



**SAN JOAQUIN COUNTY WORKNET
 EMPLOYMENT AND ECONOMIC DEVELOPMENT DEPARTMENT
 POLICIES AND PROCEDURES DIRECTIVE**

DIRECTIVE NO.	EFFECTIVE DATE	APPLICABILITY	PAGE
D-23 Rev. 2	July 1, 2023	CMD, GMD	1 of 5
SUBJECT: WIOA TITLE I YOUTH ELIGIBILITY DETERMINATION			

I. PURPOSE

The purpose of this Directive is to establish a procedure for determining eligibility for Youth services funded through the Workforce Innovation and Opportunity Act (WIOA) program administered by the Employment and Economic Development Department (EEDD).

II. GENERAL INFORMATION

The Workforce Innovation and Opportunity Act (WIOA) signed into law on July 22, 2014, is the first legislative reform of the public workforce system in 15 years. The law superseded the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973. Further direction for youth programs is defined in the WIOA; DOL Final Rule Part 681.

WIOA outlines a broader youth vision that supports an integrated service delivery system and gives a framework through which states and local areas can leverage other Federal, State, Local and philanthropic resource to support in-school and out-of-school youth. WIOA emphasizes services including career exploration and guidance, continued support for educational attainment, opportunities for skills training in in-demand industries and occupations, and culminating with a good job along a career pathway or enrollment in post-secondary education.

References

- Workforce Innovation and Opportunity Act (Public Law 113-128) Sections 3 and 129, WIOA Final Rule Section 681
- Training and Employment Guidance Letter No. 23-19, Change 1
- Training and Employment Guidance Letter No. 09-22

III. POLICY

It is the policy of EEDD that all WIOA youth services will be delivered to individuals registered and determined eligible for WIOA funded activities. The eligibility determination will be completed in accordance with the policies and procedures set forth in this directive and will include completion of the WIOA Application Form, documentation and verification of eligibility factors, and a final review of eligibility determination.

IV. PROCEDURE

When a determination is made that a youth is in need of WIOA funded youth services it is required that an eligibility determination is done.

The WIOA Section 129(a)(1) provides new eligibility criteria for the youth program. To be eligible to participate in the WIOA youth program, an individual must be an out-of-school youth (OSY) or and in-school youth (ISY).

Out-of-School Youth (OSY) Eligibility

To receive services as an OSY, an individual must meet the following eligibility criteria:

1. Not attending any secondary or post-secondary school (not including Title II Adult Education, Job Corps, Youth Build, or charter schools with federal and state workforce partnerships).
2. Age 16-24 years old
3. One or more of the following barriers:
 - a. A school dropout.
 - 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. (Note that, "school year quarter" is defined by the local school district calendar).
 - c. A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient or an English language learner.
 - d. An individual who is subject to the juvenile or adult justice system.
 - e. A homeless individual, a runaway, an individual who is in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act, or an individual who is in an out-of-home placement.
 - f. An individual who is pregnant or parenting.
 - g. An individual with a disability.

- h. A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

(Reference: WIOA Section 129 [a][1][B])

In-School Youth (ISY) Eligibility

To receive services as an ISY, an individual must meet the following eligibility criteria:

1. Attending school, including secondary and post-secondary schools
2. Age 14-21 years old
3. Low income individual
4. Meets one or more of the following barriers:
 - a. Basic skills deficient.
 - b. An English language learner.
 - c. An offender.
 - d. A homeless individual, a runaway, an individual who is in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act, or an individual who is in an out-of-home placement.
 - e. Pregnant or parenting.
 - f. Individual with a disability.
 - g. An individual who requires additional assistance to complete and educational program or secure and hold employment.

(Reference: WIOA Section 129[a][1][C])

The San Joaquin County Workforce Development Board, has defined “an individual who requires additional assistance to complete an educational program, or to secure and hold employment” as:

1. Youth with a disability;
2. Youth that are limited English speaking;
3. Youth that are “at-risk” of dropping out of school as defined by the County Superintendent of Schools;
4. Youth who are residents of high crime, high poverty or targeted employment area (TEA);
5. Youth with a GPA of less than 2.0;

6. Youth who has aged out of foster care;
7. Youth who for lack of meaningful work experience and/or general job search, basic entry level or employment readiness skills is unable to obtain or retain employment;
8. Youth with a family history of chronic unemployment, including long-term public assistance;
9. Youth that is emancipated.

A youth participant's eligibility is determined at intake; therefore, the youth remains eligible for youth services until exited. For example, an individual who is an ISY and between the ages of 16-21 at the time of enrollment, and is now beyond the age of 21, is still considered an ISY until exited.

Eligibility Determination

The following procedures will be used to determine eligibility;

1. Youth will meet with intake staff to determine if they are eligible for WIOA-funded services. The intake staff will provide the youth with a list of documents needed to verify eligibility. The Required Verification Document (RVD) will provide staff with a comprehensive list of documents that can be used to verify each applicable eligibility factor.

Documentary evidence of eligibility factors will be required. However, if documentary evidence is not verifiable, not readily available, or will entail privation or suffering (undue hardship) for the youth to obtain such documentation, an "Applicant Statement" may be used. Every possible effort must be made (and documented) to collect all necessary documentation to verify eligibility prior to using an Applicant Statement.

The following must be verified for all youth:

- Social Security Number
- Legally authorized to work in the United States
- For males born on or after January 1, 1960 comply with the requirements for Selective Service
- Age

The following are required as they apply:

- Family Size/Status
- Low income (including eligible for free or reduced price lunch)
- Any barrier that affect the eligibility determination process (such as disability)

- All sources of public assistance, including but not limited to TANF, SSI, General Relief, Food Stamps
 - Homeless status
 - Disability status
 - Any other barrier, including; foster child, homeless, runaway, basic skills deficient, school dropout, pregnant or parenting, offender, limited English speaking, "at-risk" of dropping out of school, resident of a high crime or high poverty area.
2. Staff will schedule the youth for an appointment to determine eligibility. During this appointment staff will complete the Application Form, the Required Verification Document, and any other documents necessary to finalize the eligibility process.
 3. Staff shall review, and where available, photocopy all documents used to support the determination of eligibility. All photocopies will be attached to the Application Packet.
 4. Staff shall ensure that all documents have been signed by the applicant, and for youth under the age of 18, by the parent and/or guardian.
 5. In the event that a youth does not bring all documents needed to complete the eligibility process, the youth will be re-scheduled.
 6. Upon completion of all forms, and documentation of all eligibility items, staff will forward the complete eligibility packet to the EEDD designated review staff for final review, and final eligibility determination.

V. QUESTIONS REGARDING THIS DIRECTIVE

May be referred to the Executive Director EEDD via Managers or designee.

VI. UPDATE RESPONSIBILITY

The Executive Director of EEDD and/or designee shall be responsible for updating this directive, as appropriate.

VII. APPROVED



PATRICIA VIRGEN
EXECUTIVE DIRECTOR

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