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January 9, 2018

**To:** WIOA Young Adult Subrecipients of the Orange County  
Development Area

**From:** Brian Rayburn   
Interim Director

**Subject: WIOA Youth (Young Adult) Program - Participant  
Eligibility Requirements  
Information Notice No. 17-OCDB-12**

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**PURPOSE:**

This policy provides guidance to the Young Adult subrecipients of the Orange County Development Board (OCDB) regarding the participant eligibility requirements of the Workforce Innovation and Opportunity Act (WIOA) Youth Program.

**REFERENCES:**

- Workforce Innovation and Opportunity Act (WIOA) of 2014 (Public Law 113-128)
- Workforce Investment Act (WIA) (Public Law 105-220)
- Title 20 CFR Parts 681 and 683
- Training and Employment Guidance Letter (TEGL) 21-16, *Third WIOA Title I Youth Program Guidance* (March 2, 2017)
- Training and Employment Guidance Letter (TEGL) 8-15, *Second Title I WIOA Youth Program Transition Guidance* (November 17, 2015)
- TEGL 23-14, *WIOA Youth Program Transition* (March 26, 2015)
- TEGL 19-14, *Vision for the Workforce System and Initial Implementation of the WIOA* (February 19, 2015)
- TEGL 12-14, *Allowable Uses and Funding Limits of WIA Program Year (PY) 2014 funds for WIOA Transitional Activities* (October 28, 2014)
- California Education Code (EC) Sections 47612.1, 58500, 66010
- Workforce Services Directive WSD14-4, *WIA Title I Eligibility*
- Workforce Services Draft Directive WSDD1-158, *WIOA Youth Program Requirements* (November 29, 2016)
- Workforce Services Draft Directive WSDD-161, *Authorization to Work Verification Procedures* (January 17, 2017)
- Workforce Services Directive WSD16-18, *Selective Service Registration* (April 10, 2017)

  
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### **EFFECTIVE DATE:**

This policy is effective upon issuance.

### **BACKGROUND:**

Operational implementation of the WIOA youth program began July 1, 2015, with all provisions taking effect July 1, 2016. Local Areas were expected to use their PY 2015-16 WIOA youth formula funds to properly align their youth programs and services in preparation for full WIOA youth program implementation effective July 1, 2016. The OCDB has contractually required all Young Adult Program (the local name of the WIOA Youth Program) subrecipients to follow and implement the WIOA Section 129 requirements since July 1, 2015 including the new eligibility criteria for the WIOA Youth Program.

### **POLICY AND PROCEDURE:**

#### **Definitions**

1. Young Adult Program is the OCDB's local name of the WIOA Youth Program. Any reference to Youth or Youth Program in this policy applies to the Young Adult or Young Adult Program.
2. For the purposes of this policy, the following definitions apply:

*Adult Education* – academic instruction and education services below the post-secondary level that increases an individual's ability to read, write, and speak in English and perform mathematics or other activities necessary for the attainment of a secondary school diploma or its recognized equivalent; transition to post-secondary education and training; and obtain employment. (WIOA Section 203)

*Attending School* – an individual is considered to be attending school if the individual is enrolled in secondary or postsecondary school. If a youth is between high school graduation and postsecondary education, the youth is considered an In-school (IS) youth if they are registered for postsecondary education, even if they have not yet begun postsecondary classes. However, if the youth registers for postsecondary education, but does not follow through with attending classes, the youth is considered Out-of-School (OS) youth if the eligibility determination is made after youth decided not to attend postsecondary education. Youth on summer break are considered IS youth if they are enrolled to continue school in the fall (TEGL 21-16).

*Not Attending School* – an individual who is not attending a secondary or post-secondary school. In addition, individuals enrolled in the following programs would be considered an OS youth for eligibility purposes:

- WIOA Title II Adult Education, YouthBuild, Job Corps, high school equivalency program, or dropout re-engagement programs.

