five (5) percent of WIOA participants meet all other eligibility criteria except the low-income criteria. Because not all OSY are required to be low-income, the five (5) percent low-income exception under WIOA is calculated based on the youth enrolled in a given program year who would ordinarily be required to meet the low-income criteria. Enrollment of over-income youth requires approval from Lane Workforce Partnership staff prior to being determined eligible and enrolled in services.

DETERMINING LOW-INCOME:

Low-Income is defined as an individual who meets one of the four criteria below:

- Receives, or in the past six months has received, or is a member of a family that is receiving, or in the past six months has received, assistance through the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), program supplemental security income program, or state or local income-based public assistance;
- In a family with a total income that does not exceed the higher of the poverty line or 70 percent of the Lower Living Standard Income Level (LLSIL);

- A homeless individual; or
- An individual with a disability whose own income does not exceed the income requirement but is a member of a family whose total income does.

The low-income guidelines and poverty guidelines are used to establish low-income status for WIOA Title I programs. Lane Workforce Partnership uses the LLSIL to determine priority of service eligibility of Youth/Young Adult applicants. Income received during the six-month period immediately prior to the individual's application for WIOA funded services is used for income determination. Applicant's actual family income during the six-month income determination period must be compared with the six-month figures on the Oregon Workforce Innovation and Opportunity Act Income Eligibility Table to determine eligibility.

**2023 Oregon Workforce Innovation and Opportunity Act
Income Eligibility Table**
(Combined 70% LLSIL and HHS Poverty Income Guidelines)

Metropolitan Areas: Includes Benton, Clackamas, Columbia, Deschutes, Jackson, Josephine, Lane, Linn, Marion, Multnomah, Polk, Washington, and Yamhill counties.

Family Size	1	2	3	4	5	6
Annual Income	\$14,580	\$21,210	\$29,120	\$35,948	\$42,419	\$49,615
Six Month Income	\$7,290	\$10,605	\$14,560	\$17,974	\$21,209	\$24,807

For families larger than 6 people: Add \$7,196 (annual) or \$3,598 (six month) to the family of six income for each additional person in the family.

Non-Metropolitan Areas: Includes Baker, Clatsop, Coos, Crook, Curry, Douglas, Gilliam, Grant, Harney, Hood River, Jefferson, Klamath, Lake, Lincoln, Malheur, Morrow, Sherman, Tillamook, Umatilla, Union, Wallowa, Wasco, and Wheeler counties.

Family Size	1	2	3	4	5	6
Annual Income	\$14,580	\$20,950	\$28,763	\$35,502	\$41,900	\$49,004
Six Month Income	\$7,290	\$10,475	\$14,381	\$17,751	\$20,950	\$24,502

For families larger than 6 people: Add \$7,104 (annual) or \$3,552 (six month) to the family of six income for each additional person in the family.

Bureau of Labor Statistics:

[May 2022 OEWS Metropolitan and Nonmetropolitan Area Definitions \(bls.gov\)](https://www.bls.gov/news.release/tables/tables.htm)

Applicable Federal Register notices, LLSIL tables, and HHS poverty levels are available at:

<https://www.dol.gov/agencies/eta/llsil>

ELIGIBILITY PROCESS:

Applicants in need of WIOA funded Youth Services must be determined eligible *prior* to the provision of such services. The eligibility process includes:

- Conduct eligibility determination based on the criteria defined above;
- Collect required eligibility documentation at the time of eligibility determination (see Documentation Requirements table below);
- Provide applicant with a copy of Lane Workforce Partnership's Grievance Policy and Form;
- Complete the I-Trac application as required by the funding source for which the applicant will be enrolled and follow all required I-Trac data entry protocols (established in the I-Trac Management Information Data System).

