

Southwest Washington Workforce Development Council

ELIGIBILITY FOR STEM CAREER COUNSELING SERVICES Policy #700

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Effective Date: 3/31/2009

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BACKGROUND:

The Southwest Washington Workforce Development Council has developed the following STEM Grant Career Counseling Services eligibility policy in cooperation with its local WorkSource Center partners and in accordance with federal Department of Labor grant requirements. More information about the grant can be found at www.swwdc.org.

POLICY

There are two target audiences who may be eligible for STEM career counseling services:

1. Youth 16-24 years of age who are low income as defined by Exhibit B.
2. Dislocated Workers as defined by Trade Act and/or Workforce Investment Act (WIA) eligibility (see Exhibit C).

Youth

To be eligible for youth 16-24 STEM career counseling services under this federally funded program, applicants must:

- live or work in Clark, Cowlitz, or Wahkiakum counties;
- be low income as defined by the USDA's free or reduced lunch program (see Exhibit B);
- complete an online JobFit career assessment;
- complete an enrollment form and provide income verification*
- have parental/legal guardian consent if under the age of 18;
- have an interest in pursuing education, training and work in a STEM career (see Exhibit E);
- complete (or have already completed) a STEM exploratory activity**.

Youth priority will be given to the following populations:

- veterans;
- women and minorities;
- persons with disabilities.

Dislocated (Laid-off) Worker

To be eligible for dislocated worker STEM career counseling services under this federally funded program, applicants must:

- live or work in Clark, Cowlitz, or Wahkiakum counties;
- Meet Dislocated Worker eligibility determination under Trade Act and/or WIA Law and Regulations and with State WIA Policy Number 3920 and that determination is valid and adequately documented.*
- complete an online JobFit career assessment;
- have an interest in pursuing education, training and work in a STEM career (see Exhibit E);
- complete (or have already completed) a STEM exploratory activity**.

Laid-off worker priority will be given to the following populations:

- low income as defined by Exhibit B;
- veterans;
- women and minorities;
- persons with disabilities.

Being determined "eligible" for STEM career counseling services does not entitle or guarantee all individuals to receive services. The eligibility determination for STEM career counseling services shall be made on a case-by-case basis by the STEM Coach and dependant upon available funding, individual needs, and in accordance with the SWWDC priority of service policy.

**Individuals already deemed Trade Act and/or WIA eligible due to co-enrollment in other WorkSource Center programs are not required to verify income. Youth currently co-enrolled in Youth Services Programs where income verification has already occurred are not required to do so again, however, parent consent is required.*

***Examples of exploratory activities include: meeting with an industry professional in the individual's field of interest, taking a related class, attending a workshop, and/or touring a facility. The STEM Coach can assist with an exploratory recommendation.*

YOUTH AGE AND INCOME DOCUMENTATION EXHIBIT A

Eligibility Item	Conditions	Acceptable Documentation
Age	16-24 at time of enrollment	<ul style="list-style-type: none"> • Birth Certificate or hospital record of birth • Drivers License or DMV Identification • Baptismal Certificate • Voter Registration Card • DD Form 214 (Report of Transfer or Discharge) • Alien Registration Card • Food Stamp Records or Medical Coupons • School enrollment documents • Naturalization Certificate • Public Assistance Records • US Passport • Native American Tribal Document(s)
Family Income	See below†	<ul style="list-style-type: none"> • Pay Stubs • Public Assistance Award Letters • Tax Records • Employer Verification • Self-Employment/Tax Records • Child Support Records • Documentation that applicant is a foster child on behalf of whom State or local government payments are made • If not other documentation is available, self certification can be used as an alternative means to determine eligibility**

† 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 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--
 - (i) the poverty line, for an equivalent period; or
 - (ii) 70 percent of the lower living standard income level, for an equivalent period;
- (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.);
- (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);
- (E) is a foster child on behalf of whom State or local government payments are made; or
- (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;
- (G) is a member of a household whose total income is less than or equal to the guidelines of the Free and Reduced Lunch Program.

