



IMPERIAL COUNTY WORKFORCE DEVELOPMENT BOARD

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POLICY	ORIGINAL DATE	LAST REVISION
ICWDB WIOA Youth Services Policy	FISCAL YEAR 2014-2015	December 14, 2022

POLICY OVERVIEW:

The purpose of this policy is to provide guidance and procedures regarding the Workforce Innovation and Opportunity Act (WIOA) Title I Youth Service Program in Imperial County. It is to be used by the WIOA Youth Services Provider, Americas Job Center of California (AJCC) and Imperial County Workforce & Economic Development Office (ICWEDO) in the administration of the WIOA Youth Service Program.

REFERENCE:

- WIOA (Public Law 113-128)
- WIOA Section 129 (a) (1) Eligibility Criteria for WIOA Youth Program
- WIOA Section 129 (a) (c), Use of Funds for Youth Workforce Investment Activities
- WIOA Section 129(a)(4)(A)
- WIOA Section 189(i)(3)(A)
- WIOA Sections 3(36), 127(b)(2)(C), 132(b)(1)(B)(v)(IV), and 134(d)(1)(A)(x)
- Employment Development Department WSD17-07 WIOA Youth Program Requirements
- Training and Employment Guidance Letter WIOA NO. 21-16 3rd WIOA Title I Youth Formula Program Guidance
- TEGL 8-18
- Title 20 CFR Part 681: "Youth Activities under Title 1 of the WIOA"
- Title 20 United States Code (U.S.C.) Section 1401: Definitions
- Federal Register, Volume 86, Number 67, WIOA 2021 LLSIL (PDF) (April 9, 2021)
- Federal Register, Volume 86, Number 19, Annual Update of the HHS Poverty Guidelines (February 1, 2021)
- WSD17-07 WIOA Youth Program Requirements
- WSD21-06 70 Percent LLSIL and Poverty Guidelines for 2022
- WSIN 22-06 WIOA for Out-of-School Youth Expenditure – PY 22-23

BACKGROUND

The WIOA Section 129 introduces key investments in out-of-school (OS) youth and work experience. Specifically, it increases the minimum OS youth expenditure rate from 30 percent under WIA to 75 percent under WIOA, and introduces a 20 percent work experience expenditure requirement. Additionally, it adds new program elements, increasing the number of required youth program elements from 10 under WIA to 14 under WIOA.

Operational implementation of the WIOA youth program began July 1, 2015, with all provisions taking effect July 1, 2016. Local Areas were expected to use their PY 2015-16 WIOA youth formula funds to properly align their youth programs and services in preparation for full WIOA youth program implementation effective July 1, 2016.

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On August 19, 2016, the DOL issued the WIOA Final Rules. Among other things, the WIOA Final Rules establish a poverty rate of 25 percent for a youth living in a high poverty area, allow Local Boards to directly provide youth services, allow for youth work experiences education and work components to be provided sequentially, and clarify youth program eligibility. The DOL has also published three additional TEGLs since 2015 providing further guidance and clarification for the WIOA Title I youth program. This policy ensures state guidance is in full alignment with the WIOA Statute, the WIOA Final Rules, TEGL 23-14, TEGL 8-15, and TEGL 21- 16.

DEFINITIONS

For the purposes of this policy, the following definitions apply:

Adult Education – academic instruction and education services below the postsecondary level that increases an individual’s ability to: read, write, and speak in English, and perform mathematics or other activities necessary for the attainment of a secondary school diploma or its recognized equivalent; transition to postsecondary education and training; and obtain employment (WIOA Section 203).

Alternative School – an alternative school is a type of school designed to achieve grade-level (K12) standards and meet student needs (EC Section 58500). Examples of alternative schools include, but are not limited to, continuation, magnet, and charter schools. If the youth participant is attending an alternative school at the time of enrollment, the participant is considered to be in-school.

Attending School – an individual is considered to be attending school if the individual is enrolled in secondary or postsecondary school. If a youth is between high school graduation and postsecondary education, the youth is considered an In-School (IS) youth if they are registered for postsecondary education, even if they have not yet begun postsecondary classes. However, if the youth registers for postsecondary education, but does not follow through with attending classes, the youth is considered Out-of-School (OS) youth if the eligibility determination is made after youth decided not to attend postsecondary education. Youth on summer break are considered IS youth if they are enrolled to continue school in the fall (TEGL 21-16).

