

WDD YOUTH PROVIDER HANDBOOK

CHAPTER 2

WIOA Youth Eligibility

Overview

Introduction

Chapter 2 of the Workforce Development Department (WDD) Youth Providers Handbook includes information about Workforce Innovation and Opportunity Act (WIOA) Youth eligibility in the San Bernardino County Local Workforce Development Area.

References

This handbook chapter contains information regarding WIOA regulations, signed into law in 2014 and directives received from the Department of Labor (DOL) and the Employment Development Department (EDD).

DOL		EDD	
Training and Employment Guidance Letters (TEGL):		Workforce Service Directives (WSD):	
• TEGL 19-16	• TEGL 23-19	• WSD 16-18	• WSD 19-04
• TEGL 7-20	• TEGL 09-22	• WSD 17-07	• WSD 22-03

In this section

This section contains the following topics:

Topic	See Page
Overview	2-1
WIOA Enrollments	2-2
Youth Provider Referral	2-3
WIOA Enrollment Forms	2-4
Eligibility Documentation	2-7
U.S. Work Authorization	2-11
Selective Service Registration Requirements	2-14
LLSIL and Poverty Line	2-16
Income Calculation	2-18
Vital Records	2-22

WIOA Enrollments

Introduction This section provides information on the enrollment into the Workforce Innovation and Opportunity Act (WIOA) Title I Youth programs for the purposes of providing youth services.

PUMA Public Use Microdata Areas (PUMAs) are geographic units used by the [US Census](#) for providing statistical and demographic information.

PUMA areas Workforce Development Department (WDD) funds are allocated based on PUMA census statistical information. Youth Providers contract will be to serve youth based on the PUMA census for disconnected and underserved youth population. The PUMA census status is broken down into 13 areas as follows:

Public Use Microdata Area (PUMA)	Disconnected Youth Count
Big Bear City, Big Bear Lake, Crestline, Lake Arrowhead, Running Springs, and Wrightwood	2,766
San Bernardino and Muscoy	7,996
Victorville & Adelanto	4,890
Rialto and Bloomington	3,259
Hesperia, Apple Valley, and Lucerne Valley	4,006
Twentynine Palms, Barstow, Needles, Yermo, Joshua Tree, Newberry Springs and Yucca Valley	3,390
Fontana	5,559
Ontario	3,471
Colton, Loma Linda & Grand Terrace	1,852
Redlands, Yucaipa, Mentone, and Highland	2,264
Chino & Chino Hills	2,603
Upland & Montclair	2,081
Rancho Cucamonga	2,303
ALL PUMAs	46,440

Servicing youth outside the PUMA area Youth Providers wanting to enroll a youth outside of his/her designated PUMA area is required to email the Workforce Development Department (WDD) Youth Staff Analyst, prior to enrolling the youth, to obtain approval.

Youth Provider Referral

Introduction

In situations where a youth goes to a Youth Provider for assistance outside of their Public Use Microdata Areas (PUMAs) a referral process will be initiated. This section outlines the Youth Providers Referral process the organization will complete.

WIOA Youth Provider Referral form

The WIOA Youth Provider Referral form will be completed by the Youth Provider when it is determined a participant resides in the PUMA area of another Youth Provider.

The WIOA Youth Provider Referral form is located in the Youth Portal under forms.

Process

The following table outlines the process Youth Providers will complete when a referral needs to be initiated to another Youth Provider.

Stage	Description
1	Youth Provider will: <ul style="list-style-type: none">• Encourage youth to register in CalJOBS.• Obtain and upload any documents the youth provides, if any.• Complete the WIOA Youth Provider Referral form sections I and II.• Include any discussions with the youth on the referral form• Send referral form to: Youth.Provider@wdd.sbcounty.gov.<ul style="list-style-type: none">– Subject lines should read: WIOA Youth Provider Referral
2	WDD Admin staff will: <ul style="list-style-type: none">• Access the Youth Provider email daily.• Process any referrals received.• Determine if the youth:<ul style="list-style-type: none">– Residence is in a PUMA with multiple providers, or– Requested a specific Youth Provider to receive services• Send referral to the appropriate Youth Provider or the Youth Provider selected by the youth.
3	Receiving Youth Provider will: <ul style="list-style-type: none">• Review referral received.• Assign staff to contact youth within 48 hours of receipt of referral to schedule appointment.• Review CalJOBS for any uploaded documents, case notes, or if youth completed registration.

Note: WDD Admin staff will maintain a rotation log to ensure the referrals are evenly shared within a PUMA zone.

WIOA Enrollment Forms

Introduction

For customers to be evaluated for Workforce Innovation and Opportunity Act (WIOA) services, certain enrollment forms need to be completed. In addition, the Workforce Development Department (WDD) has developed the policy for managing the collection of confidential information from customers regarding medical and disability related information.

This section lists the enrollment forms the Youth Providers complete and the confidential process Youth staff will provide to customers who want to enroll into WIOA Youth Program.

Forms

The enrollment forms customers complete to be evaluated for WIOA services for the Youth Program are:

- WIOA Application - WIOA Application is the primary method to determine eligibility and dictates what documentation is required based on the customer's answers.
- Application Disclosure Document (ADD) – combined the following disclosure documents into one (1) document:
 - Program Complaint and Grievance Procedures
 - Discrimination Complaint Procedures
 - Equal Opportunity (EO) Is the Law
 - Medical Release
 - Participant Release
 - Follow-up Agreement
 - Orientation Checklist
- Supplemental Disclosure Form (SDF) – The confidential questions to gather related to disability. Refer to the additional blocks below for the SDF changes and process.

