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| **Workforce Investment Act Title I-BWashington State Policies****SECTION D: Program Plans and Operations***Grantees, subrecipients, and contractors funded under the Workforce Investment Act, (WIA) whether in whole or in part, must abide by the Workforce Investment Act of 1998, the WIA Regulations, all applicable Office of Management and Budget (OMB) circulars, state regulations in laws and rules (Revised Code of Washington and Washington Administrative Code), Office of Financial Management (OFM) policies, and the Washington State WIA policies.*

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| **EFFECTIVE DATE:WIA POLICY NUMBER:SUBJECT:** | June 4, 20013638WIA Title I-B Youth Eligibility and Application  |

[*BACKGROUND |*](http://www.wa.gov/esd/1stop/policies/documents/archive/3638.htm#BACKGROUND:)[*POLICY*](http://www.wa.gov/esd/1stop/policies/documents/archive/3638.htm#POLICY) *|* [*DEFINITIONS*](http://www.wa.gov/esd/1stop/policies/documents/archive/3638.htm#DEFINITIONS) *|* [*REFERENCES*](http://www.wa.gov/esd/1stop/policies/documents/archive/3638.htm#REFERENCES) *|* [*SUPERSEDES*](http://www.wa.gov/esd/1stop/policies/documents/archive/3638.htm#SUPERSEDES) | [*WEBSITE*](http://www.wa.gov/esd/1stop/policies/documents/archive/3638.htm#WEBSITE)[*INQUIRIES*](http://www.wa.gov/esd/1stop/policies/documents/archive/3638.htm#INQUIRIES)**BACKGROUND**This state policy is required to establish the eligibility criteria and application system for the Workforce Investment Act (WIA) Title I-B Youth Programs.Both WIA and the regulations encourage states to establish policies, interpretations, guidelines, and definitions to implement provisions of Title I of WIA. These state policies have standing under law to the extent that they are not inconsistent with WIA and the regulations, as well as federal statutes and regulations governing One-Stop partner programs. Policy making options may be exercised at the state level. Policy options that are not exercised at the state level may be delegated to the local areasLocal areas are also encouraged to establish policies, interpretations, guidelines, and definitions to implement provisions of Title I of WIA. Local area policies also have standing to the extent that such policies, interpretations, guidelines, and definitions are not inconsistent with the Act and the regulations issued under the Act, federal statutes, and regulations governing One-Stop partner programs and state policies.Workforce Investment Act Sections 101(13), 101(4), and 129, delegates to the state the option to establish certain policies, interpretations, guidelines, and definitions regarding Youth Eligibility Criteria and Definitions. One hundred percent (100%) of youth served in WIA youth programs must meet the low-income and the other criteria for eligibility, unless the WDC has opted for the 5% window. Under this standard for the majority of youth, refinements for the sixth criterion (requires additional assistance…) may be established at the state or local level (WIA CFR 664.210).If the WDC has opted to use the window, up to five percent (5%) of youth participants served by youth programs in a local area may be individuals who do not meet the income criterion for eligible youth. Youth enrolled into the window are required to meet one or more of eight categories. The eighth category (that the applicant faces serious barriers to employment) may be refined at the state or local level.**POLICY**Workforce Development Councils (WDCs) must establish local eligibility determination policies and procedures for youth. WDCs must ensure that their policies are consistent with WIA law, regulations, and state policy as contained herein. This local policy must be maintained on file and available for review.WDCs must address the following:Refine the sixth youth eligibility criteria listed in the law. The sixth criterion states "that an individual (including a youth with a disability) who requires additional assistance to complete an education program, or to secure and hold employment";If planning to use the 5% window, WDCs must refine the "serious barriers to employment" category.To ensure adequate eligibility determinations, local policy must require documentation for each participant.WDCs are responsible for the maintenance of adequate documentation to ensure the creditability of the eligibility determination. Adequate documentation includes:A completed application for each applicant.Copies of documents used to determine eligibility, including the acceptance of applicant statement as self-certification as an alternative form of documentation, acknowledging that falsification of the information shall be grounds for immediate termination and may subject the applicant to other penalties under the law.**DEFINITIONS**None.**REFERENCES**None.**SUPERSEDES**None. This communication is new.**WEBSITE**<http://www.wa.gov/esd/policies/title1b.htm>**DIRECT** **INQUIRIES TO**Charles LewisWorkSource Standards & Integration DivisionEmployment Security DepartmentP.O. Box 9046 , MS 6000Olympia , WA   98507-9046 E-Mail: clewis@esd.wa.govTelephone: (360) 438-4018FAX: (360) 438-4666

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| [Return to Top](http://www.wa.gov/esd/1stop/policies/documents/archive/3638.htm#Workforce) | [Title I-B Home](http://www.wa.gov/esd/policies/title1b.htm) |   |

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| **Eligibility Criteria** **WIA Youth Services** | **Conditions** | **Commonly Used Documentation – Local Policy may allow for other acceptable documentation.** |
| a. Age | 14 through 21 years of age at time of application | * 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 WDC policy.
 |
| b. Citizenship or eligible non- citizen | If the applicant is to be employed as an activity within WIA Youth Services, then the applicant must be legally entitled to work in the United States. | * 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 WDC policy
 |
| c. 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. This rule applies to applicants who are 18 through 21 years of age at the time of application. | * Selective Service Registration Card
* Receipt of registration
* On-line confirmation or Telephonic verification with Selective Service
* DD Form 214 (Report of Transfer or Discharge)
* Other documents or procedures as established by WDC policy
 |
| d. Family Income and Family Size | An applicant to a WIA Youth Program must be either in a low-income family or enrolled in the 5 percent window for exceptions | * Pay Stubs
* Employer Records
* Public Assistance Award Letters
* Child Support Records
* Self-certification can be used as an alternative means to determine eligibility. If self-certification is used for an applicant under the legal age of 18, then consider requiring someone who is 18 or older to act as a co-signer. Also consider requiring self-certifiers to acknowledge that knowingly providing false information will be grounds for immediate exit and possible penalties under the law.
* Any written policies and procedures for documentation and validation as established by the local council.
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