



The following information is intended to assist youth providers in determining and documenting youth eligibility for the Workforce Innovation and Opportunity Act (WIOA) program. **Only** the documentation sources cited in the tables in this document are acceptable for establishing WIOA eligibility.

A youth participant's eligibility is determined at intake. The qualifying documentation must be collected at time of eligibility or the youth's case will be determined ineligible for WIOA youth services and subject to disallowed costs.

**Notes:**

- Upon review by the Workforce Development Department (WDD), cases may be deemed ineligible if the qualifying documents do not meet the criteria or were collected after the eligibility determination.
- **Self-attestation's are not to be used as the primary method of verifying data elements. Self-attestation are used when the preferred options of paper documentation or third party corroboration are not available.**

**Definition:** An out-of-school youth (OSY) must be:

1. Not attending any secondary or postsecondary school (not including Title II Adult Education, Youth build, Job Corps, high school equivalency programs[exceptions in definitions], non-credit bearing postsecondary classes, dropout reengagement programs or charter schools with federal and state workforce partnerships).
2. Age 16-24 years old and meet one or more of the following barriers:
  - A. A School Dropout
  - B. A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year quarter
  - C. A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient or an English language learner
  - D. An Offender
  - E. Homeless
  - F. An individual in foster care or who has aged out of the foster care system
  - G. Pregnant or Parenting Youth
  - H. An individual with a disability
  - I. Low-income individual who requires additional assistance to enter or complete an education program or to secure or hold employment



<b>General Youth Eligibility Documentation</b>	
Verification of identity must be verified and documentation must be scanned into CalJOBS	
<b>Eligibility Criteria</b>	<b>Acceptable Documentation</b>
1. Birth date/age	<ul style="list-style-type: none"> <li>• Birth Certificate</li> <li>• Form DD-214 "Report of Separation"</li> <li>• Driver's license( Current)</li> <li>• Federal, state or local government issued ID</li> <li>• Passport</li> <li>• Hospital record of birth</li> </ul>
2. U.S. work authorization *See page 2 of this document for I-9 documentation	<ul style="list-style-type: none"> <li>• Verification document(s)that satisfy List A of the form 1-9</li> <li>• Verification document(s)that satisfy List B and C of the form 1-9</li> </ul> <p><a href="https://www.uscis.gov/i-9-central/acceptable-documents/list-documents/form-i-9-acceptable-documents">https://www.uscis.gov/i-9-central/acceptable-documents/list-documents/form-i-9-acceptable-documents</a></p>
3. Selective Service Registration	<ul style="list-style-type: none"> <li>• Selective Service Letter</li> <li>• Selective Service Card</li> <li>• Form DD-214 "Report of Separation"</li> <li>• Screen printout of the Selective Service verification internet site:</li> </ul> <p><a href="https://www.sss.gov/RegVer/wfVerification.aspx">https://www.sss.gov/RegVer/wfVerification.aspx</a></p>

**Note:** Youth Providers must determine which items satisfy List A, or B & C to document identity. All documentation must be current. **Example:** an expired California Driver's License or expired California Identification Card is not acceptable.

<https://www.uscis.gov/i-9-central/acceptable-documents/list-documents/form-i-9-acceptable-documents>





<p align="center"><b>LOW-INCOME</b></p> <p align="center">A low-income individual must meet one of the criteria below.            Income is required for BSD/ESL and Additional Assistance barriers</p>	
<p align="center"><b>Eligibility Criteria</b> (Verify one of the seven eligibility criteria)</p>	<p align="center"><b>Acceptable Documentation</b> (One document per eligibility criterion is required)</p>
<p><b>Public Assistance</b> Receiving public assistance</p>	<ul style="list-style-type: none"> <li>• Authorization to <b>receive</b> cash public assistance</li> <li>• <b>Current</b> public assistance check</li> <li>• Medical card showing cash grant status</li> <li>• Public assistance records</li> <li>• Food Stamp (CalFresh) card with current receipt</li> <li>• Public Assistance Notice</li> </ul>
<p><b>Low Income</b> Refer to the 70 percent Lower Living Standard Income Level (LLSIL) and Poverty Guidelines to see if the documentation used to determine low income meets the criteria for low income (Guide included)</p>	<ul style="list-style-type: none"> <li>• Alimony agreement</li> <li>• Award letter from Veterans Administration</li> <li>• Bank statements (direct deposit)</li> <li>• Compensation award letter</li> <li>• Court award letter</li> <li>• Employer statement/contact</li> <li>• Family or business financial records</li> <li>• Housing authority verification</li> <li>• Pay stubs</li> <li>• Pension statement</li> <li>• Quarterly estimated tax for self-employed persons (Schedule C)</li> <li>• Social Security benefits records</li> <li>• UI documents and/or printout</li> <li>• Self-attestation</li> <li>• US Census Bureau</li> </ul>

**Note:** When determining up to what age an OSY can be considered a dependent child of a parent or guardian, the IRS (<https://www.irs.gov/help/ita/whom-may-i-claim-as-a-dependent>) definition should be applied.