Note: Refer to the SDF confidentiality and WIOA Application blocks for when to use the forms outside the online application process.

Online Application

The Youth Provider's staff will complete the online application with the customer either by phone, virtually, or in-person.

ADD

The Application Disclosure Document (ADD) form are all the disclosure documents a customer is required to initial each page and sign/date the last page. The ADD is to be filled out electronically by staff and then printed out to allow the ADD to be initialed and signed by the customer **during in-person meetings**.

Customers who do not have access to a computer can download the Adobe Fill and Sign application from his/her mobile device (Android or Apple phones).

The ADD is located in the [Youth Program News | Workforce Development Board](https://wp.sbcounty.gov/workforce/youth/youth-program-news/) (URL: <https://wp.sbcounty.gov/workforce/youth/youth-program-news/>).

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WIOA Enrollment Forms, Continued

SDF Confidentiality

The Supplemental Disclosure form (SDF) will only be completed if CalJOBS system is down, and the paper WIOA application process is completed. When the SDF is used, Youth Providers will continue to follow the existing process for maintaining the confidentiality and encryption of the SDF.

The SDF will be saved and stored separately as an encrypted document in CalJOBS with WDD provided password. Youth Providers will store the hard copy of the document in a locked file cabinet in a designated office location and in CalJOBS.

Note: The SDF is required to be retained for five (5) years.

WIOA Application

The paper WIOA application will not be given to the customer to complete. The paper WIOA application will **only** be used in situations when the CalJOBS system is down for a long period of time.

Once the system is up and running, the paper WIOA application must be entered into CalJOBS within 24 hours or one (1) business day.

Examples:

- CalJOBS goes down at 9:00 am on a Monday and is down until 3:00 pm. The Youth Provider will have until close of business on Tuesday to input the information into CalJOBS.
- CalJOBS goes down at 10:00 am on Friday and is down the remaining of the day. The Youth Provider will input the application into CalJOBS by close of business on Monday.
- CalJOBS goes down at 8:00 am on Friday and is down the remaining of the day; Monday is a holiday, the Youth Provider will input the application into CalJOBS by close of business on Tuesday.

Registration

Youth must independently register in CalJOBS prior to enrolling into the Youth Program.

Youth Providers Responsibilities

For customers who call, are referred, have a virtual appointment, or walk-in to apply for WIOA services, the Youth Provider's staff will complete the following steps.

Step	Action								
1	<ul style="list-style-type: none"> • Customer registers in CalJOBS if not registered, • Search CalJOBS to determine if the customer has an existing active case: 								
	<table> <tr> <th>If ...</th><th>Then ...</th></tr> <tr> <td>Active case exists,</td><td>Follow your existing process; unless the active case exists with another youth provider or the AJCC, and in those situations, reach out to the Youth Staff Analyst to assist.</td></tr> <tr> <td>Closed case needs re-enrollment,</td><td> <ul style="list-style-type: none"> • Obtain permission from WDD Youth Staff Analyst, and • Go to step 2. </td></tr> <tr> <td>No active case exists,</td><td>Go to step 2.</td></tr> </table>	If ...	Then ...	Active case exists,	Follow your existing process; unless the active case exists with another youth provider or the AJCC, and in those situations, reach out to the Youth Staff Analyst to assist.	Closed case needs re-enrollment,	<ul style="list-style-type: none"> • Obtain permission from WDD Youth Staff Analyst, and • Go to step 2. 	No active case exists,	Go to step 2.
If ...	Then ...								
Active case exists,	Follow your existing process; unless the active case exists with another youth provider or the AJCC, and in those situations, reach out to the Youth Staff Analyst to assist.								
Closed case needs re-enrollment,	<ul style="list-style-type: none"> • Obtain permission from WDD Youth Staff Analyst, and • Go to step 2. 								
No active case exists,	Go to step 2.								
2	Ask the customer the questions in each section of the CalJOBS application.								

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WIOA Enrollment Forms, Continued

