

## TABLE OF DOCUMENTATION TO ESTABLISH WIOA YOUTH PROGRAM ELIGIBILITY

VERIFY EACH ELIGIBILITY CRITERION AS LISTED ON THE ECRF. ONLY ONE DOCUMENT PER ELIGIBILITY CRITERION IS REQUIRED. ALL OTHER BARRIERS INCLUDED IN CALJOBS SHOULD BE BY “SELF ATTESTATION.” ONLY THE DOCUMENTATION SOURCES LISTED IN THIS TABLE MAY BE USED.

**Applicant Statements should only be used if no other documentation is available. Each Applicant Statement used to document an approved criteria must be documented on its own Applicant Statement form.**

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**TABLE 1: GENERAL ELIGIBILITY REQUIREMENTS**

ELIGIBILITY CRITERIA & DEFINITION	ACCEPTABLE DOCUMENTATION
<p><b>SOCIAL SECURITY NUMBER</b>  <b>DATA VALIDATION ONLY</b>  <b>NOT REQUIRED</b>  <b>Applicant Statement cannot be used</b></p> <hr/> <p><i>An identifying number unique to each individual</i></p> <hr/> <p>State of California (EDD) Directive: <a href="#">WSD 20-11</a></p>	<p><b>Documentation of Social Security Number (SSN) is not required for eligibility.</b></p> <ul style="list-style-type: none"> <li>SSN is used to verify base wage data and placement information in CalJOBS. Participants may agree to give the SSN on the WIOA application for this purpose.</li> <li>Notify participants that their “Right to Work” documentation may be requested at a later date in order to provide employment services or training. Reference: <a href="#">Chapter 4, Part 2</a> for “Right to Work Verification.” <ul style="list-style-type: none"> <li>Reference: <a href="#">Chapter 5, Attachment – Activity Code Detailed Listing</a> for services that require Right to Work Verification.</li> </ul> </li> <li>If a participant is unable or refuses to provide a SSN during eligibility and enrollment, provide a Pseudo SSN as explained in <a href="#">Chapter 5</a>.</li> </ul>
<p><b>BIRTH DATE/AGE</b>  <b>REQUIRED</b>  <b>Applicant Statement cannot be used</b></p> <hr/> <p><i>A document identifying date of birth to determine age</i></p> <hr/> <p><a href="#">WSD 22-03</a></p>	<ul style="list-style-type: none"> <li>Driver's license</li> <li>Baptismal record</li> <li>Birth certificate (US or Non-US issued)</li> <li>Form DD-214</li> <li>Certificate of transfer, release or discharge from Active Military Duty</li> <li>Federal, state, or local government issued identification card</li> <li>Hospital record of birth (US or Non-US issued)</li> <li>Passport (US or Non-US issued)</li> <li>Public assistance/social service records</li> <li>School records or identification card (US or non-US issued)</li> <li>Work permit</li> <li>Family Bible</li> </ul>
<p><b>SELECTIVE SERVICE REGISTRATION</b>  <b>REQUIRED FOR MALES, AGES 18 AND OVER</b>  <b>Applicant Statement cannot be used</b></p> <hr/> <p><i>Service in the armed forces under conscription</i></p> <hr/> <p>Note: For male applicants who will turn 18 while active in the WIOA program, the subrecipient must provide acceptable documentation within 30 days of the applicant's 18th birthday.</p> <p>State of California (EDD) Directive: <a href="#">WSD16-18</a>  Reference: <a href="#">Selective Service System - Forms</a></p>	<ul style="list-style-type: none"> <li>Selective Service acknowledgement letter.</li> <li>Report of Separation form (Form DD-214). Should be used only if veteran was discharged after his 26th birthday.</li> <li>Screen printout of the <a href="#">Selective Service Verification</a> site. For males who already registered, this website can be used to confirm their Selective Service number as well as the date of registration, by entering a last name, social security number, and date of birth.</li> <li>Selective Service registration card.</li> <li>Selective Service verification form (Form 3A).</li> <li>Stamped post office receipt of registration.</li> </ul>

**TABLE 2: SCHOOL STATUS ELIGIBILITY REQUIREMENTS**

**IN-SCHOOL YOUTH**

1. Ages 14-21;
2. Attending school;
3. Low-income; and
4. Meets one or more of the following barriers:
  - a) Individual with a disability;
  - b) Offender;
  - c) A homeless individual who meets the criteria defined in sec. 41403(6) of the Violence Against Women Act of 1994, a homeless child or youth who meets the criteria defined in sec. 725(2) of the McKinney-Vento Homeless Assistance Act, or a runaway youth;
  - d) An individual who is in foster care or has aged out of the foster care system, or who has attained 16 years of age and left foster care for kinship guardianship or adoption, an individual who were formerly in foster care, but returned to their families before turning 18, a child eligible for assistance under section 477 of the Social Security Act, or in an out-of-home placement;
  - e) Pregnant or parenting;
  - f) Basic skills deficient;
  - g) English language learner;
  - h) Individual who requires additional assistance to complete an educational program or to secure and hold employment. *(No more than 5% of youth can be enrolled under this barrier)*

