



**TITLE: WIOA Youth Eligibility and Selection
Criteria Procedures
3.1.2-P**

Type: Program Procedure

Date Established: 07/01/2016

Date Last Revised: 01/30/2025

Date Posted to Website: 07/07/2016

Status: Final

Supersedes: N/A

Procedural Guidelines

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:

Eligibility Criteria	Documentation Needed
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 or Self-Attestation with a Supporting Case Note
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 (ISY) Age 16-24 (OSY)	Photo ID, Birth Certificate, School Records, Public Assistance /Social Service Records, Self-Attestation with a Supporting Case Note
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 For additional details, refer to: <ul style="list-style-type: none"> ○ PacMtn Youth Eligibility and Selection Criteria Policy 3.1.2. ○ The PacMtn WIOA Youth Income Guidelines 	Paystubs, Bank Statements, State Assistance Award Letter, Food Stamp Award, Verification of Free or Reduced Lunch Eligibility, Self-Attestation with a Supporting Case Note

Basic skills deficient	Approved CASAS Testing Form
English language learner	Proof of Program Enrollment, Self-Attestation with a Supporting Case Note

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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, Self-Attestation with a Supporting Case Note
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 #3.3.1, and Procedure 3.2.2-P regarding Additional Assistance

<p>Out-of-School Only: 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</p>	<p>School Records, Letter from High School Counselor, Self- Attestation with Supporting Case Note</p>
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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.

References

Workforce Innovation and Opportunity Act of 2014
WIOA Final Rule; 20 CFR Parts 676,677, and 678; Federal Register, Vol. 81 No. 161 August 19, 2016
WIOA Final Rule; 20 CFR Parts 603, 651, 652, et al; Federal Register Vol. 81 No. 161 August 19, 2016

Training and Employment Guidance Letters (TEGL’s) 22-15 & 6-14
WorkSource System Policy 1019 (Rev12) – Eligibility Policy and Handbook

Youth Eligibility and Selection Criteria Policy #3.1.2-v1
PacMtn – WIOA Youth Income Guidelines

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.

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