- Youth attending high school equivalency programs funded by the public K-12 school system who are classified by the school system as still enrolled in school are the exception; they are considered IS youth (Title 20 CFR Section 681.230).
- Non-credit bearing post-secondary classes only (TEGL 21-16).
- A charter school program that provides instruction exclusively in partnership with WIOA, federally-funded YouthBuild programs, federal Job Corps training or instruction, or California Conservation Corps or a state certified local conservation corps (in alignment with EC Section 47612.1).

*Offender* – An adult or juvenile subject to any stage of the criminal justice process or an adult or juvenile who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or convictions or for whom services under WIOA may be beneficial (WIOA Section 3[38]).

*Post-secondary School* – California community colleges, and accredited public and private universities. (EC Section 66010)

*School* – any secondary or post-secondary school (20 CFR Part 681.230). These include, but are not limited to: traditional K-12 public and private (e.g., continuation, magnet, charter, and home) schools.

*School Dropout* – an individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent. (WIOA 3[54]) Per TEGL 8-15, this term does not include individuals who dropped out of post-secondary school.

*Secondary School* – a nonprofit institutional day or resident school, including a public secondary charter school, that provides secondary education, as determined under state law, except that the term does not include any education beyond grade 12. (Title 20 U.S.C. Section 1401[27])

## **Youth Eligibility Criteria**

The WIOA Section 129(a)(1) provides new eligibility criteria for the WIOA youth program. To be eligible to participate in the WIOA youth program, an individual must be an Out-of-School (OS) youth or an In-School (IS) youth. Youth enrolled beginning July 1, 2015, must meet the new WIOA eligibility criteria.

Youth enrolled after July 1, 2015, must meet the WIOA eligibility criteria. After July 1, 2015, all WIA youth participants who are enrolled in the WIA youth program must be grandfathered into the WIOA youth program, even if the participant would not otherwise be eligible for the WIOA. Local youth programs are not required to complete an eligibility re-determination if the participant has been determined eligible and enrolled under the WIA. Furthermore, these participants must be allowed to complete the WIA services

specified in their individual service strategy. The OCDB has observed the WIOA transition requirements.

### ***OS Youth Eligibility***

In order to receive services as an OS youth, an individual must meet the following eligibility criteria:

1. Not attending any secondary or postsecondary school (not including Title II Adult Education, YouthBuild, Job Corps, high school equivalency programs [exceptions in definitions], non-credit bearing postsecondary classes, dropout reengagement programs or charter schools with federal and state workforce partnerships).
2. Age 17-24 years old at time of enrollment (locally identified OS age range); and,
3. One or more of the following barriers:
  - (a) A school dropout;
  - (b) A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter. (Note: If the school does not use school year quarters, calendar quarters shall be used)
  - (c) A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient or an English language learner;
  - (d) An offender;
  - (e) A homeless individual, a runaway;
  - (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, a child eligible for assistance under Section 477 of the Social Security Act, or in an out-of-home placement;
  - (g) An individual who is pregnant or parenting (custodial and non-custodial parent including non-custodial fathers);
  - (h) An individual with a disability; or,
  - (i) A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

(Reference: Title 20 CFR Part 681.210)

A youth participant's eligibility is determined at intake; therefore, the youth remains eligible for youth services until exited. For example, an individual who is an OS youth at time of enrollment and is subsequently placed in a GED program at an adult school, or any school, is still considered an OS youth. Additionally, an individual who is an OS youth and between the ages of 17-24 at the time of enrollment, and is now beyond the age of 24, is still considered an OS youth until exited.