In order for youth to be considered for eligibility for program services, household income cannot exceed the following:

FREE AND REDUCED LUNCH PROGRAM EXHIBIT B

Household Size	* Annual	** Monthly	*** Twice Per Month	**** Every Two Weeks	***** Weekly
1	\$20,036	\$ 1,670	\$ 835	\$ 771	\$ 386
2	26,955	2,247	1,124	1,037	519
3	33,874	2,823	1,412	1,303	652
4	40,793	3,400	1,700	1,569	785
5	47,712	3,976	1,988	1,836	918
6	54,631	4,553	2,277	2,102	1,051
7	61,550	5,130	2,565	2,368	1,184
8	68,469	5,706	2,853	2,634	1,317
Each additional household member add	+ 6,916	+ 557	+289	+267	+ 134

- * Annualize only for those not having a regular monthly income.
- ** Monthly income is calculated by dividing annual income by 12.
- *** Twice monthly income is computed by dividing annual income by 24.
- **** Income received every two weeks is calculated by dividing annual income by 26.
- ***** Weekly income is computed by dividing annual income by 52.

All numbers are rounded upward to the next whole dollar.

DISLOCTED WORKER ELIGIBILITY EXHIBIT C

It is the policy of the Southwest Washington Workforce Development Council that Dislocated Worker eligibility determination shall be consistent with Trade Act and/or WIA Law and Regulations and with State WIA Policy Number 3920 and that determination is valid and adequately documented.

Individuals registered as dislocated workers must be eligible in accordance with: 1) the basic eligibility requirements for WIA (selective service registration - if applicable), and citizenship or eligible non-citizen (using the I-9 method); and 2) the basic eligibility criteria for dislocated workers as defined in WIA Section 101(9).

Dislocated worker is defined as an individual who:

1. Has been terminated or laid off, or has received a notice of termination or layoff from employment; AND
 - a) is eligible for or has exhausted entitlement to unemployment compensation; OR
 - b) is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that was not covered under a State unemployment compensation law, but demonstrates a sufficient attachment to the workforce; and
 - c) is unlikely to return to a previous industry or occupation; OR
2. Has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility or enterprise; OR
3. Is employed at a facility that the employer has made a general announcement that such facility will close within 180 days; or for purposes of eligibility to receive services other than training services described in WIA Section 134 (d)(4), intensive services described in WIA Section 134 (d)(3), or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close; OR
4. Was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters; OR
5. Is a displaced homemaker. The term 'displaced homemaker' is defined as an individual who has been providing unpaid services to family members in the home and who: has been dependent on the income of another family member but is no longer supported by that income; AND is unemployed or underemployed AND is experiencing difficulty in obtaining or upgrading employment.

The following are locally determined definitions for use in determining eligibility:

- **Substantial Layoff:** a reduction (excluding a plant closing) that results in an employment loss at a single site of employment for at least 30 full-time employees during a 6 month period, or any reduction in force of at least 25% of a company's workforce at a single site during a 6 month period.
- **General announcement of plant closing:** Plant closing as confirmed by written notice from employer or layoff or termination notice; WARN notice; newspaper article; documentation that disaster necessitated business closure or layoff; foreclosure notice; or self-certification in absence of other documents (must include reason why other documentation is unavailable).

- **Unemployed as a result of general economic conditions (for use in determining the eligibility of self-employed individuals including family members and farm and ranch hands):** Unemployed, including from self-employment, due to economic conditions in the local community because of natural disasters or general economic conditions which include, but not limited to: the failure or closure of one or more businesses in the community or substantial layoffs in one or more businesses in the community that had a direct effect on the individual's unemployment; depressed price(s) or market(s) for articles produced by the self-employed individuals; inability to turn a profit during preceding 12 months; inability to obtain capital necessary to continue operations; or other event indicative of the likely insolvency of the farm, ranch or business.
- **Self-Sufficiency for Dislocated Workers (for use in determining whether an employed dislocated worker needs intensive service to obtain or retain employment that leads to self-sufficiency):** Employment lasting more than 6 consecutive months, with a wage of at least 100% of wage at dislocation.
- **Unlikely to return to a previous industry or occupation:** Status of an unemployed worker as having limited opportunities for employment leading to self-sufficiency. Documentation of this could include personal and/or confidential information that needs to be determined on a case-by-case basis. SKIES case notes must provide an explanation of the specific circumstance(s) and rationale for the decision. Examples include but are not limited to:

Note: The term family means two or more persons related by blood, marriage, or decree of court, who are living in a single residence – refer to WIA 101 (15) for complete definition.