ACCEPTABLE DOCUMENTATION FOR YOUTH ELIGIBILITY

Item to be Verified	Acceptable Documentation Options
Citizenship or Legal Ability to Work in U.S.	<ul style="list-style-type: none"> ✓ U.S. Birth Certificate ✓ U.S. Passport ✓ School/agency records showing date and place of birth ✓ Picture ID <i>and</i> Social Security Card (Note: Picture ID must have applicant's name recorded on it and, ideally, date of birth. The ID can be a driver's license, school, state or agency identification, military, tribal card, etc.) ✓ Immigration Registration Card. (Note: A youth with this document should also have a Social Security card to accompany it.)
Social Security Number	<ul style="list-style-type: none"> ✓ Social Security Card ✓ School or agency records
Date of Birth	<ul style="list-style-type: none"> ✓ U.S. Birth Certificate ✓ U.S. Passport ✓ Hospital record of birth ✓ Tribal records ✓ School/agency records showing date of birth ✓ Picture ID ✓ Self-Attestation Signed/dated applicant statement
Family Income (For previous 6 months from date of signing application)	<ul style="list-style-type: none"> ✓ Paycheck stubs ✓ Employer statement of earnings ✓ LWP wage verification form completed by employer/applicant ✓ Social Security Benefit statement ✓ Compensation award letters ✓ Pension statement ✓ Alimony agreements ✓ Award letter from Veterans Affairs ✓ Unemployment Insurance documents ✓ DHS letter verifying food stamps/TANF ✓ Self-Attestation/Signed/dated applicant statement
Family Size	<ul style="list-style-type: none"> ✓ Agency letter ✓ DHS letter ✓ Self-Attestation/Signed/dated applicant statement
Family of 1 Status	<ul style="list-style-type: none"> ✓ Agency letter ✓ Signed/dated LWP Disability Verification Form ✓ Foster care verification ✓ Ward of court verification ✓ Self-Attestation/Signed/dated applicant statement
Disability	<ul style="list-style-type: none"> ✓ Signed/dated LWP Disability Verification Form ✓ Self-Attestation/Signed/dated applicant statement
Employment Barriers	<ul style="list-style-type: none"> ✓ Agency records for teen parent, offender status, homelessness, high school dropout, runaway, foster child ✓ CASAS Pre-tests indicating basic skills deficiency ✓ DHS letter for teen parent, homelessness ✓ Signed/dated Applicant Statement for dropout, homelessness, runaway status, teen parent, offender status ✓ Self-Attestation/Signed/dated applicant statement

INTAKE PROCESS:

Complete WIOA Youth Program Intake Sheet (see below) and upload all required documents to eBridge.

**WIOA Youth Program
Intake Sheet**

NAME	DATE OF APPLICATION	45 DAYS	
ELIGIBILITY ITEM	VERIFICATION SOURCE / DOCUMENT TO SUPPORT ELIGIBILITY	✓	30 DAY ✓
1. LEGAL TO WORK			
2. DHS AUTHORIZATION/VERIFICATION			
3. FAMILY INCOME			
4. SELECTIVE SERVICE REGISTRATION			
5. FOSTER YOUTH			
6. DISABILITY			
7. BARRIER			

ELIGIBILITY DETERMINATION WITHIN 45 DAYS OF APPLICATION☐ Yes☐ No**REQUIRED DOCUMENTS TO UPLOAD TO EBRIDGE:**

- Supporting documentation for numbers #1 - #7 above if applicable
- WIOA Youth Services Application
- WIOA Youth Registration Form
- WIOA Youth Self-Attestation Form
- DHS Eligibility Information Form
- Statement of Information
- Equal Opportunity
- Social Security Number Disclosure
- Disability Verification Form
- State of Selective Service Registration
- Intake Sheet
- CASAS Reading/Math Test Verification
- Partner Agencies
- Initial Assessment for WIOA Youth Mandated Services

REQUIRED ACTION:

Lane Workforce Partnership's funded service provider(s) shall follow this policy when determining participant eligibility for enrollment in a WIOA funded service. This policy will remain in effect from the date of issue until such time that a revision is required.