YOUTH ELIGIBILITY CRITERIA
Policy #: E-04

Date of Last Revision: 12.06.2018

ELIGIBILITY: Eligibility must be verified before any service is delivered. To be eligible to receive WIOA services in the youth program, an individual must:

- Be between 14-21 years of age (ISY) or 16-24 years of age (OSY);
- Be a citizen or noncitizen authorized to work in the US;
- Meet Military Selective Service registration requirements (males only); and
- Be an ISY or OSY, as defined by WIOA §129(a)(1)(B)–(C).

These items are documented on the Document Verification Form, which **must** be completed and the form must remain in the file.

Out-of-School Youth (OSY): See DWD policy for definitions

- Not attending any school, except adult basic skills education, Youth Build program or Job Corps with one or more of the following (must be "yes" to at least one item below):
  - School dropout
  - Within the age of compulsory school attendance (aged 16–18), but has not attended school for at least the most recent complete school year's calendar quarter
  - Recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is basic skills deficient or an English language learner
  - Subject to the juvenile or adult justice system
  - A homeless individual, a homeless child or youth, a runaway
  - An individual 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 the Social Security Act, or in an out-of-home placement;
  - Pregnant or parenting (including non-custodial parents)
  - Disabled (can count as family of 1 for income) or
  - A low income individual who requires/needs additional assistance to enter or complete an educational program or to obtain or retain employment (local definition: needs score of 10 or higher, documented on Needs Score Form)

In-School Youth (ISY): See DWD policy for definitions

- Attending school (as defined by State law -https://docs.legis.wisconsin.gov/statutes/statutes/118/15), including secondary and post-secondary
- Low income and one or more of the following:
  - Basic skills deficient
  - An English language learner;
  - An offender;
  - A homeless individual, a homeless child or youth, a runaway,
  - An individual 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 the Social Security Act, or in an out-of-home placement;
  - Pregnant or parenting;
  - Disabled (can count as family of 1 for income); or
  - Requires additional assistance to enter or complete an educational program or to secure or hold employment (local definition: needs score of 10 or higher, documented on Needs Score Form)

Once enrolled in the program, participants may remain in the program as long as it takes to complete the activities on their IEP regardless of their age so long as their age at first date of participation in the activity was 14-24 (21 for ISY).

Selective Service registration for individuals who are enrolled prior to age 18: Male applicants who enter the program at age 17 or younger and attain age 18 while participating in the program must be registered for Selective Service by the 30th day after their 18th birthday. If the individual fails to register, all WIOA services must be closed by no later than this 30-day grace period, thus allowing the participant to exit in 90 days. Funds expended on males not registered for Selective Service by the 30th day after their 18th birthday may be considered disallowed costs.

School Status at Participation Clarification: State law does not define "attending" versus "not attending" school. DWD-DET has established a policy for determining whether an individual is attending or not attending school, an overview is as follows:

- DWD considers someone as attending if they have registered for post-secondary classes but have not yet started or if someone is in between school sessions and is enrolled to continue school at the start of the next session
- DWD considers someone as not attending if he/she have not yet registered for classes;
- is between school sessions and decides not to follow through with attending and is not subject to the State's compulsory school attendance law;
- is not currently reporting to school but is registered for post-secondary school and decides not to follow through with attending;
- is enrolled in non-credit-bearing post-secondary classes

Self-Supporting Guidance (8/2/18): Dependent family members cannot be considered self-supporting, per DWD guidance. A "dependent family member" is a family member who meets the IRS "qualifying child test" that allows an individual or couple to claim a family member as a dependent for tax purposes. Typically, this means that individuals can be claimed as a dependent up to their 19th birthday or be claimed up to their 24th birthday if they are a full-time student.

Policy Adopted:	10.00.2004
Policy Revised:	12.05.2008; 01.21.2014; 07.01.2015; 10.30.2015; 05.18.2016; 08.02.2016; 03.17.2017; 08.02.2018; 12.06.2018
References:	Workforce Innovation and Opportunity Act; DWD/DET, Workforce Innovation and Opportunity Act Program Guide; 2 CFR Part 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards