

# Oklahoma Employment Security Commission



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## Oklahoma Employment and Training Issuance # 22-2009 Final State Policy

**TO:** WIA Board Staff  
WIA Youth Service Providers

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

**DATE:** December 8, 2009

**SUBJECT:** WIA Youth Program Eligibility and Data Validation Policy

**PURPOSE:** On December 8, 2009, OETI 22-2009 WIA Youth Program Eligibility and Data Validation policy, Interim Final, was sent out to Local Workforce Investment Boards and published on the Oklahoma Employment Security Commission's website, and a 30-day comment period commenced. The purpose of this issuance is to provide notice of changes made to the policy in response to questions and suggestions received during that comment period.

The following changes have been made:

- The use of the *WIA Youth Telephone Verification Form*, p. 2-3, specifically the paragraph on p. 3 concerning the use of the telephone verification during follow-up;
- The definition of *dependent children* under Family Size has been modified to align with FAFSA guidelines, p. 3-4;
- Language regarding *Use of Individualized Education Plan (IEP) to Document Disability Status*, p. 4-5;
- The *WIA Youth Zero Income Form* has been replaced with the *WIA Youth Support Form*, p. 5;
- The *WIA Youth Dropout Status Form* has been added to document dropout status for youth on whom getting other acceptable sources of documentation would place an undue hardship, p. 5; and
- The *WIA Youth Eligibility Form* has been modified to provide clarification to case managers on what eligibility items require notes or additional data entry in OSL, Attachment B.

## WIA Youth Program Eligibility and Data Validation

### 1. Eligibility Requirements

Minimum eligibility verification for all programs consists of:

- Date of Birth (youth applicant must be between 14 and 21 years of age);
- Selective Service Registration (if applicable); **and**
- Eligibility to Work in the United States.

**NOTE:** For general eligibility requirements, record all of the above information in the OSL Universal Screen Client Notes **in addition to** placing documentation in the participant paper case file. This additional requirement for entering data into OSL for youth is to facilitate the Data Validation process utilized for Adult participants in anticipation that the youth may be enrolled in the Adult program at some point in the future.

A youth must also meet the definition and provide document verification for one of the low-income categories listed below:

- Cash Public Assistance;
- Family Income at or below the Poverty Line or 70% of the Lower Living Standard Income Level (LLSIL), whichever is greater;
- Receives Food Stamps or has been determined eligible to receive Food Stamps within 6-month period prior to application;
- Homeless;
- Publicly Supported Foster Child; **or**
- Individual with a disability whose own income is at or below the Poverty Line or 70% of the Lower Living Standard Income Level (LLSIL), whichever is greater.

In addition, the youth must fall within one of the following Barrier categories:

- Basic Skills Deficient;
- School Dropout;
- Homeless, Runaway or Foster Child;
- Pregnant or Parenting;
- Offender; **or**
- Requires additional assistance (including youth with a disability) to complete an educational program or to secure and hold employment as defined by the Local Board in local policy.

If the applicant does not meet the “low-income” qualification, the applicant may still qualify under the 5% Exceptions Rule. Not more than 5% of participants assisted under Section 129 in each local area may be individuals who do not meet the minimum income criteria to be considered eligible youth. In order to qualify under the 5% Exceptions Rule, the applicant must meet the definition and provide a verification source for one of the following:

- School Dropout;
- Basic Skills Deficient;
- Below Grade Level;
- Pregnant or Parenting;
- Individual with a Disability (including learning disability);
- Homeless or Runaway;
- Offender; **or**
- Serious barriers to employment as identified by the Local Board in local policy.

## 2. Data Validation Documentation Procedures

Participant paper case files will be used to comply with eligibility documentation and data validation. Although some information may be recorded electronically in Oklahoma Service Link (OSL), copies of all eligibility and validation documentation must be maintained in the participant paper case file as directed by Attachment A, WIA Youth Programs Eligibility and Data Validation, and this policy. Case managers must comply with all OSL service entry and case note procedures listed in this policy and the *Youth Common Measures* policy.

Data in OSL and state management information systems, such as the state Unemployment Insurance (UI) system and UI Wage Record system, and linkages to those systems may be used to comply with some data validation requirements. Attachment A lists each eligibility or data element criteria, the requirements for each item, and the acceptable source documents that may be used to provide verification.

**NOTE:** Although in some cases Self Attestation may be used for Data Validation procedures, the State has eliminated Self Attestation (also known as Self Certification) for documenting **Youth Program eligibility** items.

## 3. Specific Program Eligibility Interpretations

### General:

**WIA Youth Eligibility Form** – The State of Oklahoma requires that Attachment B, WIA Youth Eligibility Form, be placed in every participant paper case file. The WIA Youth Eligibility Form must be filled out completely indicating what criteria and source documents are being used to verify eligibility.

**NOTE:** Case managers must record all applicable needs and barriers pertaining to a youth participant in the OSL Universal Demographics Screen. However, only the items used to determine eligibility require backup documentation in the participant paper case file. *Any items used to determine eligibility must be included with Attachment B, WIA Youth Eligibility Form and placed in the participant paper case file as stated above.*

**Telephone Verification** – Some eligibility items may be verified by telephone contacts with recognized governmental or social service agencies. The information obtained must be documented by recording the information on the WIA Youth Telephone Verification Form, Attachment D. This

form must be kept in the participant paper case file. Information recorded must be adequate to enable a monitor or auditor to trace back to the cognizant agency.

Agencies which may assist in verifying some eligibility items via telephone contact/documentation are:

- Local schools;
- Social Security Administration;
- Veterans Administration;
- Medical and health facilities;
- Vocational rehabilitation facilities;
- Drug and alcohol rehabilitation facilities;
- Housing authorities;
- Homeless shelters;
- Judicial agencies and institutions; **or**
- Other state or local government agencies.

In addition to some eligibility items, the WIA Youth Telephone Verification Form may also be used to document information during follow up. (Use of this form for documenting information during follow-up is not required by the State, but is an option local areas may use at their convenience.) Information or outcomes such as employment, enrollment in education, or involvement with community partner agencies are just a few examples. The appropriate box, either **Eligibility Item** or **Other**, must be marked depending on the information to be verified.

### **Income:**

**Low-Income Status** – The State policy *Determining Family Size & Income Eligibility for WIA Adult and Youth Programs* provides definitions and guidance for determining family income. In addition, the State of Oklahoma is providing Attachment E, WIA Youth Income Eligibility Form, to be used when determining income eligibility. Applicants must check one applicable category, list the source document used, and attach the source document to the WIA Youth Income Eligibility Form. Acceptable source documentation is specifically listed in Attachment A, WIA Youth Programs Eligibility and Data Validation.

If the applicant checks “Is an individual with a disability” or “Has a family income at or below the Poverty Line or 70% LLSIL” to show low-income status, he/she must complete Part II of Attachment E.

**Family Size** – The State policy *Determining Family Size & Income Eligibility for WIA Adult and Youth Programs* provides definitions and guidance for determining family size. The State of Oklahoma is providing clarification on dependent status and documenting family size for youth participants. The criteria regarding whether or not a youth is independent or dependent have been aligned with the Free Application for Federal Student Aid (FAFSA) guidelines.

*Dependent Child* – shall include those children living in a single residence with parent(s) or guardian(s) and who DO NOT meet the definition of Independent.

**NOTE:** Dependent children “living in a single residence with parent(s) or guardian(s)” **would include** children living away from home while attending school or college, or visiting relatives; but where **permanent residence** is the same as the parent(s) or guardian(s).

*Independent Child* – shall include those children living in a single residence with parent(s) or guardian(s) and who fall into one (or more) of the following categories:

- Is 24 years of age or older by December 31 of the current year;
- Is an orphan or ward of the court or was a ward of the court until the individual reached the age of 18;
- Is a veteran of the Armed Forces of the United States;
- Is a graduate or professional student (in college, beyond a bachelor’s degree);
- Is a married individual;
- Has legal dependents other than a spouse;
- Is a student for whom a financial aid administrator makes a documented determination of independence by reason of other unusual circumstances; **or**
- Is currently living with parents **BUT** provides more than 50% of his/her own support.

**NOTE:** If the applicant claims to be an independent child, then he/she must fully complete the appropriate box on Attachment C, WIA Youth Support Form, and attach documentation when indicated on the form. Acceptable source documents to verify an applicant’s independent status may be found in Attachment A under “Family Size.”

Once the applicant’s status, either independent or dependent, and family size has been determined, income from **all members of the family** must be documented for verification of low income eligibility. Applicant’s who are considered to be independent **do not** have to take into account parent/guardian income when calculating income for eligibility purposes.

