

#12 Youth Region 2 Workforce Investment Board Policy

Statutory Eligibility Requirements for Youth

Youth must meet basic eligibility requirements to participate in the WIOA Youth program. Both In School and Out of School Youth must meet the following eligibility requirements:

- o be a citizen or noncitizen authorized to work in the U.S.; and
- o meet selective service registration requirements (refer to WIOAPL No. 15-04, Selective Service Registration, for details, including the list of exceptions to this requirement).

Additional eligibility requirements for InSchool Youth include:

- o An individual who is between 14 and 21 years of age;
- o An individual who is attending school, including secondary and post-secondary school (as defined by State law);
- o A low income individual (see Definition of Key terms Section); and
- o One or more of the following:
 - Basic skills deficient;
 - An English language learner;
 - An offender;
 - A homeless individual;
 - 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 *See WorkForce West Virginia Guidance Notice No. 04-15 Definition of Youth Who Needs Additional Assistance.*

Additional eligibility requirements for Out of School Youth include:

- An individual who is not attending any school (including secondary or post-secondary);
- An individual between the ages of 16 and 24 years of age; and
- One or more of the following:
 - o A school dropout;
 - o 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;
 - o A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is-
 - Basic skills deficient; or
 - An English language learner.

- An individual who is subject to the juvenile or adult justice system;
- A homeless individual, a runaway, an individual in foster care, or an individual who has aged out of the foster care system;
- An individual who is pregnant or parenting;
- A youth who is an individual with a disability;
- A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment. *See WorkForce West Virginia Guidance Notice No. 04-15 Definition of Youth Who Needs Additional Assistance.*

An eligible in-school youth or an out of school youth who have their high school diploma or GED and are basic skills deficient or an English language learner must also meet low-income definition (WIOA Section 3, 36).

ENROLLMENT:

Enrollment in the WIOA Youth Program requires the collection of information to support an eligibility determination and participation in any of the fourteen WIOA youth program elements. (20 CFR 681.310 and attached to this policy amendment.

- A. All youth who participate in the youth program must be enrolled in the WIOA program in order to receive any youth services. (20 CFR 681>310)
- B. A youth's dropout status is determined at the time of WIOA youth program enrollment. An individual who is out-of-school youth at the time of registration and subsequently placed in an alternative school, may be considered an out-of-school youth for the purposes of the 75 percent expenditure requirement for out-of-school youth (20 CFR 681.240)
- C. Employment Opportunity data must be collected on every individual who is interested in being considered for WIOA Title I financially assisted aid, benefits, services, or training by a recipient, and who has signified that interest by submitting personal information in response to a request from a grant recipient or designed service provider. (20 CFR 680.110)
- D. Local youth programs must provide an objective assessment of the academic levels, skill Levels. And service needs of each participant. The assessment shall include a review of basic skills, occupational skills, prior work experience, employability, interests, and aptitudes (including interests and aptitudes for nontraditional jobs) supportive service needs, and development needs of such participant, for the purpose of identifying appropriate services and career pathways for participants.(WIOA 129(c))
A new assessment of a participant is not required if the provider carrying out such a program determines it is appropriate to use a recent assessment of the participant conducted pursuant to another education or training program.
- E. WIOA section 3(5) defines **basic skills deficient** as an individual who:
Who has English, reading, writing or computing skills at or below the 8th grade level on a generally accepted standardized test or is 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.

Follow-up:

Follow-up services must be available to all youth participants for not less than 12 months after completion of participation. (20 CFR 681.460) Follow-up services are critical services provided following a youth's exit from the program to help ensure the youth is successful in employment and/ or post-secondary education and training. (20 CFR 681.580) A list of potential follow-up services for youth can be found at 20 CFR 681.580(b). Follow-up services can be provided longer but in either case they should be motivated to assist the youth not to fill out needed forms to obtain information to fill out performance outcome reports. (WIOA 129(c))

V. IMPLEMENTATION DATE: December 1, 2016

Attachment: WIOA YOUTH PROGRAM ELEMENTS

- A. Tutoring, study skills training, instruction and evidence based drop-out prevention and recovery strategies that lead to completion of the requirements for a diploma or a recognized equivalent.
- B. Alternative secondary school or dropout recovery services
- C. Paid and unpaid work experience with academic and occupational component:
 - 1. Summer employment opportunities and year-around
 - 2. Pre-apprenticeship programs
 - 3. Internships and job shadowing
 - 4. On-the-Job training opportunities
- D. Credential Occupational Skill Training in demand occupations-must receive recognized credential.
- E. Education offered concurrently with and in the same context as workforce preparation.
- F. Leadership development opportunities-include community service and peer centered activities.
- G. Support Services
- H. Adult mentoring for a period of minimum of 12 months.
- I. Follow-up services minimum 12 months.
- J. Comprehensive guidance and counseling which may include drug and alcohol abuse or referral to qualified program.
- K. Financial Literacy
- L. Entrepreneurial Skills
- M. Labor-market and employment information about demand occupations and career guidance.
- N. Activities that assist youth prepare and transition to postsecondary education training.