Employment & Training Operations
Policy 16-Documentaion of Program Eligibility-
Youth Programs

Purpose

The purposes of this policy are to establish who is eligible for Youth programs funded with WIA and Blue Collar funds and to provide guidance on how to document the required eligibility. In order to be considered a participant enrolled in Youth program, all required eligibility must be documented unless it is specifically specified otherwise in this policy or the agreement/contract. This policy replaces ETO policy 14.8 for Youth Programs only.

References

Public Law 105-220, dated August 7, 1998; WIA Final Regulations, dated August 11, 2000; Training and Employment Guidance Letter (TEGL) No. 14-00, change 1, dated November 19, 2011; Federal Registers, Vol. 64, No. 218, dated November 12, 1999; Federal Register, Vol. 67, No. 31, dated February 14, 2002; Blue Collar Jobs Act (BC); Delaware Workforce Investment Board (DWIB) Policy

Attachments:

ATTACHMENT A – Youth Program Criteria for Enrollment

ATTACHMENT B - Selective Service Registration

ATTACHMENT C - Definitions for Eligibility

ATTACHMENT D - Acceptable Eligibility Verification Listing

ATTACHMENT E - Self-Certification

ATTACHMENT F – Statement of Family Size

ATTACHMENT G - Telephone/Document Inspection Verification Requirements

ATTACHMENT H - Family Income Documentation Requirements/Worksheet

Employment & Training Operations
Policy 16-Documentaion of Program Eligibility-
Youth Programs

Youth Criteria for Enrollment

To be enrolled in the WIA funding a youth must meet all three categories (general eligibility, at least one youth barrier, and economic eligibility (low income). To be enrolled in the BC funding a youth must meet the first two categories (general eligibility and at least one youth barrier). See definitions below.

Timeframe for eligibility: Of the three categories below, documentation for Youth Barrier(s) and Low Income status must document that the youth met the definitions within the 6 month period prior to the eligibility date (date youth was determined to be eligible).

In addition, all youth must also meet the population definition as defined within the agreement and/or request for proposal.

1) GENERAL ELIGIBILITY
Citizenship/Alien Status Social Security Number Birth Date/Age Residency Selective Service Registrant

2) YOUTH BARRIERS Must meet one or more of the following:
Basic Skills Deficient School Dropout Homeless, Runaway Youth, or Foster Child Pregnant or Parenting Offender Requires Additional Assistance to complete educational program or to secure and hold employment (see definitions in Attachment C)

3) Low Income Status Must meet at least one of the following:
Cash Public Assistance Individual/Family Income Individual Status/Family Size Food Stamps Homeless Supported Foster Child Individual with a Disability

All eligibility will be documented and verified.

Employment & Training Operations
Policy 16-Documentaion of Program Eligibility-
Youth Programs

It is important to note that verification is far different than hard copy documentation.

> Verification means to confirm eligibility requirements through examination of official documents (e.g., birth certificates, public assistance records, or speaking with official representatives of cognizant agencies).
>
> Documentation means to maintain physical evidence, which is obtained during the verification process, in participant files. Such evidence would be copies of documents, completed telephone/document inspection forms, and signed self-certification statement.

All Youth enrollments must verify and document the General Eligibility criteria, at least one of the youth barriers listed, and for youth enrolled in WIA funding, low income must be documented. All enrollments must be determined eligible through verifying and documenting these items prior to the start of the program.

All youth must meet General Eligibility, which consists of Citizenship or Eligible to Work, Social Security Number, Residency, Age, and Selective Service Registration.

Citizenship or Eligible to Work – participation in programs and activities financially assisted in whole or part under DWIB / DE DOL / DET shall be open to citizens and nationals of the United States, lawfully admitted permanent resident aliens, lawfully admitted refugees and parolees, and other individuals authorized by the Attorney General to work in the United States (applies to all programs under Blue Collar).

Social Security Number – all clients shall provide documentation of their social security number.

Selective Service Registrant – the Secretary shall ensure that each individual participating in any program established under DWIB / DE DOL / DET or receiving any assistance or benefit under Blue Collar, has not violated Section 3 of the Military Selective Service Act (MSSA) (50 U.S.C. App. 453) by not presenting or submitting to registration as required pursuant to such section. The Director of the Selective Service System shall cooperate with the Secretary in carrying out this section.

> Note: **Males born on or after January 1, 1960 must register with the selective service system within 30 days after their 18th birthday or at least before they reach the age of 26.**
>
> **The contractor may make a request to DOL/DET to waive the selective service requirement for males who did not register for selective services because they were either exempt from registering (see Attachment B for allowable exemptions) or failed to register. In all cases, exemptions must be documented, or a letter from the client must be written explaining why they failed to register. The documentation or letter must be submitted to DOL/DET with the request to waive the selective service requirement prior to enrollment. DOL/DET has sole discretion to approve or deny such requests. Approvals will be kept to a minimum.**

Age – is age 14-21 at the time of enrollment.

Residency – participation in a program administered by the DWIB / Delaware Department of Labor, Division of Employment and Training (DE DOL / DET) shall be open to all residents of Delaware. Residency is determined at time of application. Exceptions to Delaware residency may be permissible if

approved by DET/DWIB. Requests to serve out of state residence should be sent to DOL/DET prior to enrollment. DET/DWIB has sole discretion to approve or deny requests. Approvals will be kept to a minimum. An exception to Delaware residency will be allowed if the youth is enrolled in a Delaware school and lives in a town split by state boundaries (for example Delmar and Marydel).

All youth must meet at least one of the youth Barriers, which consists of Basic Skills Deficient, School Dropout, Homeless, Runaway, or Foster Child, Parenting/Pregnant, Offender, or Requires Additional Assistance.

- **Deficient in Basic Literacy Skills** – an individual who computes or solves problems, reads, writes, or speaks English at or below the 8th grade level on a generally accepted standardized test or a comparable score on a criterion-referenced test
- **School Dropout** – an individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent.
- **Homeless, Runaway Youth, or Foster Child**

  Homeless – an individual who lacks a fixed regular, adequate nighttime residence, and any adult or youth who has a primary nighttime residence that
  (a) is a publicly or privately operated shelter for temporary accommodation;
  (b) an institution providing a temporary residence for individuals intended to be institutionalized; or
  (c) a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
  The term does not include a person imprisoned or detained pursuant to an Act of Congress or State law (Section 103 of the Stewart B. McKinney Act); or is a runaway youth.

  Runaway Youth – a youth (14–18) who absents himself or herself from home or place of legal residence without the permission of parents or legal guardian.

  Foster Child – a foster child is an individual on behalf of whom State or local government payments are made.

- **Pregnant or Parenting Youth** – an individual who is under 22 years of age and who is pregnant, or a youth (male or female) who is providing custodial care for one or more dependents under age 18.
- **Offender** – any adult or juvenile
  (A) who is or has been subject to any stage of the criminal justice process, for whom services under this Act may be beneficial; or
  (B) who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.
- **An individual (including youth with a disability) who requires additional assistance to complete an educational program, or to secure and hold employment is defined by the Delaware Workforce Investment Board as-**
  - An individual whose educational level is two or more grade levels below the grade level appropriate to the age of the individual **OR**
  - An individual identified as at risk in TEGL 03-04 & TEGL 28-05 not specifically identified in Section 101 (13) (c) including youth at risk of dropping out,

dropouts, aging out of foster care, court involved youth, children of incarcerated parents, migrants, Indian and Native American youth and youth with disabilities.