**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.

*Use of Individualized Education Plan (IEP) to Document Disability Status* – The State of Oklahoma allows for the use of an Individualized Education Plan (IEP) to document disability status for an in-school youth provided that:

- The IEP used to document is the most current and is not more than 3 years old; **and**
- The IEP clearly documents the individual’s disability; and the disability documented is one that meets the definition set forth by Section 3 of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. 12102). (This definition is also listed in the State policy *WIA Youth Glossary*).

**NOTE:** An IEP cannot be used to document disability status for youth who have dropped out of secondary school or who have graduated from secondary school. It may only be used for youth who are currently attending secondary school.

**Little Or No Income** – There may be times when an applicant or the applicant’s family has had little or no income for the 6 months prior to application. The applicant must fully complete the appropriate section of Attachment C, WIA Youth Support Form.

**Barriers:**

**School Dropout** – Attachment F, WIA Youth Dropout Status Form, may be used to provide verification of dropout status for eligibility purposes in those situations where obtaining other sources of documentation (listed in Attachment A) would cause an undue hardship for the applicant.

**Pregnant/Parenting Youth** – The State policy *WIA Youth Glossary* defines the Pregnant/Parenting eligibility barrier as “An individual who is under 22 years of age and pregnant; a youth (male or female) who is a biological or adoptive parent; or a youth (male or female) who is a parent in behavioral terms. The phrase “parent in behavioral terms” means providing custodial care for one or more dependents who are under 18 years of age. Males do not qualify as a parenting youth until the child is born.” The State of Oklahoma is providing **clarification on the term custodial care** and how to document the status of parenting for eligibility.

*Custodial Care* – Defined as residing with and participating in the day-to-day care of a child; or if not in the same household being responsible for a child, including but not limited to: food, shelter, clothing, medical care, daycare expense, and/or other means of financial support.

In order to meet the criteria of parenting youth, the applicant must provide at least one of the following forms of documentation demonstrating that he/she is a biological or adoptive parent; or provides custodial care for the dependent:

- Child’s birth certificate;
- Hospital record of live birth;
- Court order establishing paternity;
- Legal/formal custody agreement;
- Child support order and proof of payment;
- Tax return showing child is claimed as dependent;
- Social services agency printout/verification showing that child is on applicant’s case;
- Receipts or other documentation (such as a health insurance or medical card) showing that applicant provides support for child (i.e. food, clothing, shelter, daycare, medical expenses, health insurance, etc.);
- School or daycare records; **or**
- Medical records.

**Locally Defined Barriers** - The State allows local areas to further define the “Requires Additional Assistance and Faces Serious Barriers to Employment” eligibility barriers using specific criteria. If utilizing this barrier for program eligibility, the caseworker must indicate on Attachment B, WIA Youth

Eligibility Form, the specific criteria as defined locally (i.e. participant has not worked more than 20 hours per week for a period of 12 weeks or more per local policy).

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**ACTION REQUIRED:** This policy is effective immediately; however, LWIBS have until January 1, 2010, to implement the required forms associated with this policy. Please distribute to staff as appropriate.

**RESCISSIONS:** This issuance rescinds the Younger Youth/Older Youth portions of State policy *Guidance Information Relevant to the Workforce Investment Act (WIA) Title I Eligibility Criteria and Acceptable Eligibility Verification*, Change 1, specifically Attachments B, G, H, I, and K.

**ATTACHMENTS:**

- Attachment A – WIA Youth Programs Eligibility and Data Validation

The following attachments are required forms issued by the State and may not be modified:

- Attachment B – WIA Youth Eligibility Form
- Attachment C – WIA Youth Support Form
- Attachment D – WIA Youth Telephone Verification Form
- Attachment E – WIA Youth Income Eligibility Form
- Attachment F – WIA Youth Dropout Status Form

**INQUIRIES:** If you have questions pertaining to this issuance, please contact Kim Braddy at [kim.braddy@oesc.state.ok.us](mailto:kim.braddy@oesc.state.ok.us), (405) 557-5394 or Robyn Coman at [robyn.coman@oesc.state.ok.us](mailto:robyn.coman@oesc.state.ok.us), (405) 557-5318.

## WIA Youth Programs Eligibility and Data Validation

<b>GENERAL Eligibility / Data Validation Criteria</b>			
<b>Eligibility / Validation Criteria</b>	<b>Eligibility / Validation Requirements</b>	<b>Validation Method and OSL Documentation</b>	<b>Acceptable Source Document</b>
US Citizenship / Eligibility to Work	Either US citizenship or authorization to work in the US is required.	<p>Verification of US Citizenship / Eligible to Work is required using an acceptable source document or source. When verified, staff must:</p> <ol style="list-style-type: none"> <li>1. Verify US Citizenship / Eligibility to Work in the OSL Universal Demographic Screen and <u>record</u> the following information in OSL Universal Client Notes: <ul style="list-style-type: none"> <li>• Eligibility Criteria being verified (e.g., US Citizenship / Eligible to Work)</li> <li>• Date the verification occurred (only if different than data input date)</li> <li>• Source document used</li> </ul> </li> <li>2. Place a copy of proper acceptable source document in the participant's paper case file.</li> </ol>	<ul style="list-style-type: none"> <li>• Birth Certificate</li> <li>• Social Security Card (work eligible) with picture ID</li> <li>• Native American Tribal Documentation</li> <li>• Naturalization Certification</li> <li>• US Passport</li> <li>• Verification document(s) that satisfy List A of the I-9 form</li> <li>• Verification document(s) that satisfy Lists B <b>and</b> C of the I-9 form <a href="https://www.uscis.gov/i-9">https://www.uscis.gov/i-9</a></li> </ul>
Age / Date of Birth	The Youth applicant must be between the ages of 14-21 at the time of participation for enrollment in WIA Youth Programs.	<p>Verification of Date of Birth (DOB) is required using an acceptable source document. When verified, staff must:</p> <ol style="list-style-type: none"> <li>1. Verify DOB in the OSL Universal Demographic Screen and <u>record</u> the following information in OSL Universal Client Notes: <ul style="list-style-type: none"> <li>• Eligibility Criteria being verified (e.g., Date of Birth)</li> <li>• Date the verification occurred (only if different than data input date)</li> <li>• Source document used</li> </ul> </li> <li>2. Place a copy of proper acceptable source document in the participant's paper case file.</li> </ol>	<ul style="list-style-type: none"> <li>• Baptismal Record</li> <li>• Birth Certificate</li> <li>• DD-214, Report of Transfer or Discharge Paper</li> <li>• Driver's License</li> <li>• Federal, State, or Local Government ID card</li> <li>• Hospital Record of Birth</li> <li>• US Passport</li> <li>• Public Assistance / Social Security Records</li> <li>• School Records or School ID</li> <li>• Work Permit</li> <li>• Tribal Records</li> </ul>

**GENERAL Eligibility / Data Validation Criteria**

Eligibility / Validation Criteria	Eligibility / Validation Requirements	Validation Method and OSL Documentation	Acceptable Source Document
<p>Selective Service</p> <p>Males only, 18 years and older.</p>	<p>Section 189 (h) of WIA requires that a determination of military Selective Service (SS) registration status be made prior to enrollment in WIA Youth funded programs.</p> <p>All males who are at least 18 years of age and born after December 31, 1959, and who are not in the Armed Services on active duty, must be registered with the SS.</p> <p>Males who cannot provide proof of SS Registration must be referred to the SS for registration.</p> <p><b>Note:</b> If a Youth is under 18 years of age at the time of enrollment into the WIA Youth program but turns 18 while still receiving WIA funded services, the Case Manager must verify the youth has registered with Selective Service and document the registration per validation method and OSL requirements outlined in this policy.</p>	<p>Verification of SS Registration is required using an acceptable source document. When verified, staff must:</p> <ol style="list-style-type: none"> <li>1. Verify SS registration in the OSL Universal Demographic Screen and <u>record</u> the following information in OSL Universal Client Notes: <ul style="list-style-type: none"> <li>• Eligibility Criteria being verified (e.g., Selective Service Registration)</li> <li>• Date the verification occurred (only if different than data input date)</li> <li>• Source document used</li> </ul> </li> <li>2. Place a copy of proper acceptable source document in the participant's paper case file.</li> </ol>	<ul style="list-style-type: none"> <li>• Selective Service Registration Card</li> <li>• Selective Service Registration Record (Form 3A)</li> <li>• Selective Service Verification Form</li> <li>• Stamped Post Office Receipt of Registration</li> <li>• US Selective Service System screen print <a href="http://www4.sss.gov">http://www4.sss.gov</a></li> </ul>

