

THE MISSISSIPPI PARTNERSHIP WORKFORCE DEVELOPMENT AREA

WIOA YOUTH ELIGIBILITY & DATA VALIDATION POLICY

Revision Date: July 1, 2016

THE MISSISSIPPI PARTNERSHIP WIOA YOUTH ELIGIBILITY & DATA VALIDATION POLICY

I. Introduction

The purpose of this policy is to detail the requirements for WIOA Title I youth eligibility and data validation documentation and streamline the eligibility process for youth receiving services in the Mississippi Partnership Local Workforce Development Area.

II. WIOA Youth Eligibility Definitions

A. Out-of-School Youth

The Mississippi Partnership Workforce Development Area's Counseling-to-Career (C2C) program serves only WIOA eligible out-of-school youth participants. No youth who does not meet the criteria below may be enrolled into the Mississippi Partnership Workforce Development Area's C2C WIOA youth program.

An Out-of-School Youth is defined as an individual who:

1. Is not attending School (including post-secondary school and non-credit courses offered by colleges, but not include ABE classes); and
2. Not younger than age 16 and not older than age 24; and
3. Is in one or more of the following categories:
 - a. School dropout;
 - b. Youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter;
 - c. An individual who is subject to the juvenile or adult justice system;
 - d. Homeless, runaway, in foster care or has aged out of the foster care system, or in an out-of-home placement;
 - e. Pregnant or parenting;
 - f. An individual with a disability;
 - g. Attained a secondary school diploma or its recognized equivalent who is low income and basic skills deficient or English language learner; or
 - h. Low Income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment. "Requires additional assistance" is defined in the State Youth Eligibility Policy as a youth that meets one of the following criteria:
 - Lacking relevant work experience to secure or hold employment;
 - Lacking relevant credential related to local or regional targeted sectors;
 - In need of an ITA to complete the Smart Start or Career Technical Pathway.

B. In-School Youth

The Mississippi Partnership Workforce Development Area may utilize up to 25% of the WIOA youth allocation to provide services to in school youth.

An In-School Youth is defined as an individual who:

1. Is attending school; and
2. Not younger than age 14 and not older than age 21; and

3. Is low-income as defined by the WIOA Law; and
4. Is in one or more of the following categories:
 - a. Basic Skills Deficient;
 - b. English Language Learner;
 - c. Offender;
 - d. Homeless, runaway, in foster care or has aged out of the foster care system, or in an out-of-home placement;
 - e. Pregnant or Parenting;
 - f. An individual with a disability;
 - g. Requires additional assistance to enter or complete an educational program or to secure or hold employment. "Requires additional assistance" is defined in the State Youth Eligibility Policy as a youth that meets one of the following criteria:
 - Lacking relevant work experience to secure or hold employment;
 - Lacking relevant credential related to local or regional targeted sectors;
 - In need of an ITA to complete the Smart Start or Career Technical Pathway.

C. Low Income Exception

WIOA Section 129(3)(A)(ii) allows for an exception to the low income requirement for out-of-school youth whose barrier is g and/or h listed above in Section II.A.3. and for in-school youth. Not more than 5% of the Mississippi Partnership youth served in the C2C Youth Program may be exempt from the low income requirement. No non-low income youth may be enrolled into WIOA without prior permission from the Fiscal Agent.

III. Youth Eligibility & Data Validation Documentation Process

Youth Providers must maintain a participant file for each WIOA youth enrolled; this file must demonstrate a youth's eligibility to participate in WIOA Youth Title I activities. Staff responsible for determining and documenting participant eligibility and the required data element validations should exercise reasonable and professional judgment. If staff has reason to believe a participant is misrepresenting an eligibility item, additional information and documentation should be requested, copied and maintained in the participant file.

A. Youth Eligibility & Data Validation Requirements

1. Staff shall maintain on file a copy of the documentation used to verify the following eligibility and data validation items (see Attachment A):
 - a. Registrant's Name
 - b. Registrant's Date of Birth
 - c. Social Security Number
 - d. Citizenship
 - e. Selective Service Status
 - f. Veteran Status
 - g. Employment Status at Participation
 - h. Household Income
 - i. TANF
 - j. Food Stamps (SNAP)
 - k. Supplemental Security Income – SSI
 - l. Barrier Documentation