Not Attending School – an individual who is not attending a secondary or postsecondary school. In addition, individuals enrolled in the following programs would be considered an OS youth for eligibility purposes:

- WIOA Title II Adult Education, Youth Build, Job Corps, high school equivalency program, or dropout re-engagement programs. (A youth attending a high school equivalency program funded by the public K12 school system who is classified by the school system as still enrolled in school are the exception; the youth would be considered an IS youth (Title 20 CFR Section 681.230).
- Non-credit bearing postsecondary classes only (TEGL 21-16).
- A charter school program that provides instruction exclusively in partnership with WIOA, federally-funded Youth Build programs, federal Job Corps training or instruction, California Conservation Corps, or a state certified local conservation corps (in alignment with EC Section 47612.1).

Offender – An adult or juvenile subject to any stage of the criminal justice process or an adult or juvenile who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or convictions or for whom services under WIOA may be beneficial (WIOA Section 3[38]).

Postsecondary School – California community colleges, and accredited public and private universities (EC Section 66010).

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School – any secondary or postsecondary school (Title 20 CFR Section 681.230). These include, but are not limited to, traditional K-12 public schools and private schools (e.g., continuation, magnet, charter, and home).

School Dropout – an individual who is no longer attending any school and has not received a secondary school diploma or its recognized equivalent (WIOA Section 3[54]). Per TEGL 8-15, this term does not include individuals who dropped out of postsecondary school.

Truancy – A truant/dropout is in violation of California’s compulsory school attendance laws and a school district is not permitted to sanction violation of those laws by issuing a permit to work. A truant/dropout is subject to arrest, and the parents are subject to infraction fines if the minor is found working without a work permit.

Secondary School – a nonprofit institutional day or resident school, including a public secondary charter school, that provides secondary education, as determined under state law, except that the term does not include any education beyond grade 12 (Title 20 U.S.C. Section 1401[27]).

Pregnant or Parenting Youth – An individual who is under 24 years of age and who is pregnant or a youth (male or female) who is providing custodial care for one or more dependent under age 18.

Other Responsible Adult – For purposes of authorizing a minor to participate in WIOA programs, the signature of a parent, guardian, or other responsible adult is required. This provision allows the local areas to enroll minors with the authorization of individuals other than a parent or legal guardian. The definition of "other responsible adult" includes:

- A relative with whom the individual resides
- An adult who has been delegated custodial or administrative responsibilities in writing, either temporarily or permanently, by parents or by an appropriate agency
- An agency or organization representative who is in a position to know the individual's circumstances (i.e., that they could not get a parent's or guardian's signature authorizing participation), for example, a clergy person, a school teacher or other school official, a probation or other officer of the court, a foster parent
- A representative of an agency which provided support services to the individual and who is aware of the individual's circumstances (i.e., that they cannot get a parent's or guardian's signature authorizing participation) for example, a social worker, a homeless shelter official, a child protective worker, a health clinic official
- Other responsible adults determined by the local area as appropriate to authorize the individual's participation

Homeless – The term homeless, homeless individual, homeless person or homeless youth includes:

- An individual who lacks a fixed, regular, and adequate nighttime residence
- An individual with 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, including a car, park, abandoned building, bus or train station, airport, or camping ground
- An individual living in a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including hotels and motels paid for by federal, state, or local government programs for low-income individuals or by charitable organizations, congregate shelters, and transitional housing)
- An individual who resided in a shelter or place not meant for human habitation and who is exiting an institution where he or she temporarily resided

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- An individual who –
 - will imminently lose their housing, including housing they own, rent, or live in without paying rent, are sharing with others, and rooms in hotels or motels not paid for by Federal, State, or local government programs for low-income individuals or by charitable organizations, as evidenced by-
 - a court order resulting from an eviction action that notifies the individual or family that they must leave within 14 days
 - the individual or family having a primary nighttime residence that is a room in a hotel or motel and where they lack the resources necessary to reside there for more than 14 days
 - credible evidence indicating that the owner or renter of the housing will not allow the individual or family to stay for more than 14 days, and any oral statement from an individual or family seeking homeless assistance that is found to be credible shall be considered credible evidence for purposes of this clause
 - has no subsequent residence identified
 - lacks the resources or support networks needed to obtain other permanent housing
- Unaccompanied youth and homeless families with children and youth defined as homeless under other federal statutes who-
 - have experienced a long term period without living independently in permanent housing
 - have experienced persistent instability as measured by frequent moves over such period
 - can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse, the presence of a child or youth with a disability, or multiple barriers to employment

Individual with Disability – The term disability mean, with respect to an individual:

- A physical or mental impairment that substantially limits one or more of the major life activities of such an individual [For definitions and examples of "physical or mental impairment" and "major life activities," see the definition of "disability" in Title 29 Code of Federal Regulations (CFR) 37
- A record of such an impairment
- Being regarded as having such impairment

Emancipated Minor – Any person under the age of 18 who:

- Has entered into a valid marriage, whether or not such marriage was terminated by dissolution
- Is on active duty with any of the armed forces of the United States of America, or
- Has received a declaration of emancipation pursuant to California Family Code 7122

Runaway Youth – A person under 18 years of age who absents himself or herself from home or place of legal residence without the permission of his or her family.