**SUBMIT A 5% ELIGIBILITY EXCEPTION REQUEST FORM FOR THE FOLLOWING BARRIERS**

This has been defined locally as a youth:

- Who resides in an area with high rates of poverty, or unemployment, or resides in a designated Promise Zone
- Who resides in a public housing program;
- Who is an immigrant/refugee;
- Who have serious emotional, medical, or psychological barriers;
- Who has a substance abuse problem, or has a history of having such a problem; or
- With a parent or legal guardian that is incarcerated.

<i>ELIGIBILITY CRITERIA &amp; DEFINITION</i>	<i>ACCEPTABLE DOCUMENTATION</i>
<p><b>ATTENDING SCHOOL</b></p> <ol style="list-style-type: none"> <li>1. <i>Public school</i></li> <li>2. <i>Private School</i></li> <li>3. <i>Charter schools</i></li> <li>4. <i>Homeschool</i></li> <li>5. <i>Community College</i></li> <li>6. <i>Private and Public Universities</i></li> </ol> <p>State of California (EDD) Directive: <a href="#">WSD17-07</a> Department of Labor <a href="#">TEGL 21-16</a></p>	<ul style="list-style-type: none"> <li>• School status entered on the WIOA Application</li> <li>• Signed WIOA Title I Application</li> <li>• No documentation is required</li> </ul>

## OUT-OF-SCHOOL YOUTH

1. Age 16-24;
2. Not attending any school;
3. Meets one or more of the following barriers:
  - a) Individual with a disability;
  - b) School dropout;
  - c) Within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter (as defined by the local school district);
  - d) Offender;
  - e) A homeless individual who meets the criteria defined in sec. 41403(6) of the Violence Against Women Act of 1994, a homeless child or youth who meets the criteria defined in sec. 725(2) of the McKinney-Vento Homeless Assistance Act, or a runaway youth;
  - f) An individual who is in foster care or has aged out of the foster care system, or who has attained 16 years of age and left foster care for kinship guardianship or adoption, an individual who were formerly in foster care, but returned to their families before turning 18, a child eligible for assistance under section 477 of the Social Security Act, or in an out-of-home placement;
  - g) Pregnant or parenting;
  - h) A **Low-income** individual who requires additional assistance to complete an educational program or to secure and hold employment. This has been defined locally as a youth:
    - Who is a Black Opportunity Youth
    - Who is a dislocated worker, aged 18-24
    - Who has never held a job, aged 18-24
    - Who is underemployed and seeking full time employment, aged 18-24
    - Who resides in an area with high rates of poverty, or unemployment, or resides in a designated Promise Zone
    - Who resides in a public housing program;
    - Who is an immigrant/refugee;
    - Who have serious emotional, medical, or psychological barriers;
    - Who has a substance abuse problem, or has a history of having such a problem; or
    - With a parent or legal guardian that is incarcerated
  - i) A **Low-income** individual who is a recipient of a secondary school diploma or its recognized equivalent and:
    - basic skills deficient; or
    - an English language learner;

ELIGIBILITY CRITERIA & DEFINITION	ACCEPTABLE DOCUMENTATION
<p><b>NOT ATTENDING SCHOOL</b></p> <ol style="list-style-type: none"> <li>1. <i>Dropout Youth</i></li> <li>2. <i>A youth who has graduated or attained a Secondary School Diploma or Equivalent, but not currently attending any school</i></li> <li>3. <i>Enrolled in WIOA Title II Adult Education</i></li> <li>4. <i>Enrolled in YouthBuild</i></li> <li>5. <i>Enrolled in Job Corps</i></li> <li>6. <i>Enrolled in a high-school equivalency program not in a public K-12 school system (Title 20 CFR Section 681.230)</i></li> <li>7. <i>Enrolled in a drop out re-engagement program</i></li> <li>8. <i>Enrolled in a charter school exclusively in partnership with WIOA, YouthBuild, Job Corps, or CA Conservation Corps</i></li> </ol> <p>Note: A youth attending a high school equivalency program funded by the public K12 school system who is classified by the school system as still enrolled in school are the exception; the youth would be considered <b>an in-school youth</b> (Title 20 CFR Section 681.230)</p> <p>State of California (EDD) Directive: <a href="#">WSD17-07</a> Department of Labor <a href="#">TEGL 21-16</a></p>	<ul style="list-style-type: none"> <li>• School status entered on the WIOA Application</li> <li>• Signed WIOA Title I Application</li> <li>• No documentation is required</li> </ul>

