

Oklahoma Employment Security Commission
Workforce Integrated Programs Division

MEMORANDUM #M-05-2010

TO: Local Workforce Investment Boards

FROM: Richard J. Gilbertson, Director
Workforce Integrated Programs Division

DATE: June 10, 2010

SUBJECT: Clarifications on OETI 22-2009

I. Youth with a Disability

The following is listed on page 4 of OETI 22-2009:

Individual with a Disability – Applicants whose family income exceeds the low-income limit may still qualify for participation in the WIA program provided that the applicant is an individual with a disability as defined by the Americans with Disabilities Act and has an individual income that does not exceed the greater of the Poverty Line or 70 percent of the Lower Living Standard Income Level.

It is not necessary to first document that the family income exceeds the low-income limit before documenting that the youth is an individual with a disability whose own income does not exceed the greater of the Poverty Line of 70 percent of the Lower Living Standard Income Level.

When using “Individual with a Disability” to document income eligibility for an applicant, follow these steps:

1. Use the WIA Youth Income Eligibility Form Parts I and II to document family size of 1 and the applicant’s own income for the 6-month period prior to application. Documentation of the applicant’s disability will serve as documentation of family size.
2. If the applicant has had little or no income during the income review period, the first section of the WIA Youth Support Form must be filled out indicating that these items were provided by parents/guardians but the youth is considered a family of 1 due to a documented disability.

II. WIA Youth Income Eligibility Form Parts I and II

The WIA Youth Income Eligibility Form is only required for use when documenting family size and income to determine low income eligibility for an applicant. If the applicant is categorically low income eligible, for example receives or is a member of a family that receives cash public assistance or food stamps, homeless, or a publicly supported foster child, then it is not necessary to complete the WIA Youth Income Eligibility Form. Simply attach the documentation for the low income category to the WIA Youth Eligibility Form.

When using the WIA Youth Income Eligibility Form to document family size and income for an applicant, follow these steps:

1. List all family members in the applicant’s household on Part I and provide documentation of family size as listed in Attachment A of OETI 22-2009.

2. If the applicant or applicant's family has had zero income during the 6-month period prior to application, it is not necessary to attach Part II of the WIA Youth Income Eligibility Form. Instead, the applicant must complete the first section of the WIA Youth Support Form and include this with Part I of the WIA Youth Income Eligibility Form.
3. If the family has had any income, earned or unearned, during the 6-month period prior to application, complete and attach Part II of the WIA Youth Income Eligibility Form for each family member with income. Attach documentation of the income, either earned or unearned.

NOTE: This includes income such as SSDI payments. Record payments such as these in the Intermittent Work/Other Income Method calculation table with SSDI listed as the Employer, the Start and End Dates covering the time the family member received these payments during the income review period, and the Total Gross Income being the total amount received during the income review period.

If you have any questions concerning this memo, please contact Kim Braddy, kim.braddy@oesc.state.ok.us, or Kylie Smith, kylie.smtih@oesc.state.ok.us.