All youth enrolled in WIA funding (this does not include youth enrolled in Blue Collar funding for youth programs) must meet the definition of one of the six **Low-income**:

Low-income Individual – 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 six-month period prior to application for the program involved (exclusive of unemployment compensation, child support payments, payments described in subparagraph (A), and old-age and survivors insurance benefits received under Section 202 of the Social Security Act (42 U.S.C. 402) that, in relation to family size, does not exceed the higher of

(i) the poverty line, for an equivalent period; or
(ii) 70 percent of the lower living standard income level for an equivalent period;
(See Income Guidelines Table)

(C) is a member of a household that receives (or has been determined within the six month period prior to application for the program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977 (7 U.S.C. 2011 et seq.);

(D) qualifies as a homeless individual, as defined in subsections (a) and (c) of Section 103 of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11302);

(E) is a foster child on behalf of whom State or local government payments are made; or

(F) in cases permitted by regulations promulgated by the Secretary of Labor, is an individual with a disability whose own income meets the requirements of a program described in subparagraph (A) or of subparagraph (B), but who is a member of a family whose income does not meet such requirements.

Selective Service Registration

In accordance with Section 189(h) of the Workforce Investment Act, which states that the U.S. Secretary of Labor shall insure that each individual participating in any program established under this Act, has not violated Section 3 of the Military Selective Service Act (50 U.S.C. App. 453) by not presenting and submitting to registration as required pursuant to such section.

WHO MUST REGISTER

Almost all male U.S. Citizens and male aliens living in the U.S., who are 18 through 25, are required to register with Selective Service. It's important to know that even though he is registered, a man will not automatically be inducted into the military. In a crisis requiring a draft, men would be called in sequence determined by random lottery number and year of birth. Then, they would be examined for mental, physical, and moral fitness by the military before being deferred or exempted from military service or inducted into the Armed Forces.

A chart of who must register is available below.

NON-CITIZENS
Some non-citizens are required to register. Others are not. Non-citizens who are not required to register with Selective Service include men who are in the U.S. on student or visitor visas and men who are part of a diplomatic or trade mission and their families. Almost all other male non-citizens are required to register, including illegal aliens, legal permanent residents, and refugees. The general rule is that if a male non-citizen takes up residency in the U.S. before his 26th birthday, he must register with Selective Service. For a more detailed list of which non-citizens must register, see the Who Must Register for Selective Service Chart**.**

DUAL NATIONALS
Dual nationals of the U.S. and another country are required to register, regardless of where they live, because they are U.S. nationals.

HOSPITALIZED OR INCARCERATED MEN
Young men in hospitals, mental institutions, or prisons do not have to register while they are committed. However, they must register within 30 days after being released if they have not yet reached their 26th birthday.

DISABLED MEN
Disabled men who live at home must register with Selective Service if they can reasonably leave their homes and move about independently. A friend or relative may help a disabled man fill out the registration form if he can't do it himself.

Men with disabilities that would disqualify them from military service still must register with Selective Service. Selective Service does not presently have authority to classify men, so even men with obvious handicaps must register now, and if needed, classifications would be determined later.

FULL-TIME MILITARY EXEMPTED FROM REQUIREMENT
Young men serving in the military on full-time active duty do not have to register. Those attending the service academies do not have to register. If a young man leaves the military before turning 26, he must register.

NATIONAL GUARD AND RESERVES
Members of the Reserve and National Guard not on full-time active duty must register.

CONSCIENTIOUS OBJECTORS
Men who would be classified as conscientious objectors if they were drafted must also register with Selective Service. If a draft begins and they are called, they would have the opportunity to file a claim for exemption from military service based upon their religious or moral objection to war.

For information on selective service regulations, please refer to the following:

- TEGL 4-89 (dated 03/19/90) – Application of Selective Service Registration Requirements in Section 504 of the Job Training Partnership Act (JTPA)
- TEGL 8-98 (dated 11/04/98) – Selective Service Registration
- Selective Service Telephone Verification No. (847) 688-6888
- Internet Verification/Registration (www.sss.gov).

WHO MUST REGISTER FOR SELECTIVE SERVICE?

CATEGORY	Yes	No
All male U.S. citizens born on or after January 1, 1960, who are 18 but not yet 26 years old, except as noted below:	X	
MILITARY-RELATED Active duty military		X*
Men attending service academies, like the U.S. Air Force Academy		X*
Men attending the U.S. Coast Guard Academy		X*
Men attending the Merchant Marine Academy	X	
Men receiving Officer Training at The Citadel, North George College, Norwich University, and Virginia Military Institute		X*
Members of the National Guard or Reserves not on active duty	X	
Delayed Entry Program Enlistees	X	
Men who separate from active duty for any reason before they turn 26	X*	
Men rejected for enlistment for any reason before turning 26	X	
*ALIENS*** Lawful non-immigrants on visas (e.g., diplomatic and consular personnel and families, foreign students, tourists with unexpired visas (Forms I-94, I-95A), or those with Border Crossing Documents (Forms I-185, I-186, or I-444))		X
Permanent resident aliens	X	
Special (seasonal) agricultural workers (Form I-688)	X	
Special agricultural workers (Form I-688A)		X
Refugee, parolee, and asylee aliens	X	
Undocumented (illegal) aliens	X	
CONFINED Incarcerated, hospitalized, or institutionalized for medical reasons		X*
HANDICAPPED PHYSICALLY OR MENTALLY Able to function in public with or without assistance	X	
Continually confined to a residence, hospital, or institution		X

* **MUST register within 30 days of release unless already age 26 or already registered when released, or exempt during entire period age 18 through 25.**

** Residents of Puerto Rico, Guam, Virgin Islands, and Northern Mariana Islands are U.S. citizens. Citizens of American Samoa are nationals and must register when their address is permanent in the United States. Habitual residence is presumed whenever a national, or a citizen of the Republic of the Martial Islands or the Federated States of Micronesia resides in the United States for more than one year in any status, except as a student or employee of the government of his homeland.

Employment & Training Operations
Policy 16-Documentaion of Program Eligibility-
Youth Programs

DEFINTIONS FOR ELIGIBLITY

- **Adult** – except in Sections 127 and 132, an adult is an individual with an age of 18 or older. **[*Act 101(1) and 20 CFR 663.110*]**

- **Age** – the term adult means an individual who is age 18 or older **[*Act 101(1) and 20 CFR 663.110*]**; for youth age is not less than 14 and not more than 21 **[*Act 101(13) and 20 CFR 664.200(a)*]**.

- **Basic Skills Deficient –** an individual who computes or solves problems, reads, writes, or speaks English at or below the 8th grade level on a generally accepted standardized test or a comparable score on a criterion-referenced test.

- **Behind Grade Level** – individuals with educational attainment that is one or more grade levels below the grade level appropriate to the age of the individual.
  [*Act 129(C)(5)*]

  When determining the level of deficiency for a youth participant, it is essential to determine the grade level at which they should be functioning. In order to enter the first grade, a child must be six years old on or before September 1st.

- **Cash Public Assistance** – an individual who is listed on the grant and/or is receiving assistance under any of the following programs at any time during participation.