POLICY:

ORIENTATION

AJCC staff will be responsible for conducting an orientation for all youth participants prior to the intake appointment. The orientation, at a minimum, must include an explanation of services, eligibility process, AJCC facility tour, job boards, community resource board, computer lab, phone bank, etc. The Youth Service Provider will be responsible for an in-depth overview of the WIOA youth services program, activities, incentives, stipends, supportive services etc. Youth participants who were provided an orientation will be asked to sign and date when orientation occurred.

REGISTRATION

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Registration is an information collection process that documents a determination of eligibility. It is also the point at which performance accountability information begins to be collected. For an individual to be registered into a WIOA program, the following must occur:

1. The individual must complete the application/eligibility determination process
2. The individual must provide the documentation required to substantiate his/her eligibility, and
3. Staff must enter the appropriate activity code for the individual into the CalJOBS system

YOUTH ELIGIBILITY CRITERIA

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

A youth participant's eligibility is determined at intake; therefore, the youth remains eligible for youth services until exited. For example, an individual who is an OS youth at time of enrollment and is subsequently placed in school is still considered an OS youth. An individual who is an OS youth and between the ages of 16-24 at the time of enrollment, and is now beyond the age of 24, is still considered an OS youth until exited. An individual who is an IS youth and between the ages of 14-21 at the time of enrollment, and is now beyond the age of 21, is still considered an IS youth until exited.

OS YOUTH ELIGIBILITY

The WIOA shifts the primary focus of youth formula funds to support the educational and career success of OS youth. Local Areas must spend at least 75 percent of their WIOA youth formula allocation on youth workforce investment activities for OS youth (WIOA Section 129[a][4]).

To receive OS youth services an individual must meet the following eligibility criteria:

1. Not attending any secondary or postsecondary school (not including Title II Adult Education, Youth Build, Job Corps, high school equivalency programs [exceptions in definitions], non-credit bearing postsecondary classes, dropout reengagement programs or charter schools with federal and state workforce partnerships).
2. Age 16-24 years old.
3. One or more of the following barriers:
 - a. A school dropout
 - b. A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year quarter
 - c. A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual **and** is either basic skills deficient **or** an English language learner
 - d. An offender
 - e. A homeless individual or a runaway
 - f. An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under Section 477 of the Social Security Act, or in an out-of-home placement
 - g. An individual who is pregnant or parenting (custodial and non-custodial parent ***including*** non-custodial fathers)
 - h. An individual with a disability
 - i. A low-income individual **who requires additional assistance** to enter or complete an educational program or to secure or hold employment

IS YOUTH ELIGIBILITY

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In order to receive services as an IS youth, an individual must meet the following eligibility criteria:

1. Attending school, including secondary and postsecondary school
2. Age 14-21 years old (A youth with disabilities who is in an individualized education program at the age of 22 may be enrolled as an IS youth [TEGL 21-16 and EC 56026])
3. Low income individual
4. Meets one or more of the following barrier
 - a. Basic skills deficient
 - b. An English language learner
 - c. An offender
 - d. A homeless individual or runaway
 - e. An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under Section 477 of the Social Security Act, or in an out-of-home placement
 - f. Pregnant or parenting (custodial and non-custodial parent **including** noncustodial fathers)
 - g. An individual with a disability
 - h. An individual who **requires additional assistance** to complete an educational program or to secure and hold employment

For additional assistance when determining eligibility, see Attachments WIOA Eligibility Initial How-To-Guide, WIOA Youth Eligibility Desk Aid, and WIOA Eligibility Forms.