### ***IS Youth Eligibility***

In order to receive services as an IS youth, an individual must meet the following eligibility criteria:

1. Attending school, including secondary and post-secondary school;
2. Age 17-21 years old (A youth with disabilities who is in an individualized education program at the age of 22 may be enrolled as an IS youth [TEGL 21-16 and EC 56026]).
3. Low income individual; and,
4. Meets one or more of the following barriers:
  - (a) Basic skills deficient;
  - (b) An English language learner;
  - (c) An offender;
  - (d) A homeless individual, a runaway;
  - (e) 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, a child eligible for assistance under Section 477 of the Social Security Act, or in an out-of-home placement;
  - (f) Pregnant or parenting (custodial and non-custodial parent including non-custodial fathers);
  - (g) Individual with disability; or,
  - (h) An individual who requires additional assistance to complete an educational program or secure and hold employment.

(Reference: Title 20 CFR Part 681.220)

A youth participant's eligibility is determined at intake; therefore, the youth remains eligible for youth services until exited. For example, an individual who is an IS youth and between the ages of 17-21 at the time of enrollment, and is now beyond the age of 21, is still considered an IS youth until exited.

### ***Low-Income***

Under WIOA, a youth who receives or is eligible to receive a free or reduced lunch under the Richard B. Russell National School Lunch Act, is considered to be low-income. While the free/reduced lunch low-income category primarily applies to IS Youth, OS youth may also qualify as low income if the youth is a parent living in the same household as a child who receives or is eligible to receive free or reduced price lunch based on their income level. However, not all youth who receive a free or reduced priced lunch automatically qualify as low income for the WIOA youth program eligibility. In areas where a school district subsidizes all student meals under the Hunger-Free Kids Act of 2010, the Local Area must base low-income status on an individual student's eligibility to receive free or reduced price lunch or on the youth's ability to meet one of the other low-income categories under WIOA.

A youth living in a high-poverty area is automatically considered to be a low-income individual. A high-poverty area is a Census tract or county that has a poverty rate of at least 25 percent as set every 5 years using American Community Survey (ACS) 5-Year data. Local Areas may access ACS 5-Year data on the U.S. Census Fact Finder website to determine the poverty rate. TEGL 21-16, Attachment 2 - Determining Whether Youth are Living in a High Poverty Area, provides step-by-step instruction on how to calculate the poverty rate.

### ***Calculating Income***

For income calculation purposes, if an individual is not living in a single residence with other family members that individual is not considered a member of a family. When determining a youth's eligibility based on low-income status, subrecipients must do the following:

- Include Unemployment Insurance as income.
- Include child support payments as income.
- For IS youth with a disability, consider only the youth's own income rather than their family's income.

(Reference: TEGL 21-16)

An Income Worksheet (Attachment II) must be completed and placed in the participant's file, if applicable.

### ***Low-Income Exception***

The WIOA maintains a 5 percent low-income eligibility exception where 5 percent of Local Area youth participants who ordinarily would need to be low-income do not need to meet the low income provision. However, because not all OS youth are required to be low-income, the 5 percent low-income exception under WIOA is calculated based on the 5 percent of youth enrolled in a given program year who would ordinarily be required to meet the low-income criteria. The 5 percent low-income exception may include OS youth under eligibility categories 3c and 3h, IS youth, or a combination of both, not to exceed 5 percent of all WIOA youth participants served for a given program year. **Subrecipients must obtain approval from the OCDB prior to enrolling participants under the 5 percent low-income exception.**

### ***Requires Additional Assistance & 5 Percent Limitation***

Under WIOA, no more than 5 percent of IS youth enrolled in a given program year may be found eligible based solely on meeting the criterion, "requires additional assistance." This limitation applies to IS youth enrolled on or after July 1, 2015. Therefore, participants that were enrolled under WIA and carried into WIOA would not be factored in. **Subrecipients must obtain approval from the OCDB prior to enrolling participants under the 5 percent limitation.**

For OCDB definition and eligibility documentation requirements for “requires additional assistance” as it relates to both OS and IS youth, refer to OCDB Information Notice No. 15-OCWDB-02, *WIOA Title I Youth – Requires Additional Assistance, Basic Skills Deficient and English Language Learner (and/or any subsequent updates in the local policy)*.

