




Workforce Connections Programs, Services and Activities Eligibility for WIOA Title I Services	YTH-040-01
	Revision No. 8 – Effective 10-14-19
Policy Approved by: WC Executive Director Policy Adopted on: November 2013	

Purpose

To establish policy and guidelines regarding eligibility requirements for participation in programs funded in whole or in part under Title I of the Workforce Innovation and Opportunity Act (WIOA).

Background

WIOA was signed into law on July 22, 2014. WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. WIOA supersedes 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. 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, and local resources to support in-school and out-of-school youth. WIOA affirms the DOL commitment to providing high quality services for youth and young adults beginning with career exploration and guidance, continued support for educational attainment, opportunities for skills training in in-demand industries and occupations, and culminating with quality employment along a career pathway, or enrollment in post-secondary education.

Policy

All youth applying for WIOA Title I services must first be determined eligible and registered in the WIOA youth program. Registration is the process for collecting information to support the determination of eligibility prior to providing services to the program participant. This policy establishes eligibility requirements and criteria supported by Federal and State statutes and regulations and must be followed by eligible providers of youth workforce investment activities within the Sothern Nevada Workforce Development Area (SNWDA).

Reference

Public Law (P.L.) 113-128 WIOA Secs. 3, 107, 121, 123, 129, 189, 194; 20 CFR Part 681; 20 CFR Part 683; 2 CFR Part 200; 20 CFR Parts 677 and 678; TEGL 02-14; TEGL 37-14; TEGL 38-14; TEGL 8-15; TEGL 39-11; TEGL 23-14; TEGL 21-16; State Compliance Policy (SCP) 2.1

All information required by Federal, State and local reporting requirements must be collected for each youth participant receiving services, including documentation of each eligibility requirement for the type of service that the participant has received, support documentation must be kept in participant files. Equal employment opportunity data must be collected on every individual applying for WIOA Title I financially assisted aid, benefits, services, or training.

Workforce Connections Policy YTH-040-01	Youth Programs, Services and Activities
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I. General Provisions – Youth Participant Eligibility

A. To be eligible to participate in activities carried out under chapter 2, subtitle B of WIOA Title I an individual shall:

1. Be an out-of-school youth;
2. Be an in-school youth;
3. Be between the ages of 14 and 24 at the time of enrollment;
4. Be a U.S. citizen and/or comply with citizenship and eligibility to work requirements; Section 188 of WIOA contains specific nondiscrimination provisions providing the availability of participation in programs funded in whole or in part under WIOA Title I to citizens or nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylees, parolees, or other immigrants authorized by the Attorney General to work in the United States. Individuals with employment authorization, including individuals granted relief under the Deferred Action for Childhood Arrivals (DACA), may access any WIOA services.
5. Comply with Selective Service registration requirements. An individual who becomes of age for Selective Service Registration (SSR) after enrollment must meet Selective Service requirements by or within 30 days of their 18th birthday. Additional guidance can be found at TEGL No. 11-11 change 1 and 2;
Providers of youth services shall ensure that each individual participating in any program or activity funded in whole or in part under Title I of WIOA, or receiving any assistance or benefit under Title I of WIOA, is in compliance with SSR requirements.
Providers of youth services are responsible for determining if an individual seeking services under Title I of WIOA meets SSR requirements. As such, the provider of youth services must determine for any program applicant who was required to register with Selective Service and failed to do so, whether that failure was knowing or willful. It is the responsibility of the program applicant to demonstrate that such failure to register was not knowing or willful.
6. Provide documentation of Social Security Number (SSN). Eligible provider of youth services must ensure that SSNs will be maintained in a secure and confidential manner;
7. Be a Nevada resident.

B. Additional Eligibility Provisions

For the purpose of this policy and consistent with established Federal statutes and its associated regulations:

1. Out-of-School Youth

An out-of-school youth (OSY) is an individual who is:

- a) Not attending any school (as defined under State law);
- b) Not younger than age 16 or older than age 24 at time of enrollment. Age eligibility is based on age at enrollment, participants may continue to receive services beyond the age of 24 once they are enrolled in the program; and
- c) One or more of the following:
 - 1) A school dropout;
 - 2) A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter. School year calendar quarter is based on how a local school district defines its school year quarters;



- 3) 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;
- 4) An individual who is subject to the juvenile or adult justice system;
- 5) A **homeless** individual (as defined in sec. 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e- 2(6))), a homeless child or youth (as defined in sec. 725(2) of the McKinney- Vento Homeless Assistance Act (42 U.S.C. 11434a (2))), a **runaway**, in **foster care or has aged out of the foster care system**, a child eligible for assistance under sec. 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement;
- 6) An individual who is pregnant or parenting;
- 7) An individual with a disability; and
- 8) A **low-income** individual who requires additional assistance to enter or complete an educational program or to secure or hold employment. (WIOA Sec. 3(46) and 129 (a) (1) (B)) (see complete definition and requirements for this barrier on page No. 10).

Only those OSY youth who are the recipients of a secondary school diploma or its recognized equivalent and are either basic skills deficient or are English learners and youth who require additional assistance to enter or complete an educational program or to secure or hold employment **must be low-income**. All other OSY, meeting OSY established eligibility requirements under I (A) (1) (c) (1), (2) and (4) through (7), are not required to be low-income.