**INCOME Eligibility / Data Validation Criteria**

Eligibility / Validation Criteria	Eligibility / Validation Requirements	Validation Method and OSL Documentation	Acceptable Source Document
Family Size	<p>Family size must be determined in order to utilize family income for eligibility purposes.</p> <p>Independent Status – An applicant who lives with his/her parents/guardians at the time of application may claim to be independent if the applicant falls into one of the following categories:</p> <ul style="list-style-type: none"> <li>• Is 24 years of age or older by December 31 of the current year;</li> <li>• Is an orphan or ward of the court or was a ward of the court until the individual reached the age of 18;</li> <li>• Is a veteran of the Armed Forces of the United States;</li> <li>• Is a graduate or professional student (in college, beyond a bachelor's degree);</li> <li>• Is a married individual;</li> <li>• Has legal dependents other than a spouse;</li> <li>• Is a student for whom a financial aid administrator makes a documented determination of independence by reason of other unusual circumstances; <b>or</b></li> <li>• Is currently living with parents BUT provides more than 50% of his/her own support</li> </ul>	<p>Verification of the individual's family size is required using an acceptable source document.</p> <p>If claiming independent status, the applicant must complete Attachment C, WIA Youth Support Form, found in <i>WIA Youth Program Eligibility and Data Validation Policy</i> and attach documentation as necessary.</p> <p>When verified, staff must:</p> <ol style="list-style-type: none"> <li>1. Verify the individual's status in the OSL Universal Demographic Screen.</li> <li>2. Place a copy of proper acceptable source document in the participant's paper case file.</li> </ol>	<ul style="list-style-type: none"> <li>• Birth Certificate</li> <li>• Decree of Court</li> <li>• Divorce Decree</li> <li>• Landlord Statement</li> <li>• Lease</li> <li>• Marriage Certificate</li> <li>• Medical Card</li> <li>• Most Recent Tax Return supported by IRS documents</li> <li>• Public Assistance/Social Service Agency records</li> <li>• Public Housing Authority records</li> <li>• Acceptable documentation to prove "Individual with Disability"</li> </ul> <p>Independent Status –</p> <ul style="list-style-type: none"> <li>• Acceptable documentation to prove "Age / Date of Birth"</li> <li>• Acceptable documentation to prove "Foster Child" status</li> <li>• School Documentation/ Letter</li> <li>• Military Records</li> <li>• Marriage Certificate</li> <li>• Acceptable documentation to prove "Pregnant / Parenting"</li> <li>• Official Letter from Financial Aid Office</li> </ul>

## INCOME Eligibility / Data Validation Criteria

Eligibility / Validation Criteria	Eligibility / Validation Requirements	Validation Method and OSL Documentation	Acceptable Source Document
Family Income	<p>An individual who –</p> <p>Received an income, or is a member of a family that received a total family income, for the 6-month period prior to application for the program involved (exclusive of UI compensation, child support payments, and old-age and survivor's insurance benefits received under section 202 of the SS Act) that, in relation to family size, does not exceed the higher of –</p> <ul style="list-style-type: none"> <li>(i) the poverty line, for an equivalent period; or</li> <li>(ii) 70 percent of the Lower Living Standard Income Level (LLSIL), for an equivalent period.</li> </ul>	<p>Verification of the individual's low income status is required using an acceptable source document. When verified, staff must:</p> <ol style="list-style-type: none"> <li>1. Verify the individual's low income status in the OSL Universal Demographic Screen.</li> <li>2. Place a copy of proper acceptable source document in the participant's paper case file.</li> </ol> <p><b>Note:</b> Low income verification may require the use of more than one document to verify all sources of family income.</p>	<ul style="list-style-type: none"> <li>• Alimony Agreement</li> <li>• Compensation award Letter</li> <li>• Award Letter from Veteran's Administration</li> <li>• Family or Business Financial Records</li> <li>• Pay Stubs/Payroll History</li> <li>• Pension Statement</li> <li>• Social Security Disability Insurance Benefits Statement</li> <li>• Court Award Letter</li> <li>• Youth Support Form – Attachment C</li> </ul>
Public Assistance	<p>An individual who –</p> <p>Receives, or is a member of a family that receives, cash payments under a Federal, State or Local income-based public assistance program.</p>	<p>Verification of the individual's receipt of Public Assistance is required using an acceptable source document. When verified, staff must:</p> <ol style="list-style-type: none"> <li>1. Verify the individual's Public Assistance status in the OSL Universal Demographic Screen.</li> <li>2. Place a copy of proper acceptable source document in the participant's paper case file.</li> </ol>	<ul style="list-style-type: none"> <li>• Copy of Authorization to Receive Cash Public Assistance</li> <li>• Copy of Public Assistance Check</li> <li>• Housing Authority Verification</li> <li>• Medical Card Showing Cash Grant Status</li> <li>• Public Assistance or Social Service agency Record / Printout / Letter</li> <li>• Refugee Assistance Records</li> <li>• Tribal Assistance Records</li> <li>• Telephone Verification Form – Attachment D</li> </ul>

## INCOME Eligibility / Data Validation Criteria

Eligibility / Validation Criteria	Eligibility / Validation Requirements	Validation Method and OSL Documentation	Acceptable Source Document
Food Stamps	<p>An individual who –</p> <p>Receives or has been determined eligible within the prior 6-month period, or is a member of a household that receives or has been determined eligible to receive within the prior 6-month period, Food Stamps, pursuant to the Food Stamp Act of 1977.</p>	<p>Verification of the individual's Food Stamp eligibility status is required using an acceptable source document. When verified, staff must:</p> <ol style="list-style-type: none"> <li>1. Verify the individual's Food Stamp status in the OSL Universal Demographic Screen.</li> <li>2. Place a copy of proper acceptable source document in the participant's paper case file.</li> </ol>	<ul style="list-style-type: none"> <li>• Current Authorization to Obtain Food Stamps</li> <li>• Food Stamp Card with Current Date and Applicable Name</li> <li>• Letter from Food Stamp Disbursing Agency</li> <li>• Postmarked Food Stamp Mailer with Applicable Name and Address</li> <li>• Public Assistance or Social Service agency Record / Printout / Letter</li> <li>• Telephone Verification Form – Attachment D</li> </ul>
Homeless Individual	<p>Qualifies as a homeless individual as defined in sub-sections (a) and (c) of section 103 of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. §11302):</p> <ol style="list-style-type: none"> <li>1. An individual who lacks a fixed, regular, and adequate nighttime residence;</li> <li>2. An individual who has a primary nighttime residence that is:               <ol style="list-style-type: none"> <li>a. A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill);</li> <li>b. An institution that provides a temporary residence for individuals intended to be institutionalized; or</li> <li>c. A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.</li> </ol> </li> </ol>	<p>Verification of the individual's Homeless status is required using an acceptable source document. When verified, staff must:</p> <ol style="list-style-type: none"> <li>1. Verify the individual's Homeless status in the OSL Universal Demographic Screen.</li> <li>2. Place a copy of proper acceptable source document in the participant's paper case file.</li> </ol>	<ul style="list-style-type: none"> <li>• Written statement from a Shelter</li> <li>• Written statement from Social Service agency</li> <li>• Telephone Verification Form – Attachment D</li> </ul>

