

**YOUTH ADMINISTRATIVE BULLETIN NO. 3
CHANGE 1**

TO: WIA YOUTH CONTRACTING AGENCIES

SUBJECT: ELIGIBILITY/SELECTION CRITERIA

EFFECTIVE: January 12, 2009

I. ELIGIBILITY CRITERIA

A. In accordance with the WIA 101 (13); an eligible youth is defined as an individual who at time of application:

1. Is age 14 through 21; and
2. Is low income as defined in the WIA section 101(25): an individual who —
 - a.) receives, or is a member of a family that receives, cash payments under a Federal, State, or local income-based public assistance program;
 - b.) received an income, or is a member of a family that received a total family income, for the 6-month period prior to application for the program involved (exclusive of unemployment compensation, child support payments, and old-age and survivors insurance benefits), in relation to family size, does not exceed the income guidelines outlined in Administrative Bulletin YAB No. 4;
 - c.) is a member of a household that receives (or has been determined within the 6-month period prior to application for the program involved to be eligible to receive) food stamps;
 - d.) qualifies as a homeless individual;
 - e.) is a foster child on behalf of whom State or local government payments are made; or
 - f.) is an individual with a disability whose own income meets the requirements of the income guidelines outlined in Administrative Bulletin YAB No. 4, but who is a member of a family whose income exceeds such requirements; and

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3. Is one or more of the following:
 - a.) A school dropout;
 - b.) Deficient in basic literary skills as defined by WIA:
 - 1.) Computes or solves problems, reads, writes, or speaks English at or below grade level 8.9; or
 - 2.) Is 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 determination of basic literacy skill levels, use the TABE or the CASAS test.** The state board recommended the use of CASAS in the report to the Governor, Washington Works.
 - c.) Pregnant or parenting;
 - d.) Homeless, a runaway, or a foster child;
 - e.) An offender; or
 - f.) An individual (including a youth with a disability) who requires additional assistance to complete an educational program or to secure and hold employment. **(This barrier must have prior WDC approval through a written request.** All supportive documents are to be submitted with the written request to SCWDC. There is a minimum turn around time of 5-business days for a response from SCWDC. The written determination from SCWDC must be kept in the individual's file).
 4. Is a United States citizen or eligible non-citizen; and
 5. For males born after December 31, 1959, is registered with Selective Service.
- B. Up to four percent (4%) of youth participants served by youth programs in a local area may be individuals who do not meet the income criterion for eligible youth, provided that they are within one or more of the following categories:
1. School drop out;
 2. Basic literacy skills deficient as defined in WIA section 101 (4) to be at or below 8.9 grade level;
 3. One or more grade levels below the grade level appropriate to the individual's age;
 4. Pregnant or parenting;
 5. Possess one or more disabilities, including learning disabilities;
 6. Homeless or runaway;
 7. Offender; or

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8. Face serious barriers to employment as identified by the SCWDC. The Council has identified those serious barriers to employment as:
 - a.) Personal or family substance/alcohol abuse
 - b.) Victim of abuse
 - c.) Other life circumstances that contractor staff deem as barriers to education or work training success. All supportive documents are to be submitted with a written request to SCWDC. There is a minimum turn around time of 5-business days for a response from SCWDC. The written determination from SCWDC must be kept in the individual's file. **(This barrier must have prior SCWDC approval through a written request.** All supportive documents are to be submitted with a written request to SCWDC. There is a minimum turn around time of 5-business days for a response from SCWDC. The written determination from SCWDC must be kept in the individual's file.)

II. ELIGIBILITY SYSTEM

The eligibility system will include:

1. The use of an application form to generate all information necessary to determine eligibility and meet reporting requirements.
2. The applicant signature and date on the application form attesting that the information on the application form is true to the best of the applicant's knowledge.
3. The service provider signature and date on the application form.
4. The maintenance of adequate documentation to ensure the credibility of the eligibility determination, which shall at a minimum consist of:
 - a. A completed application form for each applicant.
 - b. Copies of documents used to determine and verify eligibility.
5. Verification of the information provided on the application form shall be maintained. Attachment 1 lists acceptable eligibility documentation.

Documents not listed on attachments must have prior SCWDC approval through a written request.

- Attachments:
1. List of Acceptable Eligibility Documentation
 2. WIA Youth Program Self-Attestation Form
 3. WIA Non-Applicant Self-Attestation Form