

PRINCE GEORGE’S COUNTY LOCAL WORKFORCE DEVELOPMENT BOARD

WIOA Title I Youth Eligibility Policy

POLICY NUMBER:	1.4000.100.24
EFFECTIVE:	September 21, 2022
APPROVING AUTHORITY:	Board Chair Prince George’s County Local Workforce Development Board
RESPONSIBLE STAFF:	Executive Director, Director, Case Managers, Director, American Job Center Staff – WIOA and Contract Providers
RESPONSIBLE OFFICE:	Program Performance & Data Management

SUMMARY:

The Workforce Innovation and Opportunity Act (WIOA) was signed into law on July 22, 2014 and enacted on July 1, 2015. WIOA supersedes the Workforce Investment Act of 1998 (WIA) and amends the Youth Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973. This policy outlines the eligibility requirements for the WIOA Title I: Youth. Eligibility determination must be made before enrollment in WIOA. It must include an initial determination of the need for services to ensure that employment and training opportunities are being provided to those who can benefit from and need such opportunities to obtain or retain employment. WIOA is not an entitlement program, and eligibility alone does not entitle individuals to receive services.

POLICY:

The American Job Center(s) located in Prince George's County delivery system is the foundation of the workforce system. Under section 134 (c)(1) of the Workforce Innovation and Opportunity Act (WIOA), funds allocated to the local area for youth shall be used to establish an American Job Center delivery system, to provide education and employment services to Youth. The WIOA Youth program is designed to provide services to serve low-income youth who face continued education and employment barriers. The program supports the attainment of a secondary school diploma or its recognized equivalent, entry into postsecondary education, and career readiness for program participants.

To achieve WIOA Title I Youth Program goals, Local Areas and local providers that are awarded competitive contracts must:

1. Determine youth program eligibility;
2. Conduct an objective assessment of each participant’s skills;
3. Develop an Individual Service Strategy (ISS) with each participant; and,
4. Provide at least one of WIOA’s 14 Youth Program elements to support each participant in reaching their career and academic goals.

POLICY GUIDELINES:

YOUTH ELIGIBILITY CRITERIA

Documentation verifying the eligibility of participants in WIOA is mandatory. Each of the following eligibility elements must be documented for each participant before receiving individualized /career services. Staff must obtain the required documentation for each eligibility data element as outlined in the comprehensive Eligibility Document Checklist of allowable source documentation contained in this attachment. Photocopies of documentation kept on file, or scanned documents stored in electronic document management systems, must be legible and current.

To participate in the WIOA Title I Youth Program, at a minimum, a youth must:

1. Be a U.S. citizen or non-citizen authorized to work in the U.S.;
2. Register for Military Selective Service, if applicable; (*If a male youth turns 18 while participating in a WIOA funded program, he must register for Selective Service within 30 calendar days of age change. Specific individuals may be exempt from Selective Service. Local Areas must have a process in place for documenting exceptions. More details can be found at <https://www.sss.gov/>.)*
and,
3. Meet the WIOA Out-of-School Youth (OSY) or In-School Youth (ISY) eligibility criteria specified in this Policy Issuance.

OUT OF SCHOOL YOUTH

OSY is defined by WIOA Section 129(a)(1)(b) as an individual who is:

4. Not attending any school;
5. Between the ages of 16-24 at the time of enrollment;
6. One or more of the following:
 - a. A school dropout;
 - b. A youth 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 (Note: In line with WIOA, in assisting an OSY who is required to attend school under Maryland law, the priority in providing such assistance shall be for the individual to attend school regularly);
 - 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;
 - d. An individual who is subject to the juvenile or Youth justice system;
 - e. A homeless individual or runaway;
 - f. An 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;
 - g. An individual who is pregnant or parenting;
 - h. An individual with a disability; and,
 - i. A low-income individual who requires additional assistance to enter or complete an educational program or secure or hold employment, as defined by the Prince George's County Local Workforce Development Area Local Plan.

Note: The Board interprets "requires additional assistance to complete an educational program or to secure or hold employment" as set forth in the State's Youth Policy and WIOA sections 129(a)(1)(B)(iii)(VII) and (a)(1)(C)(iv)(VII); as any youth with a barrier to employment (including individuals with a disability) who requires additional education, vocational training, or intensive career counseling and related assistance, in order to participate successfully in regular schoolwork or to secure and hold employment. It is further defined as a lack of employability skills including social skills, documented through completion of a competency checklist; an inability to retain jobs (lost two or more jobs during the 12 months preceding eligibility determination), documented by the career consultant, in-school youth or out-of-school youth, during initial assessment; or, a lack of prior work experience (has not worked for the same employer for longer than three consecutive months in the year preceding eligibility determination), documented by the counselor during initial assessment.