2. An “In-School Youth”

An in-school youth (ISY) is an individual who is:

- a) Attending school (as defined by State law), including **secondary and post-secondary school**;
- b) Not younger than age 14 or (unless an individual with a disability who is attending school under State law) older than age 21 at time of enrollment. Because age eligibility is based on age at enrollment, participants may continue to receive services beyond the age of 21 once they are enrolled in the program;
- c) A **low-income individual**; and
- d) One or more of the following:
 - 1) Basic skills deficient;
 - 2) An English language learner;
 - 3) An offender;
 - 4) A **homeless individual** (as defined in sec. 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), a homeless child or youth (as defined in sec. 725 (2) of the McKinney- Vento Homeless Assistance Act (42 U.S.C. 11434a(2))), a **runaway**, in **foster care or has aged out of the foster care system**, a child eligible for assistance under sec. 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement;
 - 5) An individual who is pregnant or parenting;
 - 6) An individual with a disability;
 - 7) An individual who requires additional assistance to enter or complete an educational program or to secure or hold employment (WIOA Sec. 3 (27) and 129 (a) (1) (C)) (see complete definition and requirements for this barrier on page No. 10).



C. Additional notes on eligibility requirements

1. All ISY must be low-income to meet the ISY eligibility criteria, except for those that fall under the low-income exception item IV (C).
2. A youth living in a high poverty area automatically meets the low-income criterion. See item IV (D) page - 8 for definitions.
3. For the purpose of WIOA, providers of Adult Education under Title II of WIOA, YouthBuild programs and Job Corps are not considered schools [20 CFR §681.230].
4. Under Title I of WIOA youth program eligibility requirements, the term “school” refers to both secondary and post-secondary school. Therefore, an individual attending either secondary school or post-secondary school is considered ISY.
5. Non-credit-bearing postsecondary classes.
If the youth participant is enrolled in any credit-bearing postsecondary education classes, including credit-bearing community college classes and credit-bearing continuing education classes, then they are considered attending postsecondary education and therefore, an ISY. If the youth is only enrolled in non-credit-bearing postsecondary classes, they would not be considered attending postsecondary school and therefore, an OSY.
6. Individuals 22 and older attending postsecondary education.
Local programs should keep in mind that ISY, including those attending postsecondary education, must be between the ages of 14 through 21. A youth attending postsecondary education who is 22 at the time of eligibility determination would not be eligible for the WIOA youth program because they are in school and over the age of 21. That individual could be served through the WIOA adult program.
7. Exception for youth with disabilities.
There is one exception to age eligibility for youth attending school. Youth with disabilities who have an Individualized Education Program (IEP) may be enrolled as ISY after the age of 21, if their state law allows youth with disabilities to be served by the K-12 public school system beyond the age of 21. Such youth may only be enrolled as ISY up to the age allowed by their state law to receive secondary education services.
8. If a youth applies for enrollment in a program of workforce investment activities and either does not meet the enrollment requirements for that program or cannot be served by such program, the eligible provider of such program must ensure that the youth is referred for further assessment, if necessary, or referred to the appropriate educational and training programs that have the capacity to serve the youth, either on a sequential or concurrent basis, to meet the service needs of the youth.

II. Lower Living Standard Income Level (LLSIL)

Title I of WIOA requires the U.S. Secretary of Labor (Secretary) to update and publish the LLSIL tables annually, for uses described in the law (including determining eligibility for youth).

- A. WIOA defines the term “low income individual” as one who qualifies under various criteria, including an individual who receives, or received for a prior six-month period, income that does not exceed the higher level of the poverty line or 70 percent of the LLSIL. These provisions in WIOA pertaining to LLSIL reflect no change from the prior language under the Workforce Investment Act of 1998, as amended.

- B.** LLSIL is used for several purposes under WIOA. Specifically, WIOA Sec. 3 (36) defines the term “low income individual” for eligibility purposes, and Sections 127 (b) (2) (C) and 132 (b) (1) (B) (v) (IV) define the terms “disadvantaged youth” and “disadvantaged adult” in terms of the poverty line or LLSIL for State formula allotments.
- C.** WIOA Section 3 (36) (B) defines LLSIL as “that income level adjusted for regional, metropolitan, urban and rural differences and family size determined annually by the Secretary [of Labor] based on the most recent lower living family budget issued by the Secretary.”
- D.** Lower Living Standard Income Level (LLSIL) is released each year by the Nevada Department of Employment Training and Rehabilitation (DETR). This information is updated upon release and/or announcement. Changes to established income guidelines will be provided via technical assistance guidance (TAG) notice.

III. Determining Family Size and Income

Family means 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 husband, wife, and dependent child;
- A parent or guardian and dependent children;
- A husband and wife;
- Domestic partners registered with the State of Nevada.

Any individual not meeting the above definition of family is considered to be a family of one.

A. Family Size

Use definition in “family” to arrive at the correct number. This information must be recorded in the authorized MIS system. Additionally, if an individual is not living in a single residence with other family members, that individual is not a member of a family for the purpose of WIOA and/or income calculations.

B. Family Income

All income received by all members of the family during the six-month period prior to application/registration, annualized by multiplying the six month income by two (6 month income x 2). This amount should be compared to the 70% LLSIL.

The composition of a family is determined as of the date of the application/registration. Therefore, the income of prior family members who may have comprised part of the family during the past six months, but are no longer members of the household (e.g., a divorce, separated or deceased spouse, or other family member) would not be counted for income determination purposes. Only the income of members of the current family should be counted and applied against the current family size.

- C.** There are circumstances where only the youth’s income is considered in determining whether the youth satisfies WIOA income limits for the program. 20 CFR § 681.280 provides that OSY with a disability are not required to be low-income and for ISY with a disability, the youth’s own income, rather than his or her family’s income, must meet the low-income definition and not exceed the higher of the poverty line or 70 percent of the LLSIL.



