



West Tennessee Workforce Development Board

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Board Chair

Jimmy Bell
Director

Local Workforce Development Area 11 Policy Memorandum # 17-15

Subject:

Youth Eligibility Criteria

Purpose:

The purpose of this memorandum is to establish policy and outline eligibility criteria for youth participating in Workforce Innovation and Opportunity Act activities.

References: WIOA Section 129(a)(3)(B); WIOA Section 107(d)(5); 20 CFR 681.210; 20 CFR 681.250; TEGL 8-15; TEGL 21-16; Workforce Services Policy – Workforce Services (Youth Eligibility) – WIOA (TN-WIOA {17-10})

Background: Specific eligibility criteria for youth to participate in WIOA activities are identified in the Workforce Innovation and Opportunity Act. There are separate criteria for “in-school” and “out-of-school” youth.

Policy:

The West Tennessee Workforce Development Board for LWDA-11 issues this policy to establish eligibility for youth in the eight counties served in the area, including definitions for clarification of eligibility criteria. Both in-school and out-of-school youth must:

- Be a citizen or non-citizen authorized to work in the United States AND
- Meet selective service registration requirements



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IN-SCHOOL YOUTH: An individual who is – Attending school (includes both secondary and post-secondary as defined by State law); **age 14 to 21** (unless an individual with a disability who is attending school under State law); low-income individual **and is** one or more of the following:

- Basic skills deficient (as defined below)
- An English language learner
- An offender
- A homeless individual
- In Foster Care or aging out
- Pregnant or parenting
- A youth who is an individual with a disability
- An individual who requires additional assistance to complete an educational program or to secure or hold employment (as defined below).

OUT-OF-SCHOOL YOUTH: An individual who is – Not attending any school (as defined under State law); **age 16 to 24; and meets one or more of the following:**

- School dropout
- Within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter
- An individual who is subject to the juvenile or adult justice system
- Homeless individual
- In Foster Care or aging out
- An individual who is pregnant or parenting
- An individual with a disability
- Has a high school degree or equivalent, is low income and is:
 - Basic skills deficient (as defined below), or
 - An English language learner
- Low-income and requires additional assistance (as defined below) to enter or complete an educational program or to secure or hold employment.

Basic Skills Deficient – An individual unable to compute or solve problems, read, write, or speak English, at a level necessary to function on the job, in the individual’s family, or in society. For WIOA purposes, the State defines Basic Skills Deficient as an individual who meets one of the following:

- Lacks a high school diploma or high school equivalency and is not enrolled in secondary education
- Enrolled in a Title II Adult Education/Literacy program
- Reading and/or Math assessment at an 8.9 or below grade level
- Determined to be Limited English Skills proficient through staff documented observations.

Additional Assistance: An individual who requires additional assistance to complete an educational program or to secure and hold employment, and meets the following local set criteria:

- Must be between the ages of 14 and 24 and
- Require additional assistance to complete an educational program or secure and hold employment, and
- Meet one of the following conditions:
 - Youth who is a resident of a rural area
 - Youth who is a member of a family receiving some type of public assistance
 - Youth that lacks occupational goals/skills
 - Youth that has been actively seeking employment for at least two (2) months, but remains unemployed or underemployed. This includes a youth which has no employment history, a youth with limited part-time experience, or a youth actively seeking full-time employment, but has only achieved part-time employment.
 - Youth who is a member of a family with illiteracy problem(s)
 - Youth who has serious barriers to employment, including but not limited to, stated current or past substance abuse, truancy, absence of positive adult role models, and diagnosed emotional disorders.

Additional Assistance Documentation: The West Tennessee Workforce Development Board in Area 11 is required to support the eligibility identifying a youth as “needing additional assistance”:

- Individual Service Strategy (ISS)
- Case Note
- WIOA Intake Registration
- Self-Attestation

Documentation must clearly identify which eligibility criteria documentation supports.