- i. Out-of-School Youth (at a minimum one of the following must be documented)
 - (A) High School Dropout
 - (B) Youth within age of compulsory school attendance and not attended school at least the most recent quarter
 - (C) Low income individual who has received a High School Diploma or its recognized equivalent AND who is Basic Skills Deficiency or English Language Learner
 - (D) Offender (subject to the juvenile or adult justice system)
 - (E) Homeless, Runaway, Foster Child or Aged out of Foster Care Youth, or in an out-of-placement home
 - (F) Pregnant or Parenting
 - (G) Disability
 - (H) Low Income individual that requires additional assistance to complete an educational program or to secure and hold employment.
 - ii. In-School Youth (at a minimum one of the following must be documented)
 - (A) Basic Skill Deficient
 - (B) English Language Learner
 - (C) Offender
 - (D) Homeless, Runaway, Foster Child or Aged out of Foster Care Youth, or in an out-of-placement home
 - (E) Pregnant or Parenting
 - (F) Disability
 - (G) Requires additional assistance to complete an educational program or secure and hold employment
 - m. Enrolled in Education
 - n. School Status at Exit
 - o. Certificate, Degree, and/or Credentials received during participation in or within 1 year after exit from WIOA
 - p. Employment Verification for 1st, 2nd, 3rd, and 4th quarters after exit
 - q. College Verification for 1st, 2nd, 3rd, and 4th quarters after exit
 - r. Advanced Training Verification for 1st, 2nd, 3rd, and 4th quarters after exit
 - s. Military Verification for 1st, 2nd, 3rd, and 4th quarters after exit
 - t. Qualified Apprenticeship Verification for 1st, 2nd, 3rd, and 4th quarters after exit
 - u. Other Reason for Exit
- 2. Staff shall maintain in the participant file, a copy of the WIOA documentation and a copy of the Participant Profile, WIOA Enrollment, WIOA Attestation forms, and required forms. The signature of the participant (and/or parent or guardian when participant is under 18 years of age) is required on the WIOA Attestation Form to attest the truth and accuracy of the information.

B. Absence of Documentation

When an eligibility or data element item cannot be verified because the participant lacks documentation (i.e., the applicant does not have a photo ID or selective service registration documentation, etc.), the staff must provide the needed assistance to the participant to obtain the necessary documentation. If the absent documentation for eligibility is not obtained within 30 calendar days of the application date then the application process should begin anew. No youth may be enrolled into WIOA Youth Program without providing the required eligibility documentation.

C. Ineligible Participants

Participants determined to be ineligible should be exited immediately upon discovery of the ineligibility. Corrective actions should be implemented to correct conditions that result in erroneous determinations. The fiscal agent staff should be contacted in such cases.

D. Fraud

Participants determined to be ineligible due to fraud or purposeful misrepresentation should be exited immediately, an incident report should be filed, and repayment requested from the participant for all costs incurred as a result of ineligibility. The fiscal agent staff should be contacted in such cases.

III. Program Elements

The WIOA requires 14 program service elements and the Mississippi Partnership Local Workforce Development Board requires two additional program service elements. These required program elements are designed to support the attainment of a secondary school diploma or its recognized equivalent, entry into postsecondary education, and career readiness for participants.

All program service elements must be available to all WIOA youth although individual youth participants may not need all fourteen federally required program elements; all WIOA youth should receive the two locally required program elements. The required program elements are:

WIOA Federal Mandated Program Elements

- A. **Tutoring**, study skills training, and instruction leading to secondary school completion, including dropout prevention strategies. Tutoring must be performed weekly at a minimum and must be documented in the youth's ISS. Tutoring entities are encouraged to utilize volunteers (such as senior volunteer programs) to provide tutoring activities.
- B. **Alternative secondary school offerings**, or dropout recovery services, as appropriate.
- C. **Paid and unpaid work experiences**, including summer employment, internships, job shadowing, pre-apprentice programs, and on-the-job training opportunities.
- D. **Occupational skills training** which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations. Bidders must make every effort to utilize other funding sources to pay for occupational skills training (e.g., Pell grants and other aid available through community and technical colleges, and WIOA adult resources for older youth).
- E. **Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation and occupational cluster;**
- F. **Leadership development opportunities** encourage responsibility and other positive social and civic behaviors. Activities may include exposure to post-secondary opportunities; community service and service learning projects; peer-centered activities, including peer mentoring and tutoring; organizational and team leadership training; training in decision making, including determining priorities; and citizenship training, including life skills training.
- G. **Supportive services** that may include linkages to community services and/or assistance with transportation, child care, meals, and appropriate work attire and work-related tools. Offerors will need to discuss in this section how they will work with participants to discuss these linkages. If participants have documentation that they are

unable to obtain such services through other non-WIOA programs, the youth provider may provide the needed supportive services.