D. Inclusion for Family Income

1. **Gross wages and salaries before deductions:** Total money earnings received from work performed as an employee. If a family's only source of income was from wages and salary payments, family income would be equal to gross wages and salary received.
2. **Income from non-farm self-employment:** Net income (gross income minus operating expenses) from a business or other non-farm enterprise in which a person is engaged on his/her own account. If the business or enterprise has suffered a loss, this loss will be allowed to offset wage earnings.
3. **Income from farm self-employment:** Net income from farm self-employment (income from a farm which operates as an owner, renter, or sharecropper, after deductions for farm operating expenses).
4. **Social Security Disability Insurance(SSDI):** pays benefits to individuals that have worked in the past, paid Social Security taxes, and are currently unable to work for a year or more because of disability. SSDI is considered income replacement. SSDI is different from Supplemental Security Income (SSI).
5. Military family allotments or other regular support from an absent family member or someone not living in the household.
6. **Money received from such sources:**
 - a) Governmental and non-governmental pensions; (including military retirement pay)
 - b) Regular payments from railroad retirement benefits, strike benefits from union funds, worker's compensation, and training stipends;
 - c) Alimony;
 - d) Merit based scholarships, fellowships, and assistantships
 - e) Dividends, interest, net rental income, net royalties, periodic receipts from estates or trusts, and net gambling or lottery winnings;
 - f) Terminal leave pay, severance pay, or a cash-out of accrued vacation leave;
 - g) Disaster relief employment wages;
 - h) On-the-job training wages;
 - i) Unemployment compensation;
 - j) Child support payments; and
 - k) Old age survivors' insurance payments received under Sec. 202 of the Social Security Act (42 U.S.C. 402).

E. Exclusion for Family Income

1. Federal non-cash benefits such as: Medicare, Medicaid, Food Stamps, School Lunches, and Housing Assistance;
2. Assets drawn down as withdrawals from a bank;
3. Public Assistance Payments: Payments received under Temporary Assistance to Needy Families (TANF), SSI, General Assistance (GA), Refugee Cash Assistance (RCA);
4. One-time cash payments, which include: tax refunds; loans (which are debt and not income); one-time insurance payments or compensation for injury; gifts and lump sum inheritances;
5. Job Corps payments;
6. Cash value of employer-paid or union-paid portion of health insurance or other employee fringe benefit;
7. Cash value of food or housing received in lieu of wages;
8. Payments received under the Trade Readjustment Act of 1994;

9. Needs-based scholarship assistance;
10. Financial assistance under Title IV of the Higher Education Act: e.g., Pell Grants; BEOG 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);
11. Stipends received in the following programs: Vista, Peace Corps, Foster Grandparents Program, Retired Senior Volunteer Program, Youth Works/AmeriCorps program;
12. Foster child care payments;
13. All WIOA payments except OJT; and
14. Income earned while a veteran was in active military duty, and certain other Veteran's Benefits: e.g., compensation for service-connected disability and service-connected death; vocational rehabilitation; education assistance.

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 WIOA eligibility determination.

IV. Exception for persons who are not low-income individuals

A. WIOA allows a low-income exception where five (5) percent of all WIOA youth participants may be participants who ordinarily would be required to be low-income for eligibility purposes and who meet all other eligibility criteria for WIOA youth, except the low-income criteria. Up to five (5) percent of the participants served by WIOA youth programs within the Local Workforce Development Area (LWDA) may qualify for this exception. LWDA approval related to five (5) percent income exceptions will be managed by Workforce Connections' Executive Director.

B. Five (5) Percent Exception

No more than five (5) percent of the individuals assisted may be persons who would be covered individuals, except that the persons are not low-income individuals. Pursuant to WIOA Sec. 129 (a) (3) (A) (i) the term "covered individual" means an ISY or an OSY who meets the following criteria:

1. The individual is a recipient of a secondary school diploma or its recognized equivalent who is a low-income individual; or
2. The individual is a low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

C. ISY Limitation

Additionally, there is a new limitation under WIOA Title I related to the "additional assistance" criterion that applies only to ISY. Sec. 129 (a) (3) (B) of WIOA states that in each local area, not more than five (5) percent of the ISY assisted may be eligible based on paragraph (1) (C) (iv) (VII) of above mentioned section, which refers to the barrier for an ISY who requires additional assistance to complete an educational program or to secure or hold employment. States and local areas must ensure that in a given program year, no more than five (5) percent of ISY enrolled in the program year are eligible only based on the "additional assistance" criterion.

D. All enrollments under the above listed exceptions must have written prior approval from Workforce Connections.

V. Veterans Priority of Service

- A.** The Jobs for Veterans Act (JVA), P.L. 107-288, signed into law on November 7, 2002, requires that there be priority of service for veterans and eligible spouses in any workforce preparation, development, or delivery program of service directly funded in whole or in part by the U.S. Department of Labor (38 U.S.C. 4215). The Priority of Service regulations, codified at 20 CFR 1010, were issued December 19, 2008 and require qualified job training programs to implement priority of service for veterans and eligible spouses, effective January 19, 2009. Additional guidance is provided at TEGL 10-09, VPL No. 07-09.
- B.** Providers of youth services must have processes in place to identify veterans and eligible spouses who are entitled to priority of service. Priority of service means the right of veterans and eligible spouses to take precedence over a not-eligible for priority of service person in obtaining all employment and training services. Depending on the type of service, this may mean veterans and eligible spouses receive services earlier in time, or instead of, a not-eligible for priority of service person. Additional guidance is provided by DOL/ETA on Training and Employment Notice (TEN) No. 15-10, and recommended protocols can be found at: <http://wdr.doleta.gov/directives/attach/TEN/ten2010/ten15-10.pdf>.