Not all youth need to be low-income in order to qualify for WIOA. In order to determine whether or not a youth must be low income, consideration must be given whether the youth is in-school or out-of-school. As provided in 20 CFR 681.250, if the youth is out-of-school, the low-income requirement applies only to the following categories of youth:

- A recipient of a secondary school diploma or its recognized equivalent who is either basic skills deficient or an English language learner
- An individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

All the other out-of-school youth who meet out-of-school youth eligibility are not required to be low-income. All in-school youth must be low-income to meet the in-school eligibility criteria, except those that fall under the low-income exception.

Five Percent (5%) Low Income Youth Exception: WIOA allows a low-income exception where five percent (5%) of WIOA youth may be participants who ordinarily would be required to be low-income for eligibility purposes and meet all other eligibility criteria for WIOA youth except the low-income criteria. The five percent (5%) calculation is based on the percent of newly enrolled youth in our local area’s WIOA youth program in a given program year who would ordinarily be required to meet the low-income criteria.

Action:

LWDB-11 staff will make contractors/service providers aware of this and provide technical as needed.

Contact:

Questions regarding this policy should be addressed to Jimmy Bell, LWDB-11 Director, at SWHRA, 1527 White Avenue, P.O. Box 264, Henderson, TN 38340. Phone: (731) 983-3688. Email: jbelle@swhra.org.

Attachment:

Attachment A – Youth Eligibility Criteria and Documentation

Attachment B - Income Guidelines

Effective Date: July 1, 2017

Expiration Date: Until further notice

Approved:



Jimmy Bell, LWDB-11 Director

Youth Eligibility Criteria and Documentation – Attachment A

Note: One document per group is required.

Youth Eligibility/ Criteria	Documentation in file
Eligibility Basics	These items are required for basic participation verification for all participants.
Age/Birth Date	<ul style="list-style-type: none"> • Birth certificate • Baptismal record if date of birth is shown • DD-214 transfer or discharge paper • Hospital record of birth • Driver's license state, federal, or local government ID • Passport • Work permit • Cross match with public assistance records via state MIS system • Other public assistance records (CRIS-E printout) • School record or ID cards • Tribal records
Citizenship Status/ Authorization to Work in the US	<ul style="list-style-type: none"> • Citizenship Status/Authorization to Work Self-Attestation • U.S. passport, certificate of U.S. citizenship, certificate of naturalization, permanent resident card, unexpired refugee travel document • U.S. Social Security card issued by the Social Security Administration (other than a card stating not valid for employment), Certificate of Birth Abroad issued by the Department of State, birth certificate issued by a state, county, municipal authority or outlying possession of the U.S., U.S. citizen ID card, ID card for use of Resident Citizens in the U.S. • Cross match with public assistance records via state MIS system • Other public assistance records
Selective Service Registration	<ul style="list-style-type: none"> • Selective service card • Verification from the Selective Service web site: https://www4.sss.gov/regver/verification1.asp • Documentation that failure was not willful and knowing if an applicant failed to register or too old to register and approval to serve individual • DD-214 "Report of Separation" • Stamped Post Office Receipt of Registration

School Status at Participation	<ul style="list-style-type: none"> • Self-Attestation • Applicable records from educational institution • WIOA intake forms • State MIS
Receipt of High School Diploma	<ul style="list-style-type: none"> • Self-Attestation • School records • Diploma • Letter or other documentation from school system
Low-Income Individual	<p>Low-income is required for all in-school youth and for out-of-school youth who has a secondary school diploma and is basic skills deficient (or an English language learner), or requires additional assistance to enter or complete an education program or to secure or hold employment.</p> <ul style="list-style-type: none"> • Cross match with public assistance records via state MIS system
<p>TANF</p> <p>Receives, or is a member of a family that receives, cash payments under the Temporary Assistance for Needy Families, which is a Federal Income-based public assistance program</p>	<ul style="list-style-type: none"> • Copy of authorization to receive cash public assistance • Verification by the public assistance agency • Cross match with public assistance records via state MIS system • Other public assistance records (CRIS-E printout) • Refugee assistance records • Verification from the refugee assistance provider
<p>Other Cash Public Assistance</p> <p>Receives, or is a member of a family that receives, cash payments under a federal, state, or local income-based public assistance program (includes refugee assistance and other cash public assistance)</p>	