1. The industry and/or occupation are in decline or the job has become obsolete or the individual's occupational skills are no longer in demand or outdated; OR
2. The individual is not able to work in another capacity in the occupational area from which s/he was dislocated because of physical or mental limitations. An individual may have started out in an industry performing physically or mentally demanding jobs but is no longer capable of performing the essential requirements of the job; OR
3. The individual is eligible for UI benefits AND has been unable to obtain employment of comparable wages to the job of dislocation within a 4 month period from the date of dislocation. Job search log, UI records, or other verification must demonstrate to the Case Manager that s/he has been actively looking for work during this time; OR
4. The individual is eligible for UI benefits and was laid off or terminated due to lack of work AND has been determined to likely become long-term unemployed, based on the Employment Security Unemployment Insurance system profile.

An eligible dislocated worker remains eligible for assistance after dislocation as long as the individual has not been employed in a job since dislocation and prior to application that paid a wage defined by the local board as a self-sufficient dislocated worker wage or leading to self-sufficiency or providing more than stopgap employment.

Acceptable Documentation and Record Keeping

Documentary evidence in eligibility determination shall consist of one of the following in each applicable eligibility item category.

**DISLOCATED WORKER ELIGIBILITY DOCUMENTATION
EXHIBIT D**

Eligibility Item	Conditions	Acceptable Documentation
Age	Age Must be 18 years of age or older	<ul style="list-style-type: none"> • Birth Certificate or hospital record of birth • Drivers License or DMV Identification • Baptismal Certificate • Voter Registration Card • DD Form 214 (Report of Transfer or Discharge) • Alien Registration Card • Food Stamp Records or Medical Coupons • School enrollment documents • Naturalization Certificate • Public Assistance Records • US Passport • Native American Tribal Document(s) • Other documents or procedures as established by the SWWDC
Citizenship or eligible non-citizen	Legally entitled to employment within the U.S. and territories	<ul style="list-style-type: none"> • Social Security Card • Birth certificate • Any form of documentation as defined by Immigration and Naturalization Service (INS) for work eligibility • Other documents or procedures as established by the SWWDC.
Selective Service Registration	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.	<ul style="list-style-type: none"> • Selective Service Registration Card • Receipt of registration • On-line confirmation or Telephonic verification with Selective Service • DD Form 214 (Report of Transfer or Discharge) • SKIES record of Selective Service Registration number • Other documents or procedures as established by the SWWDC
General Dislocated Workers [Reference: WIA Section 101(A)]	(1). Terminated or Laid off, or who has received notice of termination or layoff, from employment	<ul style="list-style-type: none"> • Lay-off notice or termination notice from employer or pay stubs • Contact with last employer • UI-Guide Screen • Certification of expected Separation (Federal Civilian Employees) • Self-Certification in absence of other documents –Must follow SWWDC self certification procedure.
	(1a). Eligible for or has exhausted entitlement to unemployment compensation; or	<ul style="list-style-type: none"> • UI-Guide screens or adjudication decision
	(1b). Has been employed	<ul style="list-style-type: none"> • UI-Guide screens • Pay stubs

Eligibility Item	Conditions	Acceptable Documentation
	for a duration sufficient to demonstrate attachment to the workforce, but is not eligible for UI due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law; and	<ul style="list-style-type: none"> • Other documents or procedures as established by the SWWDC
	(1c). Is unlikely to return to a previous industry or occupation as defined in local WDC policy	<ul style="list-style-type: none"> • Labor market information • Labor analysis • Open job orders • Comparison of current job listing wages to previous wage • Documentation of job search activities on a job search log, or in SKIES • Self-certification to explain circumstances of eligibility as they relate to first-hand experience(s) about specific labor market trends in an industry or occupation • Other documents or procedures as established by the SWWDC
Plant Closure [Reference: WIA Section 101(B)] 180 Days Prior Notice Public Notice Self Employed or Unemployed [Reference: WIA Section 101(C)]	(2). Has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff as defined in local WDC policy at, a plant, facility or enterprise; (3). Is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or (4). For the purposes of eligibility to receive services other than training services in WIA section 134(d)(4), intensive services described in section 134(d)(3), or support services, is employed at a facility at which the employer has made a general announcement	<ul style="list-style-type: none"> • Lay-off or termination notice from employer • WARN • Letter from employer • Newspaper article • Tax returns • Business license • Document that disaster caused going out of business • Foreclosure notice • Self-Certification in absence of other documents – must follow SWWDC self certification procedure • Other documents or procedures as established by the SWWDC