YOUTH WAIVER

Under the DOL's Secretary of Labor waiver authority outlined in WIOA Section 189(i)(3)(A) and in TEGL 8-18, the Secretary may waive certain provisions of WIOA Title I. Part of the waiver lifecycle requires states to estimate and then regularly assess whether the waiver is successfully achieving state goals. The DOL will consider outcome information as part of the criteria for granting renewal of a waiver if requested

On July 26, 2022 the EDD issued a waiver for WIOA Section 129(a)(4)(A) for PY 22-23 Out-Of-School Youth Expenditure. This waiver allows Local Workforce Development Boards (Local Board) to decrease the out-of-school youth (OSY) expenditure requirement from 75 percent to 50 percent. The waiver provides additional flexibility to Local Boards in order to increase in-school youth (ISY) enrollments of those who meet the WIOA-defined youth barriers related to foster care, justice-involved, and/or homelessness.

On September 14, 2022, ICWED's Youth Waiver Application was approved. This waiver supersedes WIOA's 75 percent requirement of out-of-school youth and expires on June 30, 2023.

LOW INCOME GUIDELINES

A low-income participant is an individual who:

1. Receives, or is a member of a family that receives, cash payments under federal, state, or local income-based public assistance programs
2. Received an income, or is a member of a family that received a total family income, for the six-month period prior to submitting an application for the program (exclusive of unemployment compensation, child support payments, public assistance, and old age and survivors insurance benefits received under Section 202 of the Social Security Act) that, in relation to family size, does not exceed the higher of:
 - a. The poverty line, for an equivalent period, or

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- b. Seventy percent of the Lower Living Standard income Level (LLSIL), for an equivalent period
- 3. Is a member of a household that receives food stamps, or has been determined to be eligible to receive food stamps within the six-month period prior to application)
- 4. Qualifies as a homeless individual
- 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 requirements of a program described in (1) or (2), but who is a member of a family whose income does not meet such requirements

Determining Family Size

Family is defined as two or more individuals related by blood, marriage, or decree of court, who are living in a single residence (e.g. youth living with parents or guardians, married youth, youth living with their child(ren)).

When a youth is residing with family members, those family members income should be considered when determining low income status. Youth between the ages of 18-24 who reside with their parents may be considered individuals (i.e., only the youth’s income would be considered for income verification purposes) if they meet one of the following categories:

- Personally receiving TANF, food stamps or Social Security Benefits
- Attending post-secondary education and who qualify as an independent student on the Free Application for Federal Student Aid (FAFSA)
- Youth who are supporting their parents or other family members who are unemployed or unable to work

For the purpose of calculating income, if a family member is residing at a separate residence than the youth, that individual is not considered a member of the family. When determining a youth’s eligibility, based on low-income status, Local Areas must do the following:

- Include Unemployment Insurance as income
- Include child support payments as income
- For IS youth with a disability, consider only the youth’s own income rather than their family’s income

The youth is considered an Out-of-Family Youth when they are separated from the family due to adjudication (including incarcerated youth, homeless, runaway, and emancipated youth). For purposes of determining income eligibility, out of-family youth are considered a "family of one."

70% LLSIL							
Family Size	1	2	3	4	5	6	Each Add'l Add
6 Months	\$6,193	\$10,148	\$13,933	\$17,200	\$20,297	\$23,739	\$3,443
Annual	\$12,385	\$20,296	\$27,866	\$34,400	\$40,593	\$47,478	\$6,885

100% LLSIL							
Family Size	1	2	3	4	5	6	Each Add'l Add
Annual	\$17,692	\$28,995	\$39,809	\$49,143	\$57,989	\$67,826	\$9,837

Poverty Guidelines

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Family Size	1	2	3	4	5	6	Each Add'l Add
6 Months	\$6,795	\$9,155	\$11,515	\$13,875	\$16,235	\$18,595	\$2,360
Annual	\$13,590	\$18,310	\$23,030	\$27,750	\$32,470	\$37,190	\$4,720

Please note: Required updates to the LLSIL chart will be done annually and automatically to reflect the adjusted LLSIL guidelines published by the Secretary of Labor and the Poverty guidelines published by the United States Department of Health and Human Services (HHS).

Under WIOA, a youth who receives or is eligible to receive, a free or reduced lunch under the Richard B. Russell National School Lunch Act is considered to be low-income. While the free/reduced lunch low-income category primarily applies to IS Youth, OS youth may also qualify as low income if the youth is a parent living in the same household as a child who receives, or is eligible to receive, free or reduced price lunch based on their income level. However, not all youth who receive a free or reduced priced lunch automatically qualify as low income for the WIOA youth program eligibility. In areas where a school district subsidizes all student meals under the Hunger-Free Kids Act of 2010, the Local Area must base low-income status on an individual student's eligibility to receive free or reduced price lunch or on the youth's ability to meet one of the other low-income categories under WIOA.

