

## ***WIA Eligibility Technical Assistance Guide***

### **Eligible Youth**

An individual shall be eligible to participate in youth services during the summer program of 2009 if such an individual meets the definition of eligible youth:

- A. Is not less than age 14 and not more than age 24; **and**
- B. Is a low-income individual; **and**
- C. Is an individual who is one or more of the following:
  - 1) *Deficient in basic literacy skills*;
  - 2) A school dropout;
  - 3) Homeless, a runaway, or a foster child;
  - 4) Pregnant or a parent;
  - 5) An offender; or
  - 6) An individual who *requires additional assistance* to complete an educational program, or to secure and hold employment.
- D. Can demonstrate that he or she is eligible to work in the United States
- E. Is an Oakland resident

#### **Definitions:**

***DEFICIENT IN BASIC LITERACY SKILLS*** means an individual who scores below 8<sup>th</sup> grade equivalent in math or reading using a standardized test of basic literacy such as CASAS or TABE.

***SCHOOL DROPOUT***—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. Youth enrolled in alternative schools are not school dropouts. A youth's dropout status is determined at the time of application and remains in effect throughout her or his participation.

***OFFENDER***—The term *offender* means any adult or juvenile who:

- A. Is or has been subject to any stage of the criminal justice process, for whom services under this Act may be beneficial; or
- B. Requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction. [*WIA Section 101(27)*]

***PREGNANT or PARENTING***—The term *pregnant or parenting youth* means an individual who is under 22 years of age and who is pregnant, or a youth (male or female) who is providing custodial care for one or more dependents under age 18. [*WIA Sections 101(13) and 129(c)(5)(D)*]

***OTHER RESPONSIBLE ADULT***—*For purposes of authorizing a minor to participate in WIA 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 board as appropriate to authorize the individual's participation.**

**OUT-OF-SCHOOL YOUTH** - An individual may be served as an out-of-school youth, if such an individual meets the definition of *eligible youth*, and

- A. Is a school dropout; or
- B. Has received a secondary diploma or its equivalent but is
  - 1. Basic skills deficient,
  - 2. Unemployed, or
  - 3. Underemployed.

**TRUANCY**—The California Department of Education publication *2002 Work Permit: Frequently Asked Questions* states that: 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.

## **Five Percent Eligibility Exceptions**

Not more than five percent of participants served by WIA Youth programs may be individuals who do not meet the minimum income criteria to be considered eligible youth if such individuals are within one or more of the following categories:

- A. School dropout;
- B. Basic skills deficient, as defined in WIA Section 101(4);
- C. Are one or more grade levels below the grade level appropriate to the individual's

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- age;
- D. Pregnant or parenting;
- E. Possess one or more disabilities, including learning disabilities;
- F. Homeless or runaway;
- G. Offender; or
- H. Face *serious barriers to employment* as identified by the state or the local board.

*[Reference WIA Section 129(c)(5)]*

## **LOW-INCOME INDIVIDUAL DETERMINATION**

To be eligible to receive youth services an individual must be low-income. Unless the local board determines that funds are not limited in the local area for the adult program, priority must be given to recipients of public assistance and other low-income individuals for intensive and training services. The Act defines low-income individual in Section 101(25). The definition of low-income individual applies to the priority to serve low-income adults and eligible youth. Related to the definition of low-income individual are the definitions of *poverty level, public assistance, family, dependent children, emancipated minor, out-of-family youth, lower living standard income level, homeless, and individual with a disability*. All of these definitions are listed below.

**LOW-INCOME INDIVIDUAL** - The term *low-income individual* means an individual, who:

- (A) Receives, or is a member of a family that receives cash payments under a federal, state, or local income-based public assistance program;
- (B) Received an income, or is a member of a family that received a total family income, for the six-month period prior to application for the program involved (exclusive of unemployment compensation, child support payments, 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:
  - 1. The poverty line, for an equivalent period; or
  - 2. Seventy percent of the lower living standard income level, for an equivalent period; (see table below)
- (C) Is a member of a household that receives (or has been determined within the six-month period prior to application for the program involved to be eligible to receive) food stamps;
- (D) Qualifies as a homeless individual;
- (E) Is a foster child on behalf of whom state or local government payments are made; or
- (F) Is an individual with a disability whose own income meets the requirements of a

program described in (A) or (B), but who is a member of a family whose income does not meet such requirements. [Reference: WIA Section 101(25)]

**PUBLIC ASSISTANCE** - The term *public assistance* means federal, state, or local government cash payments for which eligibility is determined by a needs or income test. The statutory definition of public assistance contains a two-part test: (1) the program must provide cash payments, and (2) eligibility for the program must be determined by a needs or income test. [Reference: WIA Section 101(37)]

**FAMILY** - The term *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. A husband, wife, and dependent children.
- B. A parent or guardian<sup>(1)</sup> and dependent children.
- C. A husband and wife.