### **General Program Eligibility Criteria**

In addition to the preceding policy requirements that apply to eligibility for Youth Program services, the following general program eligibility criteria apply to the WIOA Youth Program:

- Citizenship Status verification (in compliance with TEGL 02-14)
- Selective Service registration
- Age

### **Documentation**

Subrecipients shall ensure proper documentation of participant eligibility determination which shall be kept in the participant files and available anytime for inspection and review by local, State and Federal monitors.

### **Documenting Eligibility with Self-Attestation**

Self-attestation cannot be used to document eligibility data elements of right-to-work, selective service, and age. Documenting eligibility with self-attestation is a method of last resort when no other source of documentation can be found or accessed. Self-attestation can also be used to clarify documentation that is considered insufficient by itself. Please review the most current or relevant Data Validation Training Employment Guidance Letter to assist in determining when it is appropriate to use self-attestation.

### **Registration**

Youth who receive services under WIOA Title I must be *registered* and must be a participant.

*Registration* is the process for collecting information to support a determination of eligibility. It is also the point at which performance accountability information begins to be collected. For an individual to be registered into a WIOA program, the following must occur:

1. The individual must complete the application/eligibility determination process;
2. The individual must provide the documentation required to substantiate his/her eligibility; and
3. Appropriate activity code for the individual is entered into the CalJOBS<sup>SM</sup> system.

## **Data Management**

Subrecipients shall ensure that accurate participant eligibility information is reflected in the CalJOBS system in a timely manner.

### **ACTION:**

Bring this policy to the attention of all affected staff and all relevant parties.

### **INQUIRIES:**

If you have any questions regarding this policy, please contact your Contract Administrator at (714) 480-6500.

### **ATTACHMENT:**

Attachment I: Eligibility Criteria and Documentation  
Attachment II: Income Worksheet  
Attachment III: Self-Attestation



**ATTACHMENT I**  
**ELIGIBILITY CRITERIA AND DOCUMENTATION**

<b>YOUTH (YOUNG ADULT) ELIGIBILITY</b> (A youth participant must meet the WIOA general eligibility criteria and the eligibility criteria below)	
<b>Eligibility Criteria</b> (Verify each eligibility criterion)	<b>Acceptable Documentation</b> (One document per eligibility criterion is required.)
<b>1. Low-income individual</b>	See the <u>Low Income Table</u>
<b>2. An Individual who is one or more of the following:</b>	
(A) Deficient in basic literacy skills	<ul style="list-style-type: none"> <li>• Standardized assessment test</li> <li>• School records</li> <li>• Case notes</li> </ul>
(B) A school dropout or youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year quarter	<ul style="list-style-type: none"> <li>• School documentation/statement/records</li> <li>• Drop out letter</li> <li>• WIOA application</li> <li>• Local area Management Information System</li> <li>• Self-attestation</li> </ul>
(C) Homeless or a runaway;  or	<ul style="list-style-type: none"> <li>• Written statement from an individual providing temporary residence</li> <li>• Written statement from social service agency</li> <li>• Written statement from a shelter</li> <li>• WIOA application</li> <li>• Self-attestation</li> </ul>
a foster child	<ul style="list-style-type: none"> <li>• Written confirmation from social service agency</li> <li>• Case notes</li> </ul>
(D) Pregnant or a parent	<ul style="list-style-type: none"> <li>• Copy of child's birth certificate</li> <li>• Baptismal record</li> <li>• Observation of pregnancy status</li> <li>• Doctor's note confirming pregnancy</li> <li>• Self-attestation</li> </ul>
(E) An offender	<ul style="list-style-type: none"> <li>• Documentation from juvenile or adult criminal justice system</li> <li>• Documented phone call with court or probation representatives</li> <li>• WIOA application</li> <li>• Self-attestation</li> </ul>

