

# PRINCE GEORGE'S COUNTY WORKFORCE DEVELOPMENT BOARD

## WIOA Title 1 Self-Sufficiency Standard and Income Eligibility Policy

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<b>POLICY NUMBER:</b>	<b>1.4000.100.010</b>
<b>EFFECTIVE:</b>	May 19, 2022
<b>APPROVING AUTHORITY:</b>	Board Chair Prince George's County Workforce Development Board
<b>RESPONSIBLE STAFF:</b>	WIOA Title I Adult, Dislocated Worker, & Youth Services Providers
<b>RESPONSIBLE OFFICE:</b>	Operation Division, Employ Prince George's, Inc.

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### BACKGROUND:

The Prince George's County Public Workforce System, modeled as a free membership network and branded as the Prince George's County American Job Center Community Network, is the workforce system for the Prince George's County Local Workforce Development Area. The Prince George's County Local Workforce Development Area is one of 12 Local Workforce Development Areas in Maryland. Each Local Workforce Development Area is led by a Chief Local Elected Official and governed by a Local Workforce Development Board. The Prince George's County Executive is the Chief Local Elected Official for Prince George's County, and the Local Workforce Development Board is the Prince George's County Workforce Development Board. Based on the Prince George's County Local Workforce Area WIOA Local Governance Agreement between the Prince George's County Executive, the Prince George's County Workforce Development Board, and Employ Prince George's, Inc. (EPG), EPG serves as the administrative staff and fiscal agent of the Prince George's County Workforce Development Board (WDB).

### SUMMARY:

WIOA requires that the State or the local board set criteria to determine whether an employed worker needs individualized career services to obtain or retain employment leading to "self-sufficiency." At a minimum, such criteria must provide that self-sufficiency means employment that pays at least the lower living standard income level. WIOA defines the term "low-income individual" as one whose total family income does not exceed the higher level of the poverty line as defined by HHS or 70% of the lower living standard income level (LLSIL).

Special annual income eligibility rules apply when determining WIOA eligibility for employed individuals. The Act gives local areas two options in defining the maximum yearly income thresholds at which WIOA services can be provided to employed individuals:

1. A local area may define the maximum annual income levels for employed adults *and* employed dislocated workers as **100% or greater** of the LLSILs.
2. Local areas may choose to define the annual income threshold separately for employed dislocated workers. In this case, the maximum annual income level may be defined as a specific percentage of the wage at dislocation for all employed dislocated workers. Under this option, annual income eligibility for employed adults would be defined as indicated in item (1) above.

The Self-Sufficiency Standard estimates the income that working adults require to meet basic needs without subsidies of any kind. The Standard estimates the minimum amount of income working adults must earn to meet their family's basic needs for housing, childcare, food, transportation, healthcare, and taxes. The Department of Labor (DOL) under Title I of WIOA issues revised Lower Living Standard Income Level guidelines, and HHS issues poverty guidelines annually. Upon receipt of the MD Labor policy outlining the new rates, it will be the responsibility of the Operations Division to calculate the appropriate local levels and distribute to staff, contractors, and other relevant parties for applicable use.

## **PURPOSE:**

This policy establishes an LWIOA self-sufficiency standard to determine eligibility for employed registrants requesting individual career and training services under Title 1B of the Workforce Opportunity and Innovation Act (WIOA). The standard applies to all employed registrants, adults, and dislocated worker and youth participants. This policy defines the "self-sufficiency" wage standard and related acceptable documentation.

Adopting a revised self-sufficiency standard will allow the LWIOA to extend services to low-wage workers by targeting high-demand occupations for training, developing customized training program standards, prioritizing job-training programs, and offering training in occupations with career ladders that lead to self-sufficiency.

## **POLICY:**

Prince George's County WIOA Title I service providers and grant recipients will observe the following guidelines when determining eligibility to receive WIOA services:

- Eligible (low-income individual) *adults* who are **employed** have received Career Services and are determined through an initial assessment **and** employment plan to need WIOA Individualized Career and/or Training Services to obtain or retain employment that leads to self-sufficiency. Self-sufficiency for an adult means employment that pays at least **150%** of the lower living standard income level.
- Eligible *dislocated workers* who are still **employed** (and have received a layoff notice or the employer has made a general announcement that such facility will close within 180 days), have received Career Services, and are determined through an initial assessment **and** employment plan to need WIOA Individual Career and/or Training Services to obtain or retain employment that leads to self-sufficiency. Self-sufficiency for a dislocated worker means at least 88% of their wage at a layoff.
- Eligibility for Youth participants under WIOA stipulates that income does not exceed the poverty line or 70% of the LLSIL.