[Reference: WIA Section 101(15)]

**DEPENDENT CHILDREN** - *Dependent children shall be defined as individuals, aged 0-21, whose circumstances fall into one of the following categories:*

- A. Under the age of 18, who are not emancipated minors (emancipated minor is defined below), and are living in a single residence with their parent(s) or guardian(s).**
- B. Age 18-19 who are full-time students in a secondary school or equivalent, and are living in single residence with their parent(s) or guardian(s).**
- C. Age 18-21, who are not full-time students in a secondary school or equivalent, and are living in a single residence with their parent(s) or guardian(s), shall have their dependency established according to locally established policy and procedures.**

***If the 18-21 year-old is a dependent family member (e.g., the youth is claimed as a dependent on the parent's income tax), then income is calculated based on wages, salaries, tips, etc. of all family members. If the older youth is determined not to be a dependent family member (e.g., the youth is not claimed as a dependent on the parent's income tax), the older youth's income is based on his or her own wages, salaries, tips, etc.***

***It is not possible to develop policy that will cover every situation. At some point, common sense, humanity and good case records must compensate for the deficiencies of policies to anticipate every situation.***

**EMANCIPATED MINOR** - The *California Family Code*, Section 7002, defines

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(1) For purposes of Category B, references to the term "guardian" refer to LEGAL guardian.

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*emancipated minor* as any person under the age of 18 years who:

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

***OUT-OF-FAMILY YOUTH - Court adjudicated youth separated from the family (including incarcerated youth), homeless, runaway, and emancipated youth for purposes of determining income eligibility are a “family of one.”***

*POVERTY LEVEL*—The *poverty level* means the income level at which families are considered to live in poverty, as annually determined by the Department of Health and Human Services. *[Published annually in the Federal Register]*

*LOWER LIVING STANDARD INCOME LEVEL*—The *lower living standard income level* (LLSIL) means the income level (adjusted for regional, metropolitan, urban, and rural differences and family size), determined annually by the Secretary based upon the most recent *lower living family budget* issued by the Secretary. *[Published annually in the Federal Register]*

*INDIVIDUAL WITH A DISABILITY*—The term *disability* means, with respect to an individual:

1. A physical or mental impairment that substantially limits one or more of the major life activities of such an individual;
2. A record of such an impairment; or
3. Being regarded as having such impairment.

*[References: WIA Section 101(17); Title 20 CFR Section 664.250; Section 3 of the Americans with Disabilities Act of 1990]*

An individual with a disability whose own income meets the low-income criteria, but is a member of a family whose income does not meet the low-income requirements, is a low-income individual.

*HOMELESS*—The term *homeless, homeless individual or homeless person* includes:

1. An individual who lacks a fixed, regular, and adequate nighttime residence; and
2. An individual who has a primary nighttime residence that is -
  - (a) A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill);
  - (b) An institution that provides a temporary residence for individuals intended to be

institutionalized; or

- (c) A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

*[References: WIA Section 101(25)(D); Section 103 of the Stewart B. McKinney Homeless Assistance Act]*

**INCOME ELIGIBILITY DETERMINATION PROCESS**—*Income eligibility* is a function of family resources and family size.

**Income is:**

- Monetary compensation for services, including wages, tips, salary, commissions, or fees before any deductions
- Net receipts from non-farm self-employment (receipts from a person's own unincorporated business, professional enterprise, or partnership, after deductions for business expense)
- Net receipts from farm self-employment (receipts from a farm which one operates as an owner, renter, or sharecropper, after deductions for farm operating expenses)
- Regular payments from railroad retirement, strike benefits from union funds, worker's compensation, and training stipends (e.g., wages from the California Conservation Corp)
- Alimony, Military family allotments, or other regular support from an absent family member or someone not living in the household
- Private pensions, government employee pensions (including military retirement pay)
- Regular insurance or annuity payments (including state disability insurance)
- College or university scholarships (not needs-based), grants, fellowships, and assistantships
- Net gambling or lottery winnings
- Severance payments
- Terminal leave pay
- Social Security Disability Insurance payments