Eligibility will be documented using the informal assessment in MWE. For the purposes of this Policy, the Board may also recognize those individuals who have demonstrated the inability to maintain employment for more than 6 months at a time with the same employer within the previous 2 years, and/or individuals residing in a household where the parent, guardian, and/or head of household experiences the following barriers: a) does not have a high school diploma or GED b) an English Language Learner, immigrant or refugee c) a criminal conviction.

MARYLAND'S COMPULSORY EDUCATION LAW

Md. Code, Educ. § 7-301, known as the Maryland Compulsory Education law, dictates that individuals must attend school through the age of 18. Thus, while WIOA dictates that OSY must be between the ages of 16-24 at the time of enrollment, in Maryland, OSY should be between the ages of 18-24 since they must attend school at ages 16 and 17.

While in most cases OSY will be 18-24, there may be situations where a 16 or 17-year-old is eligible as an OSY. An individual between the ages of 16 and 17 and meets the qualification listed under 3(b) of the OSY definition OR meets one of the following exceptions to the Maryland Compulsory Education Law may qualify as an OSY. Additionally, individuals in this category must meet all other requirements of the OSY definition to be eligible.

The exemptions to the Maryland Compulsory Education law are for an individual under the age of 18 who:

- a. Has obtained a Maryland high school diploma, an equivalent out-of-state high school diploma, or equivalent;
- b. Is a student with a disability and has completed the requirements for a Maryland High School Certificate of Completion;
- c. Is receiving regular, thorough instruction during the school year in the studies usually taught in the public schools to children of the same age;
- d. Has completed an instructional program under item (3) above;
- e. Is severely ill and requires home or hospital instruction;
- f. Is married;
- g. Is in military service;
- h. Is committed by court order to an institution without an educational program;
- i. Provides financial support to the child's family as documented by a Local Department of Social Services (LDSS);
- j. Subject to the approval of the county superintendent has been expelled;
- k. Is pregnant or a parent and is enrolled in an alternative educational program;
- l. Attends an alternative educational program;
- m. Subject to written parental consent and written agreement with the county board, attends a public school on a part-time basis and attends a private career school; or,
- n. It is waived from the provisions of the Compulsory education law by the State Superintendent.

IN SCHOOL YOUTH

An In-School Youth (ISY) is defined by WIOA Section 129(a)(1)(c) as an individual who is:

- a. Attending school;
- b. Between the ages of 14-21 at the time of enrollment;
- c. Low-income; and
- d. One or more of the following:
 - a. Basic skills deficient;
 - b. An English Language Learner (ELL);

- c. An offender;
- d. A homeless youth or a runaway, in foster care or has aged out of the foster care system;
- e. Pregnant or parenting;
- f. A youth who is an individual with a disability; and,
- g. An individual who requires additional assistance to complete an educational program or secure or hold employment, as defined by the Prince George's County Local Workforce Development Area Local Plan.

Note: The Board interprets “requires additional assistance to complete an educational program or to secure or hold employment” as set forth in the State’s Youth Policy and WIOA sections 129(a)(1)(B)(iii)(VII) and (a)(1)(C)(iv)(VII); as any youth with a barrier to employment (including individuals with a disability) who requires additional education, vocational training, or intensive career counseling and related assistance, in order to participate successfully in regular schoolwork or to secure and hold employment. It is further defined as a lack of employability skills including social skills, documented through completion of a competency checklist; an inability to retain jobs (lost two or more jobs during the 12 months preceding eligibility determination), documented by the career consultant, in-school youth or out-of-school youth, during initial assessment; or, a lack of prior work experience (has not worked for the same employer for longer than three consecutive months in the year preceding eligibility determination), documented by the counselor during initial assessment. Eligibility will be documented using the informal assessment in MWE. For the purposes of this Policy, the Board may also recognize those individuals who have demonstrated the inability to maintain employment for more than 6 months at a time with the same employer within the previous 2 years, and/or individuals residing in a household where the parent, guardian, and/or head of household experiences the following barriers: a) does not have a high school diploma or GED b) an English Language Learner, immigrant or refugee c) a criminal conviction.

There is a limitation in WIOA related to the “additional assistance” criterion that applies only to ISY. WIOA Section 129(a)(3)(B) states that in each Local Area, not more than five percent of the ISY assisted may be eligible who requires additional assistance to complete an educational program or to secure or hold employment. Local Areas must ensure that in a given program year, no more than five percent of ISY enrolled in the program year are eligible only based on the “additional assistance” criterion.

YOUTH PROGRAM ELEMENTS

WIOA requires that 14 key program elements be available to all WIOA Title I Youth Program participants. The 14 program elements are:

1. Tutoring, skills training, and dropout prevention;
2. Alternative secondary school services;
3. Paid and unpaid work experiences;
4. Occupational skills training;
5. Leadership development opportunities;
6. Supportive services;
7. Youth mentoring;
8. Comprehensive guidance and counseling;
9. Concurrent education and workforce preparation activities;
10. Financial literacy education;
11. Entrepreneurial skills training;
12. Labor Market Information (LMI);
13. Preparing for post-secondary education and training; and,
14. Follow-up services.

