



**TITLE: WIOA Youth Eligibility and Selection Criteria Procedures  
#: 7000P**

**Type:** Program Procedure

**Date Established:** 07/01/2016

**Date Last Revised:** 5-8-2017

**Date Posted to Website:** 07/07/2016

**Status:** Final

**Supersedes:** N/A

**Procedures**

Youth program requirements are distinguished by In-School (IS) and Out-of-School (OS) youth, which have different eligibility requirements. Youth must meet the following guidelines, which must be documented in the following ways:

<b>Eligibility Criteria</b>	<b>Documentation Needed</b>
U.S. Citizen, or otherwise legally entitles to work in the U.S.	Social Security Card, Birth Certificate, Documentation from INS or Acceptable Form I-9 Documents
School Status at Participation/Enrollment	Records from Education Institutions such as GED, Diploma, Transcripts, Attendance Records, Drop Out Letter, or Self-Attestation with a Supporting Case Note
Age 14-21	Photo ID, Birth Certificate, School Records, Public Assistance /Social Service Records
Selective Service Registration (males 18 or older, and born on or after January 1, 1960)	Proof of Registration, Screen Printout of the Selective Service Verification Site WWW.SSS.GOV
Low-income individual	Paystubs, Bank Statements, State Assistance Award Letter, Food Stamp Award, Verification of Free or Reduced Lunch Eligibility
Basic skills deficient	Approved CASAS Testing Form
English language learner	Proof of Program Enrollment, Self-Attestation with a Supporting Case Note

An offender	Background Check, Letter from Probation/Parole Officer or Documented Phone Call with Court or Probation Representative, Documentation from Juvenile or Adult Criminal Justice System, Self-Attestation with a Supporting Case Note
A homeless individual or a runaway	Letter from a Case Manager, Written Statement from Individual Providing Residence, Proof of Social Security Benefits, Written Confirmation from Shelter or Social Service Agency, Self-Attestation with a Supporting Case Note
Pregnant or parenting	Medical Documentation, Birth Certificate for Child, Self- Attestation with Supporting Confidential Case Note
Foster Care Youth	Written Confirmation from Shelter, Foster Parent or Social Service Agency
A youth who is an individual with a disability	Medical or School Documentation, Copy of IEP or Verification of 504 Plan, Self-Attestation with Supporting Confidential Case Note
An individual who requires additional assistance to complete an educational program, or to secure or hold employment	See Policy 7030, and Procedure 7030P regarding Additional Assistance
<b>Out-of-School Only:</b> A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter	School Records, Letter from High School Counselor, Self-Attestation with Supporting Case Note

Self-Attestations will not be accepted as documentation for eligibility without PacMtn approval. Contractors may submit an exception waiver for participants not able to provide other documentation.

Self-Attestations will not be accepted for the following:

- Validating Age/Date of Birth
- Validating Selective Service
- Validating Low Income

- Validating Basic Skills Deficient
- Validating Foster Care Youth

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*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.*

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## **References**

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Youth Eligibility and Selection Criteria Policy#7000  
Youth Self-Attestation Policy #7050  
Workforce Innovation and Opportunity Act of 2014  
WorkSource System Policy 1019, Revision 2, Attachment Eligibility Handbook  
Training and Employment Guidance Letter (TEGL) 22-15 and (TEGL) 6-14

NOTE: The Eligibility Policy Handbook is based on the best information available at this time per WIOA law, proposed rules, and DOL/ETA guidance. The handbook will be revised and reissued after the WIOA final rules are issued and as relevant DOL/ETA guidance is received.

Compliance with the state's eligibility policy will be based on the version of the handbook in effect at the time of the action or activity that may be at issue.

**DATE APPROVED: June 4, 2016, May 8, 2017**

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