



**TITLE: Youth Eligibility &
Selection Criteria
Policy #: 7000**

Type: Program Policy

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Purpose

This policy provides guidance regarding Youth Eligibility under the Workforce Innovation and Opportunity Act (WIOA), as it applies to program recruitment and selection. Eligibility is required to be established prior to any service delivery and/or support expenditure.

Policy

Program operators shall maintain appropriate documentation to ensure that, prior to enrollment in the WIOA funded youth program, all youth meet the WIOA eligibility requirements as outlined in this policy.

Policy Guidelines

Youth program requirements are distinguished by In-School (IS) and Out-of-School (OS) youth, which have different eligibility requirements. Per WIOA requirements, a minimum of 75% of the budget must be expended on OS Youth, with no more than 25% being spent on IS. Further, PacMtn requires that enrollment numbers follow the same ratio, allowing for caseload to correlate with expenditure.

In-School Youth

Individuals must meet the following eligibility guidelines to be In-School youth:

- U.S. citizen, or otherwise legally entitled to work in the U.S.;
- Attending school, as defined by state law;
- Age 14-21;
- Selective Service Registration (males 18 or older, and born on or after January 1, 1960);
- Low-income individual (at 70% of the Lower Living Standard Income Level Guidelines for the current program year); and
- One or more of the following:

Category 1	Basic skills deficient
Category 2	An English language learner
Category 3	An offender
Category 4	A homeless individual (as defined in Section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), a homeless child or youth (as defined in Section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))), a runaway, in foster care or has aged out of foster care system, a child eligible for assistance under Section 477 of the Social Security Act (42 U.S.C. 677), or in an out of home placement
Category 5	Pregnant or parenting

Category 6	A youth who is an individual with a disability
Category 7	An individual who requires additional assistance to complete an educational program, or to secure or hold employment ¹

¹ Per proposed 20 CFR 681.300, PacMtn has established a local policy to define criteria for “requires additional assistance” and documentation requirements.

Out-of-School Youth

Individuals must meet the following eligibility guidelines to be Out-of-School youth:

- U.S. citizen, or otherwise legally entitled to work in the U.S.;
- Not attending school, as defined by state law¹;
- Age 16-24;
- Selective Service Registration (males 18 or older, and born on or after January 1, 1960); and
- One or more of the following:

Category 1	A school dropout ²
Category 2	A youth who is within the age of compulsory school attendance ³ , but has not attended school for at least the most recent complete school year calendar quarter
Category 3	A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is basic skills deficient or an English language learner
Category 4	An individual who is subject to the juvenile or adult justice system
Category 5	A homeless individual (as defined in Section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), a homeless child or youth (as defined in Section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))), a runaway, in foster care or has aged out of foster care system, a child eligible for assistance under Section 477 of the Social Security Act (42 U.S.C. 677), or in an out of home placement
Category 6	Pregnant or parenting
Category 7	A youth who is an individual with a disability
Category 8	A low-income (at 70% of the Lower Living Standard Income Level Guidelines for the current program year) individual who requires additional assistance to enter or complete an educational program, or to secure or hold employment ⁴

¹ According to State guidance, all dropout reengagement programs authorized under RCW 28A.175.100 qualify as out of school, for the purpose of WIOA program eligibility.

² Per WIOA, the term “School Dropout” means an individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent.

³ In Washington State, the age of compulsory school attendance in Washington is eight (8) years of age to under 18 years of age.

⁴ PacMtn has established a local policy to define criteria for “requires additional assistance” and documentation requirements.

Additional Definitions of Low Income:

WIOA law states that low-income additionally includes youth living in high-poverty areas, with a

poverty rate of at least 30 percent per the American Community Survey 5-year data. At this time, none of PacMtn's five county area qualifies as high-poverty.

Family of One Qualification

Individuals who have a documented disability, or are currently in foster care qualify as a Family of One. Only the income of that individual will be counted when establishing low-income status. Documentation of the disability and/or current status in foster care must be provided in the participant file.

Exceptions to Youth Eligibility Requirements

Exemption from low-income requirement. In any single program year, no more than 5 percent of a local area's total youth participants can be those who have a low-income eligibility requirement (in-school youth or out-of-school youth in Category 3 or 8), but are not low income.

Limitation on in-school youth requiring additional assistance. In any single program year, no more than 5 percent of a local area's total in-school youth participants can be those who require additional assistance to complete an educational program or to secure or hold employment (Category 7).

Any discrepancies arising between PacMtn policy and or procedures with federal and state provisions due to current or future revisions will default to the current minimum federal and state regulations and guidance available. PacMtn policy and or procedures may set forth stricter requirements than provided by federal and state guidance, but in no case will PacMtn policy and or procedures not meet minimum federal and state policy.

References

Workforce Innovation and Opportunity Act of 2014
WorkSource System Policy 1019 R3 & Attachment A - Eligibility Handbook
Youth Eligibility & Selection Criteria Procedure #7000P
Training and Employment Guidance Letter 23-14: WIOA Youth Program Transition
Training and Employment Guidance Letter 08-15: Second Title I WIOA Youth Program Transition Guidance

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Direct Inquiries to:
Pacific Mountain Workforce Development Council
1570 Irving Street SW
Tumwater, WA 98512
Telephone: (360) 704-3568
Email: Info@pacmtn.org

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