Not every participant will receive each service; however, it must be available if an individual needs one of the 14 elements.

More information can be found in 20 CFR 681.400-600, “Youth Program Design, Elements, and Parameters,” as well as TEGL 21-16, “Third Workforce Innovation and Opportunity Act (WIOA) Title I Youth Formula Program Guidance.

ELIGIBILITY VERIFICATION

When registering for WIOA services, service providers must ensure that the individual is eligible by the eligibility requirements for WIOA (age, selective service registration, and citizenship). Each file must include a completed application for each applicant and documentation that confirms general WIOA eligibility and any additional Youth eligibility data elements. All questions on the intake form must be answered, and both the applicant and intake staff must sign the intake forms.

DOCUMENTS FOR VERIFYING WIOA ELIGIBILITY

Required WIOA eligibility documentation must be in every participant’s file and available for review by Program Performance & Data Management Department. Attachment A includes required documentation sources for general WIOA eligibility; at least one document from every relevant category must be provided. Documentation sources for all data verification elements used to verify Youth elements are included in Attachment A. The applicant must be informed that all information is subject to verification and that false information is grounds for termination and possible prosecution under the law.

Primary Eligibility Review is the program staff’s responsibility to ensure all registration paperwork is complete and accurate before WIOA enrollment. The program staff must maintain a secured file for each program applicant and registrant containing copies of all collected documents. The program staff will provide Federal, State, and WDB monitors access to such records given reasonable notice. It is the responsibility of the sub-recipient to enter the appropriate eligibility data into the Maryland Workforce Exchange (MWE) system within 14 calendar days.

When determining eligibility, staff are encouraged to document all barriers to employment that an individual discloses. This information is key to determining local performance metrics and negotiating local performance goals. It also helps determine the Priority of Service and provides an accurate understanding of the customers served through Maryland’s workforce system.

SELF-ATTESTATION

Self-attestation may be used as a minimum documentation requirement for selected eligibility criteria, unless specific documentation requirements are provided in DOL ETA guidance that preclude the use of self-attestation. An Applicant Statement form can be used as a self-attestation to capture income, cultural barrier, and language barrier, previously self-employed. Self-attestation should be used when other acceptable documentation is unattainable and there is compelling reason to believe the criteria in question would have been met had other source documentation been attainable. Staff must document the reason for using self-attestation in case notes. The Eligibility Determination Application Form can also count as a self-attestation form if the individual identifies their status for the permitted criteria and signs and dates the application form attesting to this self-identification.

DETERMINATION OF APPROPRIATENESS FOR TRAINING SERVICES

As the WIOA program is designed to provide employment and training opportunities to those who can benefit from and who need such opportunities, the local WDBs must ensure that eligible individuals are determined to be appropriate for training services based upon a consistent and equitable assessment that is relevant to the type of training for which the individuals are applying.

WIOA staff must gather information and assess appropriateness promptly. Local WDBs should strive to establish a customer flow that allows an expedited path to needed services.

Under section 134 (b)(3)(A) of the WIOA, training services may be provided to youth who, after an interview, evaluation, or assessment and career planning, has been determined by American Job Center staff or American Job Center partner staff to be:

- Unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services;
- In need of training services to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment; and
- Have the skills and qualifications to participate in the selected program of training successfully services.

Training services must be linked to in-demand employment opportunities in the Local Area or the geographic area where the participant is willing to commute or relocate. The selection of training services must be:

- Conducted in a manner that maximizes customer choice;
- Linked to in-demand occupations, based on LMI;
- Informed by the performance of relevant training providers; and,
- Coordinated with other sources of assistance to the extent possible.

REASON FOR POLICY:

This policy guides the eligibility of Youth. The WIOA youth formula programs, in coordination with the Wagner-Peyser (WP) Employment Services (ES), are pivotal pieces of the one-stop delivery system, which is the foundation of the workforce system. The system provides universal access to career services to meet the diverse needs of Youth.

EXCLUSIONS TO THE POLICY:

None

FORMS:

- Staff Eligibility Checklist-Attachment A

RELATED POLICY:

- WIOA Law
- WIOA Final Rules
- TEGL 21-16
- MDOL Workforce Innovation and Opportunity Act (WIOA) Title I Youth Program Policy Issuance 2021-14
- WIOA Self-Sufficiency Standard Policy
- Prince George’s County Local Workforce Development Board Training Policy
- Prince George’s County Local Workforce Development Board Virtual Enrollment Electronic Record Policy

APPROVING SIGNATURES:

brad Frome
brad Frome (Sep 28, 2022 08:27 EDT)

Board Chair
Prince George's County Workforce Development Board

Sep 28, 2022

Date

KEY TERMS & DEFINITIONS:

Appropriateness: possessing right, needed, or suitable qualities for career services.

