

AMERICA'S PROMISE PARTICIPANT ELIGIBILITY

General Eligibility

All participants must:

1. Be a United States Citizen or eligible to work in the United States;
2. Be a Delaware Resident;
3. Be 18 years or older;
4. Be unemployed or underemployed (see definition below). There are two exceptions to this:
 - a. 30 participants who are directly placed into employment and did not participate in Delaware IT program do not need to meet this criteria
 - b. Up to 75 IT participants can be incumbent workers. These workers will be targeted for CCNP, CCNA Security, and .Net if training is available.
5. Registered for Selective Services (Males only); and
6. Veteran Priority (see definition below)

Acceptable Documentation List

The following provides the type of documents to be maintained by the Provider to document participant eligibility. Provider will be provided more detailed policy and procedure upon contract execution.

<u>Eligibility Criteria</u>	<u>Acceptable Documentation</u>
Citizenship or Eligible to Work	<p>Documents listed in accordance with the I-9 found at https://www.uscis.gov/i-9 must be verified.</p> <p>Documents on this list shall be verified. A standard document will be used to document these items were verified and will be provided to Provider.</p>
Age/Date of Birth	<ul style="list-style-type: none"> • Driver's License • State or Federal ID • Birth Certificate • Baptismal record (if date of birth shown) • DD-214 or Report of Transfer or Discharge Paper • Passport • Hospital Record of birth • Public Assistance/Social Service Records • School Records/Identification Card • Work Permit
Residency	<ul style="list-style-type: none"> • Driver's License or State ID • Utility Bill • Lease or Landlord Statement • Rent Receipt • Voter Registration Card • Public Assistance/Social Service Records • Document from a School / School District
Selective Service Registrant Documentation should support registration or that Participant was not required to register	<ul style="list-style-type: none"> • Internet Verification https://www.sss.gov/ • Selective Service Acknowledgement Letter • Selective Service Registration Card • Selective Service Verification Form (Form 3A) • DD-214, "Report of Separation"

	<ul style="list-style-type: none"> • Stamped Post Office Receipt of Registration • Selective Service Telephone Verification (847) 688-6888 • Date of entry stamped on passport • I-94 with date of entry stamp • Letter from U.S. Citizenship and Immigration Services (USCIS) indicating the date the man entered the U.S. • Proof he was not living in the U.S. from 18-25 (for those who entered illegally after 26th birthday).
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Training Requirements

Participants (309) who will be placed into Delaware Tech IT Certificate Programs must also meet the following Minimum Training Requirements:

Occupation Category	Reading and Math Skill Level	Minimum Education	Work Experience	Additional Criteria
Application Development	11 th grade level in both	Associate's Degree in Relevant Field*	1 year of programming work experience	N/A
Database Management and Analytics	11 th grade level in both	Associate's Degree in Relevant Field*	1 year of information technology work experience	N/A
Network Security and Administration	11 th grade level in both	Associate's Degree in Relevant Field*	1 year of information technology work experience	For CCNP, participants must be CCNA certified. For CCNA Security participants must be certified as a CCENT I or CCNA

* Relevant Field for education includes degrees in Information Systems, Computer Science, Engineering, etc.

Application Process

The following is an example of the elements that would be expected. However, nothing prohibits the Provider from proposing a different process. In all cases, Delaware Tech would need to agree to the process prior to implementation.

1. Participants complete the Delaware Tech Information Technology Academy online application found at <https://delawaretech.wufoo.com/forms/information-technology-academies/> (Provider will have access to these submitted applications). Application will collect minimum information to determine if applicant meets the Minimum Training Requirements (with the exception of what is determined on the Assessments).
2. Participants attend at least one information session (can be held at Provider and/or Delaware Tech but will include both Delaware Tech staff and Provider staff).
3. Participants are assessed on:
 - i. The academic levels (reading and math) demonstrating a minimum of 11th grade (12th grade preferred) reading and math skills;
 - ii. Participant's career interest level to determine the appropriate IT training; and

- iii. Service needs of each participant to ensure barriers to training completion, credential attainment, and job placement are alleviated.
4. Participants are interviewed (interview can be the assessment to gather services needs described in 3 above).
5. Provider shall have a standard rubric to make selection that takes into consideration assessments, education, interview, work experience and communication skills.

After Selection/Data Entry Processes

1. Participant must sign a letter of commitment;
2. Provider must inform the participant Delaware Tech will request a copy of the candidates' Social Security Number (SSN). Delaware Tech will present participant with documentation explaining why the SSN is needed and Delaware Tech will verify Social Security number;
3. Participants must create a Delaware JobLink Job Seeker Account <https://joblink.delaware.gov> with the help of the Provider;
4. DTCC staff will enroll participants into Xenegrade (Delaware Tech Database System; and
5. IT Vendor will link participant accounts to H-1B services, provide case management and maintain records using Delaware Job Link System (DJL)

Definitions related to this Document

Unemployed worker: an individual who is without a job and who are seeking employment and is available to work.

Underemployed workers: refers to individuals who are not currently connected to a full-time job; commensurate with the individual's level of education, skills, or wage and salary earned previously, or who have obtained only episodic, short-term, or part-time employment.

Incumbent workers: refers to individuals who are employed, particularly in lower-skill, lower-wage, and front-line jobs, but need the training to upgrade their skills to secure full-time employment, advance in their careers, or retain their current occupations in H-1B occupations and industries. Incumbent workers are workers who typically are employed in lower-skilled and entry-level positions and where attaining new skills and competencies could help advance them into the middle and high-skilled jobs. The training provided to incumbent workers is typically developed with an employer or employer association.

Veteran Priority (38 U.S.C. 4215): Requires provider to provide priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job training program directly funded, in whole or in part, by DOL. In circumstances where a grant recipient must choose between two qualified candidates for a service, one of whom is a veteran or eligible spouse, the veterans' priority of service provisions requires that the grant recipient give the veteran or eligible spouse priority of service by first providing him or her that service. To obtain priority of service, a veteran or spouse must meet the program's eligibility requirements.