

**Chapter 3: Youth
Documentation of Eligibility Under WIA**

Issue Date/

Effective Date:

April 1, 2000

Updated: **January 23, 2012**

Required Action

Action: The following guidelines pertain to documenting program eligibility and economic eligibility under the WIA Youth Formula Grant.

Who: All WSAs and youth service providers in the State of Minnesota who are responsible for documenting WIA eligibility.

Background: Initial general eligibility and economic eligibility determination are to be based on a review of an application form signed by the WIA applicant and/or parent/guardian (in the case of a minor). The application form used for this determination must be comprehensive enough to allow determination of general and economic eligibility. Documentation is required on a number of data items on the application. This documentation is to be kept on file at the WSA.

Policies and Procedures:

General Eligibility

At a minimum, the following data items on the application form that relate to general eligibility determination require documentation:

Proof of Age is required for all youth. The documentation can be in the form of a copy of a driver's license or state ID, a copy of a birth certificate, a copy of an age certificate issued by local school officials, public assistance or social service records, federal, state or local government identification card, passport, hospital record of birth, Social Security Administration printout, work permit, official school records, baptismal record, DD-214, cross match with Department of Vital Statistics and Tribal Records.

Social Security numbers must be documented. Documentation may be in the form of a Social Security card (other than a Social Security card stating "not valid for employment"), W-2 form, IRS form letter 1722, pay stubs, Social Security benefits, DD-214 - Report of Transfer or Discharge, or official school records.

Residency information may be documented in the form of self-certification, driver's license, food support award letters, housing authority verification, insurance policy (residence or auto), landlord statement and/or lease(s), letter from Social Security agency or school, library card, Medicare or Medicaid card, phone directory, postmarked mail addressed to applicant, property tax record, public assistance records, rent receipts, school identification card, utility bill or voter registration card. Homeless status may be documented in the form of self-certification, written statement from individual providing temporary residence, written statement from shelter, written statement from social service agency.

Selective Service registration information and request for a Status Information Letter (which replaces the previous “Advisory Opinion”) must be documented for all males who were born on or after January 1, 1960, who are 18 years of age or older. Documentation can be in the form of an acknowledgment letter, a Selective Service registration card, a stamped post office receipt of mailing a registration, D.D.214 Report of Transfer or Discharge, Selective Service Status Information Letter, Selective Service registration record (form 3A, Selective Service Verification Form). If the youth has not registered for the Selective Service or is unable to locate the required documentation, a registration form may be completed and mailed by the WSA or the youth may register online at www.sss.gov. A screen printout from the Selective Service Verification website also constitutes valid documentation (see: www.sss.gov/RegVer/wfVerification.aspx).

U.S. Citizenship/Authorization to Work Status must be documented and retained in the client file. Please note that U.S. citizenship is NOT required for WIA eligibility (see 29 USC 2938 (a)(5)). Citizenship documentation can be in the form of self-certification, original or certified copies of a birth certificate issued by a state, county, municipal authority or outlying possession of the U.S., alien registration card indicating Right to Work (USCIS forms I-151, I-551, I-94, I-197, I-179), voter registration card, handgun permit, public assistance or food stamp records, naturalization certification, DD-214 Report of Transfer or Discharge (if place of birth is shown), foreign passport stamped eligible to work, hospital record of birth (if place of birth is shown), Native American tribal document(s), or U.S. Passport (expired or unexpired), or one verification source from List A of the [I-9 form](#) OR one verification source from List B AND one verification source from List C of the I-9 form. A Social Security card issued by the Social Security Administration may also be used unless it is stamped “not valid for employment.”

For more information on the revised I-9 form from the U.S. Citizenship and Immigration Services agency, please refer to their [“Handbook for Employers”](#) that discusses updated documentation requirements.

Economic Eligibility

Individual Status/Family Size documentation is required if eligibility is based on family income. Documentation can consist of self-certification or the following items: birth certificate, decree of court, divorce decree, landlord statement, lease, marriage certificate, medical card, most recent tax return, public assistance, social service agency records, public housing records, written statement from publicly supported 24 hour care facility or institution (e.g., mental hospital, prison).