<p>(F) An individual who requires additional assistance to complete an educational program, or to secure and hold employment</p>	<ul style="list-style-type: none"> <li>• Locally established eligibility documentation requirements</li> <li>• Individual Service Strategy</li> <li>• Case notes</li> <li>• WIOA application</li> <li>• Local area Management Information System</li> <li>• Self-attestation</li> </ul>
<p><b>3. Up to five percent of WIOA youth participants may be individuals who do not meet the low income criteria (youth eligibility criterion 1 above) if such individuals are within one or more of the following categories:</b></p>	
<p>(A) A school dropout or youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year quarter</p>	<p>See youth eligibility criterion 2(B) above</p>
<p>(B) Basic skills deficient</p>	<ul style="list-style-type: none"> <li>• Standardized assessment test</li> <li>• School records</li> <li>• Case notes</li> </ul>
<p>(C) Are one or more grade levels below the grade level appropriate to the individual's age</p>	<ul style="list-style-type: none"> <li>• Telephone verification with the school</li> <li>• Statement from school</li> <li>• Report card</li> <li>• School records</li> </ul>
<p>(D) Pregnant or a parent</p>	<p>See youth eligibility criterion 2(D) above</p>
<p>(E) Possess one or more disabilities, including learning disabilities</p>	<ul style="list-style-type: none"> <li>• Medical records</li> <li>• Physician's statement</li> <li>• Psychiatrist or psychologist diagnosis/statement</li> <li>• Social Security administration disability records</li> <li>• Letter from drug or alcohol rehabilitation agency</li> <li>• School record/official statement</li> <li>• Observable condition (self-attestation with the interviewer serving as the corroborating witness)</li> <li>• Rehabilitation evaluation</li> <li>• Sheltered workshop certification</li> <li>• Social service records/referral</li> <li>• Veterans administration letter/records</li> <li>• Vocational rehabilitation letter/statement</li> <li>• Workers compensation records/statement</li> <li>• Telephone verification</li> <li>• Other applicable, verifiable, documentation</li> <li>• Self-attestation</li> </ul>

(F) Homeless or a runaway	See youth eligibility criterion 2(C) above
(G) An offender	See youth eligibility criterion 2(E) above
(H) Face serious barriers to employment as identified by the State or the local board	<ul style="list-style-type: none"> <li>Locally defined</li> </ul>

<b>LOW-INCOME</b> (A low-income individual must meet one of the criteria below.)	
<b>Eligibility Criteria</b> (Verify one of the following eligibility criteria)	<b>Acceptable Documentation</b> (One document per eligibility criterion is required)
1. Receives, or in the past 6 months has received, or is a member of a family that is receiving or in the past 6 months has received assistance through : <ol style="list-style-type: none"> <li>a) the supplemental nutrition assistance program (SNAP) established under the Food and Nutrition Act of 2008 (7 U.S.C. 2011 et seq.);</li> <li>b) the program of block grants to States for temporary assistance for needy families program (TANF) under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.);</li> <li>c) the supplemental security income program established under title XVI of the Social Security Act (42 U.S.C. 1381 et seq.); or,</li> <li>d) State or local income-based public assistance;</li> </ol>	<ul style="list-style-type: none"> <li>• Authorization to receive cash public assistance</li> <li>• Public assistance check</li> <li>• Medical card showing cash grant status</li> <li>• Public assistance records</li> <li>• Refugee assistance records</li> <li>• Cross-match with public assistance database</li> <li>• Current authorization to obtain food stamps</li> <li>• Food stamp card with current date</li> <li>• Current food stamp receipt</li> <li>• Postmarked food stamp mailer with applicable name and address</li> <li>• Statement from County Welfare Office</li> <li>• Public assistance records</li> </ul>
2. Is a member of a family that received a total family income, for the six-month period prior to application for the program that, in relation to family size, does not exceed the higher of: <ol style="list-style-type: none"> <li>a) The poverty line; or,</li> <li>b) 70 percent of the Lower Living Standard Income Level</li> </ol> <p>Note: Documentation should be provided for each applicable inclusive income source received by the applicant and each family member for the six-month income period immediately preceding the determination date.</p> <p>It is necessary to verify family size when utilizing family income eligibility.</p> <p>An applicant who claims little or no income must submit a statement that little or no income was received during the past six months, and that he/she was not employed for that period.</p>	<ul style="list-style-type: none"> <li>• Alimony agreement</li> <li>• Award letter from Veterans Administration</li> <li>• Bank statements (direct deposit)</li> <li>• Compensation award letter</li> <li>• Court award letter</li> <li>• Employer statement/contact</li> <li>• Family or business financial records</li> <li>• Housing authority verification</li> <li>• Pay stubs</li> <li>• Pension statement</li> <li>• Public assistance records</li> <li>• Quarterly estimated tax for self-employed persons (Schedule C)</li> <li>• Social Security benefits records</li> <li>• UI documents and/or printout</li> <li>• Self-attestation</li> </ul>