Employ Prince George's will provide updated Lower Living Standard Income Level Guidelines and HHS poverty guidelines as received from MD Labor annually. The updated guidelines will be included as an attachment to the policy. The Operations Division will distribute them to all appropriate service provider staff, contractors, and other relevant parties.

### USE OF THE DEFINITION

According to WIOA Law and its Regulations, WIOA services are to be given to employed workers under the WIOA Title 1-B Adult Program ONLY where the intended employment pays at or below the self-sufficiency level described above.

### The Self-Sufficiency Standard will be applied when determining the following:

Individual customer intake is based on family size and household income. Family means 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.)

Employed-worker eligibility for Adult and Customized Training programs in occupations in high demand with career ladders which, after an interview, evaluation, or assessment, **and** career planning, have been determined by an American Job Center partner, as appropriate, to:

1. 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 the career services.
2. need 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
3. have the skills and qualifications to participate in the selected program of training services successfully.

#### ACCEPTABLE DOCUMENTATION

The list of acceptable documentation is required to establish that an employed adult, dislocated worker, or youth registrant is at or below the self-sufficiency threshold on the date of enrollment and can be found on the staff eligibility checklist-*Attachment-A* (Adult & Dislocated Worker) and *Attachment-B* (In-School Youth and Out of School Youth)

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. 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. Staff must use the ***Eligibility Income Calculation Spreadsheet*** when determining eligibility for all WIOA Program Participants.

#### **PROCESS:**

N/A

#### **EXCLUSIONS TO THE POLICY:**

None.

#### **RESOURCES:**

Maryland Department of Labor Federal Poverty Guidelines & 2022 Lower Living Standard Income Level | May 19, 2022, Policy Issuance 2022-06

<https://www.dllr.state.md.us/employment/mpi/mpi6-22.pdf>

<http://www.doleta.gov/lisil/>

[https://www.dol.gov/sites/dolgov/files/ETA/lisil/pdfs/HHS\\_2022.pdf](https://www.dol.gov/sites/dolgov/files/ETA/lisil/pdfs/HHS_2022.pdf)

#### **FORMS:**

Staff Eligibility Checklist-Attachment A (Adult/Dislocated Worker) Final 2022 6/8/2022

Staff Eligibility Checklist-Attachment B (In and Out of School Youth) Final 2022 6/8/2022

#### **POLICY VIOLATIONS:**

N/A

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APPROVING SIGNATURE(S):

  
Charveta Young (Jul 12, 2022 10:34 EDT)

Jul 12, 2022

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Board Chair  
Prince George's County Workforce Development Board