Eligibility Item	Conditions	Acceptable Documentation
	<p>that the facility will close. (5). Was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters</p>	
<p>Displaced Homemaker [Reference: WIA Section 101(D)]</p>	<p>(6). Is a displaced homemaker. An individual who has been providing unpaid services to family members in the home and who— (6a) has been dependent on the income of another family member but is no longer supported by that income; and (6b) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment. The definition in WIA Section 101(10) includes only those individuals who were dependent on a family member’s income. Those individuals who have been dependent on public assistance may be served in the adult program.</p>	<ul style="list-style-type: none"> • Separation or divorce decree • Divorce Papers • UI – Guide screen • Tax Returns • Documents affirming spouse’s notification of layoff or UI claim • Self-Certification in absence of other documents – must follow SWWDC self certification procedure • Other documents or procedures as established by the SWWDC

**STEM TARGET INDUSTRY SECTORS AND OCCUPATIONS
 EXHIBIT E**

INDUSTRY SECTORS	CROSS-CUTTING OCCUPATIONS
<p>Information Technology</p> <ul style="list-style-type: none"> • Computer Systems Design and Related Services. • Software Development/Software Publishers. • Data Processing Services. • Information Services. • Telecommunications • Scientific Research and Development, Services (including biotechnology). • Scientific and Technical Consulting (including biotechnology). • Architecture, Engineering, Surveying. • Specialized Design Services. • Construction/Skilled Trades. <p>Finance, Insurance and Real Estate and Administrative Support Services</p> <ul style="list-style-type: none"> • Accounting, Tax Preparation, Bookkeeping & Payroll Services. • Financial Investment. • Securities & Commodity Brokerage/Contracts. • Business Support Services. • Insurance Carriers, Agencies, Brokerages, and Insurance and Employee Benefit Funds. • Credit Intermediation. <p>Advanced Manufacturing</p> <ul style="list-style-type: none"> • Semiconductor and Other Electronic Component Manufacturing. • Computer, Electronic Product, and Peripheral Equipment Manufacturing. • Pharmaceutical and Medicine Manufacturing. • Communications Equipment Manufacturing. • Navigational, Measuring, Electromedical, and Control Instruments Manufacturing. • Industrial Machinery Manufacturing. • Aerospace Manufacturing. • Chemical and Petrochemical Manufacturing. • Motor Vehicle and Parts Manufacturing. • Medical Equipment and Supplies Manufacturing. • Metalworking Manufacturing. • Food Manufacturing. • Other Miscellaneous Manufacturing. <p>Automotive Repair/Maintenance</p> <p>Energy</p> <ul style="list-style-type: none"> • Electric Power Generation, Transmission, and Distribution. • Oil & Gas Extraction, Refining, and Production. 	<p>Computer Related Occupations</p> <ul style="list-style-type: none"> • Systems Analysis and Programming. • Data Communications and Networks. • Computer Systems Technical Support. • Computer Systems User Support. <p>Engineering and Related Technical Occupations</p> <ul style="list-style-type: none"> • Aeronautical. • Electrical. • Civil. • Ceramic. • Mechanical. • Chemical. • Mining and Petroleum. • Metallurgy and Metallurgical. • Industrial. • Agricultural. • Marine. • Nuclear. • Drafters. • Surveying/Cartographic. • Architectural. <p>Occupations in Mathematics and Physical Sciences</p> <ul style="list-style-type: none"> • Mathematics. • Astronomy. • Chemistry. • Physics. • Geology. • Meteorology. <p>Occupations in Life Sciences</p> <ul style="list-style-type: none"> • Agricultural Sciences. • Biological Sciences. <p>Occupations in Financial and Administrative Fields</p> <ul style="list-style-type: none"> • Accountants/Auditors. • Bookkeepers/Payroll Services. • Budget and Management Systems Analysis. • Finance, Insurance, and Real Estate Management. • Purchasing Managers. • Agents/Appraisers. <p>Technology Related Occupations</p> <ul style="list-style-type: none"> • Process Technicians. • Mechanics/Mechanical Engineering Technicians.

<ul style="list-style-type: none"> • Mining and Support Activities for Mining. • Pipeline Transportation. <p><u>Transportation</u></p> <ul style="list-style-type: none"> • Air Transportation. • Freight and Truck Transportation. • Water Transportation. • Transportation Support. 	
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