“Family of One” designation of a participant must be documented if it is directly pertinent to eligibility. If an individual qualified as a “family of one” because of more than one reason, only ONE reason needs to be documented (e.g. an individual who has a disability or who has been determined to be “financially independent” needs to have either the disability status or the “financial independence” status documented). Documentation of disability can be in the form of medical records, physician’s statement, psychologist’s diagnosis, school records, vocational rehabilitation letter, Social Security Administration Disability records, Worker’s Compensation records, letter from drug or alcohol rehabilitation agency, rehabilitation evaluation, sheltered workshop certification, Veterans’ Administration letter/records. Individuals claiming to be financially independent must complete an applicant statement attesting to their individual status. Such statements should be corroborated by the head of household in which that person resides, if possible. The individual must also show the source of his/her support.

Individual/Family Income If eligibility is based on family income, documentation should be obtained for each family member's income. Documentation can consist of such items as: self-certification, pay stubs, alimony agreement, award letter from Veterans Administration, bank statement (direct deposit), compensation award letter, court award letter, employer statement, farm or business financial records, housing authority verification, pension statements, quarterly estimated tax for self-employed persons, social security benefits, unemployment insurance documents or public assistance records.

Proof of Receipt of Public Assistance or Food Support is required IF it is directly pertinent to eligibility. Proof can consist of such items as: copy of public assistance check, public assistance records/printout, cross match with public assistance database, copy of authorization to receive food support, food support card with current date, food support receipt, letter from food support agency, postmarked food support mailer with name and address to receive medical card showing cash grant status, refugee assistance records or public assistance case number obtained by a staff call to the public assistance office. WSAs choosing to use individual or family income as a qualifying factor need NOT verify receipt of public assistance or food support.

A Supported Foster Child Status documentation must be obtained IF it is pertinent to eligibility. A supported foster child is a child on behalf of whom state or local government payments are made. Proof can consist of such items as: case number obtained by staff call to court, court documentation, verification of payments, and/or a written statement from state/local agency.

All pertinent MIS Eligibility/Demographic Characteristics must be noted on the intake form. However, ONLY those items necessary for general or economic eligibility determination need to be verified/documented or self-attested (INCOME ONLY). In determining which characteristics to verify, the WSA and/or program operator should use the documentation presented by the applicant. If the applicant does not present any documentation or cannot self-attest income, then the WSA and/or program operator should adhere to the following priority list:

- Documentation of public assistance/food support recipient status;
- "Family of one" status.

Eligibility For WIA Youth Programs The following are acceptable documents:

- **Basic skills deficient:** The documentation can be in the form of an English reading or math test, a generally accepted standardized test, school records or case notes.
- **Educational attainment of one or more grade levels below age level:** Documentation can be in the form of report cards or school records.
- **Pregnant/parenting:** Documentation may be in the form of the applicant's statement, birth certificate, baptismal record, medical card, physician's note, statement from school program for pregnant teens, observation.
- **Offender:** Documentation may be in the form of the applicant's statement, court documents, letter of parole, letter from probation officer, documentation of phone call with court representatives.
- **Disabled Youth:** Documentation can be in the form of medical records, physician's statement, psychologist's diagnosis, school records, vocational rehabilitation letter, Social Security Administration Disability records, Workers' Compensation records, case notes regarding observable conditions, social service records or referrals, self-attestation.

- **Homeless, runaway or a foster child:** Documentation can be in the form of the applicant's statement, written statement, written statement from shelter or written statement from social security agency.
- **School Dropout:** Documentation can be in the form of a written statement from the school or applicant statement.
- **State Approved WSA Designated Category:** Documentation specific to the category.

Immigration Reform and Control Act

Participant adherence must be documented in accordance with the procedures outlined in the Immigration Reform and Control Act.

The Immigration Reform and Control Act (IRCA) makes it unlawful to hire, recruit, or refer for a fee unauthorized aliens for employment in the United States.

WIA Section 188(5) states that participation in programs and activities financially assisted in whole or in part under this Act, shall be open to citizens and nationals of the United States, lawfully admitted permanent resident aliens, lawfully admitted refugees and parolees, and other individuals authorized by the Attorney General to work in the United States. This provision requires WSA directors as program providers as well as employers to determine citizen status and/or legal alien status of all program participants.

Reference Section:

Cites/References: WIA Eligibility Documentation; Training and Employment Guidance Letter (TEGL) No. 3-04 (dated July 16, 2004), **TEGL 11-11, dated November 11, 2011, TEGL 11-11, Change 1, dated January 20, 2012.**

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Youth website:

http://www.positivelyminnesota.com/All_Programs_Services/Office_of_Youth_Development