**TABLE 3: EMPLOYMENT BARRIERS AND ELIGIBILITY CATEGORIES**

ELIGIBILITY CRITERIA & DEFINITION	ACCEPTABLE DOCUMENTATION
<p><b>INDIVIDUALS WITH DISABILITIES</b></p> <hr/> <p><i>Has a physical (motion, vision, or hearing) or mental (learning or developmental) impairment which substantially limits one or more of such person’s major life activities; and</i></p> <p><i>Has a record of such an impairment, or is regarded as having such an impairment; and</i></p> <p><i>The individual’s physical or mental impairment constitutes or results in a substantial impediment to employment.</i></p> <hr/>	<ul style="list-style-type: none"> <li>• Barrier entered on the WIOA Application</li> <li>• Signed WIOA Title I Application</li> <li>• No documentation is required</li> </ul>
<p><b>SCHOOL DROPOUT</b> <b>OSY ONLY</b></p> <hr/> <p><i>An individual who is no longer attending any school and who has not received a secondary school diploma or equivalent.</i></p> <p><i>WIOA Section 3[54]</i></p> <hr/> <p>Note: TEGL 8-15 - This does not include individuals who dropped out of post-secondary school</p>	<ul style="list-style-type: none"> <li>• Barrier entered on the WIOA Application</li> <li>• Signed WIOA Title I Application</li> <li>• No documentation is required</li> </ul>
<p><b>WITHIN THE AGE OF COMPULSORY SCHOOL ATTENDANCE, BUT HAS NOT ATTENDED SCHOOL FOR AT LEAST THE MOST RECENT COMPLETE SCHOOL YEAR CALENDAR QUARTER</b> <b>OSY ONLY</b></p> <hr/> <p><i>An individual not attending any school for the last calendar quarter, as defined by the local school district.</i></p> <hr/>	<ul style="list-style-type: none"> <li>• Barrier entered on the WIOA Application</li> <li>• Signed WIOA Title I Application</li> <li>• No documentation is required</li> </ul>

<p><b>OFFENDER/JUSTICE INVOLVED</b></p> <hr/> <p><i>A justice involved individual a) who is or has been subject to any stage of the criminal justice process, and for whom services under this Act may be beneficial; or b) who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.</i></p> <hr/>	<ul style="list-style-type: none"> <li>• Barrier entered on the WIOA Application</li> <li>• Signed WIOA Title I Application</li> <li>• No documentation is required</li> </ul>
<p>Reference: Page 4 of <a href="#">TEGL 21-16</a></p> <p><b>HOMELESS OR RUN-AWAY</b></p> <p>Includes: Victims of the <a href="#">Violence Against Women Act</a> (42 U.S.C. 14043e-2(6)); and The <a href="#">McKinney-Vento Homeless Assistance Act</a> (42 U.S.C. 11360 et seq.);</p>	<ul style="list-style-type: none"> <li>• Barrier entered on the WIOA Application</li> <li>• Signed WIOA Title I Application</li> <li>• No documentation is required</li> </ul>
<p><i>(a) A homeless individual for eligibility purposes is defined as:</i></p> <ul style="list-style-type: none"> <li><i>(1) an individual or family who lacks a fixed, regular, and adequate nighttime residence;</i></li> <li><i>(2) an individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;</i></li> <li><i>(3) an individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including hotels and motels paid for by Federal, State, or local government programs for low-income individuals or by charitable organizations, congregate shelters, and transitional housing);</i></li> <li><i>(4) an individual who resided in a shelter or place not meant for human habitation and who is exiting an institution where he or she temporarily resided;</i></li> <li><i>(5) an individual or family who—</i> <ul style="list-style-type: none"> <li><i>(A) will imminently lose their housing, including housing they own, rent, or live in without paying rent, are sharing with others, and rooms in hotels or motels not paid for by Federal, State, or local government programs for low-income individuals or by charitable organizations, as evidenced by—</i> <ul style="list-style-type: none"> <li><i>(i) a court order resulting from an eviction action that notifies the individual or family that they must leave within 14 days;</i></li> <li><i>(ii) the individual or family having a primary nighttime residence that is a room in a hotel or motel and where they lack the resources necessary to reside there for more than 14 days; or</i></li> <li><i>(iii) credible evidence indicating that the owner or renter of the housing will not allow the individual or family to stay for more than 14 days, and any oral statement from an individual or family seeking homeless assistance that is found to be credible shall be considered credible evidence for purposes of this clause;</i></li> </ul> </li> <li><i>(B) has no subsequent residence identified; and</i></li> <li><i>(C) lacks the resources or support networks needed to obtain other permanent housing; and</i></li> </ul> </li> <li><i>(6) unaccompanied youth and homeless families with children and youth defined as homeless under Federal statutes who—</i> <ul style="list-style-type: none"> <li><i>(A) have experienced a long-term period without living independently in permanent housing,</i></li> <li><i>(B) have experienced persistent instability as measured by frequent moves over such period, and</i></li> <li><i>(C) can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse, the presence of a child or youth with a disability, or multiple barriers to employment.</i></li> </ul> </li> </ul> <p><i>(b) Domestic violence and other dangerous or life-threatening conditions</i> <i>Notwithstanding any other provision of this section, the Secretary shall consider to be homeless any individual or family who is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions in the individual's or family's current housing situation, including where the health and safety of children are jeopardized, and who have no other residence and lack the resources or support networks to obtain other permanent housing.</i></p>	

