OPERATIONS ISSUANCE

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

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 under “Partner Resources.”
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

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