

## SUMMER YOUTH ELIGIBILITY DETERMINATION POLICY POLICY #: 410

Date of Original Policy: 3/24/09  
Effective Date: 4/1/09

Date of Current Revision:

### BACKGROUND:

This policy is to establish eligibility criteria for the Summer Youth Employment Program that is consistent with WIA Law and Regulations and the American Recovery and Reinvestment Act (ARRA) of 2009. Determination of youth eligibility must be correct/valid and adequately documented.

### POLICY/PROCEDURES:

For purposes of this program, WIA eligible individuals are:

- 1) Between 14-24 years old **and**
- 2) United States citizen or eligible non-citizen **and**
- 3) Selective service registration (if applicable) **and**
- 4) Low-income **and**
- 5) Have one or more of the following characteristics:
  - a. Deficient in basic literacy skills
  - b. School dropout
  - c. Homeless
  - d. Runaway
  - e. Foster Child
  - f. Pregnant or Parenting Youth
  - g. Offender or involved with juvenile justices
  - h. Limited English
  - i. Youth with Disabilities (including learning disability)
  - j. Migrant Youth
  - k. Veteran or spouses of a Veteran<sup>1</sup>
  - l. Youth with incarcerated parents
  - m. Youth at risk of dropping out
  - n. Immigrant
  - o. Indian or Native American

In terms of the Summer Youth Program, an Out-of-School Youth is defined as:

An eligible youth who is a school dropout, or who has received a secondary school diploma or its equivalent but is unemployed, or underemployed (WIA section 101(33)). For reporting purposes, this term includes all youth except: (i) those who are attending any school and have not received a secondary school diploma or its recognized equivalent, or (ii) those who are attending post-secondary school and are not basic skills deficient.

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<sup>1</sup> States and local areas are required to provide priority of services for veterans and their spouses pursuant to CFR 20 part 1010, the regulations implementing priority of service for veterans and eligible spouses in DOL job training programs under the Jobs for Veterans Act at 73 Fed Reg 78132 on 12/19/08 located at <http://edocket.access.gpo.gov/2008/pdf/E8-30133.pdf>.

Eligibility Item	Conditions	Acceptable Documentation (Only one of the following is required)
Age	Age 14 -24 at time of enrollment	<ul style="list-style-type: none"> <li>• Birth Certificate or hospital record of birth</li> <li>• Drivers License or DMV Identification</li> <li>• Baptismal Certificate</li> <li>• Voter Registration Card</li> <li>• DD 214 Form (Report of Transfer or Discharge)</li> <li>• Alien Registration Card</li> <li>• Public Assistance Records or Medical Coupons</li> <li>• School enrollment documents</li> <li>• Naturalization Certificate</li> <li>• US Passport</li> <li>• Native American Tribal Document(s)</li> </ul>
Citizenship or Eligible Non-Citizen	Applicant must be a US Citizen or have Alien status.	<ul style="list-style-type: none"> <li>• Social Security Card</li> <li>• US Birth Certificate</li> <li>• US Hospital Record of Birth</li> <li>• Naturalization Certificate</li> <li>• INS Card</li> <li>• Foreign passport stamped “eligible to work” (not expired)</li> <li>• Native American Tribal Document(s)</li> <li>• Any form of documentation as defined by Immigration and Naturalization Service (INS) for work eligibility (These documents will be required to work; if not available at time of enrollment, then they should be acquired within 90 days of enrollment)</li> </ul>
Social Security Number	Applicant must provide documentation of social security number	<ul style="list-style-type: none"> <li>• DD 214 Form</li> <li>• Social Security Card</li> <li>• Employment Records</li> <li>• IRS Form Letter 1722</li> <li>• Letter from Social Security Administration</li> <li>• Social Security Benefits</li> <li>• W-2 Form</li> </ul>
Picture Identification	Individual photo used to prove identity	<ul style="list-style-type: none"> <li>• Driver’s License</li> <li>• State Issued ID Card</li> <li>• Passport</li> </ul>
Selective Service	Almost all male U.S. citizens, and male aliens living in the U.S., who are 18 through 25, are required to register with Selective Service. This rule applies to applicants who are 18 through 21 years of age at the time of application.	<ul style="list-style-type: none"> <li>• Receipt of Registration</li> <li>• On-Line Confirmation</li> <li>• Phone Verification</li> <li>• Selective Service Registration Card</li> <li>• DD 214 Form</li> </ul>