VI. Definitions (For the purposes of this policy)

- A. Basic Skills Deficient**, Sec. 3 (5) of WIOA the Term “basic skills deficient” means, with respect to an individual: **a)** who is a youth, that the individual has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; **or b)** who is a youth or adult, that the individual is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual’s family, or in society.
- B. Determination of School Status**
Determination of whether a youth participant is an OSY or ISY is made at the time of program enrollment. Once the school status of a youth is determined, the school status remains the same throughout the youth’s participation in the WIOA Title I program.
- C. Disability**
For the purpose of this policy and with respect to an individual, the individual has a physical (motion, vision, hearing) or mental (learning or developmental) impairment which substantially limits one or more of such person’s major life activities and has a record of such impairment, or is regarded as having such impairment. Major life activities include, but are not limited to: caring for oneself, performing manual tasks, communicating, learning, mobility, self-direction, concentrating, and working.
- D. High Poverty Area**
A youth living in a high poverty area automatically meets the low-income criterion. A high poverty area is a census tract, a set of contiguous census tracts, Indian Reservation, tribal land, or Native Alaskan Village, or county that has a poverty rate for a single parent and/or two parent households of at least 40 percent based on a statistical methodology, as set every five (5) years using American Community Survey 5-Year data [20 CFR §681.260]. A list of the relevant census tracts and information is provided with this policy.



E. Homeschooled

Means a child who receives instruction at home and who is exempt from compulsory attendance pursuant to NRS 392.070, but does not include an opt-in child.

F. Homeless

The term “homeless youth” means an individual who lacks a fixed, regular, and adequate nighttime residence;

1. Youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
2. Youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. Youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. Migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (1) through (3).

G. Limited English Proficiency/English Language Learner

With respect to an individual who has limited ability in reading, writing, speaking, or comprehending the English language, and whose native language is not English, to communicate in English which results in a barrier to employment.

H. Low-Income

Low-Income Individual, Sec. 3 (36) of WIOA the term “low income individual” means an individual who:

1. Receives, or in the past six (6) months has received, or is a member of a family that is receiving or in the past six (6) months has received, assistance through the supplemental nutrition assistance program established under the Food and Nutrition Act of 2008 (7 U.S.C. 2011 et seq.), the program of block grants to States for temporary assistance for needy families program under part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.), or the supplemental security income program established under Title XVI of the Social Security Act (42 U.S.C. 1381 et seq.), or State or local income-based public assistance;
2. Is in a family with total family income that does not exceed the higher of:
 - a) The poverty line; or
 - b) 70% of the lower living standard income level;
3. Is a homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2 (6))), or a homeless child or youth (as defined under section 725 (2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434 a (2)));
4. Receives or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.);
5. Is a foster child on behalf of whom State or local government payments are made;



6. Is an individual with a disability whose own income meets the income requirement of item 2, but who is a member of a family whose income does not meet this requirement; and
7. WC determination: For the purpose of this section, the term “low-income” used with respect to an individual, also includes a youth living in a high poverty area.

I. Not Attending School/Compulsory School Attendance

The youth is at an age where they are required to attend school, do not have an exception to the regular school attendance as outlined in NRS, or have not graduated. However, the provider of youth services must make school attendance a priority and provide services outside of the regular school day. Through the ISS, the provider of youth services makes school attendance a priority by providing services that direct a youth back to school. The first goal of the ISS must be to have the youth participant return to school. The provider of youth services can also provide services that encourage regular school attendance, such as counseling, tutoring, or exploring career options.

J. Offender

With respect to an individual who:

1. Is, or has been, subject to any stage of the criminal justice process, for whom services under WIOA may be beneficial; or
2. An individual who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.

K. Out-of-home Placement

Foster care, including family foster care, kinship care, treatment foster care, and residential and group care.

L. Pregnant or Parenting

1. An individual who is under 22 years of age, and who is pregnant; or
2. A youth (male or female) who is providing custodial care for one or more dependents under age 18.

M. Requires Additional Assistance

Established criteria for the definition of a “Youth Who Requires Additional Assistance to Enter or Complete an Educational Program, or to Secure or Hold Employment”

The program participant file and MIS must document one of the following:

1. Has repeated at least one secondary grade level or is one or more grade level behind age appropriate level;
2. Has a core GPA of less than 1.5 or is a post-secondary student deemed by a school official to be on academic probation;
3. Is at least two (2) semester credits behind the rate required to graduate from high school for each year of secondary education;
4. Has a family history of chronic unemployment (during the two (2) years prior to application, family members were unemployed longer than employed);
5. Is an emancipated youth;
6. Is a current or previous dropout or is deemed at risk of dropping out of school by a school official;
7. Has been suspended two (2) or more times from school or has been expelled.

8. Has been referred to, or is being treated by, an agency for depression or a substance abuse related problem;
9. Has experienced a recent traumatic event (within two (2) years of application), is a victim of abuse, or resides in an abusive environment as documented by a school official or professional;
10. Is a youth 16 years of age or older who has not held a job for longer than three (3) months, or is currently unemployed and was terminated from a job within six (6) months of application; and
11. A youth that is not currently attending any school (including a youth with a diploma or equivalent) who has not held a full-time job for more than three consecutive months, or has a poor work history to include no work history, or has been fired from a job in the last 6 calendar months, or lacks work readiness skills necessary to obtain and/or retain employment.