## INCOME Eligibility / Data Validation Criteria

Eligibility / Validation Criteria	Eligibility / Validation Requirements	Validation Method and OSL Documentation	Acceptable Source Document
Publicly Supported Foster Child	Individual is a foster child on behalf of whom State or local government payments are made.	<p>Verification of the individual's Foster Child status is required using an acceptable source document. When verified, staff must:</p> <ol style="list-style-type: none"> <li>1. Verify the individual's Foster Child status in the OSL Universal Demographic Screen.</li> <li>2. Place a copy of proper acceptable source document in the participant's paper case file.</li> </ol>	<ul style="list-style-type: none"> <li>• Confirmation from Social Service agency</li> <li>• Court Documentation</li> <li>• Verification of payments made on behalf of the child</li> <li>• Written statement from State or Local agency</li> <li>• Telephone Verification Form – Attachment D</li> </ul>
Individual with a Disability	<p>An individual that:</p> <ol style="list-style-type: none"> <li>1. Has a physical or mental impairment that substantially limits one or more major life activities of such individual.</li> <li>2. Has a record of such impairment.</li> <li>3. Is regarded as having such impairment.</li> </ol> <p>664.250 May a disabled youth whose family does not meet income eligibility criteria under the Act be eligible for youth services?</p> <p>Yes, even if the family of a disabled youth does not meet the income eligibility criteria, the disabled youth may be considered a low-income individual if the youth's own income (a) meets the income criteria established in WIA section 101(25)(B); or (b) meets the income eligibility criteria for cash payments under any Federal, State or Local public assistance program (WIA Section 101(25)(F)).</p>	<p>Verification of the individual's disability and income status is required using an acceptable source document. When verified, staff must:</p> <ol style="list-style-type: none"> <li>1. Verify the individual's disability and low-income in the OSL Universal Demographic Screen.</li> <li>2. Place a copy of proper acceptable source document in the participant's paper case file</li> </ol> <p><b>Note: Using School Records</b> See pages 4-5 of this policy for additional requirements when utilizing an Individualized Education Program (IEP) to document disability.</p>	<p>Disability Documentation</p> <ul style="list-style-type: none"> <li>• Letter from Drug or Alcohol Rehab Agency</li> <li>• Medical Records</li> <li>• Physician's Statement</li> <li>• Psychiatrist's Diagnosis</li> <li>• Social Security Disability Records</li> <li>• Department of Veteran's Affairs Letter</li> <li>• Vocational Rehabilitation Letter</li> <li>• Worker's Compensation Record</li> <li>• Psychologist's Diagnosis</li> <li>• School Records / IEP</li> <li>• Sheltered Workshop Certification</li> </ul> <p>Income Documentation</p> <ul style="list-style-type: none"> <li>• May use source documents listed above under "Family Income"</li> </ul>

**BARRIERS Eligibility / Data Validation Criteria**

Eligibility / Validation Criteria	Eligibility / Validation Requirements	Validation Method and OSL Documentation	Acceptable Source Document
<p>Basic Skills Deficient</p>	<p>An individual that:</p> <ol style="list-style-type: none"> <li>1. Computes or solves problems, reads, writes or speaks English at or below the 8<sup>th</sup> (8.9 or below) grade level on a generally accepted standardized test or a comparable score on a criterion reference test.</li> <li>2. Is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society.</li> </ol> <p><b>Note:</b> Grade level scores below 9.0 (i.e. 8.9) should be considered as "at or below the 8<sup>th</sup> grade level."</p>	<p>Verification of the individual's Basic Skills Deficiency status is required using an acceptable source document. When verified, staff must:</p> <ol style="list-style-type: none"> <li>1. Verify the individual's Basic Skills Deficiency status in the OSL Universal Demographic Screen.</li> <li>2. Place a copy of proper acceptable source document in the participant's paper case file.</li> <li>3. Record Test Scores in the appropriate testing fields in the OSL Enrollment Details screen.</li> </ol>	<ul style="list-style-type: none"> <li>• Generally Accepted Standardized Test listed in TEGL 17-05, Change 1 within the 6-month period prior to enrollment</li> <li>• A copy of school records documenting testing within the 6-month period prior to enrollment that includes actual scores from a generally accepted standardized test listed in TEGL 17-05, Change 1</li> </ul>
<p>School Dropout</p>	<p>An individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent.</p> <p><b>Note:</b> Youth enrolled in alternative schools are not school dropouts.</p> <p>A youth's dropout status is determined at the point of youth program participation and remains in effect throughout his/her participation. An individual who is out-of-school at the point of youth program participation and subsequently enrolled in an alternative school, may be considered an out-of-school youth for purposes of the 30 percent expenditure requirement for out-of-school youth.</p>	<p>Verification of School Dropout status at time of first program participation is required using an acceptable source document. When verified, staff must:</p> <ol style="list-style-type: none"> <li>2. Verify the individual's School Dropout status in the OSL Universal Demographics screen.</li> <li>3. Place a copy of proper acceptable source document in the participant's paper case file.</li> </ol>	<ul style="list-style-type: none"> <li>• Enrollment Record/Transcripts</li> <li>• Attendance Report</li> <li>• School Documentation/ Letter</li> <li>• Telephone Verification Form – Attachment D</li> <li>• WIA Youth Dropout Status Form – Attachment F</li> </ul>

## BARRIERS Eligibility / Data Validation Criteria

Eligibility / Validation Criteria	Eligibility / Validation Requirements	Validation Method and OSL Documentation	Acceptable Source Document
Homeless Individual	<p>Participant qualifies as a homeless individual as defined in sub-sections (a) and (c) of section 103 of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. §11302):</p> <ol style="list-style-type: none"> <li>1. An individual who lacks a fixed, regular, and adequate nighttime residence;</li> <li>2. An individual who has a primary nighttime residence that is:                             <ol style="list-style-type: none"> <li>a. A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill;</li> <li>b. An institution that provides a temporary residence for individuals intended to be institutionalized; or</li> <li>c. A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.</li> </ol> </li> </ol>	<p>Verification of the individual's Homeless status is required using an acceptable source document. When verified, staff must:</p> <ol style="list-style-type: none"> <li>1. Verify the individual's Homeless status in the OSL Universal Demographic Screen.</li> <li>2. Place a copy of proper acceptable source document in the participant's paper case file.</li> </ol>	<ul style="list-style-type: none"> <li>• Written statement from a Shelter</li> <li>• Written statement from Social Service agency</li> <li>• Telephone Verification Form – Attachment D</li> </ul>
Runaway Youth	<p>A youth under 18 years of age who removes himself/herself from home or place of legal residence without the permission of a parent or guardian.</p>	<p>Verification of the individual's Runaway status is required using an acceptable source document. When verified, staff must:</p> <ol style="list-style-type: none"> <li>1. Verify the individual's Runaway status in the OSL Universal Demographic Screen.</li> <li>2. Place a copy of proper acceptable source document in the participant's paper case file.</li> </ol>	<ul style="list-style-type: none"> <li>• Written statement from a Shelter</li> <li>• Written statement from Social Service agency</li> <li>• Telephone Verification Form – Attachment D</li> </ul>
Foster Care Child	<p>An individual currently in foster care or has been in the Foster Care system at any point during his/her lifetime.</p>	<p>Verification of the individual's Foster Care Child status is required using an acceptable source document. When verified, staff must:</p> <ol style="list-style-type: none"> <li>1. Verify the individual's Foster Care Child status is the OSL Universal Demographic Screen.</li> <li>2. Place a copy of proper acceptable source document in the participant's paper case file.</li> </ol>	<ul style="list-style-type: none"> <li>• Confirmation from Social Service Agency</li> <li>• Court Documentation</li> <li>• Verification of payments made on behalf of the child</li> <li>• Written statement from State or Local agency</li> <li>• Telephone Verification Form – Attachment D</li> </ul>

**BARRIERS Eligibility / Data Validation Criteria**

Eligibility / Validation Criteria	Eligibility / Validation Requirements	Validation Method and OSL Documentation	Acceptable Source Document
Pregnant or Parenting Youth	<p>An individual who is under 22 years of age and pregnant; a youth (male or female) who is a biological or adoptive parent; or a youth (male or female) who is a parent in behavioral terms. The phrase “parent in behavioral terms” means providing custodial care for one or more dependents who are under 18 years of age. For further guidance on the term “custodial care,” see page 6 of this policy.</p> <p><b>NOTE:</b> Males do not qualify as a parenting youth until the child is born.</p>	<p>Verification of the individual's Pregnant or Parenting status is required using an acceptable source document. When verified, staff must:</p> <ol style="list-style-type: none"> <li>1. Verify the individual's Pregnant or Parenting status in the OSL Universal Demographic screen.</li> <li>2. Place a copy of proper acceptable source document in the participant's paper case file.</li> </ol>	<ul style="list-style-type: none"> <li>• Child's birth certificate</li> <li>• Hospital record of live birth</li> <li>• Court order establishing paternity</li> <li>• Legal/formal custody agreement</li> <li>• Child support order and proof of payment</li> <li>• Tax return showing child is claimed as dependent</li> <li>• Social services agency printout/verification showing that child is on applicant's case</li> <li>• Receipts or other documentation (such as a health insurance or medical card) showing that applicant provides support for child (i.e. food, clothing, shelter, daycare, medical expenses, health insurance, etc.)</li> <li>• School or daycare records</li> <li>• Medical records</li> </ul>
Offender	<p>An individual who:</p> <ol style="list-style-type: none"> <li>1. Is or has been subject to any stage of the criminal justice process; or</li> <li>2. Requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.</li> </ol>	<p>Verification of the individual's Offender status is required using an acceptable source document. When verified, staff must:</p> <ol style="list-style-type: none"> <li>1. Verify the individual's Offender status in the OSL Universal Demographic Screen.</li> <li>2. Place a copy of proper acceptable source document in the participant's paper case file.</li> </ol>	<ul style="list-style-type: none"> <li>• Documents from the Juvenile/Criminal Justice System</li> <li>• Court Documents</li> <li>• Letter of Parole</li> <li>• Letter from Probation Officer</li> <li>• Police Records</li> <li>• Telephone Verification Form – Attachment D</li> </ul>