Date

**WIOA TITLE I ADULT AND DISLOCATED WORKER  
PARTICIPANT ELIGIBILITY- ATTACHMENT A**

<b>ADULT Eligibility Criteria</b>	<b>Acceptable Documentation</b>
<b>PRINCE GEORGE’S COUNTY RESIDENCY</b>	<ul style="list-style-type: none"> <li>A. Driver’s License or State Issued ID (unexpired)</li> <li>B. Current Lease or Mortgage</li> <li>C. Current Utility Bill with Name and Address Indicated (Electricity, Water, Gas)</li> <li>D. Voter Registration Card</li> <li>E. Current Computer Printout or Letter from Government Agencies</li> </ul>
<b>CITIZEN OR AUTHORIZED TO WORK IN THE U.S.</b>	<ul style="list-style-type: none"> <li>A. Alien Registration Card indicating Right to Work               <ul style="list-style-type: none"> <li>a. Department of Human Services (DHS)/U.S. Citizenship and Immigration Services (USCIS) Forms I-551 (Permanent Resident Card or Alien Registration Receipt Card),</li> <li>b. I-94 (Departure/Arrival Record),</li> <li>c. I-94A,</li> <li>d. I-197 (U.S. Citizen I.D. Card),</li> <li>e. I-179 (Identification Card for the use of Resident Citizen in the U.S.),</li> <li>f. I-766, or</li> <li>g. I-688A (Employment Authorization Document)</li> </ul> </li> <li>B. Baptismal Certificate</li> <li>C. United States Birth Certificate</li> <li>D. DD-214, Report of Transfer or Discharge (If Place of Birth is Shown);</li> <li>E. SNAP records;</li> <li>F. Foreign Passport Stamped Eligible to Work (Unexpired)</li> <li>G. Hospital Record of Birth;</li> <li>H. Naturalization Certification</li> <li>I. Public Assistance Records;</li> <li>J. U.S. Passport or U.S. Passport Card (Unexpired);</li> <li>K. Native American Tribal Document;</li> <li>L. Voter Notification Card; or</li> <li>M. Consular Report of Birth Abroad</li> </ul>
<b>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.</b>	<ul style="list-style-type: none"> <li>A. Social Security Card</li> <li>B. Passport</li> <li>C. Military ID</li> <li>D. Other Federal or State ID with SSN;</li> <li>E. DD-214, Report of Transfer or Discharge (if SSN is listed)</li> <li>F. Employment Records (if SSN is listed);</li> <li>G. Internal Revenue Service (IRS) Form Letter 1722;</li> <li>H. Paystub (if SSN is listed);</li> <li>I. W-2 Form; or</li> <li>J. Cross-match with Unemployment Insurance (UI records)</li> </ul>
<b>AGE/BIRTH DATE</b>	<ul style="list-style-type: none"> <li>A. Driver’s License (current, not expired);</li> <li>B. Baptismal Record;</li> <li>C. Birth Certificate;</li> <li>D. DD-214;</li> <li>E. Report of Transfer or Discharge Paper;</li> <li>F. Federal, State, or Local Government Identification Card</li> <li>G. Passport;</li> <li>H. Hospital Record of Birth;</li> <li>I. Public Assistance/Social Security Records;</li> <li>J. School Records or ID Cards;</li> <li>K. Work Permit; or</li> <li>L. Family Bible</li> </ul>

Revised 7/2/2024

<sup>1</sup> Definition of wages by <https://www.dllr.state.md.us/labor/wagepay/wpwhatiswage.shtml>

## WIOA TITLE I ADULT AND DISLOCATED WORKER PARTICIPANT ELIGIBILITY- ATTACHMENT A

<b>SELECTIVE SERVICE REGISTRANT</b>	<ul style="list-style-type: none"> <li>A. Selective Service Acknowledgment Letter</li> <li>B. Form DD-214, Report of Separation;</li> <li>C. Selective Service Registration Card</li> <li>D. Selective Service Verification Form</li> <li>E. SSS.GOV Registration Verification</li> <li>F. Stamped Post Office Receipt of Registration</li> </ul>
<b>LOW INCOME</b>	<ul style="list-style-type: none"> <li>A. Award Letter from Veteran’s Administration;</li> <li>B. Bank Statements;</li> <li>C. Pay Stubs;</li> <li>D. Compensation Award Letter;</li> <li>E. Court Award Letter;</li> <li>F. Pension Statement;</li> <li>G. Employer Statement/Contract;</li> <li>H. Family or Business Financial Records;</li> <li>I. Housing Authority Verification;</li> <li>J. Quarterly Estimated Tax for Self-Employed Persons;</li> <li>K. Social Security Benefits;</li> <li>L. UI Claim Documents;</li> <li>M. Copy of Authorization to Receive Cash Public Assistance;</li> <li>N. Copy of Public Assistance Check;</li> <li>O. Public Assistance Eligibility Verification;</li> <li>P. Cross-Match with Refugee Assistance Records;</li> <li>Q. Cross-Match with Public Assistance Records;</li> <li>R. Cross-Match with UI Wage Records;</li> <li>S. Self-Attestation</li> </ul> <p>The following documentation is considered acceptable when documenting family size about low-income status: Applicant statement; birth certificate; court/divorce decree; landlord statement; lease; marriage certificate; medical card; most recent tax return supported by IRS Documents (i.e., Form Letter 1722); Public assistance/Social Service Agency records; Public housing authority (if a resident of or on the waiting list); Written statement from publicly supported 24-hour care facility or institution.</p>
<b>INDIVIDUALS WITHIN TWO YEARS OF EXHAUSTING LIFETIME ELIGIBILITY UNDER PART A OF THE SOCIAL SECURITY ACT</b>  This refers to the Temporary Assistance for Needy Families (TANF) program.	<ul style="list-style-type: none"> <li>A. TANF Eligibility Verification</li> <li>B. TANF Period of Benefit Receipt Verification</li> <li>C. Referral Transmittal from TANF</li> <li>D. Cross-Match with TANF Public Assistance Records</li> </ul>
<b>HOMELESS INDIVIDUAL</b>	<ul style="list-style-type: none"> <li>A. Case Notes;</li> <li>B. Signed Intake Application or Enrollment Form;</li> <li>C. Written Statement or Referral Transmittal from a Shelter or Social Service Agency;</li> <li>D. Needs Assessment;</li> <li>E. Signed Individual Service Strategy;</li> <li>F. A letter from caseworker to support provider; or</li> <li>G. Self-Attestation</li> </ul>
<b>INDIVIDUALS WITH A DISABILITY</b>	<ul style="list-style-type: none"> <li>A. School 504 Records Provided by the Student; or</li> <li>B. Self-Attestation.</li> </ul>