Youth Providers Responsibilities, continued

Step	Action						
3	Complete ADD form, and:						
	<table> <tr> <th>If the customer ...</th><th>Then ...</th></tr> <tr> <td>Is in-person,</td><td> <ul style="list-style-type: none"> Print the ADD and last page of the WIOA application or give the customer the mouse or other electronic signature device and let them sign the application from the computer screen, Have the customer sign/date the last page of the online PDF application, and Have the customer initial each page of the ADD form and sign/date the last page. </td></tr> <tr> <td> <ul style="list-style-type: none"> Called in, or Is a virtual appointment, </td><td> <ul style="list-style-type: none"> Have customer log into CalJOBS, Send the CalJOBS link and attach the ADD PDF by email to the customer to sign/date, and Include the YouTube link on “How to sign PDF” for customers who are not computer literate. <p>Note: Refer to the CalJOBS Remote Signature User Guide for sending link and attachment thru the CalJOBS system. User Guide will get posted in the Youth Program News Workforce Development Board (sbcounty.gov).</p> </td></tr> </table>	If the customer ...	Then ...	Is in-person,	<ul style="list-style-type: none"> Print the ADD and last page of the WIOA application or give the customer the mouse or other electronic signature device and let them sign the application from the computer screen, Have the customer sign/date the last page of the online PDF application, and Have the customer initial each page of the ADD form and sign/date the last page. 	<ul style="list-style-type: none"> Called in, or Is a virtual appointment, 	<ul style="list-style-type: none"> Have customer log into CalJOBS, Send the CalJOBS link and attach the ADD PDF by email to the customer to sign/date, and Include the YouTube link on “How to sign PDF” for customers who are not computer literate. <p>Note: Refer to the CalJOBS Remote Signature User Guide for sending link and attachment thru the CalJOBS system. User Guide will get posted in the Youth Program News Workforce Development Board (sbcounty.gov).</p>
If the customer ...	Then ...						
Is in-person,	<ul style="list-style-type: none"> Print the ADD and last page of the WIOA application or give the customer the mouse or other electronic signature device and let them sign the application from the computer screen, Have the customer sign/date the last page of the online PDF application, and Have the customer initial each page of the ADD form and sign/date the last page. 						
<ul style="list-style-type: none"> Called in, or Is a virtual appointment, 	<ul style="list-style-type: none"> Have customer log into CalJOBS, Send the CalJOBS link and attach the ADD PDF by email to the customer to sign/date, and Include the YouTube link on “How to sign PDF” for customers who are not computer literate. <p>Note: Refer to the CalJOBS Remote Signature User Guide for sending link and attachment thru the CalJOBS system. User Guide will get posted in the Youth Program News Workforce Development Board (sbcounty.gov).</p>						
4	<ul style="list-style-type: none"> Complete an Objective Assessment and develop an Individual Service Strategy (ISS) for the customer, Enter corresponding activity codes 412 and 413 in CalJOBS, Explain to the customer: <ul style="list-style-type: none"> To go forward with providing WIOA services, the Right to Work (RTW) documents must be provided. Until RTW documents are provided, Youth Program elements cannot be provided. Assist customers who don't have RTW documents in obtaining them, if applicable, and Enter Youth Local Activity code 244 (include in billing line “P” of monthly invoice), when assisting customer with RTW documents. <p>Notes:</p> <ul style="list-style-type: none"> Customer is not considered fully enrolled until the RTW documents are obtained and a program element is provided. When engaging with participants prior to full enrollment, WDD encourages the Providers to utilize the G.R.O.W. method 						
5	Follow-up on a regular basis with customer regarding the RTW documents.						
6	<ul style="list-style-type: none"> Scan documents following the Scanning Guide policy, and Complete a case note. 						

Reviewer approval

The Reviewer of the WIOA application is not able to sign the document under the direct entry process. The Youth Providers will be required to develop an internal process to ensure the Reviewer is notified when the online application is completed and needs to be reviewed. The Reviewer will case note the results of each application reviewed in CalJOBS. This needs to be done in a timely fashion because should the Reviewer identify issues with the application, there is a 90-day period from the creation of the application to make changes or corrections to the application.

Eligibility Documentation for WIOA Youth

Introduction

A Youth's eligibility for Workforce Innovation and Opportunity Act (WIOA) services is verified and documented. WIOA Youth Service Providers are responsible for obtaining the required documentation and scanning the documents into CalJOBS.

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 services have been delivered.

Data validation

To ensure data entered into CalJOBS and reported to the Department of Labor (DOL) is accurate, Youth Providers are required to collect and maintain the applicable source documents for each program participant at the date of program entry, during the period of participation, and after program exit.

Note: Not all data elements are listed in tables 1-3; for a complete list of the acceptable documentation, the state provided the following two (2) lists, which can be found on the **Youth Portal Website>Youth Program Forms & Resources:**

- WIOA Source Documentation List
- WIOA Source Documentation – CalJOBS Data Element Entry Location

Youth identity criteria

The table below lists the acceptable forms of documentation for verifying a youth's identity. All documentation must be scanned in the Youth's case file in CalJOBS. **All documentation must be current and valid.**

YOUTH IDENTITY CRITERIA	
Verification of Identity must be verified and documentation must be scanned into CalJOBS	
General Eligibility Criteria	Acceptable Documentation
Birth date/age	<ul style="list-style-type: none">• Birth Certificate• Form DD-214/Report of Transfer or Discharge• Driver's license (Current)/Identification Card• Federal, state, or local government issued ID• Passport• Baptismal record• Hospital record of birth
U.S. work authorization	<ul style="list-style-type: none">• Verification document(s) that satisfies List A of the form 1-9• Verification document(s) that satisfies List B and C of the form 1-9 <p>https://www.uscis.gov/i-9-central/acceptable-documents/list-documents/form-i-9-acceptable-documents</p>
Selective Service Registration (All male U.S. citizens and male immigrants, who are 18 through 25)	<ul style="list-style-type: none">• Selective Service Letter• Selective Service Card• Form DD-214 "Report of Separation"• Screen printout of the Selective Service verification internet site: https://www.sss.gov/register/

Note: Youth Providers who use the I-9 to document identity **must determine which items satisfy List A, or B & C.** All documentation must be current. **Example:** An expired California Driver's License, expired California Identification Card (ID), or expired School ID is not acceptable.