**BARRIERS Eligibility / Data Validation Criteria**

Eligibility / Validation Criteria	Eligibility / Validation Requirements	Validation Method and OSL Documentation	Acceptable Source Document
<p>Requires Additional Assistance</p> <p>(As defined by Local Board policy)</p>	<p>An individual who requires additional assistance to complete an educational program or to secure and hold employment.</p>	<p>Verification of the individual's need for Additional Assistance is required using an acceptable source document in accordance with Local Board policy. When verified, staff must:</p> <ol style="list-style-type: none"> <li>1. Verify the individual's barrier status in the OSL Universal Demographic Screen.</li> <li>2. Place a copy of proper acceptable source document as determined by Local Board policy in the participant's paper case file.</li> <li>3. Record the specific criteria defined by Local Board policy that is being used to meet the barrier in OSL Program Notes.</li> </ol>	<ul style="list-style-type: none"> <li>• Documentation as required by Local Board Policy</li> </ul>

## Exceptions – Youth 5% Window Criteria

Not more than 5% of participants assisted under Section 129 in each local area may be individuals who do not meet the minimum income criteria to be considered eligible youth, if such youth falls within one or more of these categories: Basic Skills Deficient, School Dropout, Below Grade Level, Pregnant or Parenting Youth, Individuals with Disabilities, Homeless or Runaway Youth, Offender, and/or Serious Barriers to Employment.

<b>EXCEPTIONS Eligibility / Data Validation Criteria</b>			
<b>Eligibility / Validation Criteria</b>	<b>Eligibility / Validation Requirements</b>	<b>Validation Method and OSL Documentation</b>	<b>Acceptable Source Document</b>
Basic Skills Deficient	<p>An individual that:</p> <ol style="list-style-type: none"> <li>1. Computes or solves problems, reads, writes or speaks English at or below the 8<sup>th</sup> (8.9 or below) grade level on a generally accepted standardized test or a comparable score on a criterion reference test.</li> <li>2. Is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society.</li> </ol> <p><b>Note:</b> Grade level scores below 9.0 (i.e. 8.9) should be considered as "at or below the 8<sup>th</sup> grade level."</p>	<p>Verification of the individual's Basic Skills Deficiency status is required using an acceptable source document. When verified, staff must:</p> <ol style="list-style-type: none"> <li>1. Verify the individual's Basic Skills Deficiency status in the OSL Universal Demographic Screen.</li> <li>2. Place a copy of proper acceptable source document in the participant's paper case file.</li> <li>3. Record Test Scores in the appropriate testing fields in the OSL Enrollment Details screen.</li> </ol>	<ul style="list-style-type: none"> <li>• Generally Accepted Standardized Test listed in TEGL 17-05, Change 1 within the 6-month period prior to enrollment</li> <li>• A copy of school records documenting testing within the 6-month period prior to enrollment that includes actual scores from a generally accepted standardized test listed in TEGL 17-05, Change 1</li> </ul>
School Dropout	<p>An individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent.</p> <p><b>Note:</b> Youth enrolled in alternative schools are not school dropouts.</p> <p>A youth's dropout status is determined at the point of youth program participation and remains in effect throughout his/her participation. An individual who is out-of-school at the point of youth program participation and subsequently enrolled in an alternative school, may be considered an out-of-school youth for purposes of the 30 percent expenditure requirement for out-of-school youth.</p>	<p>Verification of School Dropout status at time of first program participation is required using an acceptable source document. When verified, staff must:</p> <ol style="list-style-type: none"> <li>1. Verify the individual's School Dropout status in the OSL Universal Demographics screen.</li> <li>2. Place a copy of proper acceptable source document in the participant's paper case file.</li> </ol>	<ul style="list-style-type: none"> <li>• Enrollment Record/Transcripts</li> <li>• Attendance Report</li> <li>• School Documentation/ Letter</li> <li>• Telephone Verification Form – Attachment D</li> <li>• WIA Youth Dropout Status Form – Attachment F</li> </ul>

**EXCEPTIONS Eligibility / Data Validation Criteria**

Eligibility / Validation Criteria	Eligibility / Validation Requirements	Validation Method and OSL Documentation	Acceptable Source Document
Below Grade Level	An individual with educational attainment that is one or more grade levels below the grade level appropriate to the age of the individual (20 CFR §664.205(a)).	Verification of the individual's Below Grade Level status is required using an acceptable source document. When verified, staff must: <ol style="list-style-type: none"> <li>1. Verify the individual's Below Grade Level status in the OSL Universal Demographics screen. You must first answer the Low Income question pertaining to the 5% Exclusion "YES" in order to cause this barrier to become available for input.</li> <li>2. Place a copy of proper acceptable source document in the participant's paper case file.</li> </ol>	<ul style="list-style-type: none"> <li>• Report Card</li> <li>• School Records</li> <li>• Telephone Verification Form – Attachment D</li> </ul>
Pregnant or Parenting Youth	An individual who is under 22 years of age and pregnant; a youth (male or female) who is a biological or adoptive parent; or a youth (male or female) who is a parent in behavioral terms. The phrase "parent in behavioral terms" means providing custodial care for one or more dependents who are under 18 years of age. For further guidance on the term "custodial care," see page 6 of this policy. <p><b>NOTE:</b> Males do not qualify as a parenting youth until the child is born.</p>	Verification of the individual's Pregnant or Parenting status is required using an acceptable source document. When verified, staff must: <ol style="list-style-type: none"> <li>1. Verify the individual's Pregnant or Parenting status in the OSL Universal Demographic screen.</li> <li>2. Place a copy of proper acceptable source document in the participant's paper case file.</li> </ol>	<ul style="list-style-type: none"> <li>• Child's birth certificate</li> <li>• Hospital record of live birth</li> <li>• Court order establishing paternity</li> <li>• Legal/formal custody agreement</li> <li>• Child support order and proof of payment</li> <li>• Tax return showing child is claimed as dependent</li> <li>• Social services agency printout/verification showing that child is on applicant's case</li> <li>• Receipts or other documentation (such as a health insurance or medical card) showing that applicant provides support for child (i.e. food, clothing, shelter, daycare, medical expenses, health insurance, etc.)</li> <li>• School or daycare records</li> <li>• Medical records</li> </ul>

## EXCEPTIONS Eligibility / Data Validation Criteria

Eligibility / Validation Criteria	Eligibility / Validation Requirements	Validation Method and OSL Documentation	Acceptable Source Document
Offender	<p>An individual who:</p> <ol style="list-style-type: none"> <li>1. Is or has been subject to any stage of the criminal justice process; or</li> <li>2. Requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.</li> </ol>	<p>Verification of the individual's Offender status is required using an acceptable source document. When verified, staff must:</p> <ol style="list-style-type: none"> <li>1. Verify the individual's Offender status in the OSL Universal Demographic Screen.</li> <li>2. Place a copy of proper acceptable source document in the participant's paper case file.</li> </ol>	<ul style="list-style-type: none"> <li>• Documents from the Juvenile/ Criminal Justice System</li> <li>• Court Documents</li> <li>• Letter of Parole</li> <li>• Letter from Probation Officer</li> <li>• Police Records</li> <li>• Telephone Verification Form – Attachment D</li> </ul>
<p>Individual with One or More Disabilities</p> <p>(including learning disabilities)</p>	<p>An individual that:</p> <ol style="list-style-type: none"> <li>1. Has a physical or mental impairment that substantially limits one or more major life activities of such individual.</li> <li>2. Has a record of such impairment.</li> <li>3. Is regarded as having such impairment.</li> </ol>	<p>Verification of the individual's disability and income status is required using an acceptable source document. When verified, staff must:</p> <ol style="list-style-type: none"> <li>1. Verify the individual's disability in the OSL Universal Demographic Screen.</li> <li>2. Place a copy of proper acceptable source document in the participant's paper case file</li> </ol> <p><b>Note: Using School Records</b> See pages 4-5 of this policy for additional requirements when utilizing an Individualized Education Program (IEP) to document disability.</p>	<ul style="list-style-type: none"> <li>• Letter from Drug or Alcohol Rehab Agency</li> <li>• Medical Records</li> <li>• Physician's Statement</li> <li>• Psychiatrist's Diagnosis</li> <li>• Social Security Disability Records</li> <li>• Department of Veteran's Affairs Letter</li> <li>• Vocational Rehabilitation Letter</li> <li>• Worker's Compensation Record</li> <li>• Psychologist's Diagnosis</li> <li>• School Records / IEP</li> <li>• Sheltered Workshop Certification</li> <li>• Veteran's Administration Letter</li> </ul>
Runaway Youth	<p>A youth under 18 years of age who removes himself/herself from home or place of legal residence without the permission of a parent or guardian.</p>	<p>Verification of the individual's Runaway status is required using an acceptable source document. When verified, staff must:</p> <ol style="list-style-type: none"> <li>1. Verify the individual's Runaway status in the OSL Universal Demographic Screen.</li> <li>2. Place a copy of proper acceptable source document in the participant's paper case file.</li> </ol>	<ul style="list-style-type: none"> <li>• Written statement from a Shelter</li> <li>• Written statement from Social Service agency</li> <li>• Telephone Verification Form – Attachment D</li> </ul>