A youth living in a high-poverty area is automatically considered to be a low-income individual. A high-poverty area is a Census tract or county that has a poverty rate of at least 25 percent as set every 5 years using American Community Survey (ACS) 5-Year data. Local Areas may access ACS 5-Year data on the U.S. Census Fact Finder website to determine the poverty rate. For step-by-step instructions on how to calculate the poverty rate see **Attachment IV – Determining Whether Youth are Living in a High Poverty Area.**

LOW INCOME EXCEPTION

The WIOA maintains a five percent low-income eligibility exception where five percent of Local Area youth participants who ordinarily would need to be low-income do not need to meet the low-income provision. However, because not all OS youth are required to be low-income, the five percent low-income exception under WIOA is calculated based on the five percent of youth enrolled in a given program year who would ordinarily be required to meet the low-income criteria. The five percent low-income exception may include OS youth under eligibility categories 3c and 3i, IS youth, or a combination of both, not to exceed five percent of all WIOA youth participants served in a given program year.

REQUIRES ADDITIONAL ASSISTANCE

For purposes of program eligibility, the Imperial County Workforce Development Board's definition of "youth who require additional assistance" is an individual who requires additional assistance, has serious barriers to completing an educational program or securing and holding employment, or is one who in addition to meeting the income and age eligibility criteria, also meets one or more of the following barriers listed below:

- Have repeated at least one secondary grade level or are one year over age for grade;
- Have a core grade point average of less than 1.5
- For each year of secondary education, are at least two semester credits behind the rate required to graduate from high school
- Are previous dropouts or have been suspended five or more times or have been expelled;
- Have received court/agency referrals mandating school attendance
- Are deemed at risk of dropping out of school by a school official

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- Are emancipated youth;
- Have aged out of foster care
- Resides in a non-traditional family setting (i.e., single parent, lives with guardian, latchkey, domestic partners, etc.)
- Have been referred to or are being treated by an agency for a substance abuse related problem
- Have experienced recent traumatic events, are victims of abuse, or resides in an abusive environment as documented by a school official or other qualified professional
- Have serious emotional, medical, or psychological problems as documented by a qualified professional
- Parents have a history of chronic unemployment, including living in a family on long-term public assistance
- Member of a seasonal farm worker family
- Resides in a High Intensity Gang Activity Area (HIGAA), according to the Department of Justice (DOJ) and designated by the State of California
- Child of incarcerated parents
- Court involved youth or at-risk of involvement
- Have never held a job (applies to OS youth)
- Have been fired from a job within the 12 months prior to program application (applies to OS youth)
- Have never held a full-time job for more than 13 consecutive weeks (applies to OS youth)

Under WIOA, no more than five percent of IS youth enrolled in a given program year may be found eligible based solely on meeting the criterion, “requires additional assistance.”

THE FOURTEEN (14) YOUTH PROGRAM ELEMENTS

The youth service provider staff will determine which of the following services a youth participant receives based on the participant’s objective assessment and Individual Service Strategy (ISS).

1. Tutoring, study skills training, instruction and dropout prevention,
2. Alternative secondary school services, or dropout recovery services, as appropriate
3. Paid and unpaid work experiences
4. Occupational skill training
5. Education offered concurrently with workforce preparation and training for a specific occupation or occupational cluster
6. Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors
7. Supportive services
8. Adult mentoring
9. Follow-up services for not less than 12 months after the completion of participation
10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth
11. Financial literacy education such as budgeting
12. Entrepreneurial skills training to expose students to the skills and knowledge necessary to support self-employment, small business ownership, and entrepreneurship
13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services, and
14. Activities that help youth prepare for and transition to post-secondary education and training.

WORK EXPERIENCE:

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The WIOA places a priority on providing youth with occupational learning opportunities through work experience. Local Areas must spend at least 20 percent of their WIOA youth formula allocation on work experience (WIOA Section 129[c][4]). Leveraged resources cannot be used to fulfill any part of the 20 percent minimum work experience expenditure requirement (TEGL 21-16).

Work experience provides IS and OS youth an opportunity to develop work place skills. Work experience activities will be a priority service which offers academic and occupational education, which includes but not limited to summer jobs, year-round employment, pre-apprenticeships, on-the-job training, internships, and job shadowing, in order to help youth participants obtain gainful work experience.