- H. **Adult mentoring** may occur both during program participation and follow-up for a total duration of at least twelve months.
- I. **Follow-up services** for at least twelve months after exiting the program to ensure continuity of services and progress toward performance outcomes. Follow-up must be provided by the same entity that provided case management during the program. Follow-up services may include leadership development, supportive services, regular contact with the youth's employer, and assistance with job development and further education; work-related peer support groups, and adult mentoring.
- J. **Comprehensive guidance and counseling**, including drug and alcohol abuse counseling, as well as referrals to counseling appropriate to the needs of the individual youth.
- K. **Financial literacy education** including creating household budgets, initiating savings plans, and making informed financial decisions about education, retirement, home ownership, wealth building, or other savings goals. This element should also include managing spending, credit, and debt education, including credit card debt; awareness of the availability and significance of credit reports and credit scores in obtaining credit (including determining accuracy of credit reports). This element should also include the ability to understand, evaluate, and compare financial products, services, and opportunities.
- L. **Entrepreneurial skills training**
- M. **Services that provide labor market and employment information about in-demand industry sectors or occupations available**, such as career awareness, career counseling, and career exploration services.
- N. **Activities that help youth prepare for and transition to postsecondary education and training.**

Locally Required Additional Program Elements for all Participants

- O. **WorkKeys testing and potential obtainment of Career Readiness Certificate (CRC)**
- P. **Work Ethics Training** including Appearance/Dress, Attitude and Body Language, Attendance and Punctuality, Communication and Following Instructions, Dependability/Responsibility, Time Management, Decision Making and Problem Solving, Leadership and Motivation, and Financial Knowledge and Management.

IV. Career Pathways

WIOA places an emphasis on the development of career pathways for youth. A connection to a career pathway must be included as part of the youth's individual service strategy or *MS Smart Start* Success Plan. The *MS Smart Start* Career Pathway model is an integrated compilation of programs and services intended to develop basic, technical and employability skills; provide continuous education and training; work supports that lead to high-demand jobs in targeted sectors.

V. Effective Date

This policy is revised effective July 1, 2016.

- Attachments:
- A Youth Acceptable Documentation List
 - B MPWDA Income Attestation Form
 - C MPWDA Out-of-School Youth Barrier Attestation Form
 - D MPWDA In-School Youth Barrier Attestation Form
 - E Definitions

Youth Program Acceptable Documentation List

Eligibility/Data Element		Acceptable Documentation
All youth participants must have the following documented in their file:		
1.	Registrant's Name	<ul style="list-style-type: none"> State Issued ID or Driver's License Birth Certificate Social Security Card
2.	Registrant's Date of Birth	<ul style="list-style-type: none"> State Issued ID Driver's License Birth Certificate
3.	Social Security Number	<ul style="list-style-type: none"> Social Security Card, UI Records with SSN & Name SSA Printout verifying SSN
4.	Citizenship Status	<ul style="list-style-type: none"> U.S. Birth Certificate I-9 Form with supporting documents Selective Service Registration
5.	Selective Service Status	<ul style="list-style-type: none"> Printout from www.sss.gov Selective Service Card
6.	Veteran Status and/or National Guard Status	<ul style="list-style-type: none"> DD-214 Cross Match verification with Veterans Data Veteran's Administration Letter or identifying papers from local unit
7.	Employment Status at Participation	<ul style="list-style-type: none"> Pay Stub Case Notes stating employer, job title, & wage
8.	Household Family Income	<ul style="list-style-type: none"> Recent Pay Stubs from all household members Recent Tax Return Income Attestation Form (if \$0 income)
9.	TANF	<ul style="list-style-type: none"> DHS-TANF Records
10.	Food Stamps (SNAP)	<ul style="list-style-type: none"> DHS-Food Stamps Records (not a copy of EBT card)
11.	Supplemental Security Income (SSI)	<ul style="list-style-type: none"> Social Security Administration Letter stating receipt of SSI Proof of SSI Payment or Direct Deposit
All youth participants must have the following documented in their file if the item is applicable:		
12.	Enrolled in Education	<ul style="list-style-type: none"> Educational Institute Records verifying enrollment Letter from Youth Provider stating youth is attending WIOA ABE class or other recognized program of study
13.	School Status at Exit	<ul style="list-style-type: none"> Transcripts Diploma or its recognized equivalent Letter from Educational Institute Case Notes detailing school status at exit
14.	Degree/Certificate/Credential Attained	<ul style="list-style-type: none"> Transcript Copy of Certificate or Diploma
15.	Employment Verification 1 st , 2 nd , 3 rd , and 4 th Quarters after Exit	<ul style="list-style-type: none"> Check Stubs Case Notes stating employer, job title, & wage
16.	College Verification 1 st , 2 nd , 3 rd , and 4 th Quarters after Exit	<ul style="list-style-type: none"> Transcript Letter from College Case Notes detailing how this was verified
17.	Advanced Training Verification 1 st , 2 nd , 3 rd , and 4 th Quarters after Exit	<ul style="list-style-type: none"> Transcript Letter from Training Provider Case Notes detailing how this was verified
18.	Military Verification 1 st , 2 nd , 3 rd , and 4 th Quarters after Exit	<ul style="list-style-type: none"> Military Records Case Notes detailing how this was verified
19.	Qualified Apprenticeship Verification 1 st , 2 nd , 3 rd , and 4 th Quarters after Exit	<ul style="list-style-type: none"> Transcript Letter from Apprenticeship Provider Case Notes detailing how this was verified
20.	Other Reason for Exit	<ul style="list-style-type: none"> Obituary from newspaper Department of Corrections Inmate Printout Information from Partner Services Case notes detailing reason for exit