  - Temporary Assistance to Needy Families (TANF) (also include individuals receiving Aid to Families with Dependent Children (AFDC) during JTPA application or participation who were grandfathered into WIA)
  - General Assistance (GA) (State/local government)
  - Refugee Cash Assistance (RCA)
  - Supplemental Security Income (SSI-SSA Title XVI)

  Public assistance recipients may also include participants, who were referred by the TANF agency, participated in the TANF assessment program as a requirement prior to opening a TANF grant, and who received support services from the TANF agency.
  [*Training and Employment Guidance Letter (TEGL) No. 14-00, Change 1, Attachment E*]

- **Citizenship/Eligible to Work –** participation in programs and activities financially assisted in whole or part under WIA shall be open to citizens and nationals of the United States, lawfully admitted permanent resident aliens, lawfully admitted refugees and parolees, and other individuals authorized by the in the United States (applies to all programs under Title I Attorney General to work). **[*Act 188(a)(5)*]**

- **Corroborative Witness –** a person who personally knows or can identify the applicant and who is reasonably likely to be able to verify the applicant's statement on the Statement of Family Size Form. The witness signing the Statement of Family Size Form may accomplish such verification. [*See Attachment H of WIIN 3-99, Change 2*]

- **Dislocated Worker** – an individual who
  (A) (i) has been terminated or laid off, or who has received a notice of termination or layoff from employment;
  (ii) (I) is eligible for or has exhausted entitlement to unemployment compensation;

  or

  (II) has been employed for a duration sufficient to demonstrate to the appropriate entity at a one-stop center, referred to in Section 134(c), attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that was not covered under a State unemployment compensation law; AND
  (iii) is unlikely to return to a previous industry or occupation.
  (B) (i) has been terminated or laid off, or has received a notice of termination or layoff from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise;
  (ii) is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; OR
  (iii) for purposes of eligibility to receive services other than training services described in Section 134(d)(4), intensive services described in Section 134(d)(3), or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close.
  (C) was self-employed (including employment as a farmer, a rancher, or a fisherman), but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters; **OR**
  (D) is a displaced homemaker.
  [*Act 101(9)*]

- **Displaced Homemaker** – an individual who has been providing unpaid services to family members in the home and who
  (A) has been dependent on the income of another family member but is no longer supported by that income; AND
  (B) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.
  [*Act 101(10)*]

- Documentation – to maintain physical evidence, which is obtained during the verification process, in participant files. Such evidence would be copies of documents, completed telephone/document inspection forms and signed self-certification statement.

- **Eligible Youth** – an individual who
  (A) is not less than age 14 and not more than age 21;
  (B) is a low-income individual; and
  (C) is an individual who has one or more of the following barriers:
  (i) deficient in basic literacy skills;
  (ii) a school dropout;
  (iii) homeless, a runaway, or a foster child;

(iv) pregnant or a parent;
(v) an offender;
(vi) an individual (including a youth with a disability) who requires additional assistance to complete an educational program, or to secure and hold employment (see definition below). **[*Act 101(13)*] SEE BELOW**

A YOUTH WHO REQUIRES ADDIITONAL ASSISTANCE TO COMPLETE SCHOOL IS DEFINED BY THE DELAWARE WORKFORCE INVERSTMENT BOARD AS:

- An individual whose educational level is two or more grade levels below the grade level appropriate to the age of the individual
- An individual identified as at risk in TEGL 03-04 & TEGL 28-05 not specifically identified in Section 101 (13) (c) including youth at risk of dropping out, dropouts, aging out of foster care, court involved youth, children of incarcerated parents, migrants, Indian and Native American youth and youth with disabilities.

- **Emancipated Youth** – a youth who at time of eligibility determination was 19 or older and who was 19 or older on the previous January 1, except full time students.
  At time of eligibility determination was 18 or older and who was 18 or older on the previous January 1, except full time students, that on their tax return for the most recent year, claimed themselves.

  Other youth may be determined to be emancipated due to their family status, personal income and housing arrangements etc.. (This is subject to a "reasonable person" test, requires documentation, and is solely the responsibility of the contractor (See definition of family for additional information)).

- **Employed at Registration** – an employed individual is currently working as a paid employee or who works in his or her own businesses or profession or on his or her own farm, or works 15 hours or more per week as an unpaid worker on a farm or in an enterprise operated by a member of the family, or is one who is not working, but has a job or business from which he or she was temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, whether or not paid by the employer for time-off, and whether or not seeking another job.
  [*Training and Employment Guidance Letter (TEGL) No. 14-00, Change 1, Attachment E*]

- **Family** – two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories:

  (A) a husband, wife, and dependent children.
  (B) a parent or guardian and dependent children.
  (C) a husband and wife.

  [*Act 101(15)*]

  A dependent child is defined as a child:
  Under age 19 at the end of the previous calendar year; or
  Under age 24 at the end of the previous calendar year and was a student.

  A dependent child was a student if he or she:

Was enrolled as a full-time student at a school during any 5 months of the previous calendar year or took a full-time, on-farm training course during any 5 months of the previous calendar year. The course had to be given by a school or a state, county or local government agency. A school includes technical, trade and mechanical schools. It does not include on-the-job training courses or correspondence schools.

Also, regardless of residence and/or citizenship, anyone claimed as a dependent on another person's Federal Income Tax return for the previous year shall be presumed to be part of the person's family for the current year. To negate this assumption, the person who was claimed as a dependent for income tax purposes would be required to provide information that demonstrates the individual is no longer financially dependent.

In applying the definition of family, runaway youth, emancipated youth, and court adjudicated youth separated from the family through involuntary temporary residence elsewhere (e.g., institutionalized, incarcerated, or placed as a result of a court order) shall not be classified as dependent children.

Individual with a disability and own income at or below the Poverty Line or 70% of the Lower Living Standard Income Level.
[*20 CFR 663.640 – Adult; 20 CFR 664.250 – Youth*]

- **Family Income** – for the purpose of determining WIA income eligibility. List the total income received by you and members of your family from (1) gross wages and salaries (before deductions); (2) net self-employment income (gross receipts minus operating expenses); and (3) other money income from sources such as net rents, social security, pensions, alimony, government and armed forces retirement payments, insurance policy annuities, and other sources of periodic income.

Inclusions for Family Income

- Money wages and salaries before any deductions;
- WIA OJT wage payments to participants;
- Disaster Relief Employment Wages;
- Net receipts from non-farm self-employment (receipts from a person's own unincorporated business, professional enterprise, or partnership after deductions for business expense);
- Net receipts from farm self-employment (receipts from a farm which one operates as an owner, renter, or sharecropper, after deductions for farm operating expenses);
- Regular payments from social security, railroad retirement, strike benefits from union funds, worker's compensation (public/private), and training stipends;
- Alimony;
- Military family allotments or other regular support from an absent family member or someone not living in the household;
- Pensions whether private government employee (including military retirement pay);
- Regular insurance or annuity payments;

- College or university grants, fellowships and assistantships;
- Dividends, interest, net rental income, net royalties, periodic receipts from estates or trust;
- Net gambling or lottery winnings;
- Net self-employment income (gross receipts minus operating expenses);
- Social Security Disability Income (exclusive of SSI).

Exclusions for Family Income

- Unemployment compensation; **[*Act 101(25)(B)*]**
- Child support payments; **[*Act 101(25)(B)*]**
- Cash welfare payments (including TANF, SSI, RCA, GA); **[*Act 101(25)(B)*]**
- Old Age and Survivors Insurance (OASI) benefits received under Section 202 of the Social Security Act (42 U.S.C. 402); **[*Act 101(25)(B)*]**
- Foster care payments; **[*Act 101(25)(B)*]**
- Needs-based scholarship assistance;
- Financial assistance under Title IV of the Higher Education Act, i.e., Pell Grants, Federal Supplemental Educational Opportunity Grants and
- Federal Work Study, PLUS, Stafford and Perkins loans like any other kind of loan are debt and not income;
- Income earned while the veteran was on active military duty and certain other veterans' benefits, i.e., compensation for service-connected disability, compensation for service-connected death, vocational rehabilitation, and education assistance;
- Tax refunds, gifts, loans, lump-sum inheritances, one-time insurance payments, or compensation for injury;
- Any assets drawn down as withdrawals from a bank, the sale of property, a house or a car;
- IRA withdrawals;
- Capital gains;
- Non-cash benefits such as employer-paid fringe benefits, food or housing received in lieu of wages, Medicare, Medicaid, food stamps, school meals, and housing assistance;
- WIA payments to participants (except OJT wages) shall not be considered as income for the purposes of determining eligibility.

  NOTE: When a federal statute specifically provides that income or payments received under such statute shall be excluded in determining eligibility for the level of benefits received under any other federal statute, such income or payments shall be excluded in WIA eligibility determination.

