



Workforce Development Board Mid-Ohio-Valley

Policy #15

Subject: Youth Eligibility Criteria

Effective Date: May 1, 2017

Purpose: To establish policy and outline eligibility criteria for youth participating in Workforce Innovation and Opportunity Act activities.

References: WIOA Section 129(a)(3)(B), WIOA Section 129(a)(3)(A)(ii), WIOA (3)(5); 20 CFR 681.200-681.310, TEGL NO. 8-15, West Virginia Unified State Plan March 17, 2016, WIOAPL No 15-04 Selective Service Registration; Workforce WV Guidance Notice 6-16

Background: The Workforce Innovation and Opportunity Act identifies specific eligibility criteria for youth to participate in WIOA activities. There are separate criteria for “in school” and “out of school” youth.

Policy: The WDB-MOV issues this policy to establish eligibility for youth in the Mid-Ohio Valley, including definitions for clarification of eligibility criteria. Both in school and out of school youth must

- Be a citizen or non-citizen authorized to work in the United States AND
- Meet selective service registration requirements

IN-SCHOOL YOUTH: An individual who is— Attending school (both secondary or post-secondary as defined by State law); **age 14 to 21** (unless an individual with a disability who is attending school under State law); low-income individual; **and** is one or more of the following:

- Basic skills deficient (as defined below.)
- An English language learner.
- An offender.
- A homeless individual
- In Foster Care or aging out
- Pregnant or parenting.
- A youth who is an individual with a disability.
- An individual who requires additional assistance to complete an educational program or to secure or hold employment (as defined below).

OUT-OF-SCHOOL YOUTH: An individual who is- Not attending any school (as defined under State law); **age 16 to 24; and meet one or more of the following:**

- A school dropout.

- Within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter.
- An individual who is subject to the juvenile or adult justice system.
- Homeless individual
- In Foster Care or aging out
- An individual who is pregnant or parenting.
- An individual with a disability.
- Has a high school degree or equivalent, is low income and is:
 - Basic skills deficient (as defined below), or
 - An English language learner;
- Low-income and requires additional assistance (defined below) to enter or complete an educational program or to secure or hold employment.

Basic Skills Deficient – An individual unable to compute or solve problems, read, write, or speak English, at a level necessary to function on the job, in the individual’s family, or in society. For WIOA purposes, the State further defines Basic Skills Deficient as an individual who meets one of the following:

- Lacks a high school diploma or high school equivalency and is not enrolled in secondary education.
- Enrolled in a Title II Adult Education/Literacy program.
- Reading and/or Math assessment at an 8.9 or below grade level.
- Determined to be Limited English Skills proficient through staff documented observations.

Additional Assistance - An individual who requires additional assistance to complete an educational program or to secure and hold employment, and meets the following state set criteria:

1. Must be between the ages of 14 and 24 and
2. Require additional assistance to complete an educational program or secure and hold employment, and
3. Meet one of the following conditions:
 - a. Youth at risk of dropping out of school
 - b. Immigrant Youth.
 - c. Youth with limited English proficiency.
 - d. Youth deficient in occupational skills.
 - e. Youth who resides in areas with high rates of poverty, crime and/or unemployment
 - f. Youth who has serious barriers to employment, including but not necessarily limited to, stated current or past substance abuse, truancy, absence of positive adult role models, and diagnosed emotional disorders.

**** Requires Additional Assistance Calculation- 5% of new youth in a given program year are allowed to meet youth eligibility solely by “requires additional assistance criteria”, even if not low income. ****

Additional Assistance Documentation

The WDB-MOV follows the state guidance on source documents required to support the eligibility identifying a youth as “needing additional assistance”:

1. Individual Service Strategy (ISS).
2. Case Note.
3. WIOA intake registration form.
4. State MIS.
5. Self-Attestation

Documentation must clearly identify which eligibility criteria documentation supports.

It is the policy of the WDB-MOV to follow State Policy in areas not covered by this youth eligibility criteria policy.

Action: WDB-MOV will make contractors/service providers aware of this policy and provide technical assistance as needed.

Expiration Date: This policy shall remain in effect until revised or canceled by the Workforce Development Board Mid-Ohio Valley.

Approved:	June 26, 2015	LEOs/Executive Committee
	July 24, 2015	LEOs/Board
	October 28, 2016	LEOs/Board
	April 28, 2017	LEOs/Board