Basic skills deficient: an individual unable to compute or solve problems, or read, write, or speak English or below the 8th grade level on a generally accepted standardized test; at a level necessary to function on the job, in the individual's family, or society.

Career counseling: a facilitated exploration of occupational and industry information that will lead to a first, new, or better job seeker.

- Career planning: the provision of a client-centered approach in the delivery of services designed to prepare and coordinate comprehensive employment plans, such as service strategies, for participants to ensure access to necessary workforce investment activities and supportive services, where feasible, computer-based technologies; and
- Provide job, education, and career counseling, as appropriate during program participation and after job placement.

Financial literacy services: activities provided to gain an understanding of basic financial information which is necessary to become self-sufficient, and includes the following:

- Supporting the ability of participants to create household budgets, initiate savings plans, and make informed financial decisions about education, retirement, homeownership, wealth building, or other savings goals;
- Supporting the ability to manage spending, credit, and debt, including credit card debt, effectively;
- Increasing awareness of the availability and significance of credit reports and credit scores in obtaining credit, including determining their accuracy;
- Supporting the ability to understand, evaluate, and compare financial products, services, and opportunities; and
- Supporting activities that address the particular financial literacy needs of non-English speakers.

Follow-up services: activities to monitor Youth success during their transition to employment and further education and provide assistance for successful growth.

In-demand occupation: an occupation that currently has or is projected to have many positions (including positions that lead to economic self-sufficiency and opportunities for advancement) in an industry sector to significantly impact the state, regional, or local economy as listed on the State In-Demand Occupations.

In-demand industry sector: an industry sector that has a substantial current or potential impact (including through jobs that lead to economic self-sufficiency and opportunities for advancement) on the State, regional, and local economy, as appropriate, and that contributes to the growth or stability of other supporting businesses or the growth of other industry sectors as listed on the State In-Demand Occupations list.

Individual service strategy: an individualized career service joint development by the participant and staff that includes an ongoing strategy to identify employment goals, education goals, achievement objectives, and appropriate services for the participant to obtain these goals and objectives.

Integrated education and training: a service approach that provides Youth education and literacy activities concurrently and contextually with workforce preparation activities and workforce training for a specific occupation or occupational cluster for educational and career advancement.

Internship: a system of gaining on-the-job experience by placement in a work environment for a period to build technical and job awareness skills. Internships may be paid or unpaid.

Lower living standard income level: As defined in section 3 (36)(b) of WIOA, income level (adjusted for regional, metropolitan, urban, and rural differences and family size) is determined annually by the Department of Labor based on the most recent lower living family budget issued by the Secretary.

Low-income individual: As defined in section 3 (36)(a) of WIOA, an individual who –

- 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 past 6 months has received, assistance through SNAP established under the Food and Nutrition Act of 2008 (7 U.S.C. 2011 et seq.), the program of block grants to States for TANF 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 the Violence Against Women Act (34 U.S.C.A. § 12473) or a homeless child or youth (as defined under section 725(2) of the McKinney-Vento 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.

Meaningful assistance: providing assistance on-site using staff who are well-trained in unemployment compensation claims filing and the rights and responsibilities of claimants or assisting by phone or other technology, as long as the assistance is provided by trained and available staff and within a reasonable time.

Requires additional assistance: The Local Board interprets “requires additional assistance to complete an educational program or to secure or hold employment” as outlined in the State’s Youth Policy and WIOA sections 129(a)(1)(B)(iii)(VII) and (a)(C)(iv)(VII); as any youth with a barrier to employment (including individuals with a disability) who requires additional education, vocational training, or intensive career counseling and related assistance, to participate successfully in regular schoolwork or to secure and hold employment. It is further defined as a lack of employability skills, including social skills, documented through completion of a competency checklist; an inability to retain jobs (lost two or more jobs during the 12 months preceding eligibility determination), documented by the counselor during initial assessment; or, a lack of prior work experience (has not worked for the same employer for longer than three consecutive months in the year preceding eligibility determination), documented by the counselor during the initial assessment. Eligibility will be documented using the informal assessment in MWE.

Participation: the point at which the individual has been determined eligible for program services and has received or is receiving a career or training service other than basic career services and is the point at which an individual is included in calculations for performance measures.

Participant: An individual engaged in a core program beyond self-service or information-only services. A “youth participant” is a reportable individual who has satisfied all applicable program requirements for the provision of services, including eligibility determination, an objective assessment, and development of an individual service strategy, and received 1 of the 14 WIOA youth program elements identified in sec. 129(c)(2) of WIOA.