<p>3. Is a homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), or a homeless child or youth (as defined under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))).</p>	<ul style="list-style-type: none"> <li>• Written statement from an individual providing temporary residence</li> <li>• Written statement from social service agency</li> <li>• Written statement from a shelter</li> <li>• WIOA application</li> <li>• Self-attestation</li> </ul>
<p>4. Receives or is 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.);</p>	<ul style="list-style-type: none"> <li>• The most recent school year reduced price or free lunch eligibility status document for the individual or school</li> <li>• School Verification Letter</li> <li>• WIOA Application</li> <li>• Self-attestation</li> </ul>
<p>5. Foster child for which state or local government payments are made on his/her behalf.</p>	<ul style="list-style-type: none"> <li>• Written confirmation from social services agency</li> <li>• Case notes</li> </ul>
<p>6. An individual with a disability whose own income meets the low-income requirements of #1 and #2 listed above, but is a member of a family whose income does not meet such requirements.</p> <p>Note: Disability status as well as income must be verified. An individual with a disability shall be considered a family of one for eligibility purposes.</p>	<ul style="list-style-type: none"> <li>• Medical records</li> <li>• Physician's statement</li> <li>• Psychiatrist or psychologist diagnosis/statement</li> <li>• Social Security Administration disability records</li> <li>• Letter from drug or alcohol rehabilitation agency</li> <li>• School record/official statement</li> <li>• Observable condition (self-attestation with the interviewer serving as the corroborating witness)</li> <li>• Rehabilitation evaluation</li> <li>• Sheltered workshop certification</li> <li>• Social Service records/referral</li> <li>• Veterans Administration letter/records</li> <li>• Vocational rehabilitation letter/statement</li> <li>• Workers compensation records/statement</li> <li>• Telephone verification</li> <li>• Other applicable, verifiable, documentation</li> <li>• Self-attestation</li> </ul>

<p>7. A youth living in a high-poverty area is automatically considered to be a low-income individual.</p>	<ul style="list-style-type: none"> <li>• A high-poverty area is a Census tract or county that has a poverty rate of at least 25 percent as set every 5 years using American Community Survey 5-Year data.</li> <li>• Local areas must use census tract to determine if an individual lives in a high poverty area.</li> <li>• Local Areas may access American Community Survey 5-Year data on the <a href="#">U.S. Census Fact Finder</a> website to determine the poverty rate by entering in the youth participant's zip code.</li> <li>• Please refer to TEGL 21-16 Attachment 2, Determining Whether Youth are Living in a High Poverty Area</li> </ul>
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**An Income Worksheet (Attachment II) must be completed and placed in the participant's file, if applicable.**