**EXCEPTIONS Eligibility / Data Validation Criteria**

Eligibility / Validation Criteria	Eligibility / Validation Requirements	Validation Method and OSL Documentation	Acceptable Source Document
Homeless Individual	<p>Participant qualifies as a homeless individual as defined in sub-sections (a) and (c) of section 103 of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. §11302):</p> <ol style="list-style-type: none"> <li>1. An individual who lacks a fixed, regular, and adequate nighttime residence;</li> <li>2. An individual who has a primary nighttime residence that is:               <ol style="list-style-type: none"> <li>a. A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill;</li> <li>b. An institution that provides a temporary residence for individuals intended to be institutionalized; or</li> <li>c. A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.</li> </ol> </li> </ol>	<p>Verification of the individual's Homeless status is required using an acceptable source document. When verified, staff must:</p> <ol style="list-style-type: none"> <li>1. Verify the individual's Homeless status in the OSL Universal Demographic Screen.</li> <li>2. Place a copy of proper acceptable source document in the participant's paper case file.</li> </ol>	<ul style="list-style-type: none"> <li>• Written statement from a Shelter</li> <li>• Written statement from Social Service agency</li> <li>• Telephone Verification Form – Attachment D</li> </ul>
Serious Barriers to Employment as Identified by Local Board	<p>An individual who faces serious barriers to employment as identified by the Local Board and described in the local policy.</p>	<p>Verification of the individual's Serious Barrier to Employment is required using an acceptable source document in accordance with Local Board policy. When verified, staff must:</p> <ol style="list-style-type: none"> <li>1. Verify the individual's barrier status in the OSL Universal Demographic Screen.</li> <li>2. Place a copy of proper acceptable source document as determined by Local Board policy in the participant's paper case file.</li> <li>3. Record the specific criteria defined by Local Board policy that is being used to meet the barrier in OSL Program Notes.</li> </ol>	<ul style="list-style-type: none"> <li>• Documentation as required by Local Board Policy</li> </ul>

## DATA ELEMENT Validation Requirements

Data Element	Data Screen Location in OSL	Data Validation Requirements	Validation Method and OSL Documentation Required	Allowable Data Source Document
<p><b>School Status at Participation</b>  (including Dropout)</p>	<p>OSL Universal Demographics Screen</p>	<p>Education Status at Participation can be one of four options:</p> <ol style="list-style-type: none"> <li>1. An individual who is attending any school – including middle (junior high) school, secondary school, alternative school, or is being home-schooled – but has not yet received a diploma or its recognized equivalent.</li> <li>2. An individual who is not attending school but has received a secondary school diploma or its recognized equivalent.</li> <li>3. An individual who has received a secondary school diploma or its recognized and is attending a post-secondary school or program, or is between school terms and intends to return to school.</li> <li>4. Dropout – An individual who is not attending any school and has not received a secondary school diploma or its recognized equivalent.</li> </ol>	<p>Verification of an individual's Education Status at Participation is required using an acceptable source document. When verified, staff must:</p> <ol style="list-style-type: none"> <li>1. Verify the Education status in the OSL Universal Demographic Screen.</li> <li>2. Record OSL Program Note indicating staff verification of participant education status and source document used.</li> </ol>	<ul style="list-style-type: none"> <li>• Diploma</li> <li>• GED</li> <li>• Enrollment Record/Transcripts</li> <li>• Attendance Report</li> <li>• School Documentation/ Letter</li> <li>• Telephone Verification Form – Attachment D</li> </ul> <p>NOTE: Self-identification may be used for Data Element Validation purposes only. If Dropout is being documented as the eligibility barrier in the 5% Exceptions category, a source document from the list on p. 11 of Attachment A must be used.</p>

**DATA ELEMENT Validation Requirements**

Data Element	Data Screen Location in OSL	Data Validation Requirements	Validation Method and OSL Documentation Required	Allowable Data Source Document
<p><b>Veteran, Other Eligible or Transitioning Service Member</b></p>	<p>OSL Universal Demographics Screen</p>	<p>Eligibility for the VETS program is self-identification as:</p> <ol style="list-style-type: none"> <li>1. A veteran or other eligible; or</li> <li>2. A transitioning service member.</li> </ol> <p>Veteran or Other Eligible means a person who self-identifies as any one of the following:</p> <ol style="list-style-type: none"> <li>1. Served on active duty for a period of more than 180 days and was discharged or released with other than a dishonorable discharge;</li> <li>2. Discharged or released from active duty because of a service-connected disability, injury or illness (does not have to meet 180 day rule);</li> <li>3. Served as a member or a reserve component under an order to active duty for any length of time during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with an other than dishonorable discharge;</li> <li>4. Any other "Eligible Person" – A person who is the spouse of: (a) any person who died of a service-connected disability; (b) any member of the Armed Forces serving on active duty who, at the time of application, is listed by the Secretary concerned in one or more of the following categories and has been so listed for a total of more than 90 days: (i) missing in action; (ii) captured in the line of duty by a hostile force; or (iii) forcibly detained or interned in the line of duty by a foreign government or power; or (c) any person who has a total disability permanent in nature resulting from a service-connected disability or who died while a disability so evaluated was in existence.</li> </ol> <p>Transitioning Service Member means a person who self-identifies as a service member in active duty status (including separation leave) who participates in employment services and is within 24 months of retirement or 12 months of separation.</p>	<p>Verification of an individual's Veteran status at time of enrollment is required. When verified, staff must:</p> <p>Verify the "Vet" status in the OSL Universal Demographic Screen.</p>	<ul style="list-style-type: none"> <li>• Self-identification</li> </ul>

**DATA ELEMENT Validation Requirements**

<b>Data Element</b>	<b>Data Screen Location in OSL</b>	<b>Point at Which Data Validation is Required</b>	<b>Validation Method and OSL Documentation Required</b>	<b>Allowable Data Source Document</b>
<b>Program Participation Date</b>	Enrollment Detail Screen, Service/ Training Tab	First program funded service after the determination of eligibility.	<p>The Program Participation Date is the same as the OSL Enrollment Date. The OSL Enrollment Date must be equal to the date of the first youth program service.</p> <p>Staff must ensure that the actual start date of the enrollment is accurately recorded in OSL to reflect the actual start date that the first youth service was provided.</p> <p>Recording the service and the actual start date of the service in the Service and Training Plan in OSL is all that is needed for Data Element Validation.</p>	OSL enrollment date and date of first service.
<b>Date of First Youth Service</b>	Enrollment Detail Screen, Service/ Training Tab	First program funded service after the determination of eligibility.	<p>The Date of First Youth Service must be the same as the OSL Enrollment date.</p> <p>Staff must ensure that the actual start date of the enrollment is accurately recorded in OSL to reflect the actual start date that the first youth service was provided.</p> <p>Recording the service and the actual start date of the service in the Service and Training Plan in OSL is all that is needed for Data Element Validation.</p>	OSL enrollment date and date of first service.
<b>On-the-Job Training</b>	Enrollment Detail Screen, Service/ Training Tab	Start of On-the-Job Training.	Staff must ensure that the actual start date of OJT service is accurately recorded in OSL. OSL recognizes an OJT based on the particular service type recorded. Any OJT service entry in OSL must record the name of the Service Provider and the specific type of training to be provided as well as the actual start and end dates of the training.	OSL captures the Date of OJT in the participant's Service and Training Plan.
<b>Leadership Development Opportunities</b>	Enrollment Detail Screen, Service/ Training Tab	Start of any Leadership Development Opportunity service.	Staff must ensure that the actual start date of the Leadership Development Opportunities service is accurately recorded in OSL. Any training service entry in OSL must record the name of the Service Provider and the specific type of training to be provided, as well as the actual start and end dates of the training. Place corroborating documentation in participant's paper case file.	OSL captures Leadership Development Opportunities in the participant's Service and Training Plan.