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<sup>1</sup> Definition of wages by <https://www.dllr.state.md.us/labor/wagepay/wpwhatiswage.shtml>

**WIOA TITLE I ADULT AND DISLOCATED WORKER  
PARTICIPANT ELIGIBILITY- ATTACHMENT A**

<b>FAMILY SIZE</b>	<ul style="list-style-type: none"> <li>A. Birth certificate</li> <li>B. Court/divorce decree;</li> <li>C. Landlord statement;</li> <li>D. Lease;</li> <li>E. Marriage certificate;</li> <li>F. Medical card;</li> <li>G. Most recent tax return supported by IRS Documents (i.e., Form Letter 1722);</li> <li>H. Public assistance/Social Service Agency records;</li> <li>I. Public housing authority (if a resident of or on the waiting list);</li> <li>J. Written statement from publicly supported 24-hour care facility or institution,</li> <li>K. Applicant statement</li> </ul>
<b>EX-OFFENDER</b>	<ul style="list-style-type: none"> <li>A. Case Notes;</li> <li>B. Documentation from the Juvenile or Adult Criminal Justice System;</li> <li>C. Written Statement or Referral Document from a Court or Probation Officer;</li> <li>D. Referral Transmittal from a Reintegration Agency;</li> <li>E. Signed Intake Application or Enrollment Form;</li> <li>F. Needs Assessment;</li> <li>G. Signed Individual Service Strategy;</li> <li>H. Federal Bonding Program Application; or</li> <li>I. Self-Attestation.</li> </ul>

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<sup>1</sup> Definition of wages by <https://www.dllr.state.md.us/labor/wagepay/wpwhatiswage.shtml>

**WIOA TITLE I ADULT AND DISLOCATED WORKER  
PARTICIPANT ELIGIBILITY- ATTACHMENT A**

Prince George’s County LWIA Low-income Standard: (for use under employed Adult and Priority of Service)

Family Size	Annualized Income 150% of LLSIL	Gross 6-Month Income	Maximum
1		\$10,613	\$21,225
2		\$17,392	\$34,784
3		\$23,873	\$47,745
4		\$29,467	\$58,934
5		\$34,778	\$69,555
6		\$40,672	\$81,344
<b>Each additional member</b>		\$5,894	

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

A “Wage” is a 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 that 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. <sup>1</sup>

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 Adults and Dislocated

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<sup>1</sup> Definition of wages by <https://www.dllr.state.md.us/labor/wagepay/wpwhatiswage.shtml>



**WIOA TITLE I ADULT AND DISLOCATED WORKER  
PARTICIPANT ELIGIBILITY- ATTACHMENT A**

Workers. 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.