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Eligibility Documentation for WIOA Youth, Continued

Social Security number

Although it is encouraged for participants to provide his/her Social Security number (SSN) it is **not** a requirement for participation in the WIOA programs. Staff cannot deny services if an individual chooses not to share his/her SSN. Staff can explain to the participants that employers will require disclosure of SSNs for tax purposes and as a form of right to work documents.

If the participant needs a pseudo number, submit a ticket to the Youth Portal to request a pseudo number needs to be issued. .

General eligibility criteria

Table 2 identifies the acceptable forms of documentation for each general eligibility criterion. All documentation must be scanned in the Youth's case file in CalJOBS.

TABLE 1: GENERAL YOUTH ELIGIBILITY	
General Eligibility Criteria (Verify each criterion unless otherwise specified)	Acceptable Documentation (Only one document from this column per eligibility criterion is required)
In-School Youth <ul style="list-style-type: none"> Age 14 to 21, Authorized to work in the United States Low Income, AND Meet one or more of the following barriers: <ul style="list-style-type: none"> – Justice Involved – Homeless – Foster Care 	Refer to the I-9 website for complete list of acceptable documents.
Out-of-School Youth <ul style="list-style-type: none"> Age 16 to 24, Authorized to work in the United States, and Meet one or more of the following barriers: <ul style="list-style-type: none"> – School dropout – BSD/ESL 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. – Low Income 	Within the age of compulsory school attendance but has not attended school for at least the most recent complete school year quarter – School documentation/statement/ records. Note: If the school does not use school year quarters, Local Areas must use calendar quarters. Signed Program application.
	<ul style="list-style-type: none"> Standardized Test approved by the National Reporting System. IEP indicating youth as ESL.
	<ul style="list-style-type: none"> Receive free or reduced lunch. Foster youth. Homeless youth. Census Tract. Self-Attestation. Note: Refer to Table 2 for additional information about low-income eligibility.

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Eligibility Documentation for WIOA Youth, Continued

General eligibility criteria (continued)

TABLE 1: GENERAL YOUTH ELIGIBILITY	
General Eligibility Criteria (Verify each criterion unless otherwise specified)	Acceptable Documentation (Only one document from this column per eligibility criterion is required)
– Homeless or Runaway	Signed Program application
– Foster Care – A child in foster care who has aged out of the system or 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 Social Security Act or in and out-of-home placement	Signed Program application
– Pregnant or Parenting	Signed Program application
– Single Parent	Signed Program application
– Recipient of a secondary school diploma or its equivalent	Signed Program application
– Juvenile or adult justice system	Signed Program application
– Disabled – physical or mental impairment substantially limits one or more major life activities	Signed Program application Note: If any documentation is provided confirming or referring to a customer's disability, it must be encrypted with the WDD provided password.

Self-Attestation Self-attestations are not to be used as the primary method of verifying data elements. Self-attestations are used when the preferred options of paper documentation or third-party corroboration (i.e. statement from shelter) are not available.

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

ISY Waiver The ISY Waiver allows a Local Board to decrease their OSY expenditure requirement from 75 percent to 50 percent to increase the ISY enrollments of youth who are:

- Homeless,
- In foster care, or
- Justice involved.

Note: WDD Staff Analyst will notify the Youth Providers if the ISY Waiver is extended for another PY or if the waiver ends.

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Eligibility Documentation for WIOA Youth, Continued

Low-Income eligibility criteria

Table 2 gives documentation requirements for verifying low-income status for WIOA Youth. Youth who live in high poverty areas are automatically considered low-income individuals. A high-poverty area is a Census tract or county that has a poverty rate of at least 25 percent as set every five (5) years using American Community Survey (ACS) 5-Year data. All documentation must be filed in the Youth's case folder.

TABLE 2: LOW-INCOME ELIGIBILITY	
Eligibility Criteria (Only one eligibility criterion in the left column need be verified)	Acceptable Documentation (Only one document from this column per eligibility criterion is required)
Cash Public Assistance (PA) Youth receives or is a member of a family who receives cash payments under a federal, state or local income-based public assistance program.	<ul style="list-style-type: none"> • Authorization letter to receive cash public assistance • Copy of public assistance check • Public assistance identification card showing cash grant status • Public assistance records • Printout from Temporary Assistance for Needy Families (TANF) database • Bank statement with proof of cash assistance direct deposit
Family Income <ul style="list-style-type: none"> • Received an income, or is a member of a family who received a total family income, for the six- month period prior to application for the program, in relation to family size, does not exceed the higher of: <ul style="list-style-type: none"> – The poverty line for an equivalent period; or – Seventy (70) percent of the Lower Living Standard Income Level for an equivalent period. • An applicant who claims little or no income must submit a statement declaring little or no income received during the past six (6) months, and he/she was not employed for the time. • Documentation provided for each applicable inclusive income source received by the applicant and each family member for the six-month income period immediately preceding the determination date. • It is necessary to verify family size when utilizing family income eligibility. 	<ul style="list-style-type: none"> • Alimony agreement • Award letter from Veterans Administration • Bank statements (Direct Deposit) • Compensation award letter • Court award letter • Employer statement • Family or business financial records • Housing Authority verification • Pay stubs • Pension statement • Public assistance records • Quarterly Estimated Tax for Self-employed Persons (Schedule C) • Social Security benefits records • Census Tract • Unemployment Insurance documents and/or printout • Self-attestation
CalFresh The documentation must show that the applicant is a member of a household that receives or has been determined within the 6-month period prior to application to be eligible to receive, CalFresh.	<ul style="list-style-type: none"> • Authorization to obtain CalFresh • CalFresh card with current date/receipt • Postmarked CalFresh mailer with applicable name and address • Statement from Transitional Assistance Department (TAD)

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Eligibility Documentation for WIOA Youth, Continued

Additional assistance barrier

Table 3 lists the requirements for additional assistance barrier for a low-income individual to enter or complete an educational program or secure or hold employment.