**DATA ELEMENT Validation Requirements**

Data Element	Data Screen Location in OSL	Point at Which Data Validation is Required	Validation Method and OSL Documentation Required	Allowable Data Source Document
<b>Enrolled in Education</b>	OSL Universal Demographics Screen, Personal Section  <b>AND</b>  Enrollment Detail Screen, Service/ Training Tab	At the time of program enrollment or at any point during participation in the program.	Staff must record Education Status <b>at the time of program enrollment</b> in the Universal Demographics screen, Personal section.  Staff must also ensure that the actual start date of the educational service is accurately recorded in OSL. Any training service entry in OSL must record the name of the Service Provider and the specific type of training to be provided, as well as the actual start and end dates of the training. Place corroborating documentation in participant's paper case file.	OSL captures Education Status at the time of program enrollment in the participant's demographics.  OSL also captures the date of the first training service in the participant's Service and Training Plan.
<b>Occupational Skills Training or Skills Upgrading/ Retraining, and/or Workplace Training</b>	Enrollment Detail Screen, Service/ Training Tab	Start of any Occupational Skills Training or Skills Upgrading/Retraining, and/or Workplace Training service.	Staff must ensure that the actual start date of any Occupational Skills Training or Skills Upgrading/Retraining, and/or Workplace Training service is accurately recorded in OSL. OSL recognizes such training based on the particular service recorded. Any training service entry in OSL must record the name of the Service Provider and the specific type of training to be provided, as well as the actual start and end dates of the training. Place corroborating documentation in participant's paper case file.	OSL captures any Occupational Skills Training or Skills Upgrading/ Retraining, and/or Workplace Training in the participant's Service and Training Plan.
<b>Adult Education, Basic Skills and/or Literacy Activities</b>	Enrollment Detail Screen, Service/ Training Tab	Start of any Adult Education, Basic Skills and/or Literacy Activities service.	Staff must ensure that the actual start date of any Adult Education, Basic Skills and/or Literacy Activities service is accurately recorded in OSL. OSL recognizes such training based on the particular service recorded. Any training service entry in OSL must record the name of the Service Provider and the specific type of training to be provided, as well as the actual start and end dates of the training. Place corroborating documentation in participant's paper case file.	OSL captures any Adult Education, Basic Skills and/or Literacy Activities in the participant's Service and Training Plan.

<b>DATA ELEMENT Validation Requirements</b>				
<b>Data Element</b>	<b>Data Screen Location in OSL</b>	<b>Point at Which Data Validation is Required</b>	<b>Validation Method and OSL Documentation Required</b>	<b>Allowable Data Source Document</b>
<b>Date of Exit</b>	Program Details, Exit Questions Tab	The date of the last service (based on the 90-day exit rule).	Staff must accurately record in OSL all services received and the end date(s) associated with all services. When the individual's OSL record indicates that no service funded by any program (WP, WIA, TAA, VETS) was recorded for a period of greater than 90 days and there is no gap in service recorded, OSL will automatically exit the individual from the WIA program (and any other common enrollment program) recording the date of the last service received as the common exit date of all programs.	OSL automatically captures/ records the Exit Date on the program enrollment record.
<b>Other Reasons for Exit</b>	Program Details, Exit Questions Tab	The code is entered when a participant is not expected to return in 90 days or more.	Staff must record in OSL Exit Questions Screen the Other Reason for Exit when participant did not return to the program for 90 days due to circumstances beyond their control. (This screen is not available for input until the participant has exited the program). Staff must record detailed backup information in OSL Program notes. <b>Example:</b> Participant exited due to need to provide care for critically ill child.	OSL provides ability to record the "Other Reasons for Exit" on the program enrollment record after participant has not received a service for 90 days and has exited.
<b>Degree Type of Recognized Educational/ Occupational/ Certificate/ Diploma/ Degree Attained</b>	Program Details, Outcomes Tab	When the participant has achieved any recognized degree type.	Staff must record in OSL Outcomes screen when a participant receives any Type of Recognized Educational/ Occupational/ Certificate/ Diploma/ Degree.  Staff must ensure that the required documentation (copy of degree or certificate) is recorded in OSL Program Notes and back up documentation is placed in the participant's paper case file.	Data recorded in the Outcomes tab in the Program Details page in OSL shall serve as case notes for data validation documentation purposes.
<b>Source of Supplemental Data</b>	Program Details, Wages Tab	When supplemental data is the only source for a positive employment outcome.	Staff must record in OSL that the participant achieved an employment outcome, noting the Determination Method as Supplemental.  Staff must ensure that the required documentation (source of data used to verify employment, the name of the employer, the date hired, the wage rate, and the number of hours of work per week) is recorded in OSL Program Notes and back up documentation is placed in the participant's paper case file.	<ul style="list-style-type: none"> <li>• Case files, based on follow-up services</li> <li>• Surveys of participants / correspondence with participant's employer</li> <li>• Record sharing and/or automated record matching with other employment and administrative databases</li> </ul>

<b>DATA ELEMENT Validation Requirements</b>				
<b>Data Element</b>	<b>Data Screen Location in OSL</b>	<b>Point at Which Data Validation is Required</b>	<b>Validation Method and OSL Documentation Required</b>	<b>Allowable Data Source Document</b>
<b>Entered Training-Related Employment</b>	Program Details, Exit Questions Tab	When participant has entered training-related employment.	Staff must record in OSL Exit Questions screen when the participant has entered training-related employment. (This screen is not available for input until the participant has exited the program.)	Data recorded in the Questions tab in the Program Details page in OSL shall serve as case notes for data validation documentation purposes.
<b>Earnings in 2<sup>nd</sup> and 3<sup>rd</sup> Quarters Prior to Participation</b>  And <b>Earnings in 2<sup>nd</sup> and 3<sup>rd</sup> Quarters After Exit</b>	Program Details, Wages Tab	No local action is required.	OSL automatically captures/records information from the quarterly UI Wage Record System, Wage Record Interchange System, and the Federal Employment Data Exchange System (FEDES), and validation is conducted administratively by OESC.	<ul style="list-style-type: none"> <li>• UI Quarterly Wage Record System</li> <li>• Wage Record Interchange System</li> <li>• Federal Employment Data Exchange System (FEDES)</li> </ul>
<b>Employed in 1<sup>st</sup> and 3<sup>rd</sup> Quarters After Exit</b>	Program Details, Wages Tab	Local action is required when supplemental data is the only source for a positive employment outcome.	<p>OSL automatically captures/records information from the quarterly UI Wage Record System, Wage Record Interchange System, and the Federal Employment Data Exchange System (FEDES), and validation is conducted administratively by OESC.</p> <p>For participants whose employment outcomes are only reported from supplemental data—Staff must record Supplement Wage data in OSL Wage screen. In addition, an OSL Program Note must be recorded indicating the supplemental source of data used to verify employment, the name of the employer, the date hired, the wage rate and number of hours of work per week.</p>	<ul style="list-style-type: none"> <li>• Case files, based on follow-up services</li> <li>• Surveys of participants / correspondence with participant's employer</li> <li>• Record sharing and/or automated record matching with other employment and administrative databases</li> </ul>

## WIA Youth Eligibility Form

### IDENTIFYING INFORMATION

Applicant's Name:					
	Last	First	MI		
Participant ID:		Application Date:			

\*Acceptable source documents for eligibility items can be found in the *WIA Youth Program Eligibility and Data Validation* policy Attachment A.  
 \*\*You must list the Local Board criteria being used for the categories "Requires Additional Assistance" and "Serious Barrier to Employment."