**Income is not:**

- Unemployment Insurance
- Child support payments (including foster care child payments)
- Need-based Public Assistance payments (including TANF, Supplemental Security Income, Emergency Assistance money payments, and non-federally-funded general assistance or general relief money payments)
- Social Security Old Age and Survivors' Insurance benefit payments

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- Financial assistance under Title IV of the Higher Education Act, i.e., Pell Grants
- Supplemental Educational Opportunity Grants and Federal Work Study
- Needs-based scholarship assistance
- Loans
- Veterans Benefits
- Income earned while the veteran was on active military duty and certain other veterans' benefits, i.e., compensation for service-connected disability, compensation for service-connected death, vocational rehabilitation, and education assistance
- Capital gains
- Any assets drawn down as withdrawals from a bank, the sale of property, a house or a car
- Tax refunds, gifts, loans, lump-sum inheritances, one-time insurance payments, or compensation for injury
- Non-cash benefits such as employer paid or union-paid portion of health insurance or other fringe benefits, food or housing received in lieu of wages
- The value of food and fuel produced and consumed on farms
- The imputed value of rent from owner occupied nonfarm or farm housing
- Medicare, Medicaid, food stamps, school meals, and housing assistance
- Allowances, earnings and payments to individuals participating in programs under this Act (except OJT wages)

*[Adopted from WIA Section 101(25)(B) and Training and Employment Information Notice 29-91]*

When a federal statute excludes income received under that statute in determining eligibility for programs operated under other federal laws, such income is also excluded in WIA eligibility determination.

The total of included income for the most recent six-month period is multiplied by two to determine the annual income. The income from each family member is included in the total family income. The annual income is located on the published poverty/lower living standard guidelines according to family size (see above for determination of family size). Below is the most current table for the Oakland area used for determining low income. The higher annual income in relation to family size can be used.

INCOME CHART  
(Effective 01/23/2009)

<b>Family Size</b>							
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	Each Add'l. add
<b>70% LLSIL</b>							
Annual	\$9,809	<b>\$16,073</b>	<b>\$22,060</b>	<b>\$27,233</b>	<b>\$32,138</b>	<b>\$37,587</b>	<b>\$5,449</b>
6 Months	\$4,904	\$8,037	\$11,030	\$13,617	\$16,069	\$18,794	\$2,725
100%	\$14,013	\$22,961	\$31,514	\$38,904	\$45,911	\$53,696	\$7,500
<b><u>Poverty Guidelines</u></b>							
<b>Annual</b>	<b>\$10,830</b>	\$14,570	\$18,310	\$22,050	\$25,970	\$29,530	\$3,740
<b>6 Months</b>	\$5,415	\$7,285	\$9,155	\$11,025	\$12,985	\$14,765	\$1,870

Since only the income received during the six-month period immediately prior to the individual's application for WIA-funded services is used for income determination, the State annually publishes charts that show the six-month, as well as the annual, figures for each family size. An applicant's actual family income during the six-month income determination period can be compared with the six-month figures on the charts. ***If multiplying the six-month income by two, overstates the actual annual income, the actual annual income should be used.***

