



WIA YOUTH ELIGIBILITY

Department: Office of Economic & Workforce Development

Effective Date: May 1, 2013

Policy/Procedure #: WIA 101Y

Supersedes: October 1, 2009

Overview

WIA eligibility determination is required when a job seeker needs staff-assisted services to obtain or retain employment. As a job seeker moves through the service levels, additional requirements must be met to show that the job seeker is appropriate for the next level of service, and requires that level of service to obtain or retain employment.

WIA Orientation- All participants shall go through a WIA orientation prior to eligibility determination. The provider shall be made aware of the all the elements and paperwork of the WIA program in order to prepare individuals who are interested in receiving WIA services.

Basic Eligibility Requirements

The basic requirements for WIA eligibility are as follows:

- 17 -21 years of age;
- A citizen or noncitizen authorized to work in the U.S., as required according to I-9 Employment Eligibility Verification; and
- Meet Military Selective Service registration requirements (males only). All males who are at least 18 years of age and born after December 31, 1959, and who are not in armed services on active duty, must be registered for Selective Service. Refer to Directive 30-12 for more information on Selective Service requirements.

Additional Requirements for Youth

The eligibility definitions for the WIA Youth Programs will apply in the determination of eligibility for registrants requesting services under Title IB of the Workforce Investment Act (WIA).

- Ages 17– 21
- Low income (*see WIA Income Criteria and Technical Assistance Guide for additional information*)

- Additional Barrier:
 - Deficient in basic literacy skills;
 - A school dropout;
 - Homeless, a runaway, or a foster child;
 - Pregnant or a parent;
 - An offender; or
 - An individual who *requires additional assistance* to complete an educational program, or to secure and hold employment, including:
 - enrolled in special education;
 - a student maintaining less than a “C” average;
 - a truant (one who stays out of school without permission);
 - a person with Limited English Proficiency;
 - a single parent;
 - a non-custodial parent;
 - a person with substance abuse and alcohol problems;
 - member of family receiving public assistance or only Medi-Cal or food stamps;
 - a resident of a Targeted Employment Area;
 - a public housing resident or member of family receiving section 8 voucher;
 - an emancipated youth;
 - a youth who has never held a job for more than 13 weeks in the last 12 months;
 - a former foster youth

Acceptable Support Documentation

Eligibility determination must be accompanied by supportive documentation. Acceptable documentation is finite and very specific for each eligibility criteria. Acceptable documentation can be found in the ***WIA Technical Assistance Guide*** (TAG).

INQUIRIES

Inquiries should be addressed to the OEWD Program Operations Director at 415-701-4848 or workforce.development@sfgov.org.

OEWD and its service providers shall follow this policy. This policy will remain in effect from the date of issue until such time that a revision is required.