Underemployed individual: an individual who is one of the following:

- Employed less than full-time who are seeking full-time employment;
- Employed in a position that is inadequate concerning their skills and training;
- Employed and meet the definition of a low-income individual; or
- Employed, but whose current job's earning are not sufficient compared to their previous job's earnings from their previous employment per local policy.

Work experience: a planned, structured learning activity in a workplace setting for a limited period.

Customized training: training that is designed to meet the specific requirements of an employer (including a group of employers), that is conducted with the commitment by the employer to employ an individual upon successful completion; and for which the employer pays:

- A significant portion of the cost of training, as determined by the local board, involved taking into account the size of the employer and such other factors as the local board determines to be appropriate, which may include the number of employees participating in training, wage and benefit levels of those employees, the relation of the training to the competitiveness of the participant, and other employer-provided training and advancement opportunities; and
- In the case of customized training involving an employer located in multiple local areas in the State, a significant portion of the cost of the training, as determined by the Governor of the State, taking into account the size of the employer and such other factors as the Governor determines to be appropriate.

Extenuating circumstances: an economic hardship that is beyond the reasonable control of the person(s) responsible for providing financial assistance to the WIOA participant for training

Family: two or more persons related by blood, marriage, or decree of the court, who are living in a single residence and are included in one or more of the following categories:

1. A married couple and dependent children,
2. A parent or guardian and dependent children, or
3. A married couple

Family self-sufficiency: the use of the combination of family members' incomes to determine whether or not the participant has the means to fund training services

Incumbent worker training: training employed workers who need additional skills to support job retention and career development.

In-demand industry sector: an industry sector that has a substantial current or potential impact (including through jobs that lead to economic self-sufficiency and opportunities for advancement) on the State, regional, and local economy, as appropriate, and that contributes to the growth or stability of other supporting businesses or the growth of other industry sectors as listed on the State In-Demand Occupations list or as defined by the local area per the Workforce Innovation and Opportunity Act Policy Letter (WIOAPL) No. 15-11, Use of Individual Training Accounts (ITA).

In-demand occupation: an occupation that currently has or is projected to have several positions (including positions that lead to economic self-sufficiency and opportunities for advancement) in an industry sector to have a significant impact on the State, regional, or local economy as listed on the State In-Demand Occupations list or as defined by the local area per WIOAPL No. 15-11.

Interim employment (also known as stop-gap employment): Employment that has been accepted for income maintenance before and during, participation in career or training services to end such employment after the career or training services and entry into permanent, unsubsidized employment as a result of the services. Interim employment is accepted because the affected workers have lost the primary occupation for which their training, experience, or work history qualifies them. Interim employment can be part-time or full-time and must not be with the same employer the affected workers were dislocated.

Occupational skill training: an organized program of study that provides specific vocational skills that lead to proficiency in performing an actual task and technical functions required by specific occupational fields at entry, intermediate, or advanced levels and results in the attainment of a recognized postsecondary credential.

On-the-job training (OJT): training by an employer that is provided to a paid participant while engaged in productive work in a job that:

- Provides knowledge or skills essential to the complete and adequate performance of the job;
- Is made available through a program that provides reimbursement to the employer a percentage of the wage rate of the participant; and
- Is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, prior work experience of the participant, and the service strategy for the participant.

Program of training services: a structured regimen leads to recognized postsecondary credentials, industry-recognized credentials, employment, and measurable skill gains toward credentials or employment.

Pay-for-performance contract strategy: a procurement strategy that uses pay-for-performance contracts in the provision of training services and includes:

- Contracts, each of which shall specify a fixed amount that will be paid to an eligible service provider based on the achievement of specified levels of performance on primary indicators of performance for target populations within a defined timetable, and which may provide for a bonus payment to such service provider to expand capacity to provide practical training;
- A strategy for independently validating the achievement of the performance; and
- A description of how the State or local board will reallocate funds not paid to the provider because the achievement of performance did not occur for further activities related to such a procurement strategy.

Primary occupation: the daily work for which the dislocated worker's training, experience, or work history qualifies them.

Transitional jobs: subsidized work experiences that are time-limited and designed to assist individuals in establishing a work history, demonstrate success in the workplace and develop the skills that lead to entry into and retention in unsubsidized employment.