- All work experience activities must be completed during the specified program year.
- The maximum number of work experience hours per OS participant will be up to 440
- The maximum number of second work experience hours per participant will be up to 440
- The maximum number of work experience hours per IS participant will be up to 300
- The maximum number of second work experience hour per participant will be up to 300

The required academic and occupational education (workforce preparation activities, basic academic skills, and hands-on occupational skills training) must be taught within the same time frame and connected to training in a specific occupation, occupational cluster, or career pathway.

Based on WIOA reauthorization funding availability, appropriate youth incentives/stipends and limitations for academic and occupational education include some of the following services with successful completion for each activity (but not limited to):

- Tutoring - \$75
- Educational Activities/ Workshops - \$75
- Community Service \$75
- Work Readiness/Customer Service Academy - \$100
- Vocational Training and other certifications/credentials \$32,000
- Field Trips - \$8,000
- Leadership Activities - \$75
- Supportive Services - \$10,000
- Follow-up - \$120
- Other incentives - \$100 may include passing GED, entering post-secondary school, obtaining an occupational skills certificate, National Career Readiness Certificate (NCRC), unsubsidized employment, and/or high school diploma
- Youth Committee attendance - \$25

*In the event of a local, state or federal emergency declaration, a program participant's time commitment, stipend structure, and/or work experience terms may be modified at the discretion of the ICWEDO Director.

INCENTIVES FOR YOUTH

Incentives are allowable for WIOA Youth participants only. Incentives are payments that are based on a participant's attendance, recognition, achievement and/or performance. The milestones allowable for incentive payments must be documented and must correspond to the 14 –Program Elements for Youth Programs.

For incentive payments, staff must have copies of awards of attainments such as certificates or diplomas or other documentation verifying successful completion of the activity. The justification for awarding incentives shall be defined in the youth's individual service strategy (ISS) Case notes must

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document why the incentive was provided, the amount of the incentive, and the date the participant received the incentive.

REFERRALS FOR INELIGIBLE YOUTH

The AJCC and WIOA Youth Service Provider will be responsible for providing *ineligible youth* with information on other resources and making documented appropriate *referrals* to other programs and services.

DOCUMENTATION:

The AJCC and WIOA Youth Service Providers must ensure that appropriate documentation is maintained in order to verify eligibility. Proof of eligibility can include, but is not limited to, hard or electronic documents, completed telephone contacts, signed application statements and case notes. A participant may self-attest to information.

Under emergency situations, a digital signature is considered a valid signature on necessary documentation. The client’s original/digital signature on their program application will be validated by the site supervisor and all additional documentation. The site supervisor will be required to initial all applicable forms confirming the individual’s signature is valid.

Youth Eligibility	
(A youth participant must meet the WIOA general eligibility criteria and the eligibility criteria below)	
Eligibility Criteria (Verify each eligibility criterion)	Acceptable Documentation (One documentation per eligibility criterion is required.)
1. Region Verifications	<ul style="list-style-type: none"> • Driver's License • Letter/document addressed to participant • ID card with address • Rental/lease agreement with applicant and/or parent guardian name listed as a resident • Bills showing applicant and/or parent guardian name and address • School/medical documents with address listed • Court documents with name and address listed • Records from a financial institution (i.e. bank, check cashing, etc.) • Voter registration or other government document • Telephone verification from cognizant individual/agency • Applicant statement if no other documents are available and is accompanied with a case note
2. Social Security Number	<ul style="list-style-type: none"> • Driver's License (if applicable) • Employment records • Form DD-214, Certificate of release or Discharge from Active Military Duty • Letter from a social services agency • Pay stub • Social Security Benefits

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	<ul style="list-style-type: none"> • Social Security Card • W-2 Form • Telephone verification from cognizant agency • Unable or refuse to provide a SSN and is accompanied with a case note and a pseudo SSN will be provided for data validation in CalJOBS
3. Birth date/age	<ul style="list-style-type: none"> • Baptismal record • Birth Certificate • Form DD-214 "Report of Separation" • Driver's License • Federal, state or local government issued identification card • Hospital record of birth • Passport • Public assistance/social services record • School records or identification card • Work permit • Cross match with Department of Public Health vital records • Tribal records
4. School Status	
(A) Attending school	<ul style="list-style-type: none"> • School records • Letters from school, counselor or probation officer to parent(s) • Telephone verification with relevant school personnel • Applicant statement if no other documents are available and is accompanied with a case note
(B) Not attending school	<ul style="list-style-type: none"> • School records • Diploma/GED or other recognized equivalent • Telephone verification with school/district officials • Applicant statement if no other documents are available and is accompanied with a case note
5. Barriers	
(A) A school dropout	<ul style="list-style-type: none"> • School attendance record(s) • School records • School letters identifying truancy status • Telephone verification with school/district officials confirming truancy or drop out status • Telephone verification with another cognizant agency • Applicant statement if no other documents are available and is accompanied with a case note