Section III GENERAL ELIGIBILITY	
<b>Eligibility Criteria</b> (Verify each eligibility criterion)	<b>Acceptable Documentation</b> (One document per eligibility criterion is required. Only the documentation sources listed below may be used.)
<p>1. Birth Date/Age</p>	<ul style="list-style-type: none"> <li>• Baptismal record</li> <li>• Birth certificate</li> <li>• Form DD-214 "Report of Separation"</li> <li>• Driver's license</li> <li>• Federal, state or local government issued identification card</li> <li>• Hospital record of birth</li> <li>• Passport</li> <li>• Public assistance/social service records</li> <li>• School records or identification card</li> <li>• Work permit</li> <li>• Cross match with Department of Public Health vital records</li> <li>• Tribal records</li> </ul>

<p>2. U.S. Work Authorization</p> <p>Note: For the list of acceptable verification documents included in the Form I-9, go to <a href="http://www.uscis.gov">www.uscis.gov</a></p>	<ul style="list-style-type: none"> <li>• Verification document(s) that satisfy List A of the Form I-9</li> <li>• Verification document(s) that satisfy List B and C of the Form I-9</li> </ul>
<p>3. Selective Service Registration</p>	<ul style="list-style-type: none"> <li>• Selective Service acknowledgement letter</li> <li>• Form DD-214 "Report of Separation"</li> <li>• Screen printout of the Selective Service verification internet site: <a href="https://www.sss.gov/RegVer/wfVerification.aspx">https://www.sss.gov/RegVer/wfVerification.aspx</a></li> <li>• Selective Service registration card</li> <li>• Selective Service verification form (Form 3A)</li> <li>• Stamped post office receipt of registration</li> <li>• Selective Service status information letter</li> <li>• Evidence presented by an individual that his failure to register with the Selective Service was not knowing and willful (e.g., a written explanation accompanied by supporting documentation such as a third party affidavit or self-attestation)</li> </ul>

Section IV EDUCATION STATUS AT PARTICIPATION	
Eligibility Criteria	Acceptable Documentation
In-School, HS or less	<ul style="list-style-type: none"> <li>• School records</li> <li>• Self-attestation</li> <li>• Training provider verification of enrollment</li> <li>• Case notes with verification of enrollment from educational institution</li> </ul>
In-School, Alternative School	
In-School, Post-HS	
Not Attending School, HS Dropout	
Not Attending School, HS Graduate	

<b>Section V EMPLOYMENT STATUS AT PARTICIPATION</b>	
<b>Eligibility Criteria</b>	<b>Acceptable Documentation</b>
<b>Employed</b>	<ul style="list-style-type: none"><li>• Pay stub</li><li>• Case notes showing information collected from participant</li></ul>
<b>Not employed</b>	<ul style="list-style-type: none"><li>• Case notes showing information collected from participant</li></ul>
<b>Underemployed</b>	<ul style="list-style-type: none"><li>• Career Planner's determination</li><li>• Telephone verification</li><li>• Self-attestation</li></ul>

WIOA Income Calculation Worksheet

Eligibility Date:   
 Name:

Need Income From:

Calculation Method:  Straight Pay or Salary  Year -To- Date Method  
 Average Pay  Intermittent  
 Homeless  Foster Child  
 Individual with a Disability (must verify income)



Month	#####	#####	#####	#####	#####	#####	Total
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<b>Participant</b>							
<i>Participant Name</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

<b>Family Members</b>							
Name							
Relationship (age)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
<b>Total</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

<i>Title I Inclusions (see tab B for full list)</i>							
Soc Sec Retirement							\$0.00
Pensions							\$0.00
Worker Comp							\$0.00
Alimony							\$0.00
Interest and dividends							\$0.00
Veterans Payment							\$0.00
Soc Sec Disability Ins							\$0.00
Net Rental Income							\$0.00
Other:							\$0.00
<b>WIOA Eligibility Total</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**WIOA Title I Eligibility**

Family size\*:  Annualized total gross income (x2): \$0.00  
 Max. family income for family size: \$12,060.00

\*See tab A for full definition

Low income: Yes  No

**CERTIFICATION:** I attest that all information provided above is true to the best of my knowledge and that there is no intent to commit fraud.