<p><b>CURRENT OR FORMER FOSTER CARE YOUTH</b></p> <hr/> <p><i>A foster youth is defined as:</i></p> <p><i>An individual who is in foster care or has aged out of the foster care system, or</i></p> <p><i>Who has attained 16 years of age and left foster care for kinship guardianship or adoption, or</i></p> <p><i>An individual who were formerly in foster care, but returned to their families before turning 18, or</i></p> <p><i>A child eligible for assistance under sec. 477 of the Social Security Act,</i></p> <hr/>	<ul style="list-style-type: none"> <li>• Barrier entered on the WIOA Application</li> <li>• Signed WIOA Title I Application</li> <li>• No documentation is required</li> </ul>
<p><b>OUT-OF-HOME PLACEMENT</b></p> <hr/> <p><i>Any arrangement made for a youth to live apart from his/her parent or legal guardian in an approved relative or non-related extended family member's home, in a licensed or certified home, or in a licensed residential facility on a 24-hour basis.</i></p> <hr/>	<ul style="list-style-type: none"> <li>• Barrier entered on the WIOA Application</li> <li>• Signed WIOA Title I Application</li> <li>• No documentation is required</li> </ul>
<p><b>PREGNANT OR PARENTING</b></p> <hr/> <p><i>A female individual who is under 24 years of age who is pregnant; or</i></p> <p><i>an individual (male or female) who is providing custodial or non-custodial care for one or more dependents under age 18.</i></p> <hr/>	<ul style="list-style-type: none"> <li>• Barrier entered on the WIOA Application</li> <li>• Signed WIOA Title I Application</li> <li>• No documentation is required</li> </ul>
<p><b>ENGLISH LANGUAGE LEARNER</b></p> <hr/> <p><i>A <b>low-income</b> individual who has a limited ability in speaking, reading, writing, or understanding the English language, and</i></p> <p><i>A) whose native language is a language other than English; or</i></p> <p><i>B) An individual who lives in a family or community environment where a language other than English is the dominant language.</i></p> <hr/> <p><b>Note: OSY under this barrier must possess a High School Diploma or GED Equivalency</b></p> <p>Reference: Page 3 of <a href="#">TEGL 21-16</a></p>	<ul style="list-style-type: none"> <li>• Barrier entered on the WIOA Application</li> <li>• Signed WIOA Title I Application</li> <li>• No documentation is required</li> </ul>