<p>Family Income</p> <p>Determined when an individual received income, or is a member of a family that received income, for six-month period prior to application for the program that in relation to family size does not exceed the higher of poverty line or 70 percent of lower living standard income</p>	<ul style="list-style-type: none"> • Self-Attestation, only in cases when an individual has no income or receives very little undocumented income; the statement should include some description of how the applicant has been supported in the past six months • Pay stubs • Employer statement of earnings • Compensation award letters • Social Security retirement benefits letter • Pension statement • Bank statements • Court award letter • Family or business financial records • Quarterly estimated tax for self-employed persons • Alimony agreements • Award letter veteran's administration • Unemployment Insurance documents • Low-income Housing Authority verification
<p>Supplemental Nutrition Assistance Program (SNAP)</p> <p>Is a member of a household that receives (or has been determined within the six-month period prior to the application for the program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977</p>	<ul style="list-style-type: none"> • Verification by the public assistance agency • Cross match with public assistance records via state MIS system • Other public assistance records (CRIS-E printout) • Copy of authorization to receive SNAP benefits
<p>Free or Reduced Price Lunch</p>	<ul style="list-style-type: none"> • Self-Attestation • Approval Letter • Completed Application
<p>Youth living in a high-poverty area</p>	<ul style="list-style-type: none"> • https://www.doleta.gov/llsil/ • Current TDLWD workforce policy regarding LLSIL • http://www.tn.gov/workforce/article/wioa-technical-assistance

Youth Eligibility Criteria	Documentation in File				
Additional Youth Barriers	Youth must document one of the following seven barriers in addition to meeting one of the low-income criteria:				
Basic skills deficient <i>(In-School and Out-of-School)</i>	<table border="0"> <tr> <td data-bbox="1075 674 1232 1390"><u>In-School</u></td> <td data-bbox="1075 1390 1232 1911"><u>Out-of-School</u></td> </tr> <tr> <td data-bbox="1075 674 1232 1390"> <ul style="list-style-type: none"> • Standardized assessment test • School records • Case notes </td> <td data-bbox="1075 1390 1232 1911"> <ul style="list-style-type: none"> • Standardized assessment test </td> </tr> </table>	<u>In-School</u>	<u>Out-of-School</u>	<ul style="list-style-type: none"> • Standardized assessment test • School records • Case notes 	<ul style="list-style-type: none"> • Standardized assessment test
<u>In-School</u>	<u>Out-of-School</u>				
<ul style="list-style-type: none"> • Standardized assessment test • School records • Case notes 	<ul style="list-style-type: none"> • Standardized assessment test 				
English language learner <i>(In-school and Out-of-School)</i>	<ul style="list-style-type: none"> • Self-Attestation • School records • Case notes 				
School dropout <i>(Out-of-School)</i>	<ul style="list-style-type: none"> • Self-Attestation • Applicable records from educational institution • State MIS • WIOA Intake form • School board verification of dropout status • Dropout Letter 				
Not attending school <i>(Out-of-School)</i>	<ul style="list-style-type: none"> • Self-Attestation • School records • Court documents 				
Homeless or Runaway <i>(In-School and Out-of-School)</i>	<ul style="list-style-type: none"> • Self-Attestation • Verification from a shelter or social services agency • Written statement from individual providing residence 				
Foster Child or Emancipated Foster Child <i>(In-School and Out-of-school)</i>	<ul style="list-style-type: none"> • Case notes • Court documentation • Verification from a social services agency 				