<b>Out of School Barriers</b>	
Any barrier used to determine eligibility must be documented and verification must be scanned into CalJOBS at time of eligibility determination	
<b>Barrier</b>	<b>Acceptable Documentation</b>
<b>School Dropout</b> -A school dropout	<ul style="list-style-type: none"> <li>• School Records</li> <li>• School Attendance letter verifying drop out status</li> <li>• Self-Attestation</li> </ul>
<b>Compulsory School</b> A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year quarter  <b>Note:</b> If the school does not use school year quarters, Local Areas must use calendar quarters.	School Records
<b>Low Income and BSD/ESL</b> A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient or an English language learner.	<ul style="list-style-type: none"> <li>• Standardized Test approved by the National Reporting System.</li> <li>• IEP indicating youth is ESL</li> </ul>
<b>Offender</b> An offender	<ul style="list-style-type: none"> <li>• Court Documents</li> <li>• Police Records</li> <li>• Applicant Statement</li> </ul>
<b>Homeless Youth</b> A homeless individual or a runaway	<ul style="list-style-type: none"> <li>• Statement from an Individual providing temporary shelter</li> <li>• Statement for Social Service Agency</li> <li>• Self-Attestation</li> </ul>
<b>Foster Care</b> An individual in foster care or who 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 Section 477 of the <i>Social Security Act</i> , or in an out-of-home placement	<ul style="list-style-type: none"> <li>• Statement/Referral from Social Services Agency.</li> <li>• Court/Guardianship documents</li> <li>• Self-Attestation</li> </ul>





<b>Out of School Barriers</b> Any barrier used to determine eligibility must be documented and verification must be scanned into CalJOBS at time of eligibility determination	
Barrier	Acceptable Documentation
<b>Pregnant or Parenting</b> An individual who is pregnant or parenting	<ul style="list-style-type: none"> <li>• Child’s Birth Certificate (BC)</li> <li>• Baptismal Record</li> <li>• Verification from doctor verifying pregnancy</li> </ul> <p><b>Note:</b> If using parenting teen for father, BC must have his name on birth certificate as father.</p>
<b>Disabled</b> An individual with a disability	<ul style="list-style-type: none"> <li>• Medical Record</li> <li>• <b>School Record/IEP-last year attended</b></li> <li>• Social Security Disability Record</li> <li>• Vocational rehabilitation letter/statement</li> </ul>

**Note: Only the completed self-attestation form provided by WDD will be accepted.**





<b>Requires Additional Assistance Barrier</b>	
<b>Must receive written prior approval by WDD before accepting as barrier for youth</b>	
Must be a low income individual who requires additional assistance to enter or complete an educational program or secure or hold employment	
<b>Barrier</b>	<b>Eligibility Criteria</b>
Has a core grade point average of less than 1.5	School Documentation
Is emancipated youth	Court documentation
Previous dropout or suspended five or more times or has been expelled	<ul style="list-style-type: none"> <li>• School records</li> <li>• Drop out letter</li> </ul>
Is deemed at risk of dropping out by school official	<ul style="list-style-type: none"> <li>• School referral</li> <li>• School documentation</li> </ul>
Has been referred to or is being treated by agency for substance abuse related problem	Letter from drug or alcohol rehabilitation agency
Had a traumatic event, victim of abuse, resides in abusive environment-documented by school official or other qualified professional	<ul style="list-style-type: none"> <li>• School documentation</li> <li>• Letter from qualified professional</li> <li>• Self-attestation</li> </ul>
Has serious emotional/medical /psychological problems-documented by qualified professional	<ul style="list-style-type: none"> <li>• Psychiatrist or psychologist diagnosis/statement</li> </ul>
Has gang affiliation or at risk of affiliation	Documented by school official or police department indicating gang activity
Has incarcerated parent at time of eligibility	Court documentation
English Language Learner <ul style="list-style-type: none"> <li>• Limited English Proficiency (LEP)</li> </ul>	IEP indicating Limited English Proficiency

**Note:** All barriers must be thoroughly case noted in the youth’s case file and the WDD approval email/confirmation must be scanned with the eligibility documents for this barrier.