Workforce Development Board (WDB) **Policy 6 – Youth Requiring Additional Assistance to complete an educational program or secure and hold employment** defines requiring additional assistance as youth who:

- Are low-income individual, and
- Meet the criterion found in the the State Plan and/or identified in the local Program Guide.

Any documentation provided must be filed in the Youth's case folder and must be thoroughly case noted.

TABLE 3: ADDITIONAL ASSISTANCE BARRIER Must receive written prior approval by WDD Analyst before accepting as barrier for ISY cases Must be a low income individual who requires additional assistance to enter or complete an educational program or secure or hold employment	
Barrier	Eligibility Criteria
Has a core grade point average of less than 1.5	Signed Program application
Has repeated at least one secondary grade level or is one year over age for grade	Signed Program application
For each year of secondary education, is at least 2 semester credits behind the rate required to graduate from High School	Signed Program application
Emancipated youth	Signed Program application
Previous dropout or suspended five (5) or more times or has been expelled	Signed Program application
Deemed at risk of dropping out by school official	Signed Program application
Referred to or is being treated by an agency for substance abuse related problem	Signed Program application
Traumatic event, victim of abuse, resides in abusive environment documented by school official or another qualified professional	Signed Program application
Has serious emotional/medical/ psychological problems documented by qualified professional	Signed Program application
Gang affiliation or at risk of affiliation	Signed Program application
Incarcerated parent at time of eligibility	Signed Program application
Has received court/agency referrals mandating school attendance	Signed Program application
Has never held a job	Signed Program application
Has been fired from a job within 12 months prior to application	Signed Program application
Has never held a full-time job for more than 13 consecutive weeks	Signed Program application

Notes:

1. **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 the barrier, if applicable.
2. Based on current youth contract requirements, eighty percent (80%) of youth enrolled into the program must be based on other barriers besides Basic Skills Deficiency (BSD).

U.S. Work Authorization

Introduction	Documents used to verify an individual’s authorization to work in the United States (U.S.) are identified on List A, B and C. Youth who are unable to establish employment eligibility from the lists of acceptable documents for Workforce Innovation and Opportunity Act (WIOA) may not be registered. All documents must be current and valid.
Unacceptable documentation	<p>Under WIOA, certain documents are unacceptable for legal right to work documents, these documents are:</p> <ul style="list-style-type: none">• The Numident (NUMI) printout issued by the social security office, and• A receipt indicating an individual has applied for an initial Employment Authorization Document (EAD) (Form I-766) or for an extension of an expiring EAD (Form I-766) .
I-9 documentation	<p>The Employment Eligibility Verification form (I-9) is divided into three (3) lists:</p> <ul style="list-style-type: none">• List A – documents that establish both identity and employment authorization,• List B – documents that establish identity, and• List C – documents that establish employment authorization. <p>All documents must be unexpired. However, in certain situations, the state may allow for expired documents and staff should follow up with Workforce Development Department (WDD) Youth Staff Analyst for guidance. Staff will be required to case note any exceptions to the unexpired documents. Customer may present one selection from List A or a combination of one selection from List B and one selection from List C. Customers who are unable to establish employment eligibility from the lists of acceptable documents may not be enrolled for WIOA assisted services.</p> <p>Youth Providers should access the Employment Eligibility Verification form (I-9) through the link provided below to ensure the most up to date documentation is obtained for verification.</p> <p>The I-9 List and ability to search for exceptions can be accessed through the following link: I-9 List.</p>

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U.S. Work Authorization, Continued

Work Authorization documentation

Youth Provider staff must verify an individual's authorization to work documents no earlier than the start of participation. Authorization to work verification is not required for Basic Career services that are self-service or information-only activities. Youth Provider staff should take into account the following:

- Nature of the services to be provided
- Need for services to be provided on an expedited basis
- Length of time during which services will be provided
- Co-enrollment opportunities with WIOA Title II
- The cost of providing the services/training

The following flow chart takes into account which services trigger participation and necessitates the coordination of the services with an employer and when to verify the individual's work authorization documents.

Authorization to Work Service		
Service	Triggers Participation	Documentation verified
Basic Career – Self-service, and Information-only activities, including: <ul style="list-style-type: none"> • Program referrals, • Outreach, • Intake/orientation, and • Eligibility determination. 	No	Cannot verify
Basic Career – Staff-Assisted, including: <ul style="list-style-type: none"> • Initial assessment, • Job placement, and • Career counseling. 	Yes	<ul style="list-style-type: none"> • May verify for activities such as initial assessment and career counseling. • Must verify for job placement assistance.
Individualized Career	Yes	<ul style="list-style-type: none"> • May verify for activities such as: <ul style="list-style-type: none"> – Occupational career counseling – Aptitude testing, – Mentoring, and – Group counseling. • Must verify for employment activities such as: <ul style="list-style-type: none"> – Work experiences, and – Transitional jobs. • Internships and pre-apprenticeship training.
Training	Yes	<ul style="list-style-type: none"> • May verify for classroom training. • Must verify for employment activities (Example: Paid OJT) such as: <ul style="list-style-type: none"> – Work experiences, and – Transitional jobs. • Internships and pre-apprenticeship training.

