WIA YOUTH PROGRAM ELIGIBILITY GUIDELINES

## A. GENERAL ELIGIBILITY REQUIREMENTS

In order to participate in WIA programs individuals must provide the following information:

1. A valid Social Security Number (SSN);
2. Proof of Authorization to Work in the United States (per I-9 Form);
3. Proof of Selective Service System registration, if applicable;
4. Proof of age; and
5. Veteran and/or covered spouse status for veterans’ priority, if applicable.

Official documents must be provided or obtained to verify the validity of these items.

## B. WIA YOUTH ELIGIBILITY CRITERIA

1. **Definition of Eligible Youth** – (WIA Title I, Section 101)

The youth is not less than age 14 and not more than age 21, is a low income individual (see below), and is an individual with one or more of the following employment barriers:

1. Deficient in basic literacy skills;
2. A school dropout;
3. Homeless, a runaway;
4. A foster child;
5. Pregnant or a parent;
6. An offender;
7. Requires additional assistance to complete an educational program or to secure and hold employment. This has been defined locally as a youth:

* Who is at risk of dropping out of school;
* At risk of dropping out of school;
* With a disability;
* With limited English proficiency;
* Who is gang affiliated;
* Who is refugee/immigrant;
* Has a family history of chronic unemployment;
* Who resides in an area with high rates of poverty, crime and unemployment
* Who has a substance abuse problem or has a history of having such a problem;
* Who was formerly in foster care;
* With a parent or guardian that is incarcerated;
* Who is being raised by someone other than their biological parents, (such as kinship care); and
* Who is a first-generation high school graduate.

1. **Low-Income Exception (5% Window):** Up to 5% of youth served may be those above the income guidelines, if he/she has one or more of the barriers to employment listed below:
2. School dropout
3. Basic Skills Deficient;
4. Below the grade level appropriate to the youth’s age;
5. Pregnant or a parent;
6. An individual with a disability;
7. Homeless or a runaway;
8. An offender;
9. One of the locally defined barriers listed under “g” above.
10. **Definition of Individuals with Disabilities – (WIA Title I, Section 101(17); Title 20 CFR Section 664.250; Section 3 of the Americans with Disabilities Act of 1990**

An individual who has a physical (motion vision, hearing) or mental (learning or developmental) impairment which substantially limits one or more of such person’s major life activities and has a record of such an impairment, or is regarded as having such an impairment and the individual’s physical or mental impairment constitutes or results in a substantial impediment to employment.

**C. LOW INCOME DETERMINATION**

**1. Economically Disadvantaged** - WIA has identified five economically disadvantaged categories and special consideration for individuals with disabilities, as follows:

1. The youth receives, or is a member of a family which receives, cash payments under a federal, state, or income-based public assistance program (See definition of public assistance program in Glossary of Terms);
2. The youth receives an income, or is a member of a family that received a total family income, (exclusive of unemployment compensation, child support payments, public assistance program payments, and old age and survivors insurance benefits received under Section 202 of the Social Security Act) for the six month period prior to WIA registration that (in relation to family size) does not exceed the WIA Low-Income Table (below);
3. The youth is receiving Food Stamps (under Food Stamp Act of 1977) or was determined eligible to receive food stamps in the six month period prior to program application;
4. The youth qualifies as homeless;
5. The youth is a publicly supported foster child whose payments are made by state or local government; or
6. The youth is an individual with a disability whose own income for the last six months meets the WIA low-income guidelines, regardless of the income level of his/her family. (Income determination is required).

**Note**: In order to determine “b” total family income (above), income received by all members of the youth’s family, as defined by WIA, for the previous six months prior to WIA registration must be calculated and compared to the income guidelines in the WIA Low-Income Table for the youth’s family size. The low-income guidelines are updated annually through an Operations Issuance.

(In effect as of June 2012)

## WIA Title I 2012 Low-Income Guidelines for a 6-Month Period

**(Income Guidelines Used to Determine WIA Low-Income Eligibility)**

**Family Size 6 Months Income**

* + 1. $5,640
    2. $9,239
    3. $12,685
    4. $15,658
    5. $18,479
    6. $21,611

Add $3133 for each additional family member.

This income table has been derived from the higher of the Year 2012 Poverty Guidelines published by the Federal Department of Health and Human Services (HHS) in the Federal Register on January 26, 2012 and the 70% Lower Living Standard Income Levels (LLSIL), published by the Secretary of Labor in the Federal Register on March 28, 2012.

These guidelines are used to determine low-income status for the WIA Title I Programs, based on the appropriate family size. A comparison of the applicant’s actual family income during the six-month income determination period with the six-month figures listed above enables the eligibility reviewer to immediately determine low-income status.

WIA guidelines state that the higher of either the Poverty Guidelines or the 70% LLSIL must be used to determine low-income status for WIA Title I programs. For 2012 the LLSIL exceeds the figures in the Poverty Guidelines and will therefore be used to determine low-income status.