***The bold amounts in the chart above represent the higher of the two sets of data.***

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### SUMMARY OF DOCUMENTATION TO ESTABLISH WIA ELIGIBILITY FOR YOUTH

ELIGIBILITY CRITERIA	PARTIAL LIST OF ACCEPTABLE DOCUMENTATION	DOCUMENT SOURCE
<b>GENERAL ELIGIBILITY</b>		
Birth Date/Age	<ul style="list-style-type: none"> <li>• Birth Certificate or Baptismal Record (For US Citizens Only)</li> <li>• Driver's License or ID Card</li> <li>• Passport or Naturalization Papers</li> </ul>	Multiple agencies
U.S. Work Authorization	All the requirements of the <a href="#">INS form I-9</a>	Multiple agencies
Selective Service Registrant (for males between 18 and 24 yrs old)	Can register or check registration at <a href="http://www.sss.gov/">http://www.sss.gov/</a>	
<b>INCOME ELIGIBILITY</b>		
Cash Public Assistance	Notice of action/award letter (CalWORKS, SSI/SSP, GA, etc.)	Social Services Agency
Family Income	<ul style="list-style-type: none"> <li>• Bank Statements (Direct Deposit)</li> <li>• Compensation Award Letter</li> <li>• Court Award Letter</li> <li>• Employer Statement</li> <li>• Housing Authority Verification</li> <li>• Pay Stubs to calculate 6 mo. income</li> </ul>	Multiple sources
Family Size/Individual Status	For each family member: California ID or driver's license, US passport, income tax forms, etc.	Various sources
Food Stamps	Food stamps authorization or Card	Social Services Agcy
Foster Child	County Welfare Office Statement	Social Services Agcy
Homeless	<ul style="list-style-type: none"> <li>• Applicant Statement</li> <li>• Statement from a Social Service Agency</li> <li>• Statement from shelter or Individual Providing Temporary Residence</li> </ul>	Various sources
Individuals with Disabilities	<ul style="list-style-type: none"> <li>• Medical Records</li> <li>• Observable Condition</li> <li>• Physician's Statement</li> </ul>	Various sources
<b>OTHER</b>		
Basic Literacy Skills Deficient	<ul style="list-style-type: none"> <li>• Standardized test or school records</li> </ul>	School
School Dropout	<ul style="list-style-type: none"> <li>• School Records or statement</li> </ul>	School
Pregnant or Parent	<ul style="list-style-type: none"> <li>• Birth Certificate</li> <li>• Hospital Record of Birth</li> <li>• Medical Card</li> <li>• Statement from Physician</li> </ul>	Various sources
Offender	<ul style="list-style-type: none"> <li>• Court Documents</li> <li>• Letter of Parole</li> <li>• Police Records</li> </ul>	Various sources

**COMPREHENSIVE LIST OF ACCEPTABLE DOCUMENTATION TO ESTABLISH VIA ELIGIBILITY FOR YOUTH**

ELIGIBILITY CRITERIA	ACCEPTABLE DOCUMENTATION
<p><b>Birth Date/Age</b></p> <p>Note: Applicants must be age 14 or older at the time of registration to participate in this program.</p>	<ul style="list-style-type: none"> <li>• Birth Certificate or Baptismal Record (For US Citizens Only)</li> <li>• DD-214 Form or Military ID Indicating Place of Birth</li> <li>• I-551 or I-94</li> <li>• Driver's License or ID Card</li> <li>• Federal, State or Local Government Issued Identification Card</li> <li>• Hospital Record of Birth</li> <li>• Passport or Naturalization Papers</li> <li>• Public Assistance/Social Service Records indicating Date of birth</li> <li>• School Records (Signed Letter on School Letterhead)</li> </ul>
<p><b>U.S. Work Authorization</b></p> <p>Note: For changes to the list of acceptable identity and work authorization documents check for the latest form I-9.</p>	<ul style="list-style-type: none"> <li>• All the requirements of the I-9</li> <li>• (see <a href="http://www.usaid.gov/forms/Form-I-9-06-16-08.pdf">http://www.usaid.gov/forms/Form-I-9-06-16-08.pdf</a> ) for the form and list of acceptable documents.</li> </ul>
<p><b>Selective Service Registrant</b></p> <p>Note: Each male registrant 18 to 24 years of age (or who turns 18 during participation in the Summer Program) must present evidence that he has complied with <i>Section 3</i> of the Military Selective Service Act.</p>	<ul style="list-style-type: none"> <li>• Acknowledgement Letter</li> <li>• Form DD-214</li> <li>• Screen printout of the Selective Service Verification Internet site: <a href="http://www.sss.gov/">http://www.sss.gov/</a></li> <li>• Selective Service Registration Card</li> <li>• Selective Service Registration Record (Form 3A)</li> <li>• Selective Service Verification Form</li> <li>• Stamped Post Office Receipt of Registration</li> </ul>
<p><b>Cash Public Assistance</b></p> <p>Note: The applicant receives or is a member of a family that receives cash payments under a federal, state, or local income-based public assistance program.</p>	<ul style="list-style-type: none"> <li>• Public Assistance Check</li> <li>• Public Assistance Identification Card Showing current status</li> <li>• Public Assistance Records/Printout</li> <li>• Refugee Assistance Records/Printout</li> <li>• Signed Statement from Health &amp; Welfare</li> <li>• Notice of Action/Award Letter (CalWorks, SSI/SSP, GA, etc.)</li> </ul>
<p><b>Family Income</b></p> <p>Note: Documentation should be provided for <u>each</u> applicable <i>inclusive</i> 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 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 or she was not employed for that period.</p>	<ul style="list-style-type: none"> <li>• Accountant Statement</li> <li>• Alimony Agreement</li> <li>• Award Letter from Veterans Administration</li> <li>• Bank Statements (Direct Deposit)</li> <li>• Compensation Award Letter</li> <li>• Court Award Letter</li> <li>• Employer Statement</li> <li>• Farm or Business Financial Records</li> <li>• Housing Authority Verification</li> <li>• Pay Stubs (Minimum of Five or the Latest with Year-to-Date Earnings)</li> <li>• Pension Statement</li> <li>• Public Assistance Records</li> <li>• Applicant Statement</li> <li>• Quarterly Estimated Tax for Self-employed Persons</li> <li>• Social Security Benefits Records</li> <li>• Unemployment Insurance Documents and/or Printout</li> </ul>