Selective Service Registration Requirements

Introduction

The Workforce Innovation and Opportunity Act (WIOA) 189(h) requires the Youth Providers to make a determination of the Selective Service registration status of all males prior to enrollment in any program or activity funded under Title I-B. Youth Providers should help the youth who are not enrolled with the Selective Service process.

Males must be in compliance with Section 3 of the Military Selective Service Act (MSSA). Section 3 of the MSSA states that it is the duty of every male citizen of the United States and every other male person residing in the United States age 18 through 26 to register with Selective Service.

Registration requirements

Males born on or after January 1, 1960, are required to register with the Selective Service within 30 days of their 18th birthday and up to, but not including, their 26th birthday. This includes the following males:

- U.S. citizens
- Veterans discharged before their 26th birthday
- Non-U.S. citizens, including undocumented immigrants, legal permanent residents, and refugees, who take up residency in the U.S. prior to their 26th birthday
- Dual nationals of the U.S. and another country, regardless of whether they live in the U.S.

A youth who becomes 18 years of age while participating in a WIOA program must register with Selective Service within 30 days of his 18th birthday.

Registration may be completed On-line at: <https://www.sss.gov/register/>.

A male, under the age of 26, who refuses to register with Selective Service, WIOA-funded services must be suspended until he registers.

Before enrolling participant in WIOA-funded services, all males 26 and older must provide one of the following documentation:

- Showing they were not required to register.
 - Establishing that their failure to register was not knowing or willful, if they were required to register.
-

U.S. Citizens not required to register

Selective Service registration is not required for the following male U.S. citizens:

- Males who are serving in the military on full-time active duty.
 - Males attending the service academies.
 - Disabled males who were continually limited to a residence, hospital, or institution.
 - Males who are hospitalized, institutionalized, or incarcerated are not required to register during their confinement. However, they must register within 30 days after being released if they have not yet reached their 26th birthday.
 - Male veterans discharged after their 26th birthday.
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Selective Service Registration Requirements, Continued

Non-U.S. Citizens not required to register

Selective Service registration is not required for the following male Non-U.S. citizens:

- Non-U.S. males who entered the U.S. for the first time after their 26th birthday. Acceptable forms of supporting documentation include the following:
 - Date of entry stamp in passport.
 - I-94 with date of entry stamp on it.
 - Letter from the U.S. Citizenship and Immigration Services indicating the date the male entered the U.S. presented in conjunction with documentation establishing the male's age.
 - Non-U.S. males who entered the U.S. illegally after their 26th birthday. They must provide proof that they were not living in the U.S. from age 18 through 25.
 - Non-U.S. males on a valid non-immigrant visa.
-

Transgender, transsexual, and intersex individuals

The requirement for transgender, transsexual, and intersex individuals to register with the Selective Service depends upon the gender recorded on their birth certificate.

According to the Selective Service website, individuals who are born female and have a gender change are not required to register. However, U.S. citizens or immigrants who are born male and have a gender change are still required to register.

Selective service verification

The contracted Youth Providers verifies the Selective Service registration status of all males prior to enrollment in any WIOA funded program or activity. Acceptable Documentation to determine a person's eligibility for WIOA Title I programs include:

- Selective Service Acknowledgement letter,
 - DD-214 "Report of Separation," (use only if discharged after his 26th birthday),
 - Screen printout of the Selective Service verification site: www.sss.gov,
 - Selective Service Registration Card,
 - Selective Service Verification Form (Form 3A), and/or
 - Stamped Post Office Receipt of Registration.
-

LLSIL/Poverty Line/Census

Introduction

San Bernardino County Local Workforce Development Area uses the higher of the Lower Living Standard Income Level (LLSIL) or the Poverty Line, whichever is more advantageous to the Youth, to determine eligibility.

Workforce Innovation and Opportunity Act (WIOA) regulations define high-poverty areas as a set of contiguous Census Tracts with a poverty rate of at least 25% as set every five (5) years using American Community Survey (ACS) 5-Year data.

The United States Departments of Labor and Health and Human Services revise the LLSIL and Poverty guidelines annually.

LLSIL and poverty line

Use the higher of either LLSIL or the poverty guideline for the appropriate family size to determine low-income status. A comparison of the applicant's actual family income during the six-month income determination period with the six-month figures on the charts enables the reviewer to determine income status immediately.

The LLSIL and poverty line is available at the following Employment Development Division website: <https://edd.ca.gov/>

Census Bureau

A youth living in a high-poverty area is automatically considered a low-income individual. A high-poverty area is a Census tract or county that has a poverty rate of at least 25 percent as set every 5 years using American Community Survey (ACS) 5-Year data.