<p><b>BASIC SKILLS DEFICIENT</b> <b>Applicant Statement cannot be used</b></p> <hr/> <p><i>The term basic skills deficient, means that a <b>low-income</b> individual has English reading, writing, or computing skills at or below the 9<sup>th</sup> grade level (8.9 or lower) on a generally accepted standardized test or a comparable score on a criterion-reference test. <b>The Act does not provide flexibility to local areas to further define basic skills deficient.</b></i></p> <hr/> <p><b>Note: OSY under this barrier must possess a High School Diploma or GED Equivalency</b></p>	<ul style="list-style-type: none"> <li>• Assessment by a generally accepted standardized test (TABE or CASAS)</li> <li>• School records showing test scores from a generally accepted standardized test within the last year, academic assessments, transcripts, or other school documentation</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>• Barrier entered on the WIOA Application</li> <li>• Signed WIOA Title I Application</li> </ul> <p><b>If an individual is an English Language Learner (ELL) and BSD, no documentation is required. However, if the participant is BSD and NOT ELL, then an assessment or record is needed.</b></p>
<b>REQUIRES ADDITIONAL ASSISTANCE</b>	
<p><b>RESIDES IN AN AREA OF HIGH POVERTY, OR UNEMPLOYMENT, OR IN A DESIGNATED PROMISE ZONE</b> <b>ISY - 5% ELIGIBILITY EXCEPTION</b> <b>Applicant Statement cannot be used</b></p> <hr/> <p><i>Defined locally as a <b>low-income</b> individual who requires additional assistance to enter or complete an educational program or to secure and hold employment due to the aforementioned barrier.</i></p> <hr/> <p><b>Note: The address cannot be the address of the service provider for documentation of this barrier.</b></p>	<p>Resides in an area of High Poverty or Unemployment or Designated Promise Zone:</p> <ul style="list-style-type: none"> <li>• Lives in a <a href="#">Census tract</a> identified locally by SDWP in Chapter 7, Part 2 - Attachment: Resides in an area of high poverty or unemployment or in a designated promise zone injunction; and</li> <li>• Barrier Documentation Form completed and kept in the applicant's eFile</li> <li>• Signed WIOA Title I Application</li> <li>• Barrier entered on the WIOA Application as "Youth Who Needs Additional Assistance"</li> <li>• No other documentation is required</li> </ul> <p>Workforce eFile will automatically generate a census tract number based on the address entered on the participant profile. If the participant lives on an Indian/Native American Reservation, staff must select the name of the Reservation for verification.</p>
<p><b>RESIDES IN A PUBLIC HOUSING PROGRAM</b> <b>ISY - 5% ELIGIBILITY EXCEPTION</b></p> <hr/> <p><i>Defined locally as a <b>low-income</b> individual who requires additional assistance to enter or complete an educational program or to secure and hold employment due to the aforementioned barrier.</i></p> <hr/>	<ul style="list-style-type: none"> <li>• Barrier entered on the WIOA Application as "Youth Who Needs Additional Assistance"</li> <li>• Signed WIOA Title I Application</li> <li>• No documentation is required</li> </ul>



<p><b>IMMIGRANT/REFUGEE</b> <b>ISY - 5% ELIGIBILITY EXCEPTION</b></p> <hr/> <p><i>Permanent Resident Alien - an alien admitted to the United States as a lawful permanent resident. Permanent residents are also commonly referred to as immigrants; however, the Immigration and Nationality Act (INA) broadly defines an immigrant as any alien in the United States, except one legally admitted under specific nonimmigrant categories (INA section 101(a)(15)). An illegal alien who entered the United States without inspection, for example, would be strictly defined as an immigrant under the INA but is not a permanent resident alien.</i></p> <hr/>	<ul style="list-style-type: none"> <li>• Barrier entered on the WIOA Application as “Youth Who Needs Additional Assistance”</li> <li>• Signed WIOA Title I Application</li> <li>• No documentation is required</li> </ul>
<p><b>INDIVIDUALS WHO HAVE A SERIOUS EMOTIONAL, MEDICAL, OR PSYCHOLOGICAL PROBLEM</b> <b>ISY - 5% ELIGIBILITY EXCEPTION</b> <b>Applicant Statement cannot be used</b></p> <hr/> <p><i>Defined locally as a <b>low-income</b> individual who requires additional assistance to enter or complete an educational program or to secure and hold employment due to the aforementioned barrier.</i></p> <hr/>	<ul style="list-style-type: none"> <li>• Barrier entered on the WIOA Application as “Youth Who Needs Additional Assistance”</li> <li>• Signed WIOA Title I Application</li> <li>• No documentation is required</li> </ul>
<p><b>SUBSTANCE ABUSE PROBLEM OR HISTORY OF HAVING SUCH A PROBLEM</b> <b>ISY - 5% ELIGIBILITY EXCEPTION</b></p> <hr/> <p><i>a <b>low-income</b> individual with substance use disorders that occur when the recurrent use of alcohol and/or drugs causes clinically and functionally significant impairment, such as health problems, disability, and failure to meet major responsibilities at work, school, or home.</i></p> <hr/> <p>Source Reference: <a href="https://www.samhsa.gov">SAMHSA.gov</a></p>	<ul style="list-style-type: none"> <li>• Barrier entered on the WIOA Application as “Youth Who Needs Additional Assistance”</li> <li>• Signed WIOA Title I Application</li> <li>• No documentation is required</li> </ul>