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<p>(B) Within the age of compulsory school attendance, but has not attended school for at least the most recent complete school calendar quarter</p>	<ul style="list-style-type: none"> • ID showing age is below 18 AND: <ul style="list-style-type: none"> • School records regarding attendance for the most recent complete school year calendar quarter or later • Telephone verification with school personnel regarding attendance • Truancy citation(s) • Applicant statement if no other documents are available and is accompanied with a case note
<p>(C) Low income-individual</p>	<p>See low-income table below:</p>
<p>(D) English language learner</p>	<ul style="list-style-type: none"> • School records • Professional counseling records • Assessment result through staff interviews or observation of inability to perform functions listed • Assessment by a generally accepted standardized test • Referrals from official agencies • Written statement from a social service agency • Telephone verification with cognizant agency • Applicant statement if no other documents are available and is accompanied with a case note
<p>(E) Basic skill deficient</p>	<ul style="list-style-type: none"> • School Records • A referral or records from a Title II Basic Adult Education program or English Language Learner program • Results of academic assessment • Case notes • Self-Attestation
<p>(F) An offender</p>	<ul style="list-style-type: none"> • Court documents • Proof of being a halfway house resident • Letter of parole • Letter from Probation Officer • Police records • Telephone verification from cognizant agency • Applicant statement if no other documents are available and is accompanied with a case note
<p>(G) Homeless or a runaway</p>	<ul style="list-style-type: none"> • Written statement from an individual providing temporary residence • Written statement from social service agency • Written statement from a shelter

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	<ul style="list-style-type: none"> • WIOA application • Applicant statement if no other documents are available and is accompanied with a case note
(H) A foster child	<ul style="list-style-type: none"> • Written confirmation from a social services agency • Court documents which must be accompanied by case notes explaining the foster care situation • Medical card • Telephone verification from cognizant agency • Verification of payments made on behalf of the child • Written statement from cognizant agency • Applicant Statement if no other documents are available and is accompanied with a case note
(I) Out-of-home placement	<ul style="list-style-type: none"> • Court records/documents • Telephone verification from cognizant agency • Applicant statement if no other documents are available and is accompanied with a case note
(J) Pregnant or a parent	<ul style="list-style-type: none"> • Copy of the child's birth certificate • Hospital record of birth • Medical card • Baptismal record • Observation of pregnancy status • Doctor's note confirming pregnancy • Referral from official agency • Statement from a social services agency • Telephone verification from a cognizant individual/agency • School program for pregnant teens or school records • Applicant statement if no other documents are available and is accompanied with a case note
(K) Individual with Disabilities	<ul style="list-style-type: none"> • Letter from drug or alcohol rehabilitation agency • Letter from child study team stating specific disability • Medical records/Physician's statement • Psychiatrist or Psychologist diagnoses • School official records or statement • Sheltered workshop certification • Social service records/referral • Social Security Administration disability records • Veterans Administration letter/records • Vocational rehabilitation letter/statement • Workers compensation record • Telephone verification from cognizant agency

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	<ul style="list-style-type: none"> • Applicant statement if no other documents are available and is accompanied with a case note
(L) An individual who requires additional assistance to complete an educational program, or to secure and hold employment	<ul style="list-style-type: none"> • Locally established eligibility documentation requirements • Individual Service Strategy • Case notes • WIOA application • Local area Management Information System • Self-attestation •
3. Up to five percent of WIOA youth participants may be individuals who do not meet the low income criteria if such individual are within one or more of the following category.	
a. A school drop out	<ul style="list-style-type: none"> • See youth eligibility criterion 2(b) above
b. Basic skills deficient	<ul style="list-style-type: none"> • Standardized assessment test • School records • Case notes
c. Are one or more grade levels below the grade level appropriate to the individual's age	<ul style="list-style-type: none"> • Telephone verification with the school • Statement from school • Report card • School records
d. Pregnant or a parents	<ul style="list-style-type: none"> • See youth eligibility criterion 2(e) above
e. Possess one or more disabilities, including learning disabilities	<ul style="list-style-type: none"> • Medical records • Physician's statement • Psychiatrist or psychologist diagnosis/statement • Social Security administration disability records • Letter from drug or alcohol rehabilitation agency • School records/official statement • Observable condition (self-attestation with the interviewer serving as the corroborating witness) • Rehabilitation evaluation • Sheltered workshop certification • Social Services records/referral • Veterans administration letter/records • Vocational rehabilitation letter/statement • Workers compensation records/statement