Staff Interviewer Signature & Date \_\_\_\_\_ Staff Reviewer Signature & Date \_\_\_\_\_





Orange County Development Board  
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**SELF-ATTESTATION**

<b>APPLICANT INFORMATION</b>		
APPLICANT'S NAME		DATE OF BIRTH
<b>PURPOSE</b>		
<input type="checkbox"/> Income <input type="checkbox"/> Family Size <input type="checkbox"/> Dislocation <input type="checkbox"/> Young Adult Barrier <input type="checkbox"/> Education Status <input type="checkbox"/> Employment Status <input type="checkbox"/> Other:		
<b>INCOME</b>		
TOTAL FAMILY INCOME FOR THE SIX-MONTH PERIOD PRIOR TO APPLICATION		
HOW HAS THE APPLICANT BEEN SUPPORTING HIMSELF/HERSELF		
<b>FAMILY SIZE</b>		
NUMBER IN FAMILY	FAMILY MEMBER NAME	RELATIONSHIP
<b>DISLOCATION</b>		
<input type="checkbox"/> Terminated or Laid-Off <input type="checkbox"/> Was Self-Employed <input type="checkbox"/> Plant closure or Substantial layoff <input type="checkbox"/> Displaced Homemaker <input type="checkbox"/> Spouse of a member of the Armed Forces <input type="checkbox"/> Employed sufficient to demonstrate attachment to the workforce but not eligible for unemployment <input type="checkbox"/> Unlikely to return to a previous industry or occupation		
EMPLOYER NAME		DATE OF DISLOCATION
REASON FOR LAYOFF		
<b>YOUNG ADULT BARRIER</b>		
<input type="checkbox"/> School Dropout <input type="checkbox"/> Homeless/Runaway <input type="checkbox"/> Pregnant/Parenting <input type="checkbox"/> Offender <input type="checkbox"/> Substance Abuse <input type="checkbox"/> Has never held a job <input type="checkbox"/> Gang-involved <input type="checkbox"/> Fired from a job in the last 12 months <input type="checkbox"/> Never held a full-time job <input type="checkbox"/> Immigrant/refugee <input type="checkbox"/> Incarcerated parent/guardian		
<b>EDUCATION STATUS</b>		
<input type="checkbox"/> In-School, HS or less <input type="checkbox"/> In-School, Alternative School <input type="checkbox"/> In-School, Post HS <input type="checkbox"/> Not Attending School, HS Dropout <input type="checkbox"/> Not Attending School, HS Graduate		



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**SELF-ATTESTATION**

<b>EMPLOYMENT STATUS</b>		
<input type="checkbox"/> Underemployed	CURRENT HOURLY WAGE	CURRENT EMPLOYER NAME
<b>OTHER</b>		
<b>PERSONAL STATEMENT BY APPLICANT (OPTIONAL)</b>		
<p><b>I HEREBY CERTIFY AND ATTEST, UNDER PENALTY OF PERJURY, THAT THE INFORMATION STATED ABOVE IS TRUE AND ACCURATE, AND UNDERSTAND THAT THE ABOVE INFORMATION, IF MISREPRESENTED, OR INCOMPLETE, MAY BE GROUNDS FOR IMMEDIATE TERMINATION AND/OR PENALTIES AS SPECIFIED BY LAW.</b></p>		
APPLICANT'S SIGNATURE	DATE	
CORROBORATING WITNESS SIGNATURE	DATE	
WITNESS RELATIONSHIP TO APPLICANT		
<b>OFFICE USE ONLY</b>		
REASON FOR USE OF SELF-ATTESTATION ( <i>MUST DOCUMENT ALL PRACTICABLE ATTEMPTS THAT HAVE FAILED TO SECURE OTHER DOCUMENTATION PRIOR TO USING SELF-ATTESTATION FORM</i> )		
INTERVIEWER SIGNATURE	DATE	
REVIEWER SIGNATURE	DATE	