<p><b>PARENT OR LEGAL GUARDIAN IS INCARCERATED</b> <b>ISY - 5% ELIGIBILITY EXCEPTION</b></p> <hr/> <p><i>Defined locally as a <b>low-income</b> individual who requires additional assistance to enter or complete an educational program or to secure and hold employment due to the aforementioned barrier.</i></p> <hr/>	<ul style="list-style-type: none"> <li>• Barrier entered on the WIOA Application as “Youth Who Needs Additional Assistance”</li> <li>• Signed WIOA Title I Application</li> <li>• No documentation is required</li> </ul>
<p><b>DISLOCATED WORKER – BARRIER ONLY</b> <b>OSY ONLY (18-24)</b></p> <hr/> <p><i>A <b>low-income</b> youth, ages 18-24 that meets the definition of a dislocated worker and requires additional assistance to enter or obtain employment. Youth must meet the Adult definition of a dislocated worker for Categories 1 or 2.</i></p> <hr/> <ol style="list-style-type: none"> <li>1. Terminated, laid off, or received notice of termination or layoff</li> <li>2. Is eligible for UI, or has exhausted UI, or is not eligible for UI due to insufficient earnings, or is eligible for UI but has not yet applied</li> </ol> <p><b>Note: This eligibility does not qualify youth as a Dislocated Worker under WIOA Title I. For Dislocated Worker eligibility, and for youth who may qualify under additional categories of Dislocated Worker, youth must be referred to the Career Center for eligibility determination and services.</b></p>	<ul style="list-style-type: none"> <li>• Barrier entered on the WIOA Application as “Youth Who Needs Additional Assistance”</li> <li>• Signed WIOA Title I Application</li> <li>• No documentation is required</li> </ul>

<p><b>UNDEREMPLOYED</b> <b>OSY ONLY (18-24)</b></p> <hr/> <p>A <b>low-income</b> youth, ages 18-24 that prior to application has not been employed in a job that paid a wage higher than \$20.82/hr., and is currently:</p> <p>(a) Working part time but seeking full time employment (Currently working an average of less than 30 hours per week)</p> <p>OR</p> <p>(b) Working, but in a position under their documented skills/ability (i.e. Registered Nurse working in customer service)</p> <p>OR</p> <p>(c) A dislocated worker whose job earnings are significantly lower than what they were prior to their layoff or termination. Proof of dislocation is not required but must be the reason for the reduced earnings.</p> <hr/>	<ul style="list-style-type: none"> <li>• Barrier entered on the WIOA Application as “Youth Who Needs Additional Assistance”</li> <li>• Signed WIOA Title I Application</li> <li>• No documentation is required</li> </ul>
<p><b>NEVER HELD A JOB</b> <b>OSY ONLY (18-24)</b></p> <hr/> <p>A <b>low-income</b> youth, ages 18-24 that prior to application has never been employed or employment has been limited or sporadic</p> <hr/>	<ul style="list-style-type: none"> <li>• Barrier entered on the WIOA Application as “Youth Who Needs Additional Assistance”</li> <li>• Signed WIOA Title I Application</li> <li>• No documentation is required</li> </ul>
<p><b>BLACK OPPORTUNITY YOUTH</b> <b>OSY ONLY</b></p> <hr/> <p>Defined locally as a <b>low-income</b> individual who identifies as Black or African American (including those who identify with more than one racial or ethnic group)</p> <hr/>	<ul style="list-style-type: none"> <li>• Barrier entered on the WIOA Application as “Youth Who Needs Additional Assistance”</li> <li>• Signed WIOA Title I Application</li> <li>• No documentation is required</li> </ul>