- **Follow-up Services (Adult and Dislocated Worker)** – follow-up services, including counseling regarding the workplace, for participants in workforce investment activities authorized under subtitle (B) of Title I of WIA who are placed in unsubsidized employment, for not less than 12 months after the first day of the employment, as appropriate. **[*20 CFR 662.240(b)(11)*]**

- **Follow-up Services (Youth) – follow-up services for youth may include:**

  (1) leadership development and supportive service activities listed in 20 CFR 664.420 and 20 CFR 664.440;
  (2) regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise;
  (3) assistance in securing better paying jobs, career development and further education;
  (4) work-related peer support groups;
  (5) adult mentoring; and
  (6) tracking the progress of youth in employment after training.

  All youth participants must receive some form of follow-up services for a minimum duration of 12 months. Follow-up services may be provided beyond 12 months at the State or Local Board's discretion. The types of services provided and the duration of services must be determined based on the needs of the individual. The scope of these follow-up services may be less intensive for youth who have only participated in summer youth employment opportunities. **[*20 CFR 664.450*]**

- **Food Stamps –** 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 pursuant to the Food Stamp Act of 1977. **[*Act 101(25)(C)*]**

- **Foster Child –** a foster child is an individual on behalf of whom state or local government payments are made. **[*Act 101(25)(E)*]**

- **Homeless** – an individual who lacks a fixed regular, adequate night time residence; and any individual who has a primary night time residence that is:
  (a) a publicly or privately operated shelter for temporary accommodation;
  (b) an institution providing temporary residence for individuals intended to be institutionalized; or
  (c) a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.

  The term homeless does not include a person imprisoned or detained pursuant to an Act of Congress or State law. [Section 103(a) and Section 103(c) of the Stewart B. McKinney Act]

- **Individual with a Disability –** means an individual with any disability (as defined in Section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102)).
  [*Act 101(17)*]
  Disability means, with respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of such individual; a record of such an impairment; or being regarded as having such an impairment.

  (1) (i) the phrase *physical* or *mental impairment* means
  (A) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal,

special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine.

(B) any mental or psychological disorder such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

(ii) the phrase *physical* or *mental impairment* includes, but is not limited to, such contagious and non-contagious diseases and conditions as orthopedic, visual, speech and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, specific learning disabilities, HIV disease (whether symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism. The phrase "physical or mental impairment" does not include homosexuality or bisexuality.

(2) the phrase *major life* activities means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

(3) the phrase *has a record of such an impairment* means has a history of, or has been misclassified as having, a mental or physical impairment that substantially limits one or more major life activities.

(4) the phrase *is regarded as having an impairment* means

(i) has a physical or mental impairment that does not substantially limit major life activities but that is treated by the recipient as being such a limitation;

(ii) has a physical or mental impairment that substantially limits major life activities only as a result of the attitudes of others toward such impairment; or

(iii) has none of the impairments defined in paragraph (1) of this definition but is treated by the recipient as having such an impairment.

[20 CFR 37.4]

The following questions and answers are in regard to disabled individuals and can be found in 20 CFR 663.640 (Adult) and 20 CFR 664.250 (Youth) of the Final Rules.

20 CFR 663.640 May an individual with a disability whose family does not meet income eligibility criteria under the Act be eligible for priority as a low-income adult?

Yes. Even if the family of an individual with a disability does not meet the income eligibility criteria, the individual with a disability is to be considered a low-income individual if the individual's own income:

(a) meets the income criteria established in WIA section 101(25)(B); or

(b) meets the income eligibility criteria for cash payments under any Federal, State or local public assistance program. (WIA section 101(25)(F))

20 CFR 664.250 May a disabled youth whose family does not meet income eligibility criteria under the Act be eligible for youth services?

Yes. Even if the family of a disabled youth does not meet the income eligibility criteria, the disabled youth may be considered a low-income individual if the youth's own income:

(a) meets the income criteria established in WIA section 101(25)(B); or

(b) meets the income eligibility criteria for cash payments under any Federal, State or local public assistance program. (WIA section 101(25)(F))

- **Individual Employment Plan (IEP) –** the individual employment plan is an ongoing strategy jointly developed by the participant and the case manager that identifies the participant's employment goals, the appropriate achievement objectives, and the appropriate combination of services for the participant to achieve the employment goals. **[*20 CFR 663.245*]**

- **Individual Who Requires Additional Assistance –** A YOUTH WHO REQUIRES ADDIITONAL ASSISTANCE TO COMPLETE SCHOOL IS DEFINED BY THE DELAWARE WORKFORCE INVERSTMENT BOARD AS:
  - An individual whose educational level is two or more grade levels below the grade level appropriate to the age of the individual OR
  - An individual identified as at risk in TEGL 03-04 & TEGL 28-05 not specifically identified in Section 101 (13) (c) including youth at risk of dropping out, dropouts, aging out of foster care, court involved youth, children of incarcerated parents, migrants, Indian and Native American youth and youth with disabilities.

- **Literacy** – an individual's ability to read, write, and speak in English, and to compute and solve problems at levels of proficiency necessary to function on the job, in the family of the individual, and in society. **[*Act 203(12); 20 CFR 660.300*]**

- **Local Board –** a local workforce investment board established under WIA section 117 to set a policy for the local workforce investment system.
  [*20 CFR 660.300*]

- **Lower Living Standard Income Level (LLSIL) –** the income level (adjusted for regional, metropolitan, urban, and rural differences and family size) determined annually by the Secretary of the U.S. Department of Labor based on the most recent lower living family budget issued by the Secretary. **[*See Attachment E of WIIN 3-99, Change 2*]**

- **Low-income Individual –** 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 six month period prior to application for the program involved (exclusive of unemployment compensation, child support payments, payments described in subparagraph (A), and old-age and survivors insurance benefits received under Section 202 of the Social Security Act (42 U.S.C. 402)) that, in relation to family size, does not exceed the higher of
    (i) the Poverty Line for an equivalent period; or
    (ii) 70 percent of the Lower Living Standard Income Level (LLSIL) for an equivalent period;
  (C) is a member of a household that receives (or has been determined within the six month period prior to application for the program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977 (7 U.S.C. 2011 et seq.);
  (D) qualifies as a homeless individual, as defined in subsections (a) and (c) of Section 103 of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11302);

(E) is a foster child on behalf of whom State or local government payments are made; or

(F) in cases permitted by regulations promulgated by the Secretary of Labor, is an individual with a disability whose own income meets the requirements of a program described in subparagraph (A) or of subparagraph (B), but who is a member of a family whose income does not meet such requirements.
[*Act 101(25)*]

- **Not Employed at Registration** – an individual who does not meet the definition of employed or who, although employed, has received notice of termination of employment**. [*Training and Employment Guidance Letter (TEGL) No. 14-00, Change 1, Attachment E*]**

- **Offender** – an individual
  (A) who is or has been subject to any stage of the criminal justice process for whom services under WIA may be beneficial; or
  (B) who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.
  [*Act 101(27)*]

- **Out-of-School Youth –** an eligible youth, at the time of registration, who is a school dropout or who has received a secondary school diploma or its equivalent but is basic skills deficient, unemployed, or underemployed. **[*Act 101(33)*]**

- **Participant** – an individual who has registered under 20 CFR 663.105 or 20 CFR 664.215 and has been determined to be eligible to participate in and who is receiving services (except for follow-up services) under a program authorized by WIA Title I. Participation commences on the first day, following determination of eligibility, on which the individual begins receiving other core, intensive, training or other services provided under WIA Title I. **[*Act 101(34); 20 CFR 660.300*]**

- **Pregnant or Parenting Youth** – an individual who is under 22 years of age and who is pregnant, or a youth (male or female) who is providing custodial care for one or more dependents under age 18. **[*Training and Employment Guidance Letter (TEGL) No. 14-00, Change 1, Attachment E*]**

- **Poverty Guidelines** – are issued by the Department of Health and Human Services and are used for administrative purposes – for instance, for determining whether a person or family is financially eligible for assistance or services under a particular Federal program. **[*Federal Register, Volume 67, Number 31, February 14, 2002,*
  pp. 6931 – 6933; See Attachment E of WIIN 3-99, Change 2]**

- **Poverty Line** – the poverty line (as defined by the Office of Management and Budget, and revised annually in accordance with Section 673(2) of the Community Services Block Grant Act (42 U.S.C. 9902(2)) applicable to a family of the size involved.
  [*Act 101(36)*]

- **Priority Policy (for intensive and training services)** – if funds are limited, priority shall be given to recipients of public assistance and other low-income individuals for **intensive** and **training** services. **[*20 CFR 663.600 and Act 134(d)(4)(E)*]**
  Funds allocated for dislocated workers, blue collar, or skills grant are not subject to this requirement.