N. School Dropout

Sec 3 (54) of WIOA the term “school dropout” means an individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent.

The term “school dropout” refers to an individual who has dropped out of high schools and not completed their high school diploma or equivalent. The term “school dropout” does not include individuals who have dropped out of post-secondary education.

O. Selective Service Registration, TEGL No. 11-11 Change 2

Men born on or after January 1, 1960 are required to register with Selective Service within 30 days of their 18th birthday (i.e., 30 days before or 30 days after their 18th birthday). This includes males who are:

1. Citizens of the U.S.;
2. Non-citizens, including undocumented immigrants, legal permanent residents, seasonal agricultural workers and refugees who take up residency in the U.S. before their 26th birthday; and/or
3. Dual nationals of the U.S. and another country regardless of whether they live in the U.S.

Note: For more information about the registration requirements visit www.sss.gov. The Selective Service System also provides a quick reference chart showing who must register located at: <https://www.sss.gov/Registration-Info/Who-Registration>.

VII. Data Element Criteria and Source Support Documentation Requirements

For performance accountability and reporting purposes, support documentation verifying the eligibility of a WIOA Title I funded program participants is required. Eligibility determination must be made at all times prior to enrollment in WIOA Title I funded programs and receipt of any service.

Copies of all required records made by photocopying, or similar methods, may be substituted for the original records if they are preserved with integrity and are considered as admissible as evidence.

Program Participant File – Acceptable Support Documentation

WIOA Title I – Youth Eligibility

<p>General Eligibility Criteria <i>(Verify each criterion unless specified otherwise)</i></p>	<p>Acceptable Support Documentation* <i>(Only one document per eligibility criterion is required)</i></p>
<p>Birth date/Age</p>	<ul style="list-style-type: none"> ▪ Baptismal or church record ▪ Birth certificate ▪ DD-214 form ▪ Valid driver's license ▪ Federal, State or local government issued identification card ▪ Official hospital record of birth ▪ Passport ▪ Public assistance/social service record ▪ Official school record ▪ Alien permanent resident card ▪ Work permit ▪ Other <i>(Please specify)</i>
<p>U.S. Work Authorization Note: For Changes to the list of acceptable identity and work authorization documents, go to : www.uscis.gov/i-9central or www.uscis.gov</p>	<ul style="list-style-type: none"> ▪ Verification document(s) that satisfy list A of the I-9 form OMB No. 1615-0047 ▪ Verification document(s) that satisfy list B <u>and</u> C of the I-9 form OMB No. 1615-0047
<p>Selective Service Registrant Note: Each male registrant 18 years of age or older born on or after January 1, 1960, must present evidence that he has complied with Sec. 3 of the Military Selective Service Act. Each male who turns 18 years of age during WIA program participation must also submit evidence that he has complied with the requirements of the Military Selective Service Act.</p>	<ul style="list-style-type: none"> ▪ Selective service acknowledgement letter ▪ Form DD-214 "Report of separation" ▪ Selective service registration verification form, can be found at: www.sss.gov ▪ Selective service status information letter ▪ Selective service registration card ▪ Selective service registration record <i>(form 3-A)</i> ▪ Selective service verification form ▪ Stamped post office receipt of registration ▪ Self-statement – must comply with TEGL 11-11
<p>Social Security Note: Not obtaining the Social Security Number means that any outcomes for the participant will be excluded from performance measures unless supplemental information is available to verify the performance outcomes for non-wage based measures.</p>	<ul style="list-style-type: none"> ▪ Copy of social security card ▪ Letter from the social security administration office showing participant's name and social security number ▪ Copy of W-2 form ▪ DD-214 form ▪ Letter from applicant indicating refusal to provide SSN



WIOA Title I – Youth Eligibility (Continued)

General Eligibility Criteria <i>(Verify each criterion unless specified otherwise)</i>	Acceptable Support Documentation* <i>(Only one document per eligibility criterion is required)</i>
Proof of residence within the Southern Nevada Workforce Development Area (SNWDA)	<ul style="list-style-type: none"> ▪ Copy of valid State of Nevada ID ▪ Copy of valid Nevada driver's license ▪ Copy of utility bill indicating program participant full name and address ▪ Copy of lease agreement indicating program participant full name and address ▪ Copy of any public assistance record indicating program participant full name and address ▪ Copy of written statement from individual providing residence ▪ Copy of letter from shelter ▪ Copy of letter from social service agency
Individual and/or family income	<ul style="list-style-type: none"> ▪ Pay stubs ▪ Income employment verification ▪ Social security benefits letter ▪ Pension statement ▪ Bank statements ▪ Family or business financial records ▪ Quarterly tax statements for self-employed
Verification of family size	<ul style="list-style-type: none"> ▪ Public assistance records (e.g., copy of payment records) ▪ Welfare letter ▪ Medicaid cards and/or records ▪ Telephone verification
Public assistance – food stamps (FS)	<ul style="list-style-type: none"> ▪ FS public assistance record – household summary ▪ Benefits award letter addressed to program participant ▪ Telephone verification ▪ Cross-match with public assistance records check link: www.access.nevada.gov.access
Cash – public assistance - TANF	<ul style="list-style-type: none"> ▪ Cash public assistance record – household summary ▪ Benefits award letter addressed to program participant ▪ Telephone verification ▪ Cross-match with public assistance records check link: www.access.nevada.gov.access