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<p><b>Family Size/Individual Status</b>  <b>Note:</b> In addition to documentation of family size, additional documentation may require to establish that the family is living in a single residence.  Persons ordinarily included in the definition of family, but claiming to be no longer dependent, must attest to their individual status. The head of household in which that person resides, if possible, should corroborate such statement. Individual must also show source of support.  <b>Note:</b> A social security card is invalid if not signed by the number holder unless health or age prevent signature.</p>	<ul style="list-style-type: none"> <li>• Lease</li> <li>• Birth/Baptismal Certificates or Church/Hospital Records of Birth</li> <li>• Decree of Court</li> <li>• Divorce Decree</li> <li>• Social Security Cards</li> <li>• Alien Registration Cards</li> <li>• US Passport</li> <li>• Valid Driver's License or ID Card</li> <li>• Landlord Statement</li> <li>• Marriage Certificate</li> <li>• Medical Card</li> <li>• Public Assistance/Social Service Agency Records</li> <li>• Written Statement from a 24 Hour Care Facility or Institution (e.g. Mental, Prison)</li> <li>• Most Recent Tax Return Supported by IRS Documents (e.g. Form Letter 1722)</li> </ul>
<p><b>Food Stamps</b>  <b>Note:</b> The documentation listed must show that 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 (7 U.S.C. 2011 et seq.).</p>	<ul style="list-style-type: none"> <li>• Authorization to Obtain Food Stamps</li> <li>• Food Stamp Card with Current Date</li> <li>• Food Stamp Receipt</li> <li>• Postmarked Food Stamp Mailer with Applicable Name and Address</li> <li>• Statement from County Welfare Office</li> <li>• Public Assistance Records/Printout</li> </ul>
<p><b>Foster Child</b>  <b>Note:</b> Must be a foster child for which State or local government payments are made on his/her behalf.</p>	<ul style="list-style-type: none"> <li>• Court Records/Documentation</li> <li>• County Welfare Office Records/Statement</li> <li>• Medical Card</li> <li>• Verification of Payments Made on Behalf of the Child</li> <li>• Written Statement from Cognizant Agency</li> </ul>
<p><b>Homeless</b></p>	<ul style="list-style-type: none"> <li>• Applicant Statement</li> <li>• Statement from a Social Service Agency</li> <li>• Statement from an Individual Providing Temporary Residence</li> <li>• Statement from Shelter</li> </ul>
<p><b>Individuals with Disabilities</b>  <b>Note:</b> Disability status as well as income must be verified. The applicant's disability must constitute or result in a substantial barrier to employment.  An individual with a disability shall be considered a family of one for eligibility purposes.</p>	<ul style="list-style-type: none"> <li>• Letter from Drug or Alcohol Rehabilitation Agency</li> <li>• Medical Records</li> <li>• Observable Condition</li> <li>• Physician's Statement</li> <li>• Psychiatrist or Psychologist Diagnosis/Statement</li> <li>• Rehabilitation Evaluation</li> <li>• School Official Statement</li> <li>• Sheltered Workshop Certification</li> <li>• Social Security Administration Disability Records</li> <li>• Social Service Records/Referral</li> <li>• Veterans Administration Letter/Records</li> <li>• Vocational Rehabilitation Letter/Statement</li> <li>• Workers Compensation Records/Statement</li> </ul>
<p><b>Basic Literacy Skills Deficient</b></p>	<p>Locally defined, may include:</p> <ul style="list-style-type: none"> <li>• Standardized Test or School Records</li> </ul>