- **Public Assistance** – Federal, State, or local government cash payments for which eligibility is determined by a needs or income test. **[*Act 101(37)*]**

- **Public Assistance Recipient** – a participant who is listed on the grant and/or is receiving assistance under any of the following programs at any time during participation.

  - **Temporary Assistance to Needy Families (TANF) (also include individuals receiving Aid to Families with Dependent Children (AFDC) during JTPA application or participation who were grandfathered into WIA)**
  - **General Assistance (GA) (State/local government)**
  - **Refugee Cash Assistance (RCA)**
  - **Supplemental Security Income (SSI-SSA Title XVI)**

  Public assistance recipients may also include participants who were referred by the TANF agency, participated in the TANF assessment program as a requirement prior to opening a TANF grant, and who received support services from the TANF agency.
  [*Training and Employment Guidance Letter (TEGL) No. 14-00, Change 1, Attachment E*]

- **Register** – the process for collecting information to determine an individual's eligibility for services under WIA Title I. Individuals may be registered in a variety of ways as described in 20 CFR 663.105 and 20 CFR 664.215. **[*20 CFR 660.300*]**

- Registration (Adults and Dislocated Workers)
  (a) Registration is the process for collecting information to support a determination of eligibility. This information may be collected through methods that include electronic data transfer, personal interview, or an individual's application.
  (b) Adults and dislocated workers who receive services funded under Title I other than self-service or informational activities must be registered and determined eligible.
  (c) EO data must be collected on every individual who is interested in being considered for WIA Title I financially assisted aid, benefits, services, or training by a recipient, and who has signified that interest by submitting personal information in response to a request from the recipient.
  [*20 CFR 663.105*]

- **Registration (Youth)**
  (a) All youth <u>participants</u> must be registered.
  (b) Registration is the process of collecting information to support a determination of eligibility.
  (c) EO data must be collected on individuals during the registration process.
  [*20 CFR 664.215*]

- **Runaway Youth** – a youth (14 – 18) who absents himself or herself from home or place of legal residence without the permission of parents or legal guardian.

- **School Dropout** – an individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent.
  [*Act 101(39)*]

- **Selective Service Registrant** – the Secretary shall ensure that each individual participating in any program established under WIA, or receiving any assistance or benefit under WIA, has not violated Section 3 of the Military Selective Service Act (MSSA) (50 U.S.C. App. 453) by not presenting or submitting to registration as required pursuant to such section. The Director of the Selective Service System shall cooperate with the Secretary in carrying out this section.

  NOTE: **Males born on or after January 1, 1960 must register with the selective service system within 30 days after their 18th birthday or at least before they reach the age of 26.** [*Act 189(h)*]

  Procedures outlined in TEGL No. 4-89, dated March 19, 1990, and TEGL No. 8-98, dated November 4, 1998 must be followed. [*See Attachment C of WIIN 3-99, Change 2*]

- **Self-Certification** – an individual's signed attestation that the information he/she submits to demonstrate eligibility for a program under Title I of WIA is true and accurate. **[*20 CFR 660.300*]**

- **Self-Sufficiency** – local boards must set the criteria for determining whether employment leads to self-sufficiency. At a minimum, such criteria must provide that self-sufficiency means employment that pays at least the lower living standard income level, as defined in WIA Section 101(24). Self-sufficiency for a dislocated worker may be defined in a relation to a percentage of the layoff wage. The special needs of individuals with disabilities or other barriers to employment should be taken into account when setting criteria to determine self-sufficiency. Self-sufficiency may be defined differently for an adult and a dislocated worker. The self-sufficiency definition can be found in your Local Plan. **[*20 CFR 663.230*]**

- **Supportive Services** – services such as transportation, child care, dependent care, housing, and needs-related payments that are necessary to enable an individual to participate in activities authorized under this title, consistent with the provisions of this title. **[*Act 101(46)*; *Also see Youth Supportive Services*]**

- **Underemployed** – occurs when an individual who is working part-time but desires full-time employment, or who is working in employment not commensurate with the individual's demonstrated level of educational attainment.
  [*Training and Employment Guidance Letter (TEGL) No. 14-00, Change 1*]

- **Verification** – to confirm eligibility requirements through examination of official documents (e.g., birth certificates, public assistance records, or speaking with official representatives of cognizant agencies).

- **Youth Leadership Development Opportunities** – leadership development opportunities are opportunities that encourage responsibility, employability, and other positive social behaviors such as:
  (a) exposure to postsecondary educational opportunities;
  (b) community and service learning projects;
  (c) peer-centered activities, including peer mentoring and tutoring;
  (d) organizational and team work training, including team leadership training;
  (e) training in decision-making, including determining priorities; and
  (f) citizenship training, including life skills training such as parenting, work behavior training, and budgeting of resources.

  [*20 CFR 664.420*]

- **Youth Supportive Services** – supportive services for youth, as defined in WIA section 101(46), may include the following:
  (a) linkages to community services;
  (b) assistance with transportation;
  (c) assistance with child care and dependent care;
  (d) assistance with housing;
  (e) referrals to medical services; and
  (f) assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear.

  [*20 CFR 664.440; Also see Supportive Services*]

Employment &Training Operations
Policy 16-Documentaion of Program Eligibility-
Youth Programs

Below is a list of acceptable documentation.

ELIGIBILITY CRITERIA	ACCEPTABLE VERIFICATION
SOCIAL SECURITY NUMBER **Assignment of pseudo Social Security Number is forbidden by IRS regulations.** **NOTE:** An unsigned social security card is valid, and a child's social security card is valid if signed by a parent. When the child reaches working age (14 or 15), the parent can apply for another card, which can then be signed by the child.	**DD-214, Report of Transfer or Discharge (if Social Security Number is listed)** Employment Records IRS Form Letter 1722 Letter from Social Service Agency Drivers License (if Social Security Number is listed) Pay Stub Social Security Benefit Documents Social Security Card/Notice of Social Security Number Assignment W-2 Form U. C. Records (if Name and Social Security Number is shown) Self-Certification Form Telephone Verification Signed Documentation from School Officials Other
CITIZENSHIP OR ELIGIBLE TO WORK State/Federal records of printout of a parent can be used as proof of citizenship of dependent children. **If, on the verification source, the place of birth is not in the United States, additional verification may be needed.** * From List B of the I-9 Form the Voter Registration Form cannot be used.	**Alien Registration Card Indicating Right to Work (INS Form I-151, I-551, I-94, I-688A I-197, I-179)** Baptismal Certificate (if Place of Birth is shown) Birth Certificate DD-214, Report of Transfer or Discharge (if Place of Birth is shown) Food Stamp Record Foreign Passport Stamped Eligible to Work Hospital Record of Birth (if Place of Birth is shown) Hand Gun Permit Naturalization Certification Public Assistance Records U. S. Passport