<b>DISLOCATED WORKER Eligibility Criteria</b>	<b>Documentation</b>
<b>PRINCE GEORGE’S COUNTY RESIDENCY</b>	<ul style="list-style-type: none"> <li>A. Driver’s License or State Issued ID (unexpired)</li> <li>B. Current Lease or Mortgage</li> <li>C. Current Utility Bill with Name and Address Indicated (Electricity, Water, Gas)</li> <li>D. Voter Registration Card</li> <li>E. Current Computer Printout or Letter from Government Agencies</li> </ul>
<b>CITIZEN OR AUTHORIZED TO WORK IN THE U.S.</b>	<ul style="list-style-type: none"> <li>A. Alien Registration Card indicating Right to Work               <ul style="list-style-type: none"> <li>a. Department of Human Services (DHS)/U.S. Citizenship and Immigration Services (USCIS) Forms I-551 (Permanent Resident Card or Alien Registration Receipt Card),</li> <li>b. I-94 (Departure/Arrival Record),</li> <li>c. I-94A,</li> <li>d. I-197 (U.S. Citizen I.D. Card),</li> <li>e. I-179 (Identification Card for the use of Resident Citizen in the U.S.),</li> <li>f. I-766, or</li> <li>g. I-688A (Employment Authorization Document)</li> </ul> </li> <li>B. Baptismal Certificate</li> <li>C. United States Birth Certificate</li> <li>D. DD-214, Report of Transfer or Discharge (If Place of Birth is Shown);</li> <li>E. SNAP records;</li> <li>F. Foreign Passport Stamped Eligible to Work (Unexpired)</li> <li>G. Hospital Record of Birth;</li> <li>H. Naturalization Certification</li> <li>I. Public Assistance Records;</li> <li>J. U.S. Passport or U.S. Passport Card (Unexpired);</li> <li>K. Native American Tribal Document;</li> <li>L. Voter Notification Card; or</li> <li>M. Consular Report of Birth Abroad</li> </ul>
<b>SOCIAL SECURITY NUMBER</b>	<ul style="list-style-type: none"> <li>A. Social Security Card</li> <li>B. Passport</li> <li>C. Military ID</li> <li>D. Other Federal or State ID with SSN;</li> <li>E. DD-214, Report of Transfer or Discharge (if SSN is listed)</li> <li>F. Employment Records (if SSN is listed);</li> <li>G. Internal Revenue Service (IRS) Form Letter 1722;</li> <li>H. Paystub (if SSN is listed);</li> <li>I. W-2 Form; or</li> <li>J. Cross-match with Unemployment Insurance (UI records)</li> </ul>
<b>AGE/BIRTH DATE</b>	<ul style="list-style-type: none"> <li>A. Driver’s License (current, not expired);</li> <li>B. Baptismal Record;</li> <li>C. Birth Certificate;</li> <li>D. DD-214;</li> <li>E. Report of Transfer or Discharge Paper;</li> <li>F. Federal, State, or Local Government Identification Card</li> <li>G. Passport;</li> <li>H. Hospital Record of Birth;</li> <li>I. Public Assistance/Social Security Records;</li> <li>J. School Records or ID Cards;</li> <li>K. Work Permit; or</li> </ul> <p>Family Bible</p>
<b>SELECTIVE SERVICE REGISTRANT</b>	<ul style="list-style-type: none"> <li>A. Selective Service Acknowledgment Letter</li> <li>B. Form DD-214, Report of Separation;</li> <li>C. Selective Service Registration Card</li> <li>D. Selective Service Verification Form</li> <li>E. SSS.GOV Registration Verification</li> <li>F. Stamped Post Office Receipt of Registration</li> </ul>
<b>AND</b>	

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<sup>1</sup> Definition of wages by <https://www.dllr.state.md.us/labor/wagepay/wpwhatiswage.shtml>

