

PRINCE GEORGE'S COUNTY LOCAL WORKFORCE DEVELOPMENT BOARD
1801 McCormick Drive, suite 400
Largo, Maryland 20774

YOUTH SERVICES
YOUTH ELIGIBILITY DETERMINATION

POLICY NUMBER:	1.8000.3001.000
EFFECTIVE:	December 21, 2016
APPROVING AUTHORITY:	Charlene Wade, Board Chair Prince George's County Local Workforce Development Board
RESPONSIBLE STAFF:	Marcita Bentley-Pinkston, Assistant Director of Youth Services
RESPONSIBLE OFFICE:	Office of Youth Services

SUMMARY:

This document provides the format and organization of the Prince George's County Local Workforce Development Board (LWDB) policy, pertaining to the guidelines and requirements relating to the certification of participants to be served with Title I WIOA Youth funds. These guidelines are subject to revision as additional guidance is issued by the United States Department of Labor (USDOL) Supplemental information, such as the Poverty Guidelines, Lower Living Standard Income Levels, and forms are attached.

It also clarifies the appropriate documentation for Youth Services participant folders and required documentation for the Maryland Workforce Exchange system (MWE).

POLICY:

The State of Maryland has established Youth Participant Eligibility for Profiled individuals as follows:

Any profiled participant program enrollment must be open to all youth. Programs may not exclude a youth on the basis of their prior level of academic achievement. Programs should encourage a broad cross-section of youth to participate and encourage the participation of low-

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income youth, youth with disabilities, and youth who are traditionally underrepresented in the local areas in-demand industries/occupations (e.g., males in certain health care occupations, females in information technology/engineering, etc.). The program should be structured to maintain personalization and provide a motivating, supportive, and disciplined instructional environment.

PARTICIPANTS ELIGIBILITY

Both in-school youth (ISY) and out-of-school youth (OSY), as defined below, are eligible for WIOA Services. (WIOA sec. 3(18))

An OSY is an individual who is:

- (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) Has one or more of the following barriers:
 - a. A school dropout;
 - b. A youth who is within the age of compulsory school attendance, 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 or an English language learner;
- (iv) An individual who is subject to the juvenile or adult justice system;
- (v) A homeless individual (as defined in sec. 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), a homeless child or youth (as defined in sec. 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))), a runaway, in

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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;

- (vi) An individual who is pregnant or parenting;
- (vii) An individual with a disability;
- (viii) A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment. (WIOA Sec. 3(46) and Sec. 129 (a) (1) (B)) (20 CFR 681.210)

ISY is an individual who is: (a) Attending school (as defined by State law), including secondary and post-secondary school; (b) Not younger than age 14 or (unless an individual with a disability who is attending school under State law) older than age 21 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; (c) A low-income individual; and (d) One or more of the following:

- (i) Basic skills deficient;
- (ii) An English language learner;
- (iii) An offender;
- (iv) A homeless individual (as defined in sec. 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), a homeless child or youth (as defined in sec. 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))), 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;
- (v) An individual who is pregnant or parenting;

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(vi) An individual with a disability;

(vii) An individual who requires additional assistance to enter or complete an educational program or to secure or hold employment. (WIOA Sec. 3(27) and Sec. 129 (a) (1)

(C)) NOTE: For the purposes of WIOA, providers of Adult Education under title II of WIOA, YouthBuild programs, and Job Corps are not considered schools. (20 CFR 681.230)

DUAL ENROLLMENT ELIGIBILITY

Individuals who meet the respective program eligibility requirements may participate in adult and youth programs concurrently. Such individuals must be eligible under the youth or adult eligibility criteria applicable to the services received. Local program operators may determine, for these individuals, the appropriate level and balance of services under the youth and adult programs. Local 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. Individuals who meet the respective program eligibility requirements for WIOA youth title I and title II may participate in title I youth and title II concurrently.

ELIGIBILITY DETERMINATION AND DOCUMENTATION

Documentation consists of records, certificates, documents, identification cards, and other items, which can be photocopied and included in the participants' files. Source documents include documents issued by a governmental entity, i.e. driver's license, library card, and private documents such as utility bills, paycheck stubs, or termination notices. Other evidence that would

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be completed could include telephone/document inspection forms, and a signed self-certification, the local application form, or WIOA Registration form. Written statements from government, education, judicial, human services or other appropriate sources may be used to document eligibility. Staff may document eligibility through oral contact, with special permission of the Office of Youth Services Assistant Director, with the same resources that could provide written statements. In documenting oral contact, the following information should be included: (a) date of contact; (b) person/agency contacted including name, address, and phone number; (c) information provided ensuring the potential participant's name is noted; and (d) signature/initials of person making contact.

NOTE: Photocopies or other "hard" documentation of the following elements must be maintained:

- (i) Age
- (ii) Citizenship/authorization to work
- (iii) Social Security number
- (iv) Income
- (v) Youth Eligibility Criteria (See Documentation of Youth Criteria and Disability below).

All elements used to determine a youth as eligible for the WIOA Youth program must be documented, and the documentation must be kept in the customer's record. Case notes must be recorded directly into MWE.

All eligibility documentation must be reflected in case files and MWE and should include the following required documentation:

1. Proof of Barrier with documentation
2. Proof of Income with documentation
3. Informal Assessment

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4. Individual Service Strategy (ISS) (signed by student)
5. Enrollment information
6. Formal Assessment
7. Test of Adult Basic Education (TABE) or Comprehensive Adult Student Assessment Systems (CASAS)
8. Selective Service Registration- All male United States (US) Citizens and male aliens living in the US born on or after January 1, 1960, aged 18 to 25, must register with Selective Service.

REASON FOR POLICY:

United States Department of Labor, Employment and Training Administration

RELEVANT LAWS, RULES, OR POLICIES:

EXCULSIONS TO THE POLICY:

None

DEFINITIONS:

None

FORMS;

REVISION DATE:

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APPROVING SIGNATURES:



Charlene T. Wade
Board Chair
Prince George's County Local Workforce Development Board



Date