



## GENERAL FUND YOUTH ELIGIBILITY

Department: Office of Economic & Workforce  
Development

Effective Date: Oct 1, 2009

Policy/Procedure #: GF101Y

Supersedes: N/A

### Overview

Eligibility determination is required when a job seeker needs services to assist in skills enhancement, placement in education or attainment of degree, and placement in employment.

### Basic Eligibility Requirements

The basic requirements are as follows:

- Youth aged 14-24
- Resident of San Francisco

### Acceptable Support Documentation

The Youth Workforce Services Staff is responsible for determining the eligibility for a participant to access staff assisted services. The participant must provide one of the following forms of documentation to demonstrate that s/he is a resident of San Francisco:

**Option 1:** A government-issued photo ID with San Francisco address **OR**

**Option 2:** A government-issued photo ID that does not have a San Francisco Address

AND one of the following:

- A utility bill addressed to the participant at a San Francisco address within the last 6 months, OR
- A postmarked envelope from within the last six months addressed to the participant at a San Francisco address

A photo copy of the government issued ID and/or supporting documentation must be kept within the participant's file as proof of eligibility.

## **Preferred Eligibility**

According to strategic priorities set forth by the Youth Council, the preferred populations receiving Youth Workforce Services include the following:

- In foster care, or aging out of foster care;
- Pregnant or parenting teens;
- Youth involved in the justice system;
- Homeless and/or runaway youth; and
- Out of school youth and/or not on track to graduate