## WIOA TITLE I ADULT AND DISLOCATED WORKER PARTICIPANT ELIGIBILITY- ATTACHMENT A

<p><b>LAY-OFF</b>  (a) Has been terminated or laid-off (and is currently unemployed) or has received notice of termination/layoff (and is currently employed) <b>AND</b> is eligible for or has exhausted UI benefits <b>AND</b> is unlikely to return to previous occupation or industry  <b>OR</b>  (b) Has been employed and has been terminated or laid-off (and is currently unemployed), but is not eligible for UI due to insufficient earnings, or performed services for an employer that was not covered under UI law <b>AND</b> is unlikely to return to previous occupation or industry</p>	<ul style="list-style-type: none"> <li>A. Verification from Employer</li> <li>B. Rapid Response List</li> <li>C. Notice of Layoff;</li> <li>D. Public Announcement with Follow-Up Cross-Match with UI Database;</li> <li>E. Cross-Match to State UI Database;</li> <li>F. Cross-Match to State MIS Database;</li> <li>G. Referral Transmittal by RESEA or WPRS;</li> <li>H. Current Labor Market Information (LMI) showing occupations and industries in decline;</li> <li>I. Printout of State or local LMI data;</li> <li>J. Printout from O*Net;</li> <li>K. Case notes documenting “unlikely to return to a previous industry or occupation.”</li> <li>L. Self-Attestation</li> </ul>
<b>OR</b>	
<p><b>PLANT CLOSURE</b>  (a) Has been terminated or laid off or has received notice of termination/lay-off due to permanent plant closure or substantial layoff <b>OR</b>  (b) Is employed at a facility at which the employer has made a general announcement that the facility will close within 180 days</p>	<ul style="list-style-type: none"> <li>A. Verification from Employer;</li> <li>B. Rapid Response List;</li> <li>C. Notice of Layoff;</li> <li>D. Public Announcement with Follow-Up Cross-Match with UI Database;</li> <li>E. Self-Attestation</li> </ul>
<b>OR</b>	
<p><b>SELF-EMPLOYED</b>  (a) Was previously self-employed but is currently unemployed as a result of general economic conditions in the area in which the individual resides <b>OR</b>  (b) As a result of natural disaster</p>	<ul style="list-style-type: none"> <li>A. Evidence of failure of a business supplier or business customer;</li> <li>B. Court documents;</li> <li>C. Self-Attestation with a Letter from the Department of Human Services for Refugees/Asylees;</li> <li>D. Insurance claims or other proof of income loss</li> </ul>
<b>OR</b>	
<p><b>DISPLACED HOMEMAKER</b>  An individual who has been providing unpaid services to family members in the home and has been dependent on the income of another family member but is no longer supported by that income <b>AND</b> is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.</p>	<ul style="list-style-type: none"> <li>A. Signed Intake Application or Enrollment Form;</li> <li>B. Cross-Match with Public Assistance Records;</li> <li>C. Copy of Spouse’s Layoff Notice;</li> <li>D. Copy of Spouse’s Death Certificate;</li> <li>E. Copy of Spouse’s PCS Orders (for a military move or assignment);</li> <li>F. Copy of Divorce Records;</li> <li>G. Copy of Applicable Court Records;</li> <li>H. Copy of Bank Records (showing financial dependence on a spouse, no separate individual income support, or no employment income earned);</li> <li>I. Needs Assessment;</li> <li>J. Signed Individual Employment Plan;</li> <li>K. Self-Attestation.</li> </ul>
<b>OR</b>	
<p><b>SPOUSE OF A MEMBER OF THE ARMED FORCES</b>  Spouse of a Member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code) and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in the duty station of such member; or (ii) is the spouse of a member of the Armed Forces on active duty, and who meets the criteria described in paragraph (16)(B) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.</p>	<ul style="list-style-type: none"> <li>A. DD-214;</li> <li>B. Cross-Match with Department of Defense Records;</li> <li>C. Cross-Match with Veterans Service Database;</li> <li>D. A Letter from the Veterans’ Administration.</li> </ul>

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<sup>1</sup> Definition of wages by <https://www.dllr.state.md.us/labor/wagepay/wpwhatiswage.shtml>

# WIOA TITLE I YOUTH PARTICIPANT ELIGIBILITY – ATTACHMENT B

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

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<sup>1</sup> Definition of wages by <https://www.dlrr.state.md.us/labor/wagepay/wpwhatiswage.shtml>

## WIOA TITLE I YOUTH PARTICIPANT ELIGIBILITY – ATTACHMENT B

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

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<sup>1</sup> Definition of wages by <https://www.dllr.state.md.us/labor/wagepay/wpwhatiswage.shtml>

**WIOA TITLE I  
YOUTH PARTICIPANT ELIGIBILITY – ATTACHMENT B**

Family Size Annualized Income 70% of LLSIL	Gross 6-Month Income	Maximum
<b>1</b>	\$7,075.00	\$14,150
<b>2</b>	\$11,594.50	\$23,189
<b>3</b>	\$15,915.00	\$31,830
<b>4</b>	\$19,644.50	\$39,289
<b>5</b>	\$23,185.00	\$46,370
<b>6</b>	\$27,114.00	\$54,229
<b>Each additional member</b>	\$3,929	

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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. <sup>1</sup>