NOTE: **For individuals that applied for a Social Security Card after 1972 the Social Security Card only is acceptable documentation of citizenship / alien status.** ***The Social Security Administration on 11-18-03 provided this information*.**	Social Security Card Native American Tribal Document One verification source from List A of the I-9 Form OR one verification source from List B AND one verification source from List C of the I-9 Form* Signed Documentation from School Officials

ELIGIBILITY CRITERIA	ACCEPTABLE VERIFICATION
AGE/BIRTHDATE	Baptismal Record (if Date of Birth is shown) Birth Certificate DD-214, Report of Transfer or Discharge Paper Driver's License Federal, State or Local Government Identification Card **Hospital Record of Birth (if Full Name is shown)** Passport Public Assistance/Social Service Records School Records/Identification Card Work Permit Self-Certification Form Telephone Verification Other
SELECTIVE SERVICE REGISTRANT	Selective Service Advisory Opinion Letter Selective Service Registration Record (Form 3A) DD-214, Report of Transfer or Discharge Stamped Post Office Receipt of Registration Internet Verification/Registration (www.sss.gov) Selective Service Telephone Verification (847) 688-6888 Other
Residency	Driver's License or State ID Utility Bill

	Lease or Landlord Statement Rent Receipt Voter Registration Card Letter from a State Social Service Agency Letter from a School / School District Other
ELIGIBILITY CRITERIA	**ACCEPTABLE VERIFICATION**
INDIVIDUAL/FAMILY INCOME Verification should be provided for each applicable income source.	Alimony Agreement Statement of Family Size Award Letter from Veterans Administration Bank Statement (Direct Deposit) Compensation Award Letter Court Award Letter Employer Statement/Contact Farm or Business Financial Records Housing Authority Verification Pay Stubs Pension Statement Public Assistance Records Quarterly Estimated Tax for Self-employed Persons (Schedule C) Social Security Benefits UI Documents and/or Printout Self-Certification Form Telephone Verification Other
INDIVIDUAL STATUS/FAMILY SIZE	Statement of Family Size Form Birth Certificate Decree of Court Disabled (See Individuals with a Disability) Divorce Decree Landlord Statement Lease

	Marriage Certificate Medical Card Most Recent Tax Return supported by IRS Documents (e.g., Form Letter 1711) Public Assistance/Social Service Agency Records Public Housing Authority (if Resident of or on Waiting List) Written Statement from a Publicly supported 24-hour Care Facility or Institution (e.g., Mental, Prison) Self-Certification Form Telephone Verification Other

CASH PUBLIC ASSISTANCE	Copy of Authorization to Receive Cash Public Assistance ***Copy of Public Assistance Check*** Medical Card Showing Cash Grant Status **Public Assistance Identification Card Showing Cash Grant Status** Public Assistance Records/Printout Refugee Assistance Records Self-Certification Form Telephone Verification Other
FOOD STAMPS	Current Authorization to Obtain Food Stamps Current Food Stamp Recipient Food Stamp Card with Current Date Letter from Food Stamp Disbursing Agency Postmarked Food Stamp Mailer with Applicable Name and Address Public Assistance Records/Printout Self-Certification Form Telephone Verification Other
HOMELESS	Written Statement from an Individual Providing Temporary Residence Written Statement from Shelter Written Statement from Social Service Agency Self-Certification Form Telephone Verification Other

ELIGIBILITY CRITERIA	ACCEPTABLE VERIFICATION
SUPPORTED FOSTER CHILD	Court Contact Court Documentation Medical Card Verification of Payments made on Behalf of the Child Written Statement from State/Local Agency Self-Certification Form Telephone Verification Other
INDIVIDUALS WITH DISABILITIES **20 CFR 663.640** May an individual with a disability whose family does not meet income eligibility criteria under the Act be eligible for priority as a low-income adult? Yes, even if the family of a disabled individual does not meet the income eligibility criteria, the disabled individual is to be considered a low-income individual if the individual's own income: (a) Meets the income criteria established in WIA section 101(25)(B); or (b) Meets the income eligibility criteria for cash payments under any Federal, State or local public assistance program. (WIA section 101(25)(F).)	Letter from Drug or Alcohol Rehabilitation Agency Letter from Child Study Team stating Specific Disability Medical Records **Observable Condition (Self-Certification Form Needed)** Physician's Statement ***Psychiatrist's Diagnosis*** Psychologist's Diagnosis Rehabilitation Evaluation Sheltered Workshop Certification Social Service Records/Referral Social Security Administration Disability Records Veterans Administration Letter/Records Vocational Rehabilitation Letter Signed Documentation from School Official Workers Compensation Record Self-Certification Form Telephone Verification Other

Employment &Training Operations
Policy 16-Documentaion of Program Eligibility-
Youth Programs

ELIGIBILITY CRITERIA	ACCEPTABLE VERIFICATION
YOUTH BARRIERS	*BASIC SKILLS DEFICIENT* Assessed by a Generally Accepted Standardized Test School Records Self-Certification Form Telephone Verification Other
YOUTH BARRIERS	***PREGNANT OR PARENTING*** Birth Certificate Hospital Record of Birth Medical Card Physician's Note Referrals from Official Agencies School Program for Pregnant Teens School Records Statement from Social Service Agency Self-Certification Form Telephone Verification Other
YOUTH BARRIERS	*SCHOOL DROPOUT* Attendance Record Dropout Letter Self-Certification Form Telephone Verification Other

Employment &Training Operations
Policy 16-Documentaion of Program Eligibility-
Youth Programs

ELIGIBILITY CRITERIA	ACCEPTABLE VERIFICATION
YOUTH BARRIERS	***OFFENDER*** ***Court Documents*** Halfway House Resident Letter of Parole ***Letter from Probation Officer*** Police Records Self-Certification Form Telephone Verification Other
YOUTH BARRIERS	***HOMELESS, RUNAWAY YOUTH*** Written Statement from an Individual providing Temporary Residence Written Statement from Shelter Written Statement from Social Service Agency Self-Certification Form Telephone Verification Other ***OR FOSTER CHILD*** Court Contact Court Documentation Medical Card Verification of Payment made on Behalf of the Child Written Statement from State/Local Agency Self-Certification Form Telephone Verification Other
YOUTH BARRIERS	***REQUIRES ADDITIONAL ASSISTANCE***

	Self-Certification Form Other

Self-Certification Requirements

After review of the eligibility criteria, along with possible ways to verify the criteria, it was found that much of the verification was readily available through a number of agencies or sources. In some cases, definitive verification is required (e.g., eligibility to work (I-9 requirements under IRCA) and Selective Service Registration or exemption for males.

WIIN 3-99, Change 2 allows for the use of Self-Certification to verify those items that in some cases are not verifiable or may cause undue hardship for individuals to obtain. A Self-Certification may be used after all practicable attempts to secure verification have failed.

In order to utilize the Self-Certification as verification, the Self-Certification Form, or facsimile, must be utilized.

Use of the Self-Certification Form is as follows:

If an applicant states that he/she cannot provide evidence that no income was received during the past six months, and that he/she was unemployed for that period, **the blank spaces following the words** "I certify, under penalty of law, that the following information is true" must be completed. For example:

"Have received no income from any source during the past six months, I have been unemployed during that time, and have been supported by donations/contributions from relatives and friends."

NOTE: ***When using the "Self-Certification" form, the "Counselor's Signature/Date" found in the "Certification" block must be completed. The "Reviewer's Signature/Date" is to be completed by the Case Manager/Contract Intake Staff Supervisor.***

Self Certification Form

IDENTIFYING INFORMATION

Applicant's Name _____
Last First MI

Address _____

Social Security Number _____ Application Date: _____

I HEREBY CERTIFY UNDER PENALTY OF LAW, THAT THE FOLLOWING INFORMATION IS TRUE.

