

## YOUTH ADMINISTRATIVE BULLETIN NO. 6.1

TO: WIA YOUTH CONTRACTING AGENCIES

SUBJECT: REGISTRATION and PARTICIPATION

EFFECTIVE: July 1, 2007

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### I. BACKGROUND

The Workforce Investment Act (WIA) of 1998 established the requirements for eligibility and registration. Registration is the process of collecting information for supporting a determination of eligibility. This information may be collected through methods that include electronic data transfer, personal interview, or an individual's application.

### II. POLICY

Youth who receive WIA Title I services will be registered for services and may be counted in the performance measures. The term registered participant means an individual who has been determined to be eligible to participate in and **who is receiving WIA services (except follow-up services)**. To become a registered participant a youth must meet the following criteria:

- a.) Determined eligible to receive WIA youth services;
- b.) Completed an Objective Assessment; and
- c.) Begun receiving subsidized employment, training or other WIA services as reflected by the **initiation of the development of an Individual Service Strategy (ISS)**.

**Once an applicant is found eligible for WIA services, Case Managers have 60 days to initiate the development of an Individual Service Strategy. If the 60-day limit is exceeded, the applicant is considered non-registered, and will be noted as "Denied" in SKIES.**

The registration process is as follows:

- 1.) Intake: Activities that involve eligibility determination and collection of information to support verification of eligibility for services. It may also include pre-screening potential participants and general orientation to self-help services.

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- 2.) Objective Assessment: This is the process that identifies the service needs of eligible applicants. Through the Objective Assessment the individual's suitability for WIA services will be determined. Appropriate referrals and information will be provided to those youth found unsuitable.
- 3.) Individual Service Strategy (ISS): This is the plan that identifies employment goals and educational objectives and prescribes the appropriate services for youth found eligible and suitable for WIA services. **An eligible youth applicant becomes a participant once the development of an ISS is initiated.**
  - a. In the space provided on the ISS form, indicate the date the form is initiated. This is the date the youth is considered "registered" as a participant in the program. When the ISS is initiated a status form placing the participant in CAG must be completed. The start date of CAG will be the same as the initiation date of the ISS.

EEO data must be collected on individuals whenever you begin to request "personal information." This includes registration information.