To determine the poverty rate, complete the following steps:

Step	Action
1	<p>Go to the website: https://geocoding.geo.census.gov/geocoder/geographies/address?form</p> <ul style="list-style-type: none">• Enter the youth's residential information: Address, City, State, and Zip Code• Click 'Get Results' and wait for information to load• Scroll to the <u>very bottom</u> of the page and write down the Census Tract (i.e., 57.01)
2	<p>Go to: https://www.census.gov/acs/www/data/data-tables-and-tools/narrative-profiles/</p> <ul style="list-style-type: none">• Select 'Census Tract' as Geography Type• Complete requested fields of information including Census Tract (i.e., 57.01)• Click 'Get Narrative Profile'• Scroll to 'Poverty and Participation in Government Programs' for poverty rate (i.e., 50.9%)

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LLSIL/Poverty Line/Census, Continued

**Low-income
Lunch Act**

Under WIOA, a youth who receives or is eligible to receive a free or reduced lunch under the Richard B. Russell National School Lunch Act, is considered to be low-income.

While the free/reduced lunch low-income category primarily applies to In-School Youth, Out-of School youth may also qualify as low income if the youth is a parent living in the same household as a child who receives or is eligible to receive free or reduced-price lunch based on his/her income level. However, not all youth who receive a free or reduced priced lunch automatically qualify as low-income for the WIOA youth program eligibility.

In areas where a school district subsidizes all student meals under the Hunger-Free Kids Act of 2010, the Local Area must base low-income status on an individual student’s eligibility to receive free or reduced-price lunch or on the youth’s ability to meet one of the other low-income categories under WIOA.

Income Calculation

Introduction

This section provides guidance on the various ways to calculate the income for a Youth's case.

Calculating income

For income calculation purposes, if an individual is not living in a single residence with other family members that the individual is not considered a member of a family. Determine a Youth's eligibility based on low-income status to include the following income:

- Unemployment Insurance
 - Child support payments
 - Youth's own income rather than his/her family's income for In-School Youth (ISY) with a disability
-

Dependent child

The contracted Youth Providers will use the IRS definition when determining up to what age an OSY could be considered a dependent child of the parent/guardian.

IRS definition:

A taxpayer cannot claim a dependency exemption for a person who can be claimed as a **dependent** on another tax return. The term "**dependent**" means a "qualifying child" or a "qualifying relative."

Qualifying Child must satisfy four (4) elements:

- **Relationship:** The taxpayer's child or stepchild (whether by blood or adoption), foster child, sibling or stepsibling, or a descendant of one of these.
- **Residence:** Has the same principal residence as the taxpayer for more than half the tax year. Exceptions apply, in certain cases, for children of divorced or separated parents, kidnapped children, temporary absences, and for children who were born or died during the year.
- **Age:** Must be under age 19 as of the end of the tax year. The IRS raises the age limit from 19 to 24 if a child is a student enrolled in college for at least five (5) months of the year. There is no age limit for children with permanent and/or total disabilities.
- **Support:** The child cannot provide more than 50% of his/her own support.

Qualifying Relative must satisfy three (3) elements:

- **Gross income:** Cannot have earned more than a certain amount of gross income. The IRS adjusts the amount annually. **Example:** For 2021, the gross income amount was \$4,050.
- **Support:** The taxpayer must have provided more than 50 percent of the individual's total support during the year.
- **Relationship/residence:** Related to the taxpayer biologically or by marriage. Parents and grandparents qualify. A non-relative may qualify if the qualifying child lives with the taxpayer as a member of the household for the entire year.

A Youth may attest he/she is not claimed on their parents or relative's taxes; if this occurs, the Youth Provider is required to case note the Youth's statement.

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Income Calculation, Continued

Methods for calculating income

Youth Providers are encouraged to use any one of the four (4) methods when calculating income. The methods are illustrative only and staff should obtain as many multiple pay stubs available or needed to accurately calculate the family income. The four (4) methods are:

- Straight pay or salary
- Average pay
- Year-to-date
- Intermittent work

Straight pay or salary

With the straight pay or salary method, the participant provides a sample of pay stubs covering the most recent three (3) to four (4) months out of six (6) months of family income. The table outlines the calculation process to determine WIOA low-income eligibility.

Step	Action
1	<ul style="list-style-type: none">• Review the paystubs, and• Determine if the wages on the pay stubs are the same or with variations.
2	Calculate the income based upon the wages indicated on the pay stub, if there are no variations in the gross income on any pay stubs.
3	Multiply the gross income by the number of pay periods in a year based upon the length of the pay period represented by the pay stubs: <ul style="list-style-type: none">• Weekly – 52,• Bi-weekly – 26, or• Monthly – 12. Note: The results will be the annual income.
4	Divide the annual income by two (2) to determine the six-month income used to determine WIOA low-income eligibility.

Example:

- Five (5) pay stubs provided indicating gross wages of \$548.00 each.
- The pay stubs are sporadic and cover a period of three (3) months.
- Pay frequency is bi-weekly (13 pay periods for six (6) months).
- Multiply the gross wages by the frequency occurrence ($13 \times \$548 = \$7,124$, this is the six-month income used to determine WIOA low-income eligibility).

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Income Calculation, Continued

Average pay

The average pay method uses six (6) pay stubs with variations in the gross earnings. The variations may result from:

- Overtime,
- Lost time, or
- Working for different employers.

In calculating the six (6) month income, the table below outlines the process.