_____

_____

_____

_____

_____

_____

I ATTEST THAT THE INFORMATION STATED ABOVE IS TRUE AND ACCURATE, AND UNDERSTAND THAT THE ABOVE INFORMATION, IF MISREPRESENTED, OR INCOMPLETE, MAY BE GROUNDS FOR IMMEDIATE TERMINATION AND/OR PENALTIES AS SPECIFIED BY LAW.

_____ _____
APPLICANT'S SIGNATURE and DATE APPLICANT'S PHONE NUMBER

_____
APPLICANT'S ADDRESS

_____
SIGNATURE OF PARENT OR GUARDIAN (as needed)

The above Self-Certification is being utilized for verification of the following eligibility criteria:

_____

_____

CERTIFICATION

I certify that the individual whose signature appears above provided the information recorded on this form.

Counselor's Signature/Date: _____

Reviewer's Signature/Date: _____

Blank Page

INSTRUCTIONS FOR COMPLETING STATEMENT OF FAMILY SIZE

This form is required for Youth participants (WIA and BC). In cases where the recommended verification sources of Family Size verification are unavailable (birth certificates or 1040 Form), this form is used to document family size. When the form is used to document family size, a corroborating witness (cannot be family member listed on form) must complete the section indicated on the form.

The purpose of this form is to summarize the applicant's family size at time of registration and to identify whom to capture income documentation for. This entails verifying the size and makeup of the applicant's FAMILY (see definition below).

The applicant should complete the Statement of Family Size with the assistance of intake staff to ensure it is completed correctly. The applicant will then take the form to have it signed by a witness who can corroborate the given information.

Family – two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories:

(A) a husband, wife, and dependent children.
(B) a parent or guardian and dependent children.
(C) a husband and wife.

A dependent child is defined as a child:
Under age 19 at the end of the previous calendar year, or
Under age 24 at the end of the previous calendar year and was a student.

A dependent child was a student if he or she:
Was enrolled as a full-time student at a school during any 5 months of the previous calendar year or took a full-time, on-farm training course during any 5 months of the previous calendar year. The course had to be given by a school or a state, county or local government agency. A school includes technical, trade, and mechanical schools. It does not include on-the-job training courses or correspondence schools.

Also, regardless of residence and/or citizenship, anyone claimed as a dependent on another person's Federal Income Tax return for the previous year shall be presumed to be part of the person's family for the current year. To negate this assumption, the person who was claimed as a dependent for income tax purposes would be required to provide information that demonstrates the individual is no longer financially dependent.

In applying the definition of family, runaway youth, emancipated youth, and court adjudicated youth separated from the family through involuntary temporary residence elsewhere (e.g., institutionalized, incarcerated, or placed as a result of a court order) shall not be classified as dependent children.

An individual with a disability whose own income is at or below the Poverty Line or 70% of the Lower Living Standard Income Level may be treated as a family of 1.

Family Income – for the purpose of determining WIA income eligibility, list the total income received by you and members of your family from (1) gross wages and salaries (before deductions); (2) net self-employment income (gross receipts minus operating expenses); and (3) other money income from sources such as net rents, social security, pensions, alimony, government and armed forces retirement payments, insurance policy annuities, and other sources of periodic income.

Inclusions for Family Income

- Money wages and salaries before any deductions;
- WIA OJT wage payments to participants;
- Disaster Relief Employment Wages;
- Net receipts from non-farm self-employment (receipts from a person's own unincorporated business, professional enterprise, or partnership after deductions for business expense);
- Net receipts from farm self-employment (receipts from a farm which one operates as an owner, renter, or sharecropper, after deductions for farm operating expenses);
- Regular payments from social security, railroad retirement, strike benefits from union funds, worker's compensation (public/private), and training stipends;
- Alimony;
- Military family allotments or other regular support from an absent family member or someone not living in the household;
- Pensions whether private government employee (including military retirement pay);
- Regular insurance or annuity payments;
- College or university grants, fellowships and assistantships;
- Dividends, interest, net rental income, net royalties, periodic receipts from estates or trust;
- Net gambling or lottery winnings;
- Net self-employment income (gross receipts minus operating expenses):
- Social Security Disability Income (exclusive of SSI).

Exclusions for Family Income

- Unemployment compensation;
- Child support payments;
- Cash welfare payments (including TANF, SSI, RCA, GA);
- Old Age and Survivors Insurance (OASI) benefits received under Section 202 of the Social Security Act (42 U.S.C. 402);
- Foster care payments;
- Needs-based scholarship assistance;
- Financial assistance under Title IV of the Higher Education Act, i.e., Pell Grants, Federal Supplemental Educational Opportunity Grants and Federal Work Study, PLUS, Stafford, and Perkins loans like any other kind of loan are debt and not income;
- Income earned while the veteran was on active military duty and certain other veterans' benefits, i.e., compensation for service-connected disability, compensation for service-connected death, vocational rehabilitation, and education assistance;
- Tax refunds, gifts, loans, lump-sum inheritances, one-time insurance payments, or compensation for injury;
- Any assets drawn down as withdrawals from a bank, the sale of property, a house or a car;
- IRA withdrawals;
- Capital gains;
- Non-cash benefits such as employer-paid fringe benefits, food or housing received in lieu of wages, Medicare, Medicaid, food stamps, school meals, and housing assistance;
- WIA payments to participants (except OJT wages) shall not be considered as income for the purposes of determining eligibility.

NOTE: *When a federal statute specifically provides that income or payments received under such statute shall be excluded in determining eligibility for the level of benefits received under any other federal statute, such income or payments shall be excluded in WIA eligibility determination*

The following is guidance on how to complete the Statement of Family Size Form that follows

IDENTIFYING INFORMATION

Please complete this block with the applicant's name, address, social security number, and application date.

FAMILY MEMBERS NAME/RELATIONSHIP TO APPLICANT/FAMILY MEMBER INCOME

- List the names of all FAMILY MEMBERS (including applicant) as defined by the family definition living in the applicant's residence on the date of registration/enrollment.
- Indicate the relationship of each FAMILY MEMBER to the applicant.
- Complete the block Total Number in Family.

NAME/LOCATION/REASON

- List the names of any FAMILY MEMBERS not currently residing in the applicant's residence.

  This should include any FAMILY MEMBER who is not currently living in the residence but would be considered a part of the applicant's family. These absences may be due to temporary and voluntary residence elsewhere (e.g., attending school or college, or visiting relatives). It would not include involuntary temporary residence elsewhere (e.g., incarceration, or placement as a result of a court order). Members of the Armed Forces on extended temporary assignment elsewhere are considered to be assigned involuntarily and would not be considered as part of the applicant's FAMILY.

- Indicate the location of the absent family member.
- Indicate the reason for the absence. Include whether the absence is voluntary or involuntary and if it is temporary or permanent.

The applicant must sign and date the form.

A corroborating witness must sign and date the form attesting to the accuracy of the given information. The corroborating witness may not be a member of the family. However, the witness may live in or out of the residence, and may or may not be related to the applicant. The witness must have verifiable knowledge of the applicant's FAMILY STATUS.

Employment & Training Operations
Policy 16-Documentaion of Program Eligibility-
Youth Programs

STATEMENT OF FAMILY SIZE

IDENTIFYING INFORMATION
Applicant's Name _____ Last First MI
Address _____
_____
Social Security Number _____ Application Date: _____

To be completed by applicant with staff assistance

For use in completing this form, the definitions of FAMILY and FAMILY INCOME can be found on the previous pages. Please provide information regarding the applicant's FAMILY as requested below.