<p>Pregnant or parenting youth <i>(In-school and Out-of-school)</i></p>	<ul style="list-style-type: none"> • Self-Attestation • Physician's statement • Birth certificate if parenting • Baptismal record • Case notes • Verification with social service agency
<p>Offender (In-school) OR Subject to juvenile or adult justice system (Out-of-School)</p>	<ul style="list-style-type: none"> • Self-Attestation • WIOA intake • Court records • Halfway house resident • Letter of parole • Letter from probation officer • Police records
<p>Individual with a disability <i>(In-school and Out-of-School)</i></p>	<ul style="list-style-type: none"> • Self-Attestation • Letter from drug or alcohol rehabilitation agency • Medical records • Physician's statement/ Psychologist diagnosis • Social Security disability records • Individual Education Plan (IEP) • Veteran Administration Letter/Records • Social Services records • Vocational Rehabilitation Letter and/or Referral • Worker's Compensation Records
<p>Require additional assistance to complete educational program or to secure and hold employment <i>(In-School and Out-of-School)</i></p>	<ul style="list-style-type: none"> • Self-Attestation • Local area plan • Local area policy • Individual service strategy • Case notes • WIOA intake form • State MIS

Attachment B

Income Guidelines

Workforce Investment Income Guidelines 2017		Total amounts for a year		175%	165%
Family Size	Poverty Level	LLSIL * - Metro	LLSIL - Non-Metro	Self-Sufficiency (Metro)	Self-Sufficiency (Non-Metro)
1	\$12,060	\$9,216	\$9,078	\$21,105	\$19,899
2	\$16,240	\$15,101	\$14,872	\$28,420	\$26,796
3	\$20,420	\$20,727	\$20,411	\$36,272	\$33,678
4	\$24,600	\$25,588	\$25,197	\$44,779	\$41,575
5	\$28,780	\$30,201	\$29,734	\$52,852	\$49,061
6	\$32,960	\$35,321	\$34,773	\$61,812	\$57,375
7	\$37,140	\$40,441	\$39,812	\$70,772	\$65,690
8	\$41,320	\$45,561	\$44,851	\$79,732	\$74,004
9	\$45,500	\$50,681	\$49,890	\$88,692	\$82,319
10	\$49,680	\$55,801	\$54,929	\$97,652	\$90,633
11	\$53,860	\$60,921	\$59,968	\$106,612	\$98,947
12	\$58,040	\$66,041	\$65,007	\$115,572	\$107,262
	Add \$4180 for each additional family member	Add \$5120 for each additional family member	Add \$5,039 for each additional family member		
Lower Living Standard Income Level					

To use this chart, compare the poverty level for the family size against either the Metro or Non- Metro LLSIL, depending on the county of residence, using the higher of the two.

Note - Metro LLSIL levels can only be used for the following counties:

Anderson, Blount, Bradley, Campbell, Cannon, Carter, Cheatham, Chester, Crockett, Davidson, Dickson, Fayette, Grainger, Hamblen, Hamilton, Hawkins, Hickman, Jefferson, Knox, Loudon, Macon, Madison, Marion, Maury, Montgomery, Morgan, Polk, Roane, Robertson, Rutherford, Sequatchie, Shelby, Smith, Sullivan, Sumner, Tipton, Trousdale, Unicoi, Union, Washington, Williamson, Wilson.

Excludable Income when figuring eligibility on participants:

Non Cash awards such as food stamps --	Welfare payments--	Workers Compensation Settlements--
Insurance Payments --	Child Support Payments--	Certain Social Security Benefits--
Monthly allowance received by persons serving in the National Guard or Military Services--		
Payment made under Title V of the older American Act--		VA Pensions paid to the widow of Veterans--
Capital Gains or Losses--	Disability and Death Payments--	Unemployment Benefits--
Terminal Health and Casualty Insurance proceeds--		

Revised July 2017