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

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

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<sup>1</sup> Definition of wages by <https://www.dllr.state.md.us/labor/wagepay/wpwhatiswage.shtml>

## WIOA TITLE I YOUTH PARTICIPANT ELIGIBILITY – ATTACHMENT B

	<ul style="list-style-type: none"> <li>Quarterly Estimated Tax for Self-Employed Persons</li> <li>Social Security Benefits</li> <li>UI Claim Documents</li> <li>Copy of Authorization to Receive Cash Public Assistance</li> <li>Self-Attestation</li> </ul>
<b>SCHOOL STATUS AT PARTICIPATION</b>	<ul style="list-style-type: none"> <li>Cross-Match with Postsecondary Education Database</li> <li>Copy of Educational Institution Enrollment Record</li> <li>Applicable Records from Education Institution (GED certificate, diploma, attendance record, transcripts, report card, dropout letter, or school documentation)</li> <li>Signed Intake Application or Enrollment Form</li> <li>Electronic Records</li> <li>Self-Attestation</li> </ul>
<b>AND</b>	
<b>BASIC SKILLS DEFICIENT/LOW LEVELS OF LITERACY.</b>	<ul style="list-style-type: none"> <li>Assessment Test Results</li> <li>Applicable Records from Education Institution (transcripts or other school documentation)</li> <li>Case notes</li> </ul>
<b>OR</b>	
<b>ENGLISH LANGUAGE LEARNER;*</b>	<ul style="list-style-type: none"> <li>Assessment Test Results</li> <li>Applicable Records from Education Institution (transcripts or other school documentation)</li> <li>Signed Intake Application or Enrollment Form</li> <li>Case notes</li> <li>Self-Attestation</li> </ul>
<b>OR</b>	
<b>AN INDIVIDUAL WHO IS SUBJECT TO THE JUVENILE OR ADULT JUSTICE SYSTEM;</b>	<ul style="list-style-type: none"> <li>Documentation from Juvenile or Adult Criminal Justice System</li> <li>Documented Phone Call with Court or Probation Representative</li> <li>WIOA Intake or Registration Form</li> <li>Self-Attestation</li> </ul>
<b>OR</b>	
<b>A HOMELESS INDIVIDUAL AND A RUNAWAY,</b>	<ul style="list-style-type: none"> <li>Written Statement or Referral Transmittal from a Shelter or Social Service Agency</li> <li>Signed Intake Application or Enrollment Form</li> <li>Needs Assessment</li> <li>Signed Individual Service Strategy</li> <li>A letter from caseworker to support provider</li> <li>Case Notes</li> <li>Self-Attestation</li> </ul>
<b>OR</b>	
<b>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</b>	<ul style="list-style-type: none"> <li>Written Statement or Referral Transmittal from a Shelter or Social Service Agency</li> <li>Signed Intake Application or Enrollment Form</li> <li>Needs Assessment</li> <li>Signed Individual Service Strategy</li> <li>A letter from caseworker to support provider</li> <li>Case Notes</li> <li>Self-Attestation</li> </ul>
<b>OR</b>	
<b>AN INDIVIDUAL WHO IS PREGNANT OR PARENTING;</b>	<ul style="list-style-type: none"> <li>Case Notes</li> <li>Needs Assessment</li> <li>Women, Infants, and Children (WIC) Eligibility Verification</li> <li>TANF Single Parent Eligibility Verification</li> <li>Signed Intake Application or Enrollment Form</li> <li>Signed Individual Service Strategy</li> <li>Self-Attestation</li> </ul>
<b>OR</b>	
<b>AN INDIVIDUAL WITH A DISABILITY;</b>	<ul style="list-style-type: none"> <li>School 504 Records Provided by the Student</li> <li>Self-Attestation.</li> </ul>
<b>OR</b>	
<b>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).</b>	<ul style="list-style-type: none"> <li>Case Notes</li> <li>Signed Intake Application or Enrollment Form</li> <li>Needs Assessment</li> <li>Signed Individual Service Strategy</li> <li>Self-Attestation</li> </ul>
<b>5 PERCENT EXCEPTION - LOW INCOME</b>	Not more than 5 percent of the <b>in-school or out-of-school youth</b> assisted may be individuals who do not meet the low-income criterion but have one or more of the barriers identified

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**WIOA TITLE I  
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