WIOA TITLE I

YOUTH PARTICIPANT ELIGIBILITY – ATTACHMENT B

Out-of-School Youth Eligibility Criteria	Acceptable Documentation
PRINCE GEORGE'S COUNTY RESIDENCY	<ul style="list-style-type: none"> • Driver's License or State Issued ID (unexpired) • Current Lease or Mortgage • Current Utility Bill with Name and Address Indicated (Electricity, Water, Gas) • Voter Registration Card • Current Computer Printout from Government Agencies
CITIZEN OR AUTHORIZED TO WORK IN THE U.S.	<ul style="list-style-type: none"> • Alien Registration Card indicating Right to Work (INS Forms I-151, I-94, I-94A, I-197, I-179, I-766) • United States Birth Certificate • DD-214, Report of Transfer or Discharge (If Place of Birth is Shown) • Naturalization Certification • U.S. Passport or U.S. Passport Card (Unexpired) • Baptismal Certificate (If the place of birth is shown) • SNAP Records • Foreign Passport Stamped Eligible to Work (Unexpired) • Public Assistance Records • Native Tribal Document • Voter Notification Card • Consular Report of Birth Abroad
SOCIAL SECURITY NUMBER	<ul style="list-style-type: none"> • Social Security Card • Passport • Military ID • Other Federal or State ID with SSN • DD-214, Report of Transfer or Discharge • Social Security Administration NUMI Printout • IRS Form Letter 1722 • Employment records (if SSN is listed) • W-2 Form • Pay stub (if SSN is listed) • Crossmatch with Unemployment Insurance (UI)
AGE/BIRTH DATE	<ul style="list-style-type: none"> • Birth Certificate • DD-214, Report of Transfer or Discharge Paper • Driver's License • Federal, State or Local Government Identification Card (unexpired) • Passport (unexpired) • Baptismal Record • Public Assistance/Social Security Records • School Records or ID Cards • Work Permit • Family Bible
SELECTIVE SERVICE REGISTRATION <u>(MALES 18-26 BORN ON OR AFTER 1/1/1960</u> <u>MUST HAVE COMPLIED WITH THE</u> <u>SELECTIVE SERVICE ACT)</u>	<ul style="list-style-type: none"> • Selective Service Acknowledgment Letter • Form DD-214, Report of Separation • Selective Service Registration Card • Selective Service Verification Form (Form 3A); or • Stamped Post Office Receipt of Registration • Screen printout of SSS.GOV Registration Verification
LOW-INCOME	<ul style="list-style-type: none"> • Award Letter from Veteran's Administration • Bank Statements • Compensation Award Letter • Court Award Letter • Pension Statement • Pay Stubs • Public Assistance Eligibility Verification • Copy of Public Assistance Check • Cross Match with UI wage records • Self-Attestation with UI Wage Record Support • Employer Statement/Contract • Family or Business Financial Records • Housing Authority Verification • Quarterly Estimated Tax for Self-Employed Persons • Social Security Benefits • UI Claim Documents • Copy of Authorization to Receive Cash Public Assistance

WIOA TITLE I YOUTH PARTICIPANT ELIGIBILITY – ATTACHMENT B

SCHOOL STATUS AT PARTICIPATION	<ul style="list-style-type: none"> • Cross-Match with Postsecondary Education Database • Copy of Educational Institution Enrollment Record • Applicable Records from Education Institution (GED certificate, diploma, attendance record, transcripts, report card, dropout letter, or school documentation) • Signed Intake Application or Enrollment Form • Electronic Records • Self-Attestation
AND	
BASIC SKILLS DEFICIENT/LOW LEVELS OF LITERACY;* <i>*must also be low-income</i>	<ul style="list-style-type: none"> • Assessment Test Results • Applicable Records from Education Institution (transcripts or other school documentation) • Case notes
OR	
ENGLISH LANGUAGE LEARNER;* <i>*must also be low-income</i>	<ul style="list-style-type: none"> • Assessment Test Results • Applicable Records from Education Institution (transcripts or other school documentation) • Signed Intake Application or Enrollment Form • Case notes • Self-Attestation
OR	
AN INDIVIDUAL WHO IS SUBJECT TO THE JUVENILE OR ADULT JUSTICE SYSTEM;	<ul style="list-style-type: none"> • Documentation from Juvenile or Adult Criminal Justice System • Documented Phone Call with Court or Probation Representative • WIOA Intake or Registration Form • Self-Attestation
OR	
A HOMELESS INDIVIDUAL AND A RUNAWAY,	<ul style="list-style-type: none"> • Written Statement or Referral Transmittal from a Shelter or Social Service Agency • Signed Intake Application or Enrollment Form • Needs Assessment • Signed Individual Service Strategy • A letter from caseworker to support provider • Case Notes • Self-Attestation
OR	
AN INDIVIDUAL WHO IS IN FOSTER CARE OR HAS AGED OUT OF THE FOSTER CARE SYSTEM, A CHILD ELIGIBLE FOR ASSISTANCE UNDER SECTION 477 OF THE SOCIAL SECURITY ACT	<ul style="list-style-type: none"> • Written Statement or Referral Transmittal from a Shelter or Social Service Agency • Signed Intake Application or Enrollment Form • Needs Assessment • Signed Individual Service Strategy • A letter from caseworker to support provider • Case Notes • Self-Attestation
OR	
AN INDIVIDUAL WHO IS PREGNANT OR PARENTING;	<ul style="list-style-type: none"> • Case Notes • Needs Assessment • Women, Infants, and Children (WIC) Eligibility Verification • TANF Single Parent Eligibility Verification • Signed Intake Application or Enrollment Form • Signed Individual Service Strategy • Self-Attestation
OR	
AN INDIVIDUAL WITH A DISABILITY;	<ul style="list-style-type: none"> • School 504 Records Provided by the Student • Self-Attestation.
OR	
A LOW-INCOME INDIVIDUAL WHO REQUIRES ADDITIONAL ASSISTANCE TO ENTER OR COMPLETE AN EDUCATIONAL PROGRAM OR TO SECURE OR HOLD EMPLOYMENT. (WIOA SECTIONS 3(46) AND 129(A)(1)(B).* <i>*must also be low-income</i>	<ul style="list-style-type: none"> • Case Notes • Signed Intake Application or Enrollment Form • Needs Assessment • Signed Individual Service Strategy • Self-Attestation
5 PERCENT EXCEPTION - LOW INCOME	Not more than 5 percent of the in-school or out-of-school youth assisted may be individuals who do not meet the low-income criterion but have one or more of the barriers identified