WIOA Title I – Youth Eligibility (Continued)

General Eligibility Criteria <i>(Verify each criterion unless specified otherwise)</i>	Acceptable Support Documentation* <i>(Only one document per eligibility criterion is required)</i>
Other cash assistance: RCA; SSI; GA.	<ul style="list-style-type: none"> ▪ Refugee cash assistance ▪ Cash public assistance record – household summary ▪ Benefits award letter addressed to program participant ▪ Telephone verification
Live in a high poverty area	<ul style="list-style-type: none"> ▪ Printout of U.S. Census Bureau 5 years data profile
Free and reduced lunch	<ul style="list-style-type: none"> ▪ Official school records
Basic skills deficient/English language learner	<ul style="list-style-type: none"> ▪ Standardized test – e.g., CASAS, TABE, dated and scored ▪ School individual educational plan (IEP) for in-school youth – supporting case notes must be present ▪ Official school records
School Status at Participation	<ul style="list-style-type: none"> ▪ School attendance records ▪ Letter properly signed and dated by school officials, diplomas, certificates ▪ Applicant’s statement/self-attestation ▪ Dropout letter
Homeless or runaway	<ul style="list-style-type: none"> ▪ Letter from shelter ▪ Letter from social services agency ▪ Letter properly signed and dated from individual providing temporary residency ▪ Applicant’s statement/self-attestation
Foster child or aged out of foster care system	<ul style="list-style-type: none"> ▪ Letter from State or local agency ▪ Letter properly signed and dated from foster home ▪ Applicant’s statement/self-attestation
Pregnant or parenting	<ul style="list-style-type: none"> ▪ Birth certificate ▪ Hospital record of birth ▪ Physician’s paperwork confirming pregnancy ▪ Child baptismal records ▪ Applicant’s statement/self-attestation
Offender	<ul style="list-style-type: none"> ▪ Court documents ▪ Letter from pre-release center ▪ Letter from parole officer or probation officer ▪ Police records ▪ Applicant’s statement/self-attestation



WIOA Title I – Youth Eligibility (Continued)

General Eligibility Criteria <i>(Verify each criterion unless specified otherwise)</i>	Acceptable Support Documentation* <i>(Only one document per eligibility criterion is required)</i>
Individuals with disabilities	<ul style="list-style-type: none"> ▪ Public/official record ▪ Official school record ▪ Applicant's statement/self-attestation ▪ Other <i>(please specify)</i>
Veteran and eligible spouses	<ul style="list-style-type: none"> ▪ DD-214 ▪ Cross match with VA ▪ VA verification letter ▪ Military records
LWDB – Required forms	<ul style="list-style-type: none"> ▪ Notice of equal opportunity is the law ▪ Program participant rights and responsibilities ▪ Nepotism form ▪ Release of information form ▪ Telephone verification form ▪ Income statement ▪ Medical and emergency consent form ▪ WIOA Title I program application
<p>Note: In any event when some other source of record is provided clear justification must be present.</p>	
<p>* The list is not all inclusive. Additional support documentation may be required as necessary for auditing purposes.</p>	

workforce CONNECTIONS
High Poverty Designation by Census Tract

Links to determine census tract by street address:

<https://geomap.ffiec.gov/FFIECGeocMap/GeocodeMap1.aspx>

<http://factfinder.census.gov/faces/nav/jsf/pages/searchresults.xhtml?ref=addr&refresh=t>

2 Parent Household

1 Parent Household

Census Tract	High Poverty Area	High Poverty Area
Census Tract 1.01, Clark County, Nevada		Yes
Census Tract 1.05, Clark County, Nevada	Yes	Yes
Census Tract 1.06, Clark County, Nevada	Yes	Yes
Census Tract 1.07, Clark County, Nevada		Yes
Census Tract 1.08, Clark County, Nevada	Yes	Yes
Census Tract 1.09, Clark County, Nevada		Yes
Census Tract 2.01, Clark County, Nevada		Yes
Census Tract 2.03, Clark County, Nevada		Yes
Census Tract 3.02, Clark County, Nevada	Yes	Yes
Census Tract 4.01, Clark County, Nevada		Yes
Census Tract 4.02, Clark County, Nevada	Yes	Yes
Census Tract 4.03, Clark County, Nevada	Yes	Yes
Census Tract 5.13, Clark County, Nevada	Yes	Yes
Census Tract 5.15, Clark County, Nevada		Yes
Census Tract 5.16, Clark County, Nevada		Yes
Census Tract 5.17, Clark County, Nevada		Yes
Census Tract 5.18, Clark County, Nevada		Yes
Census Tract 5.19, Clark County, Nevada		Yes
Census Tract 5.20, Clark County, Nevada	Yes	Yes
Census Tract 5.21, Clark County, Nevada		Yes
Census Tract 5.22, Clark County, Nevada	Yes	Yes
Census Tract 5.23, Clark County, Nevada	Yes	Yes
Census Tract 5.24, Clark County, Nevada	Yes	Yes
Census Tract 5.25, Clark County, Nevada		Yes
Census Tract 5.27, Clark County, Nevada	Yes	Yes
Census Tract 5.28, Clark County, Nevada		Yes
Census Tract 6, Clark County, Nevada	Yes	Yes
Census Tract 8, Clark County, Nevada		Yes
Census Tract 10.04, Clark County, Nevada		Yes
Census Tract 10.05, Clark County, Nevada		Yes
Census Tract 11, Clark County, Nevada	Yes	Yes
Census Tract 12, Clark County, Nevada		Yes
Census Tract 13, Clark County, Nevada	Yes	Yes