**TABLE 4: LOW-INCOME ELIGIBILITY REQUIREMENTS**

ELIGIBILITY CRITERIA & DEFINITION	ACCEPTABLE DOCUMENTATION
<p><b>LOW INCOME EXEMPTIONS</b></p> <hr/> <p><i>Youth who are considered low income due to their barrier or are exempt from low income</i></p> <hr/> <p>The list on the right notes all youth who are considered low income automatically and do not need to indicate income status on their WIOA application. If the application requires an entry, enter "0."</p> <p>Reference: Page 5-7 of <a href="#">TEGL 21-16</a></p>	<p><b>Documentation of Low Income is not required for eligibility for the following:</b></p> <ul style="list-style-type: none"> <li>• <b>Out-of-School Youth (OSY)</b> <ul style="list-style-type: none"> <li>• Individual with a disability;</li> <li>• School dropout;</li> <li>• Within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter (as defined by the local school district);</li> <li>• Offender/Justice Involved;</li> <li>• An individual who is in foster care or has aged out of the foster care system, or who has attained 16 years of age and left foster care for kinship guardianship or adoption, an individual who were formerly in foster care, but returned to their families before turning 18, a child eligible for assistance under section 477 of the Social Security Act, or in an out-of-home placement;</li> <li>• A homeless individual who meets the criteria defined in sec. 41403(6) of the Violence Against Women Act of 1994, a homeless child or youth who meets the criteria defined in sec. 725(2) of the McKinney-Vento Homeless Assistance Act;</li> <li>• Pregnant or parenting;</li> </ul> </li> <li>• <b>In-School Youth (ISY)</b> <ul style="list-style-type: none"> <li>• An individual who is in foster care or has aged out of the foster care system, or who has attained 16 years of age and left foster care for kinship guardianship or adoption, an individual who were formerly in foster care, but returned to their families before turning 18, a child eligible for assistance under section 477 of the Social Security Act, or in an out-of-home placement;</li> <li>• A homeless individual who meets the criteria defined in sec. 41403(6) of the Violence Against Women Act of 1994, a homeless child or youth who meets the criteria defined in sec. 725(2) of the McKinney-Vento Homeless Assistance Act;</li> </ul> </li> </ul>
<b>OPTION 1</b>	
<p><b>RESIDES IN A HIGH POVERTY AREA</b></p> <p><b>Applicant Statement cannot be used</b></p> <hr/> <p><i>A Census tract, a set of contiguous Census tracts, an American Indian Reservation, Oklahoma Tribal Statistical Area (as defined by the U.S. Census Bureau), Alaska Native Village Statistical Area or Alaska Native Regional Corporation Area, Native Hawaiian Homeland Area, or other tribal land as defined by the Secretary in guidance or county that has a poverty rate of at least 25 percent as set every 5 years using American Community Survey 5-Year data.</i></p> <hr/> <p>Note: This is also considered a barrier to employment.</p>	<ul style="list-style-type: none"> <li>• Lives in a Census tract identified locally by SDWP in Chapter 7, Part 2 - Attachment: Resides in an area of high poverty; and the Barrier Documentation Form completed and kept in the applicant's eFile; or</li> <li>• Proof of living on an Indian Reservation or tribal land</li> </ul> <p>Workforce eFile will automatically generate a census tract number based on the address entered on the participant profile.</p>

OPTION 2	
<p><b>PUBLIC ASSISTANCE</b> <b>Applicant Statement cannot be used</b></p> <hr/> <p><i>An applicant who receives, or in the past 6 months has received, or is a member of a family that is receiving or in the past six months has received, assistance through the following:</i></p> <hr/> <p>Includes:            1. Supplemental nutrition assistance program established under the Food and Nutrition Act of 2008 (7 U.S.C. 2011 et seq.)            2. Program of block grants to States for temporary assistance for needy families program under part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.)            3. Supplemental security income program established under Title XVI of the Social Security Act (42 U.S.C. 1381 et seq.)            4. State or local income-based public assistance</p>	<p><b>Supplemental Nutrition Assistance Program (SNAP)</b></p> <ul style="list-style-type: none"> <li>• SNAP Eligibility Verification</li> <li>• Copy of Authorization to Receive Food Stamps</li> <li>• Documentation of Food Stamp Benefit Receipt</li> <li>• Referral Transmittal from SNAP</li> </ul> <p><b>Temporary Assistance to Needy Families (TANF)</b></p> <ul style="list-style-type: none"> <li>• TANF Eligibility Verification</li> <li>• TANF Period of Benefit Receipt Verification</li> <li>• Referral Transmittal from TANF</li> </ul> <p><b>Supplemental Security Income (SDI)/(SSDI)</b></p> <ul style="list-style-type: none"> <li>• SSI Receipt of Benefits Verification</li> <li>• Referral Transmittal from Social Security Administration</li> <li>• SDI Eligibility Verification</li> </ul> <p><b>Other Public Assistance</b></p> <ul style="list-style-type: none"> <li>• Copy of Authorization to Receive Cash Public Assistance</li> <li>• Copy of Public Assistance Check</li> <li>• Medical Card Showing Cash Grant Status</li> <li>• Public Assistance Eligibility Verification</li> <li>• Telephone verification through San Diego County ACCESS Community Based Organization line (1-855-588-0188)</li> </ul>
<p><b>FREE OR REDUCED LUNCH</b> <b>ISY ONLY</b></p> <hr/> <p><i>Eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.)</i></p> <hr/> <p>Note: WIOA programs must base low-income status on an individual student's eligibility to receive free and reduced lunch, regardless if the whole school automatically receives free and reduced lunch.</p>	<ul style="list-style-type: none"> <li>• Letter of eligibility for free or reduced price lunch</li> <li>• Free or reduced price lunch card</li> <li>• School documentation</li> <li>• Applicant statement if no other documents are available</li> </ul>