WIOA TITLE I YOUTH PARTICIPANT ELIGIBILITY – ATTACHMENT B

Family Size Annualized Income 70% of LLSIL	Gross 6-Month Income	Maximum
1	\$6,795	\$13,590
2	\$10,549	\$21,099
3	\$14,480	\$28,961
4	\$17,874	\$35,749
5	\$21,095	\$42,191
6	\$24,671	\$49,343
Each additional member	\$3,575	\$7,151

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INCOME SOURCE	
Includable Income	Excludable Income
Wages/tips/Compensation	SSI
Self-employment (net-after business expenses/deductions)	TCA
Farm Income (net-after business expenses/deductions)	Public Assistance: SNAP, TANF, Refugee Cash Assistance, and General Assistance
Lifetime Pensions	Foster Care Payments
Military Retirement	Military Active Duty Earnings /Military Disability Earnings
SS Old Age/Survivor Benefits*	Educational Financial Assistance from Title IV
Alimony	Workers' Compensation
Workers' Compensation	Needs-based payments
Short- & Long-Term Disability	
Child Support*	
Unemployment Benefits*	
SS Disability	

A "Wage" is payment or compensation earned by an employee for work performed under an employer's direction or with the employer's knowledge or consent. Generally, wages are paid as currency (U.S. Dollars) representing a length of time worked, but may also include the following:

- Bonus. This could include a monetary reward for finishing a particular project or completing a length of employment.
- Commission. This is usually a portion of the sale price of some commodity or service which the employee has sold on behalf of the employer or some promised amount of money as a reward for making the sale.
- Fringe Benefit. This could be many things, but it often involves accrued or accumulated compensation such as vacation ("annual"), leave sick leave, or other promised benefits.
- Overtime

Any Other "Remuneration" (compensation) promised for work performed. Examples could include room and board, materials and inventory, etc. ⁱ

Under WIOA, there is no exclusion of payments for unemployment compensation, child support payments, and old-age survivors' insurance benefits from the income calculations for determining if an individual is low-income. *

Calculate the amount of income received from each source, for each family member, for the six months immediately preceding the application date. Multiply the total x 2 to calculate Annualized Family Income. The source documentation must show the last six months of income. Staff must use the Income Calculation Worksheet when determining eligibility for all In-School and Out School

WIOA TITLE I

YOUTH PARTICIPANT ELIGIBILITY – ATTACHMENT B

Youth. If the applicant shows no income, they must provide proof of their financial support system for the six (6) month period immediately preceding the application date.