<b>School Dropout</b>	<ul style="list-style-type: none"> <li>• School Statement/Records</li> </ul>
<b>Homeless or Runaway</b>	<ul style="list-style-type: none"> <li>• Applicant Statement</li> <li>• Statement from a Social Service Agency</li> <li>• Statement from an Individual Providing Temporary Residence</li> <li>• Statement from Shelter</li> </ul>
<b>Foster Child</b> <b>Note:</b> Must be a foster child for which State or local government payments are made on his/her behalf.	<ul style="list-style-type: none"> <li>• Court Records/Documentation</li> <li>• County Welfare Office Records/Statement</li> <li>• Medical Card</li> <li>• Verification of Payments Made on Behalf of the Child</li> <li>• Written Statement from Cognizant Agency</li> </ul>
<b>Pregnant or Parent</b>	<ul style="list-style-type: none"> <li>• Birth Certificate</li> <li>• Hospital Record of Birth</li> <li>• Medical Card</li> <li>• Statement from Physician</li> <li>• Statement from School Program for Pregnant Youth</li> <li>• School Records</li> <li>• Written Statement from Social Services Agencies</li> <li>• Applicant Statement</li> </ul>
<b>Offender</b>	<ul style="list-style-type: none"> <li>• Court Documents</li> <li>• Letter of Parole</li> <li>• Police Records</li> <li>• Statement from Halfway House</li> <li>• Statement from Probation Officer</li> <li>• Newspaper</li> <li>• Applicant Statement</li> </ul>
<b>Requires additional assistance to complete an educational program, or to secure and hold employment.</b>	<ul style="list-style-type: none"> <li>• Locally defined</li> </ul>
<b>Individuals with educational attainment that is one or more grade levels below the grade level appropriate to the age of the individuals.</b>	<ul style="list-style-type: none"> <li>• Statement from School</li> <li>• Report Card or School Records</li> </ul>
<b>Individuals with Disabilities</b>	<ul style="list-style-type: none"> <li>• Statement from a Social Service Agency</li> <li>• Statement from an Individual Providing Temporary Residence</li> <li>• Statement from Shelter</li> </ul>
<b>Other eligible youth who face serious barriers to employment as identified by the local Board.</b>	<ul style="list-style-type: none"> <li>• Locally defined</li> </ul>

#### **NOTE ON APPLICANT STATEMENTS:**

Applicant statements may be used to document those items which, in some cases, are not verifiable or which may cause undue hardship for individuals to obtain. An applicant statement may be used for most of the required eligibility criteria as long as there is a documented attempt to secure recommended documentation. Applicant statements should be supported by a documented corroborative contact or reliable witness attesting to the accuracy of the statement. The corroboration may be via witness signature on

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the applicant statement form or supporting telephone verification form. In those rare instances when an applicant cannot obtain a satisfactory witness or provide a telephone contact, the applicant needs to explain why such corroboration is not possible.

For income eligibility purposes, contractors should not use applicant statements for more than 5% to 10% of the total enrollments. Applicant statements may be used only as a last resort when all other reasonable means of documenting income have been exhausted. Those other attempts to determine income should be clearly documented in the eligibility file.

### **DOCUMENTS THAT VERIFY MULTIPLE REQUIREMENTS**

- Current State-issued ID Card or driver's license
  - Identification
  - Date of birth (age)
  - Residency
  
- Public Assistance Records
  - Economic status
  - Family size
  - Date of birth (age)
  - Social security number
  - Residency
  
- Voter Registration Card
  - Citizenship
  - Residency
  
- Passport
  - Citizenship
  - Photo identification
  - Date of birth (age)