Step	Action
1	Determine the average gross earnings based upon the number of pay stubs provided.
2	<ul style="list-style-type: none">• Calculate the total gross earning of all pay stubs provided, and• Divide the results by the number of pay stubs to obtain the average total gross earnings per pay period
3	<ul style="list-style-type: none">• Determine the pay frequency, and• Multiply the gross average earnings by the number of pay periods in the six (6) months.

Example:

- Participant provided six (6) pay stubs with gross earnings of \$534, \$475, \$398, \$534, \$498, and \$534.
- Pay frequency is weekly.
- Add all six (6) paystubs to determine the gross earnings ($\$534 + \$475 + \$398 + \$534 + \$498 + \$534 = \$2,973.00$).
- Divide \$2,973 by 6 (number of paystubs provided) = \$495.50, which is the average gross earnings per week.
- Multiply $\$495.50 \times 26 = \$12,883$; this is the six (6) month income amount used to determine WIOA low-income eligibility.

Year-to-date

For the year-to-date method of calculating six (6) month gross income, the participant provides recent pay stubs with cumulative year-to-date gross earnings indicated on the pay stub. The cumulative year-to-date gross earnings indicate the gross earnings up to the date of the pay period ending date.

The table below outlines the process for the year-to-date method for determining income.

Step	Action
1	Count the number of pay periods, which occurred in the year-to-date period.
2	Divide the number into the gross year-to-date earnings on the pay stub to get the amount of each paycheck for a six (6) month period.
3	Multiply the average gross income per pay period to determine the six (6) month gross earnings.

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Income Calculation, Continued

Year-to-date
(continued)

Example:

- Participant provides a recent pay stub showing the year-to-date earnings of \$25,200 for 14 pay periods so far for the year.
- Date of the pay stub provided was July 3 for \$1,800. The gross earnings for each pay period is the same.
- Pay frequency is bi-weekly, every other Friday.
- There are 13 pay periods for a six (6) month period counting back from July 3.
- Calculation of the gross annualized income is to multiply \$1,800 by 13 (number of pay periods in six months) = \$23,400, which is the six (6) month income for the participant or family member.

Intermittent work

Participant who does not have or had steady work with one or more employers, he/she should supply as many pay stubs as possible and complete an Applicant Statement explaining all missing pay stubs and non-work periods during the last six (6) months.

In these situations, staff will total all wages for the six (6) month period. If the applicant reports little or no includable income, he/she should indicate the resources relied upon for life support during the last six (6) months on an Applicant Statement. Such resources may include, but not limited to:

- Unpaid debts,
- Gifts,
- Loans, and/or
- Unemployment compensation.

Vital Records

Introduction

The Youth Providers should be assisting youth participants to obtain right to work (RTW) documents prior to providing any services.

Workforce Development Department (WDD) has obtained access to the County Recorder's office Vital Records Database to assist Youth Providers with verifying Birth Certificates. This section contains information and instructions for Youth Providers to complete when requesting assistance with verifying Birth Certificates.

Personally Identifiable Information (PII)

Youth Providers need to adhere to the protection of personally identifiable information (PII). PII includes any information that can be used to search for or identify individuals such as but not limited to:

- Name,
- Social security number,
- Address,
- CalJOBS case number, or
- Date of birth.

Any information, which includes PII, must be sent via email as an attachment. No PII should be included in the subject line or in the body of the email. If a name is to be included in the body of the email, it should only be listed as first name and only the initial of the last name (**Example:** Mickey M) and no other identifiable information should be included.

Release of information

Youth Providers will be required to obtain a signed client release of information form from the youth prior to submitting a request to the WDD Youth Analyst.

Subscription service

Access to the County Recorders' intranet database is obtained via a subscription service once the System Access Registration Agreement (SARA) is approved by the Recorder's office. The **subscription is good for a year**; however, the renewal process is completed every September.

WDD will be required to resubmit the SARA form every September to ensure the department is given access to the vital records database.

The SARA form will be saved in the **WDD Intranet Forms & Manual>Referral Forms & Miscellaneous**.

Requests

The Youth Providers will send an email to the designated Youth Providers email address (Youth.Provider@wdd.sbcounty.gov) to request WDD to assist with a youth's birth certificate. The email subject line should state "Vital Record Request"

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Vital Records, Continued

Process

The Youth Providers will complete the following steps for requesting assistance with Vital Records from WDD.

Stage	Description
1	Customer completes and signs the WDD Vital Records Request form.
2	<p>Provider will:</p> <ul style="list-style-type: none">• Complete the Provider section of the WDD Vital Records Request form,• Email the request form as an attachment to the Youth.Provider@wdd.sbcounty.gov email address,• State "Vital Record Request" on the subject line of the email <p>Note: No PII will be included in the subject line or body of the email.</p>
3	<p>WDD representative will:</p> <ul style="list-style-type: none">• Retrieve the email from the designated email inbox,• Access the County Recorder's office Vital Records Database,• Search for the participants birth certificate,• Complete the WDD section of the WDD Vital Records Request form to verify a birth certificate exists for the youth, and• Email the form back to the Youth Provider. The form will inform the Youth Provider if a birth certificate exists for the youth in San Bernardino County.

Email

WDD will create a folder in the Youth Providers designated email and will save the Vital Record Request email in the folder for reference.
