

ATTACHMENT B

WIOA YOUTH PROGRAM

Eligibility Requirements and Verifiable Documents

Before enrollment, eligibility criteria must be met and documented.

- A photocopy of each source of documentation must be retained in the participant's file.
- Applicant Statements are not to be used as the primary method of verification. Applicant Statements should only be used when the preferred options of documentation or third-party corroboration are not available.

ELIGIBILITY CRITERIA	ACCEPTABLE VERIFICATION DOCUMENTS
<p>ATTENDING SCHOOL</p> <p>Attending School, as defined by State law, includes attending either a secondary or post-secondary school.</p>	<ul style="list-style-type: none"> • Attendance records • School records • Transcripts • Self-attestation
<p>AUTHORIZATION TO WORK</p> <p>You must collect the documents that would meet the requirements for an I-9. However, the I-9 form does not need to be completed.</p> <p>Documents must be current and not expired.</p> <p>One document from List A (Documents that establish identity and employment eligibility) must be collected; OR</p> <p>One document from List B (Documents that establish identity) AND List C (Documents that establish employment eligibility)</p>	<p style="text-align: center;">List A Documents – one required</p> <ul style="list-style-type: none"> • U.S. Passport or U.S. Passport Card • Permanent Resident Card or Alien Registration Receipt Card (Form I-551) • Unexpired foreign passport with a temporary I-551 stamp • Unexpired Employment Authorization Document that contains a photograph (Form I-766) • Unexpired foreign passport with unexpired Arrival-Departure Record, Form I-94 w/endorsement of alien's non-immigrant status, if status authorizes the alien to work for the employer. • Passport from the Federated States of Micronesia (FSM) or Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association <p style="text-align: center;">List B Documents – (one required plus one from List C)</p> <ul style="list-style-type: none"> • Driver's license or ID card (issued by federal, state or local government agencies or entities provided it contains photograph, or information such as name, date of birth, gender, height, eye color and address) • School ID with a photograph • Voter's registration card • U.S. Military card or draft record • Military dependent's ID card • U.S. Coast Guard Merchant Mariner Card • Native American tribal document • Driver's license issued by Canadian government authority <p style="text-align: center;">And</p> <p style="text-align: center;">List C Documents – (one required plus one from List B)</p> <ul style="list-style-type: none"> • U.S. Social Security card issued by the Social Security Administration (other than a card stating not valid for employ.) • Certificate of Birth Abroad issued by the Department of State

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	<p>(Form FS-545)</p> <ul style="list-style-type: none"> • Original or certified copy of birth certificate issued by a state, county, municipal authority or outlying possession of the U.S. bearing an official seal • Native American tribal document • U.S. Citizen ID Card (Form I-197) • Identification card for Use of Resident Citizen in the United States (Form I-179) • Employment authorization document issued by the Department of Homeland Security
BASIC SKILLS DEFICIENT	<ul style="list-style-type: none"> • CASAS Test • TABE Test • School records • Other generally accepted standardized test
BIRTH DATE/AGE	<ul style="list-style-type: none"> • Baptismal record • Birth certificate • DD-214 form • Driver's license • Federal, State or Local Government ID card • Hospital record of birth • Passport • Public Assistance/Social Service Records • School records/Identification card
INDIVIDUAL WITH DISABILITY	<ul style="list-style-type: none"> • Letter from Drug/Alcohol Rehabilitation Agency • Medical records • Observable condition (Applicant Statement Needed) • Physician/Psychiatrist's/Psychologist diagnosis or statement • School Records/IEP • SSA/SSI/DIB Records
ENGLISH LANGUAGE LEARNER Requires documentation of two criteria.	<ul style="list-style-type: none"> • Limited ability to read write speak or comprehended the English language AND native language is other than English • School records • Certifying staff • Applicant statement
FOSTER CHILD (for which State or local government payments are made on his/her behalf)	<ul style="list-style-type: none"> • Court Document/Foster Child or group home agreement • Public assistance records • Verification of payments made on behalf of child • Written statement from state/local agency
HOMELESS	<ul style="list-style-type: none"> • Statement from a social service agency • Statement from an individual providing temporary residence • Written statement from shelter • Telephone verification • Applicant statement
LOW INCOME –See Attachment C	
NOT ATTENDING SCHOOL At age of compulsory school attendance, but has not attended school for at least the most recent complete school year quarter.	<ul style="list-style-type: none"> • School attendance records • Diploma or GED • School documentation • Transcripts • Self-attestation

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<p>OFFENDER/Subject to juvenile or adult justice system</p>	<ul style="list-style-type: none"> • Court documents • Halfway house resident • Letter of Parole • Letter from probation officer • Telephone verification from court/probation/parole • Police records • Applicant statement
<p>PREGNANT/PARENTING</p>	<ul style="list-style-type: none"> • Birth certificate • Hospital record of birth • Physician's note • Public assistance records/notice of action • Referrals from official agencies • School program for pregnant teens • School records • Statement from social services agency • Applicant statement
<p>SCHOOL DROP OUT</p>	<ul style="list-style-type: none"> • Record from education institution • Verification from school official • Applicant statement
<p>SELECTIVE SERVICE REGISTRATION</p>	<ul style="list-style-type: none"> • Acknowledgment letter • SDA/State registration process • Selective Service registration card • Selective Service registration record (Form 3A) • Selective Service verification form • Screen printout of the Selective Service Verification • Internet site: https://www.sss.gov/Home/Verification
<p>REQUIRES ADDITIONAL ASSISTANCE/SERIOUS BARRIER TO EMPLOYMENT</p> <ol style="list-style-type: none"> 1. At risk of dropping out of school as identified by referral from school staff, probation officer or other individual verifying chronic attendance/discipline problems or other indications as adopted by the Local Education Agency, or 2. Is attending alternative school/education program, or 3. Is credit deficient; or 4. Educational achievement is below expected levels; or 5. Has unstable living conditions; or 6. Lacks familial support to complete an educational program; or 7. Has never held a job; or 8. Has been fired from a job within the 12 months prior to application; or 9. Has never held a full-time job (30+ hours per week) for more than 13 consecutive weeks; or 	<p>Documentation should be sufficient to document the particular barrier being addressed. This is a list of recommended resources, but is not an exhaustive list of acceptable documentation.</p> <ul style="list-style-type: none"> • For items relating to school attendance/achievement: <ul style="list-style-type: none"> – School records – Correspondence on school letterhead – Report cards – Documentation verifying attendance/discipline issues and/or credit deficiency. • For items relating to work history: <ul style="list-style-type: none"> – Letter of termination – Documentation of work history – Check stubs indicating less than 30+ hours of work per week • For items relating to unstable living conditions and/or lack of familial support: <ul style="list-style-type: none"> – Letter from community/social service agencies – Applicant statement

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10. Lacks familial support to secure or hold employment.	
RUNAWAY	<ul style="list-style-type: none">• Written statement from individual providing temporary residence• Written statement from shelter• Written statement from social service agency• Applicant statement