

**SAN DIEGO WORKFORCE PARTNERSHIP, INC.**  
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**(619) 228-2900**

<b>OPERATIONS ISSUANCE</b>
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**OPERATIONS ISSUANCE NO. 2017-16**

**DATE:** May 12, 2017

**TO:** Youth Service Providers

**FROM:** Sara Fox  
Youth Programs Manager

**SUBJECT: Update — Chapter 7, Part 2: WIOA Youth Eligibility & Attachments**

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**PURPOSE**

The purpose of this issuance is to notify Youth Service Providers, program partners, and staff of revisions to the following policies: Chapter 7, Part 2: WIOA Youth Eligibility, including its Attachments:

- Universal Participant Agreement Form (UPAF)
- Eligibility Certification and Review Form (ECRF)
- Multimedia & Communication Release Form
- Re-Enrollment Request
- Telephone Verification
- Applicant Statement
- Table of Documentation to Establish WIOA Youth Eligibility
- Lives in a Barrier Area
- Methods for Calculating Income
- Five Percent Eligibility Exception Request

Significant changes have been made to the above documents including but not limited to:

- Clarification of documentation process for eligibility and enrollment
- Addition of re-enrollment policy and request form (new attachment)
- Revisions to eligibility definitions
- Update of source documentation references
- Refresh of the chapter and attachment formatting
- Re-ordering of chapter sections for ease of use
- Update to local barrier data on poverty unemployment, gang injunction and Promise Zones
- Elimination of LLSIL attachment and Low Income Guidelines attachment; data was merged into Methods for Calculating Income
- EEO Posters and Grievance Forms were moved to Chapter 9
- Removal of I-9 Form; Updated I-9 documents included in the ECRF
- Multimedia & Communication Release Form was moved from Chapter 4 and included in Chapter 7

## **BACKGROUND**

The draft Youth Eligibility Manual was released in October 2015 while SDWP received guidance on WIOA youth eligibility from DOL and EDD. Subsequently, updates to the Attachments were made in September 2016.

## **ACTION**

This issuance provides updates to contents in the Youth Eligibility chapter and its attachments and is in effect immediately.

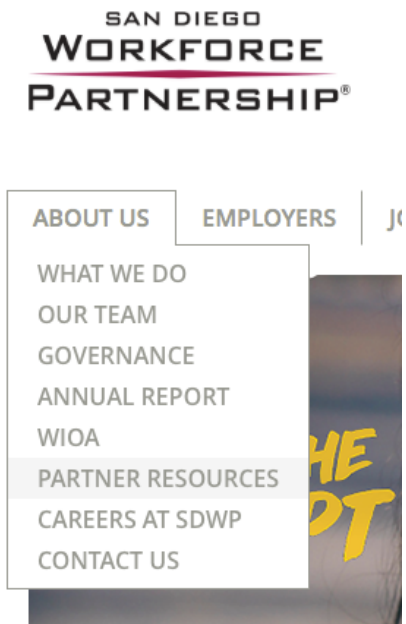
This Operational Issuance updates, incorporates, and supersedes the following Operational Issuances:

- 2017-05, issued September 13, 2016; and
- 2016-03, issued on November 2, 2015

If you have any questions regarding this issuance, please contact your Program Specialist at (619) 228-2900.

## **REFERENCES**

1. To access the Chapter and its Attachments, reference the “**About Us**” section on [workforce.org](http://workforce.org) under “**Partner Resources**.”



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2. Click on “**Operations Manual**” to see the list of Chapters and Operational Issuances.

### **San Diego Workforce Partnership Operations Manual**

The SDWP Operations Manual provides detailed requirements, instructions and guidelines for performance. The purpose of the Manual is to assist One-Stop Operators, staff members, and Service Providers to fulfill contracts and comply with requirements and standards.

[Chapter 1. Introduction](#)

[Chapter 2. Contract Administration](#)

[Chapter 3. Acquisition and Property Management](#)

[Chapter 4. Part 1: Adult and Dislocated Workers Program Activities](#)

[Chapter 4. Part 2: Youth Program Activities](#)

[Chapter 5. CalJOBS Forms and Procedures Handbook](#)

[Chapter 6. Financial Management](#)

[Chapter 7. Part 1: WIOA Adult and Dislocated Worker Program Eligibility and Enrollment](#)

[Chapter 7. Part 2: WIOA Youth Eligibility | Attachments](#)

[Chapter 8. Oversight and Monitoring](#)

[Chapter 9. Equal Opportunity Policy, Complaint and Grievance Process and Criminal Activity Reporting Procedures](#)

[Chapter 10. Privacy and Security](#)

### **Operations & Informational Issuances**

Issuances provide changes, updates and/or information related to the operation of SDWP funded programs.

3. **Chapter 7, Part 2: WIOA Youth Eligibility**

## **Chapter 7. Part 2: WIOA Youth Eligibility | Attachments**

**Note:** For easy access to the forms, attachments are now available directly from the main page via an Attachments link (See screen shot above) rather than embedded in the chapter itself.

cc: AJCC’s  
SDWP Internal Distribution  
Simpson & Simpson