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High Poverty Designation by Census Tract

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2 Parent Household

1 Parent Household

Census Tract	High Poverty Area	High Poverty Area
Census Tract 14.01, Clark County, Nevada	Yes	Yes
Census Tract 15.01, Clark County, Nevada	Yes	Yes
Census Tract 15.02, Clark County, Nevada		Yes
Census Tract 16.07, Clark County, Nevada	Yes	Yes
Census Tract 16.08, Clark County, Nevada		Yes
Census Tract 16.09, Clark County, Nevada		Yes
Census Tract 16.10, Clark County, Nevada	Yes	Yes
Census Tract 16.11, Clark County, Nevada	Yes	Yes
Census Tract 16.12, Clark County, Nevada	Yes	Yes
Census Tract 16.13, Clark County, Nevada		Yes
Census Tract 17.08, Clark County, Nevada	Yes	Yes
Census Tract 17.09, Clark County, Nevada		Yes
Census Tract 17.12, Clark County, Nevada		Yes
Census Tract 17.15, Clark County, Nevada	Yes	Yes
Census Tract 17.16, Clark County, Nevada		Yes
Census Tract 17.18, Clark County, Nevada	Yes	Yes
Census Tract 18.01, Clark County, Nevada		Yes
Census Tract 18.04, Clark County, Nevada	Yes	Yes
Census Tract 19.01, Clark County, Nevada	Yes	Yes
Census Tract 19.02, Clark County, Nevada		Yes
Census Tract 20, Clark County, Nevada	Yes	Yes
Census Tract 22.01, Clark County, Nevada	Yes	Yes
Census Tract 22.03, Clark County, Nevada	Yes	Yes
Census Tract 22.04, Clark County, Nevada	Yes	Yes
Census Tract 22.06, Clark County, Nevada		Yes
Census Tract 22.07, Clark County, Nevada	Yes	Yes
Census Tract 24.03, Clark County, Nevada	Yes	Yes
Census Tract 24.04, Clark County, Nevada	Yes	Yes
Census Tract 24.05, Clark County, Nevada	Yes	Yes
Census Tract 24.06, Clark County, Nevada		Yes
Census Tract 25.05, Clark County, Nevada		Yes
Census Tract 25.06, Clark County, Nevada	Yes	Yes
Census Tract 26.03, Clark County, Nevada		Yes

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High Poverty Designation by Census Tract

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2 Parent Household

1 Parent Household

<u>Census Tract</u>	<u>High Poverty Area</u>	<u>High Poverty Area</u>
Census Tract 26.04, Clark County, Nevada		Yes
Census Tract 26.05, Clark County, Nevada	Yes	Yes
Census Tract 27.06, Clark County, Nevada	Yes	Yes
Census Tract 27.08, Clark County, Nevada	Yes	Yes
Census Tract 28.22, Clark County, Nevada		Yes
Census Tract 28.25, Clark County, Nevada		Yes
Census Tract 28.48, Clark County, Nevada		Yes
Census Tract 29.05, Clark County, Nevada	Yes	Yes
Census Tract 29.19, Clark County, Nevada		Yes
Census Tract 29.35, Clark County, Nevada		Yes
Census Tract 29.37, Clark County, Nevada		Yes
Census Tract 29.40, Clark County, Nevada		Yes
Census Tract 29.41, Clark County, Nevada	Yes	Yes
Census Tract 29.44, Clark County, Nevada		Yes
Census Tract 29.46, Clark County, Nevada		Yes
Census Tract 29.54, Clark County, Nevada		Yes
Census Tract 29.58, Clark County, Nevada		Yes
Census Tract 29.62, Clark County, Nevada		Yes
Census Tract 29.64, Clark County, Nevada		Yes
Census Tract 29.65, Clark County, Nevada		Yes
Census Tract 29.66, Clark County, Nevada		Yes
Census Tract 29.67, Clark County, Nevada		Yes
Census Tract 29.74, Clark County, Nevada		Yes
Census Tract 29.78, Clark County, Nevada		Yes
Census Tract 29.79, Clark County, Nevada		Yes
Census Tract 29.95, Clark County, Nevada		Yes
Census Tract 29.96, Clark County, Nevada		Yes
Census Tract 30.03, Clark County, Nevada		Yes
Census Tract 31.02, Clark County, Nevada	Yes	Yes
Census Tract 31.03, Clark County, Nevada		Yes
Census Tract 31.04, Clark County, Nevada		Yes
Census Tract 32.15, Clark County, Nevada		Yes
Census Tract 32.20, Clark County, Nevada		Yes

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High Poverty Designation by Census Tract

