

**SAN DIEGO WORKFORCE PARTNERSHIP**  
**3910 University Avenue, Ste 400**  
**San Diego, CA 92105**  
**(619) 228-2900**

<b>OPERATIONS ISSUANCE</b>
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**OPERATIONS ISSUANCE NO. 2017-05**

**DATE:** September 13, 2016

**TO:** Youth Service Providers

**FROM:** Sara Fox  
Youth Programs Manager

**SUBJECT:** Update to Chapter 7, Part 2 (Youth Eligibility)  
Attachments D, E, F, G, H, K, N

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**PURPOSE**

The purpose of this operational issuance is to inform SDWP's Youth Service Providers that the following attachments have been revised:

1. Attachment D - Universal Participation Agreement Form (UPAF)
  - Minor changes to the content and information included on the form.
2. Attachment E - Table of Documentation
  - Moderate changes to the content including eligibility criteria, and eligibility documentation and the addition of region/address verification for data validation
  - Major table formatting changes
3. Attachment F - Youth Eligibility Certification & Review Form (ECRF)
  - Moderate changes to content and information included on the form reflective of the changes made to the Table of Documentation.
  - The form has been modified into a digital fillable form.
  - The document **must** be typed and digitally initialed/signed after a digital ID is created. After the second reviewers signature, changes to the ECRF will not be allowed.
  - Adobe Acrobat 7 or later is required to fill out the form and can be downloaded from the internet for free [here](#).
4. Attachment G - Telephone Verification
  - The form has been modified into a digital fillable form.
  - This document **must** be typed and digitally signed after a digital ID is created. After the certifying signature, changes to the telephone verification form will not be allowed.
  - Acrobat 7 or later is required to fill out the form and can be downloaded from the internet for free [here](#).

5. Attachment H - Applicant Statement
  - All applicant statements have been merged into one digital form. This document should be typed and printed for signatures.
  - Adobe Acrobat 7 or later is required to fill out the form and can be downloaded from the internet for free [here](#).
6. Attachment K – 2016 70% Low-Income Guidelines
  - Published by the Secretary of Labor on March 25, 2016
7. Attachment N – Request for 5% Eligibility Exception Form
  - Moderate changes to content and information included on the form. This document **must** be typed and digitally signed after a digital ID is created. After the program manager/director's signature, changes to the form will not be allowed.
  - The form must be emailed to your SDWP Program Specialist for approval. A final copy will be emailed back once approved.
  - Acrobat 7 or later is required to fill out the form and can be downloaded from the internet for free [here](#).

### **ACTION/IMPLEMENTATION**

Effective September 14, 2016, Youth Program Operators are required to use the new attachments. This issuance replaces and supersedes the current attachments in Chapter 7.

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

### **ATTACHMENTS**

[WIOA Draft Youth Program Eligibility Manual 2015 - 9-13-16](#)

cc: Adult Service Providers  
SDWP Internal Distribution List