Eligibility Item	Conditions	Acceptable Documentation (Only one of the following is required)
Family Income	<p>Family means: Two or more persons related by blood, marriage or decree of court, who are living in a single residence, and are either 1) husband, wife, and dependent children, or 2) parent, or guardian and dependent children or 3) husband and wife.</p> <p>Low-Income see below</p>	<ul style="list-style-type: none"> <li>• Pay Stubs</li> <li>• Public Assistance Award Letters</li> <li>• Tax Records</li> <li>• Employer Verification</li> <li>• Self-Employment/Tax Records</li> <li>• Child Support Records</li> <li>• Documentation that applicant is a foster child on behalf of whom State or local government payments are made</li> </ul> <p>See Includable/Excludable Form for more guidance</p> <p>If not other documentation is available, self-certification can be used as an alternative means to determine eligibility**</p>
	<p>The term "low-income individual" means an individual who:</p> <p>(A) receives, or is a member of a family that receives, cash payments under a Federal, State, or local income-based public assistance program;</p> <p>(B) received an income, or is a member of a family that received a total family income, for the 6-month period prior to application for the program involved (exclusive of unemployment compensation, child support payments, payments described in subparagraph (A), and old-age and survivors insurance benefits received under section 202 of the Social Security Act (42 U.S.C. 402)) that, in relation to family size, does not exceed the higher of--</p> <p style="padding-left: 40px;">(i) the poverty line, for an equivalent period; or</p> <p style="padding-left: 40px;">(ii) 70 percent of the lower living standard income level, for an equivalent period;</p> <p>(C) 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> <p>(D) qualifies as a homeless individual, as defined in subsections (a) and (c) of section 103 of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11302);</p> <p>(E) is a foster child on behalf of whom State or local government payments are made; or</p> <p>(F) in cases permitted by regulations promulgated by the Secretary of Labor, is an individual with a disability whose own income meets the requirements of a program described in subparagraph (A) or of subparagraph (B), but who is a member of a family whose income does not meet such requirements.</p>	

Characteristics	Condition	Acceptable Documentation (Only one of the following is required)
Deficient in Basic Literacy Skills	At or below 8.9 CASAS reading or mathematics score.	<ul style="list-style-type: none"> <li>CASAS score sheet (copy or original)</li> </ul>
School Dropout	A school dropout is defined as an individual who is no longer attending any school and who has not received a secondary school diploma. No longer attending means a youth who is truant under the rules of the State of Washington, (i.e. 7 unexcused absences in the last month or 10 unexcused absences in the current school year).	<ul style="list-style-type: none"> <li>Document from School</li> <li>If no other documentation is available, self-certification can be used as an alternative means to determine eligibility**</li> </ul>
Homeless	<p>(1) an individual who lacks a fixed, regular, and adequate nighttime residence; and</p> <p>(2) an individual who has a primary nighttime residence that is--</p> <p>(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);</p> <p>(B) an institution that provides a temporary residence for individuals intended to be institutionalized; or</p> <p>(C) a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.</p>	<ul style="list-style-type: none"> <li>Self-certification**</li> </ul>
Runaway		<ul style="list-style-type: none"> <li>Self-certification**</li> </ul>
Foster Child		<ul style="list-style-type: none"> <li>Document from Foster Home</li> <li>Document from Court</li> <li>Document from Foster Parent</li> <li>Document from School</li> <li>Document from State or County</li> </ul>
Offender (judicial process resulting in arrest or conviction) or involved with Juvenile Justice		<ul style="list-style-type: none"> <li>Document from criminal justice system supporting any level of offender</li> <li>Document from Juvenile Justice Center</li> <li>If no other documentation is available, self-certification can be used as an alternative means to determine eligibility**</li> </ul>
Pregnant or Parenting Youth		<ul style="list-style-type: none"> <li>Child's Birth Certificate</li> <li>If no other documentation is available, self-certification can be used as an alternative means to determine eligibility**</li> </ul>
Limited English		<ul style="list-style-type: none"> <li>Self Certification**</li> </ul>

	<b>Condition</b>	<b>Acceptable Documentation (Only one of the following is required)</b>
Youth with Disabilities		<ul style="list-style-type: none"> <li>• Self Certification**</li> <li>• Physician's Statement and or Diagnosis</li> <li>• Documented learning disability through school documents including an IEP.</li> </ul>
Migrant Youth		<ul style="list-style-type: none"> <li>• Self Certification**</li> </ul>
Veterans		<ul style="list-style-type: none"> <li>• DD Form 214 (Report of Transfer or Discharge)</li> </ul>
Spouses of Veterans		<ul style="list-style-type: none"> <li>• DD Form 214 (Report of Transfer or Discharge) for spouse. <b>AND</b></li> <li>• Marriage certificate</li> </ul>
Incarcerated Parents		<ul style="list-style-type: none"> <li>• Document from criminal justice system supporting any level of offender</li> <li>• If no other documentation is available, self-certification can be used as an alternative means to determine eligibility**</li> </ul>
Youth at risk of dropping out of school		<ul style="list-style-type: none"> <li>• Document from secondary school</li> <li>• Self Certification**</li> </ul>
Immigrant		<ul style="list-style-type: none"> <li>• Self Certification**</li> </ul>
Indian or Native American		<ul style="list-style-type: none"> <li>• Self Certification**</li> </ul>

\*\*Self-certification procedures may be used when all attempts to obtain documentation of eligibility criteria have failed. Both the signer and the co-signer must acknowledge that falsification of information on the applicant statement shall be grounds for immediate program exit and may be subject to prosecution under the law. SKIES case notes must include an explanation of attempts to obtain all other possible documentation and why it is not available. Self-certification can only be used for the above eligibility requirements where self-certification is listed as acceptable documentation.

**RELATED FORMS:**

A completed application and documentation for the above must be maintained on file. Self-certification may be used if other documents are not available, but a case note must be included in SKIES as an explanation of attempts to obtain all other possible documentation and why other documentation is not available.

**REFERENCES/RESOURCES:**

- State of Washington WIA Policy 3638
- TEGL 14-08 Dated March 18, 2009

**ATTACHMENTS:**

- Attachment A - Self-Certification Form
- Attachment B - Income Eligibility Standards