In-School Youth Eligibility Criteria	Acceptable Documentation
PRINCE GEORGE'S COUNTY RESIDENCY	<ul style="list-style-type: none"> • Driver's License or State Issued ID (unexpired) • Current Lease or Mortgage • Current Utility Bill with Name and Address Indicated (Electricity, Water, Gas) • Voter Registration Card • Current Computer Printout from Government Agencies
CITIZEN OR AUTHORIZED TO WORK IN THE U.S.	<ul style="list-style-type: none"> • Alien Registration Card indicating Right to Work (INS Forms I-151, I-94, I-94A, I-197, I-179, I-766) • United States Birth Certificate • DD-214, Report of Transfer or Discharge (If Place of Birth is Shown) • Naturalization Certification • U.S. Passport or U.S. Passport Card (Unexpired) • Baptismal Certificate (If the place of birth is shown) • SNAP Records • Foreign Passport Stamped Eligible to Work (Unexpired) • Public Assistance Records • Native Tribal Document • Voter Notification Card • Consular Report of Birth Abroad
SOCIAL SECURITY NUMBER - Per TEGL 5-08, local grantees should request a Social Security number from all applicants to aid in performance reporting, but services cannot be denied to anyone for refusing to furnish a Social Security number when their citizenship/alien status can be documented via other means.	<ul style="list-style-type: none"> • Social Security Card • Passport • Military ID • Other Federal or State ID with SSN • DD-214, Report of Transfer or Discharge • Social Security Administration NUMI Printout • IRS Form Letter 1722 • Employment records (if SSN is listed) • W-2 Form • Paystub (if SSN is listed) • Cross-match with Unemployment Insurance (UI)
AGE/BIRTH DATE	<ul style="list-style-type: none"> • Birth Certificate • DD-214, Report of Transfer or Discharge Paper • Driver's License • Federal, State, or Local Government Identification Card (unexpired) • Passport (unexpired) • Baptismal Record • Public Assistance/Social Security Records • School Records or ID Cards • Work Permit • Family Bible
<u>SELECTIVE SERVICE REGISTRATION (MALES 18-26 BORN ON OR AFTER 1/1/1960 MUST HAVE COMPLIED WITH THE SELECTIVE SERVICE ACT)</u>	<ul style="list-style-type: none"> • Selective Service Acknowledgment Letter • Form DD-214, Report of Separation • Selective Service Registration Card • Selective Service Verification Form (Form 3A); or • Stamped Post Office Receipt of Registration • Screen printout of SSS.GOV Registration Verification
LOW-INCOME	<ul style="list-style-type: none"> • Award Letter from Veteran's Administration • Bank Statements • Compensation Award Letter • Court Award Letter • Pension Statement • Pay Stubs • Public Assistance Eligibility Verification • Copy of Public Assistance Check • Cross Match with UI wage records • Self-Attestation with UI Wage Record Support • Employer Statement/Contract • Family or Business Financial Records • Housing Authority Verification • Quarterly Estimated Tax for Self-Employed Persons • Social Security Benefits

WIOA TITLE I YOUTH PARTICIPANT ELIGIBILITY – ATTACHMENT B

	<ul style="list-style-type: none"> • UI Claim Documents • Copy of Authorization to Receive Cash Public Assistance
SCHOOL STATUS AT PARTICIPATION	<ul style="list-style-type: none"> • Cross-Match with Postsecondary Education Database • Copy of Educational Institution Enrollment Record • Applicable Records from Education Institution (GED certificate, diploma, attendance record, transcripts, report card, dropout letter, or school documentation) • Signed Intake Application or Enrollment Form • Electronic Records • Self-Attestation
AND	
BASIC SKILLS DEFICIENT/LOW LEVELS OF LITERACY.	<ul style="list-style-type: none"> • Assessment Test Results • Applicable Records from Education Institution (transcripts or other school documentation) • Case notes
OR	
ENGLISH LANGUAGE LEARNER;*	<ul style="list-style-type: none"> • Assessment Test Results • Applicable Records from Education Institution (transcripts or other school documentation) • Signed Intake Application or Enrollment Form • Case notes • Self-Attestation
OR	
AN INDIVIDUAL WHO IS SUBJECT TO THE JUVENILE OR ADULT JUSTICE SYSTEM;	<ul style="list-style-type: none"> • Documentation from Juvenile or Adult Criminal Justice System • Documented Phone Call with Court or Probation Representative • WIOA Intake or Registration Form • Self-Attestation
OR	
A HOMELESS INDIVIDUAL AND A RUNAWAY,	<ul style="list-style-type: none"> • Written Statement or Referral Transmittal from a Shelter or Social Service Agency • Signed Intake Application or Enrollment Form • Needs Assessment • Signed Individual Service Strategy • A letter from caseworker to support provider • Case Notes • Self-Attestation
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WIOA TITLE I YOUTH PARTICIPANT ELIGIBILITY – ATTACHMENT B

Local Barriers

The Youth Committee approved six local barriers for WIA/WIOA eligibility. Each local barrier and its acceptable verification documents are indicated below.

Effective July 1st, 2007

- Youth with 20 plus unexcused absences per school year. (*Documentation-School Record*)
- Youth with cumulative grade point average below 2.0. (*School Record*)
- Youth living in a single-parent household. (*Tax Records, Lease (w/dependent name), Public Assistance Records, School Records.*)

Effective April 1st, 2010

- Youth with three or more suspensions in one school year (*School Record*)
- Youth with a cumulative GPA of 2.5 but core subjects (*Math, English, or Reading*) are below 2.5 (*School Record*)
- Youth first generation to attend college (*Certification Form Notarized*)

ⁱ Definition of wages by <https://www.dllr.state.md.us/labor/wagepay/wpwhatiswage.shtml>