FAMILY MEMBER'S NAME	RELATIONSHIP TO APPLICANT
Total Number in Family:	

If applicable, please complete the following information for FAMILY MEMBERS not currently residing in the applicant's residence (see instructions).

NAME	LOCATION	REASON

I attest to the best of my knowledge that the information above is true and correct.

_____ _____
Signature of Applicant Date

CORROBORATING WITNESS (cannot be family member listed above) – I attest to the best of my knowledge that the information is true and correct.

Name _____ Signature _____ Date _____

Street Address _____ City _____ State _____ Zip _____

Telephone Number _____ Relationship to Applicant _____

Telephone/Document Inspection Verification Requirements

Introduction

Youth eligibility criteria may be verified by telephone contacts with cognizant governmental or social service agencies, or by document inspection. The information obtained must be verified by recording the information on the standardized form that follows. Information recorded must be adequate to enable a monitor or auditor to trace back to the cognizant agency or the document used. Telephone verification must include the name of the agency representative providing the verification information.

In some cases, the information provided by an agency through telephone contact may be sufficient to satisfy multiple Youth eligibility criteria.

Verification of eligibility through document inspection is appropriate when documents cannot or may not be machine-copied.

Agencies that may assist in verifying via telephone are as follows:

- Local Schools
- Social Security Administration
- Veterans Administration
- Medical and health facilities
- Vocational rehabilitation facilities
- Drug and alcohol rehabilitation facilities
- Housing authorities
- Homeless shelters
- Judicial agencies and institutions
- Other State and local government agencies

TELEPHONE VERIFICATION/DOCUMENT INSPECTION FORM

IDENTIFYING INFORMATION

Applicant's Name _____
Last First MI

Social Security Number _____ Date: _____

WIA ELIGIBILITY VERIFICATION BY TELEPHONE

NAME AND/OR NUMBER OF DOCUMENT _____

ELIGIBILITY ITEM(S) TO BE VERIFIED: _____

INFORMATION VERIFIED: _____

AGENCY PROVIDING VERIFICATION: _____

AGENT VERIFYING ELIGIBILITY ITEM: _____

DATE AND TIME OF VERIFICATION: _____

TELEPHONE NUMBER OF AGENCY PROVIDING VERIFICATION:

WIA ELIGIBILITY VERIFICATION BY DOCUMENT INSPECTION

NAME AND/OR NUMBER OF DOCUMENT _____

ELIGIBILITY ITEM TO BE VERIFIED: _____

INFORMATION VERIFIED: _____

DOCUMENT TO BE INSPECTED: _____

ORIGINAL SOURCE OF DOCUMENT: _____

REASON FOR DOCUMENT INSPECTION: ☐ REMOTE SITE ELIGIBILITY, NO COPIER AVAILABLE.

☐ ON SITE ELIGIBILITY, NO COPIER AVAILABLE. DOCUMENT CANNOT BE COPIED.

I ATTEST THAT THE INFORMATION RECORDED BY ME ON THIS DOCUMENT WAS **OBTAINED THROUGH TELEPHONE CONTACT OR DOCUMENT INSPECTION ON THE ABOVE DATE. AS INDICATED BY THE AGENT, ALL INFORMATION WAS OBTAINED FROM DATA PREVIOUSLY DETERMINED AND RECORDED IN THE APPLICANT'S RECORDS AT THE AGENCY PROVIDING THE ELIGIBILITY VERIFICATION.**

OR

I ATTEST THAT THE DOCUMENT INSPECTION VERIFIED THE PRIMARY/SECONDARY ITEMS REQUIRED TO DETERMINE ELIGIBILITY FOR THE WIA PROGRAM.

ELIGIBILITY SPECIALIST'S SIGNATURE DATE

Income Verification Methods

Introduction

This form needs to be completed when the youth was documented as being low income for either letters B or F of the low income definition. When income is used to document low income status, the eligibility is based on the income of the family. Family income will be documented as described in Attachment "D". The verification of income is accomplished through the combination of three forms as follows:

- Statement of Family Size (Attachment F)
- Family Income Worksheet (Attachment H)
- Supporting Documentation (i.e. paystubs or Self Certification in extraordinary circumstances)

The Family Income Worksheet is used to summarize the family income for the family members entered on the Statement of Family Size (Attachment F). Family income is subject to the definitions of Family and Includable Family Income.

A separate section of the Family Income Worksheet will be completed for each applicant and family member over 15 years of age. When the individual has no income, "no income" should be written on the Annualized Total line. For family members with wages/salary, the form will be completed as specified, identifying, the periods of work, and the amount of income for the period. For individuals with other includable income, the type of income and amount of income will be provided.

Income is calculated for the six (6) month period prior to application. It is then doubled to obtain the individuals annual income. When this has been completed for all the family members, the individual family incomes are totaled to obtain the total annual family income. The total annual family income is then compared with the appropriate income table.

The form will also be used to document excludable income when it assists in verifying the support of the family.

INCOME DETERMINATION PERIOD: FROM: _____ TO: _____

APPLICANT'S NAME: _____

INCLUDABLE INCOME (Wages/Salary)

From _____ To _____ $_____ per wk X _____ wks = $_____

From _____ To _____ $_____ per wk X _____ wks = $_____

From _____ To _____ $_____ per wk X _____ wks = $_____

Pension/Military Retirement $_____ per mo X _____ mos = $_____

Soc. Sec. Dis. Income $_____ per mo X _____ mos = $_____

Workman's Compensation $_____ per mo X _____ mos = $_____

Other, Specify:

_____ $_____ per wk X _____ mos = $_____

_____ $_____ per wk X _____ mos = $_____

EXCLUDABLE INCOME

Supplemental Sec. Income: $_____ per wk X _____ mos = $_____

AFDC, GA, RA $_____ per wk X _____ mos = $_____

Food Stamps $_____ per wk X _____ mos = $_____

Unemployment Comp. $_____ per wk X _____ wks = $_____

Child Support $_____ per wk X _____ wks = $_____

Old Age & Survivors Income $_____ per wk X _____ wks = $_____

Other, Specify:

_____ $_____ per wk X _____ mos = $_____

_____ $_____ per wk X _____ mos = $_____

6 MONTH TOTAL = $_____

6 MONTH TOTAL = $_____
X2

ANNUALIZED TOTAL = $ _____

If there has been no income in the family during the income determination period, state how the applicant has been living during the last 6 months:

INCOME DETERMINATION PERIOD: FROM: _____ TO: _____

RELATIONSHIP: **AGE:**

FAMILY MEMBER'S NAME: _____ _____ _____

INCLUDABLE INCOME (Wages/Salary)

From To $_____ per wk X _____ wks =
_____ _____ $_____

From To $_____ per wk X _____ wks =
_____ _____ $_____

From To $_____ per wk X _____ wks =
_____ _____ $_____

Pension/Military Retirement $_____ per mo X _____ mos =
$_____

Soc. Sec. Dis. Income $_____ per mo X _____ mos =
$_____

Workman's Compensation $_____ per mo X _____ mos =
$_____

Other, Specify:

$_____ per wk X _____ mos =
_____ $_____

$_____ per wk X _____ mos =
_____ $_____

6 MONTH TOTAL = $_____
X2

ANNUALIZED TOTAL = $_____

EXCLUDABLE INCOME

Supplemental Sec. Income: $_____ per wk X _____ mos =
$_____

AFDC, GA, RA $_____ per wk X _____ mos =
$_____

Food Stamps $_____ per wk X _____ mos =
$_____

Unemployment Comp. $_____ per wk X _____ wks =
$_____

Child Support $_____ per wk X _____ wks =
$_____

Old Age & Survivors Income $_____ per wk X _____ wks =
$_____

Other, Specify:

$_____ per wk X _____ mos =
_____ $_____

$_____ per wk X _____ mos =
_____ $_____