#### General Eligibility – Verify all of the following criteria.

CRITERIA	SOURCE DOCUMENT(S) ATTACHED
1. Age / Date of Birth <sup>1</sup>	
2. Citizenship / Alien Status <sup>1</sup>	
3. Selective Service Registration <sup>1</sup>	<input type="checkbox"/> N/A – female <input type="checkbox"/> N/A – male under 18

#### Income Eligibility – Verify one of the following criteria.

CRITERIA	SOURCE DOCUMENT(S) ATTACHED
1. Family Size and Low Income	
2. Public Assistance	
3. Food Stamps	
4. Homeless	
5. Publicly Supported Foster Child	
6. Disability and Low Income	

#### Barriers – Verify one of the following criteria if income eligibility is met.

CRITERIA	SOURCE DOCUMENT(S) ATTACHED
1. Basic Skills Deficient <sup>3</sup>	
2. School Dropout	
3. Pregnant / Parenting	
4. Offender	
5. Homeless / Runaway / Foster Child	
6. Requires Additional Assistance <sup>2</sup> – Indicate Local Criteria Used	

#### 5% Exceptions Barriers – Verify one of the following criteria if income eligibility is not met.

CRITERIA	SOURCE DOCUMENT(S) ATTACHED
1. Basic Skills Deficient <sup>3</sup>	
2. School Dropout	
3. Below Grade Level	
4. Pregnant / Parenting	
5. Offender	
6. Homeless / Runaway	
7. Disability	
8. Serious Barrier to Employment <sup>2</sup> – Indicate Local Criteria Used	

<sup>1</sup>Universal Client Note required.

<sup>2</sup>OSL Program Note required.

<sup>3</sup>Enrollment Details Testing Information Screen input required.



## WIA Youth Telephone Verification Form

### IDENTIFYING INFORMATION

Applicant's Name: \_\_\_\_\_  
Last First MI

Participant ID: \_\_\_\_\_ Application Date: \_\_\_\_\_

**NOTE:** In addition to eligibility items, this form may be used to document other information. Be sure to clearly mark the appropriate reason for using the Telephone Verification – either eligibility or other.

### TELEPHONE VERIFICATION

TELEPHONE VERIFICATION USED FOR:  ELIGIBILITY ITEM  OTHER \_\_\_\_\_

PRIMARY ITEM TO BE VERIFIED: \_\_\_\_\_ DATE VERIFIED: \_\_\_\_\_

AGENCY PROVIDING VERIFICATION: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### CERTIFICATION

I attest that the information recorded by me on this form was obtained through telephone contact on the above date. As indicated by the agent, all information was obtained from data previously determined and recorded in the applicant's records at the agency providing the eligibility verification.

\_\_\_\_\_  
 Case Manager Signature

\_\_\_\_\_  
 Date

**Agencies which may assist in verifying eligibility via telephone contact/documentation are:**

- Local schools;
- Social Security Administration;
- Veterans Administration;
- Medical and health facilities;
- Vocational rehabilitation facilities;
- Drug and alcohol rehabilitation facilities;
- Housing authorities;
- Homeless shelters;
- Judicial agencies and institutions; or
- Other state or local government agencies.

**Telephone Verification may be used for the following eligibility items:**

- Public Assistance
- Food Stamps
- Publicly Supported Foster Child
- Homeless
- Runaway
- School Dropout
- Below Grade Level
- Foster Care Child
- Offender

## WIA Youth Income Eligibility Form: Part I

### IDENTIFYING INFORMATION

Applicant's Name:	_____	Last	First	MI	
Participant ID:	_____	Application Date:		_____	

**Income Period – From (6 months prior to application):** \_\_\_\_\_ **To (application date):** \_\_\_\_\_

**NOTE – Family Income Calculation:** Complete and attach Part II: Income Calculation, for each family member with earned income during the 6 month income review period. **Documentation of income source(s), family size, and Parts I & II of this form must be in the participant paper case file.**

**Family Composition:** List each family member. Refer to *WIA Youth Program Eligibility and Data Validation Policy* for help in determining dependent status of applicant. If applicant lives with parents but claims family size of 1 due to providing more than 50 percent of his/her support, then the appropriate section of Attachment C, WIA Youth Support Form, must also be completed.

Family Member	Name	Relationship	Date of Birth	Age	Income Source(s)	6-Month Income
1		Self/Applicant				
2						
3						
4						
5						
6						
7						
8						

<b>Income Review</b>	<b>Family Size:</b> _____	<b>Income Limit:</b> <small>* to be taken from 'at or below Poverty Line or 70% LLSIL'</small>	<b>Total 6-Month Income:</b> <b>6-Month Income X 2:</b> <small>* to be compared to INCOME LIMIT</small>
<b>Certification</b>	I attest that to the best of my knowledge the above information is true and correct.		

\_\_\_\_\_  
Applicant Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature (if applicant is under 18) \_\_\_\_\_  
Date

\_\_\_\_\_  
Case Manager Signature \_\_\_\_\_  
Date

Family income calculations INCLUDE the following:	Family income calculations EXCLUDE the following:
<ul style="list-style-type: none"> <li>Gross wages and salaries before deductions</li> <li>Net income (gross income minus operating expenses) from a business or other non-farm enterprise</li> <li>Net income from farm self-employment (income from a farm which operates as an owner, renter, or sharecropper, after deductions from farm operating expenses)</li> <li>Social Security Disability Insurance (SSDI)</li> <li>Governmental and non-governmental pensions (including military retirement pay)</li> <li>Regular payments from railroad retirement benefits, strike benefits from union funds, worker's compensation and training stipends</li> <li>Alimony</li> <li>Merit based scholarships, fellowships, and assistantships i.e. the recipient may be determined by students' athletic, academic, artistic or other abilities</li> <li>Dividends, interest, net rental income, net royalties, periodic receipts from estates or trusts, and net gambling or lottery winnings</li> <li>Terminal leave pay, severance pay, or a cash out of accrued vacation leave</li> <li>Disaster Relief Employment wages</li> <li>On-the-Job Training (OJT) wages</li> </ul>	<ul style="list-style-type: none"> <li>Unemployment compensation</li> <li>Child support payments and foster child care payments</li> <li>Old age and survivors' insurance benefits received under section 202 of the Social Security Act (42 U.S.C. 402)</li> <li>Income earned while the veteran was in Active Military Duty, and certain other Veteran's Benefits</li> <li>Federal non-cash benefits such as: Medicare, Medicaid, food stamps, school lunches, and housing assistance</li> <li>Assets drawn down as withdrawals from a bank</li> <li>Public Assistance payments: TANF, SSI, GA, and RCA</li> <li>One time cash payment, which includes: tax refunds, loans, one-time insurance payments or compensation for injury, gifts and lump sum inheritances</li> <li>Job Corps payments</li> <li>Cash value of employer-paid or union-paid portion of health insurance or other employee fringe benefits</li> <li>Cash value of food or housing received in lieu of wages</li> <li>Payments received under the Trade Readjustment Act of 1974</li> <li>Needs-based scholarship assistance</li> <li>Financial assistance under Title IV of the Higher Education Act</li> <li>Stipends received from the following programs: VISTA, Peace Corps, Foster Grandparents Program, Retired Senior Volunteer Program, Youth Works/AmeriCorps Program</li> <li>All WIA payments except OJT</li> </ul>

## WIA Youth Income Eligibility Form: Part II

IDENTIFYING INFORMATION				
Applicant's Name:		Last		First
				MI
Participant ID:			Application Date:	

**Income Period – From (6 months prior to application):** \_\_\_\_\_ **To (application date):** \_\_\_\_\_

**Family Member:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Straight Pay Method:** Use this method if family member provides all pay stubs covering income review period.

1	Employer	Pay Date	# Weeks in Pay Period	=	Pay Period Gross Pay
1				=	
2				=	
3				=	
4				=	
5				=	
6				=	
7				=	
8				=	
<b>a) 6-Month Income:</b> Sum of all Pay Period Gross Pays				=	

**Average Pay Method:** Use this method if family member provides at least 2 pay stubs.

1	Employer	Pay Date	Gross Pay	÷	# Weeks in Pay Period*	=	Weekly Gross Income
1				÷		=	
2				÷		=	
3				÷		=	
<b>a) Average Weekly Gross:</b> Sum of Weekly Gross Income ÷ # of Pay Stubs						=	
<b>b) 6-Month Income:</b> Average Weekly Gross x # Weeks Worked During Income Review						=	

\* Pay period: weekly = 1; bi-weekly = 2; monthly = 4.3

**Year-to-Date Method:** Use this method if the family member provides a recent pay stub with the cumulative year-to-date gross earnings indicated on it.

1	Employer	Pay Date	Cumulative Gross Pay	÷	# Cumulative Weeks Worked	=	Weekly Gross Income
1				÷		=	
2				÷		=	
3				÷		=	
<b>a) Average Weekly Gross:</b> Sum of Weekly Gross Income ÷ # of Pay Stubs						=	
<b>b) 6-Month Income:</b> Average Weekly Gross x # Weeks Worked During Income Review						=	

**Intermittent Work/Other Income Method:** Use this method if the family member has not had steady work with one or more employers during the review period.

1	Employer	Description of Work	Start Date	End Date	Total Gross Income
1					
2					
<b>a) 6-Month Income:</b> Sum of all Total Gross Incomes					=