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2 Parent Household

1 Parent Household

Census Tract	High Poverty Area	High Poverty Area
Census Tract 32.28, Clark County, Nevada	Yes	Yes
Census Tract 32.37, Clark County, Nevada		Yes
Census Tract 32.40, Clark County, Nevada		Yes
Census Tract 32.48, Clark County, Nevada		Yes
Census Tract 32.53, Clark County, Nevada		Yes
Census Tract 32.61, Clark County, Nevada		Yes
Census Tract 33.06, Clark County, Nevada		Yes
Census Tract 34.12, Clark County, Nevada		Yes
Census Tract 34.15, Clark County, Nevada		Yes
Census Tract 34.18, Clark County, Nevada		Yes
Census Tract 34.20, Clark County, Nevada	Yes	Yes
Census Tract 34.21, Clark County, Nevada		Yes
Census Tract 34.22, Clark County, Nevada		Yes
Census Tract 34.26, Clark County, Nevada		Yes
Census Tract 34.28, Clark County, Nevada	Yes	Yes
Census Tract 34.29, Clark County, Nevada		Yes
Census Tract 34.30, Clark County, Nevada		Yes
Census Tract 34.31, Clark County, Nevada		Yes
Census Tract 35, Clark County, Nevada	Yes	Yes
Census Tract 36.16, Clark County, Nevada		Yes
Census Tract 36.28, Clark County, Nevada		Yes
Census Tract 36.31, Clark County, Nevada		Yes
Census Tract 36.33, Clark County, Nevada		Yes
Census Tract 36.36, Clark County, Nevada		Yes
Census Tract 36.38, Clark County, Nevada		Yes
Census Tract 38, Clark County, Nevada	Yes	Yes
Census Tract 40, Clark County, Nevada	Yes	Yes
Census Tract 41, Clark County, Nevada	Yes	Yes
Census Tract 42, Clark County, Nevada	Yes	Yes
Census Tract 43.01, Clark County, Nevada	Yes	Yes
Census Tract 43.02, Clark County, Nevada	Yes	Yes
Census Tract 44.01, Clark County, Nevada	Yes	Yes
Census Tract 44.02, Clark County, Nevada	Yes	Yes

***workforce* CONNECTIONS**
High Poverty Designation by Census Tract

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<http://factfinder.census.gov/faces/nav/jsf/pages/searchresults.xhtml?ref=addr&refresh=t>

2 Parent Household

1 Parent Household

Census Tract	High Poverty Area	High Poverty Area
Census Tract 45, Clark County, Nevada	Yes	Yes
Census Tract 46.01, Clark County, Nevada	Yes	Yes
Census Tract 46.02, Clark County, Nevada	Yes	Yes
Census Tract 47.03, Clark County, Nevada		Yes
Census Tract 47.07, Clark County, Nevada		Yes
Census Tract 47.09, Clark County, Nevada		Yes
Census Tract 47.10, Clark County, Nevada		Yes
Census Tract 47.12, Clark County, Nevada		Yes
Census Tract 47.13, Clark County, Nevada		Yes
Census Tract 47.14, Clark County, Nevada	Yes	Yes
Census Tract 47.16, Clark County, Nevada		Yes
Census Tract 47.17, Clark County, Nevada		Yes
Census Tract 49.10, Clark County, Nevada		Yes
Census Tract 49.11, Clark County, Nevada		Yes
Census Tract 49.12, Clark County, Nevada		Yes
Census Tract 49.16, Clark County, Nevada	Yes	Yes
Census Tract 49.20, Clark County, Nevada		Yes
Census Tract 49.21, Clark County, Nevada		Yes
Census Tract 49.24, Clark County, Nevada		Yes
Census Tract 50.05, Clark County, Nevada		Yes
Census Tract 50.10, Clark County, Nevada	Yes	Yes
Census Tract 51.05, Clark County, Nevada		Yes
Census Tract 52, Clark County, Nevada		Yes
Census Tract 53.12, Clark County, Nevada		Yes
Census Tract 53.18, Clark County, Nevada		Yes
Census Tract 53.51, Clark County, Nevada		Yes
Census Tract 54.21, Clark County, Nevada	Yes	Yes
Census Tract 54.22, Clark County, Nevada		Yes
Census Tract 54.23, Clark County, Nevada		Yes
Census Tract 54.35, Clark County, Nevada		Yes
Census Tract 54.38, Clark County, Nevada		Yes
Census Tract 56.07, Clark County, Nevada		Yes
Census Tract 56.14, Clark County, Nevada	Yes	Yes

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2 Parent Household

1 Parent Household

Census Tract	High Poverty Area	High Poverty Area
Census Tract 56.15, Clark County, Nevada		Yes
Census Tract 57.02, Clark County, Nevada	Yes	Yes
Census Tract 57.03, Clark County, Nevada		Yes
Census Tract 57.04, Clark County, Nevada		Yes
Census Tract 58.03, Clark County, Nevada		Yes
Census Tract 58.09, Clark County, Nevada		Yes
Census Tract 58.18, Clark County, Nevada		Yes
Census Tract 58.25, Clark County, Nevada		Yes
Census Tract 58.32, Clark County, Nevada		Yes
Census Tract 58.48, Clark County, Nevada		Yes
Census Tract 60.01, Clark County, Nevada		Yes
Census Tract 61.03, Clark County, Nevada		Yes
Census Tract 62.01, Clark County, Nevada	Yes	Yes
Census Tract 62.03, Clark County, Nevada		Yes
Census Tract 62.04, Clark County, Nevada		Yes
Census Tract 68, Clark County, Nevada	Yes	Yes
Census Tract 71, Clark County, Nevada	Yes	Yes
Census Tract 72, Clark County, Nevada		Yes
Census Tract 78, Clark County, Nevada		Yes
Census Tract 9501, Esmeralda County, Nevada		Yes
Census Tract 9501, Lincoln County, Nevada		Yes
Census Tract 9502, Lincoln County, Nevada		Yes
Census Tract 9601, Nye County, Nevada		Yes
Census Tract 9602, Nye County, Nevada		Yes
Census Tract 9603, Nye County, Nevada		Yes
Census Tract 9604.01, Nye County, Nevada	Yes	Yes
Census Tract 9604.02, Nye County, Nevada		Yes
Census Tract 9604.03, Nye County, Nevada		Yes
Census Tract 9604.05, Nye County, Nevada		Yes