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	<ul style="list-style-type: none"> • Telephone verification • Other applicable, verifiable, documentation • Self-attestation
f. Homeless or a runaway	<ul style="list-style-type: none"> • See youth eligibility criterion 2(c) above
g. An offender	<ul style="list-style-type: none"> • See youth eligibility criterion 2(f) above
h. Face serious barriers to employment as identified by the State or the local board	<ul style="list-style-type: none"> • Locally defined, see page 8 and 9

Low-Income	
(A low-income individual must meet one of the criteria below)	
Eligibility Criteria (Verify one of the seven criteria)	Acceptable Documentation (One documentation per eligibility criterion is required.)
1. Receives, or is a member of a family that receives, cash payment under a federal, state, or local income-based public assistance program.	<ul style="list-style-type: none"> • Authorization to receive cash public assistance • Public assistance check • Medical card showing cash grant status • Public assistance records • Refugee assistance records • Cross-match with public assistance database
<p>2. 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 that, in relation to family size, does not exceed the high of:</p> <p>a. The poverty line for an equivalent period, or</p> <p>b. 70 percent of the Lower Living Standard Income Level for an equivalent period</p> <p>Note: Documentation should be provided for each applicable inclusive income source received by the applicant and each family member for the six-month income period immediately preceding the determination date.</p> <p>It is necessary to verify family size when</p>	<ul style="list-style-type: none"> • Alimony agreement • Away letter from Veteran Administration • Bank statement (direct deposit) • Compensation award letter • Court award letter • Employer statement/contact • Family or business financial records • Housing authority verification • Pay stub • Pension statement • Public assistance records • Quarterly estimated tax for self-employed person • Social Security benefits records • UI documents and/or printout • Self-attestation

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<p>utilizing family income eligibility.</p> <p>An applicant who claims little or no income must submit a statement that little or no income was received during the past six months, and that he/she was not employed for that period.</p>	
<p>3. The applicant 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.</p>	<ul style="list-style-type: none"> • Current authorization to obtain food stamps • Food stamp card with current date • Current food receipt • Postmarked food stamp mailer with applicable name and address • Statement from County Welfare Office • Public assistance records
<p>4. Qualifies as a homeless individual, as defined in subsections (a) and (c) of Section 103 of the Stewart B. McKinney Homeless Assistance Act.</p>	<ul style="list-style-type: none"> • Written statement from an individual providing temporary residence • Written statement from social services agency • Written statement from shelter • WIOA application • Self-attestation
<p>5. Foster child for which state or local government payment are made on his/her behalf.</p>	<ul style="list-style-type: none"> • Written confirmation from social services agency • Case notes
<p>6. An individual with disability whose own income meets the low-income requirement of #1 and #2 listed above, but is a member of a family whose income does not meet such requirements.</p> <p>Note: disability status as well as income must be verified. An individual with a disability shall be considered a family of one for eligibility purposes.</p>	<ul style="list-style-type: none"> • Medical record • Physician's statement • Psychiatrist or psychologist diagnosis/statement • Social Security Administration disability records • Letter from drug or alcohol rehabilitation agency • School record/official statement • Observable condition (self-attestation with the interviewer serving as the corroborating witness) • Rehabilitation evaluation • Sheltered workshop certification • Social services records • Veterans Administration letter/records • Vocational rehabilitation letter/statement • Workers compensation records/statement • Telephone verification • Other applicable, verifiable, documentation • Self-attestation

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OVERSIGHT AND MONITORING

ICWEDO Program Compliance Coordinators shall monitor WIOA youth service program activities and work experience worksite as described in the youth service program contract, work experience agreement and Youth Program Services Request For Proposal. Compliance Coordinators shall ensure compliance with applicable fiscal requirements and federal/state and local policies and regulations as well as the work experience and performance goals being met by all parties.

ACTION

Please bring this policy to the attention of ICWDB, AJCC system staff and appropriate WIOA funded service providers and sub-recipients. This policy is effective immediately. All submitted forms are live documents and subject to change according to local, State, and Federal needs. Once the forms and exhibits pertaining to this policy are approved by the ICWDB, they will not require board approval if other changes occur, unless the change affects protocols. Should you have any questions, please feel free to contact ICWDB staff at (442) 265-4974, (442) 265-4959, (442) 265- 4955 or the Program and Compliance Manager at (442) 265-4963.