<b>OPTION 3</b>	
<p><b>FAMILY SIZE/INDIVIDUAL STATUS</b></p> <hr/> <p style="text-align: center;"><i>A family is defined as:</i></p> <p><i>A) Two or more persons related by blood, marriage (including same-sex marriages), or decree of court,</i></p> <p><i>B) who are living in a single residence, and</i></p> <p><i>C) are included in one or more of the following categories:</i></p> <p><i>a husband, wife, (including same sex spouses), and dependent children</i></p> <p><i>a parent or guardian and dependent children</i></p> <p><i>a husband and wife (including same sex-spouses)</i></p> <hr/> <p>Note: A step-child or step-parent is considered related by marriage and must be included when determining family income.</p>	<ul style="list-style-type: none"> <li>• Birth certificate</li> <li>• Decree of court</li> <li>• Divorce decree</li> <li>• Landlord statement/lease</li> <li>• Marriage certificate</li> <li>• Medical card</li> <li>• Public assistance/social service agency records</li> <li>• Public Housing Authority (If resident of, or on waiting list)</li> <li>• Written statement from a publicly-supported 24-hour care facility or institution (e.g. mental, prison)</li> <li>• Telephone verification</li> <li>• Applicant statement if no other documents are available</li> </ul>
<b>AND</b>	
<p><b>FAMILY/INDIVIDUAL INCOME</b></p> <hr/> <p style="text-align: center;"><i>The individual receives an income, or is a member of a family that received a total family income, for the six-month period prior to WIOA registration that (in relation to family size) does not exceed the above 70% Low-Income Guidelines.</i></p> <hr/> <p>Document each family member and their corresponding income determination using the source attachment (<a href="#">Chapter 7, Part 2: Methods for Calculating Income</a>). The subrecipient may use their own form to show income determination and upload to eFile or utilize the “Income Calculation Template Form.”</p> <p>Note: An ISY with a Disability only needs to provide individual, not family income.</p> <p>Reference: Page 7 of <a href="#">TEGL 21-16</a></p>	<ul style="list-style-type: none"> <li>• Award letter from Veterans Administration</li> <li>• Bank statements/ Direct deposit</li> <li>• Pay stubs</li> <li>• Compensation award letter</li> <li>• Court award letter</li> <li>• Pension statement</li> <li>• Employer statement/contact</li> <li>• Family or business financial records</li> <li>• Housing Authority verification</li> <li>• Quarterly estimated tax for self-employed persons (Schedule C)</li> <li>• Social Security benefits records</li> <li>• Unemployment insurance documents and/or printout</li> <li>• Copy of Authorization to Receive Cash Public Assistance</li> <li>• Copy of public assistance check</li> <li>• Telephone verification</li> <li>• Applicant statement if no other documents are available</li> </ul>

OPTION 4	
<p><b>5% INCOME ELIGIBILITY EXCEPTION</b> <b>Applicant Statement cannot be used</b></p> <hr/> <p><i>A person who meets all eligibility requirements except low income, and requires additional assistance to enter or complete an educational program or to secure and hold employment.</i></p> <hr/> <p>Note: This may not be more than 5% of the total youth enrolled per program year who would ordinarily be required to meet the low-income criteria. This includes ELL youth, Basic Skills Deficient Youth, and ISY in the calculation. OSY who do not require low income determination are excluded.</p>	<ul style="list-style-type: none"> <li>• 5% Eligibility Exception Request form completed and approved by SDWP Program Specialist and kept in applicant's eFile</li> </ul>

TABLE 5: PRIOR OR CURRENT ENROLLMENT IN CALJOBS	
ELIGIBILITY CRITERIA & DEFINITION	ACCEPTABLE DOCUMENTATION
<p><b>RE-ENROLLMENT</b> <b>Applicant Statement cannot be used</b></p> <hr/> <p><i>A person who has previously had a WIOA application in CalJOBS and is no longer active.</i></p> <hr/> <p>Note: The individual can be in follow up services.</p>	<ul style="list-style-type: none"> <li>• Re-Enrollment Request form completed and approved by SDWP Program Specialist and kept in applicant's eFile</li> </ul>
<p><b>DUAL-ENROLLMENT</b> <b>Applicant Statement cannot be used</b></p> <hr/> <p><i>A person who has an active WIOA application in CalJOBS and is requesting to enroll in two Title I programs</i></p> <hr/>	<ul style="list-style-type: none"> <li>▪ Dual-Enrollment Request form completed and approved by SDWP Program Specialist and kept in applicant's eFile</li> </ul>
<p><b>CO-ENROLLMENT</b> <b>Applicant Statement cannot be used</b></p> <hr/> <p><i>A person who has an active WIOA application in CalJOBS and is referred to other non-Title I programs (i.e. Title II, III, IV and other non-WIOA SDWP special projects)</i></p> <hr/>	<ul style="list-style-type: none"> <li>▪ Refer to Chapter 5: Activity Code Dictionary to document appropriate referrals after enrollment. Referrals prior to enrollment should be documented in the Partner Portal.</li> <li>▪ No form is required for co-enrollment</li> </ul>