Youth Program Acceptable Documentation List

Eligibility/Data Element		Acceptable Documentation
All youth must have the Appropriate Barrier Attestation Form as well as a minimum of one of the barriers documented in the participant file.		
Out-of-School Youth Barriers		
1.	High School Dropout	<ul style="list-style-type: none"> Dropout Letter/Slip from School School Attendance Record
2.	Youth within age of Compulsory School Attendance but not attended school most recent quarter	<ul style="list-style-type: none"> Dropout Letter/Slip from School School Attendance Record
3.	Received H.S. Diploma or its recognized Equivalent AND is Basic Skills Deficient or English Language Learner <i>(must be low income or have a 5% exception approval)</i>	<ul style="list-style-type: none"> Diploma or its recognized equivalent AND Acceptable Assessment determining Basic Skills Deficiency or English Language Learner
4.	Offender	<ul style="list-style-type: none"> Court Documents or Police Records Halfway house resident documentation Letter of Parole/letter from Parole Officer Prison Identification Card
5.	Homeless or Runaway	<ul style="list-style-type: none"> Statement from individual providing residence Statement from Shelter or Social Service Agency
6.	Foster Care or Aged out of Foster Care Youth or in out-of-placement home	<ul style="list-style-type: none"> Court Documentation Verification of payments made on behalf of applicant Written statement from State or Local Agency
7.	Pregnant or Parenting	<ul style="list-style-type: none"> Birth Certificate(s) of Child(ren) Hospital record of birth Physician's note verifying pregnancy Referrals from official agencies
8.	Disability	<ul style="list-style-type: none"> Medical Documentation School Evaluations Any Outside Agency Documentation that specialize in servicing individuals with disability
9.	Requires Additional Assistance <i>(must be low income or have a 5% exceptions approval)</i>	<ul style="list-style-type: none"> Written statement from Counselor, Educator, or Youth Provider explaining how youth meets this barrier
In-School Youth Barriers		
<i>(All In-School Youth must be low income or have a 5% exception approval)</i>		
1.	Basic Skills Deficient	<ul style="list-style-type: none"> TABE Test Scores showing reading, total math, and/or language scores at 8.9 grade level or below
2.	English Language Learner	<ul style="list-style-type: none"> School Records documenting ESL Services Statement from School Official
3.	Offender	<ul style="list-style-type: none"> Court Documents or Police Records Halfway house resident documentation Letter of Parole/letter from Parole Officer Prison Identification Card
4.	Homeless or Runaway	<ul style="list-style-type: none"> Statement from individual providing residence Statement from Shelter or Social Service Agency
5.	Foster Care or Aged out of Foster Care Youth or in out-of-home placement	<ul style="list-style-type: none"> Court Documentation Verification of payments made on behalf of applicant Written statement from State or Local Agency
6.	Pregnant or Parenting	<ul style="list-style-type: none"> Birth Certificate(s) of Child(ren) Hospital record of birth Physician's note verifying pregnancy Referrals from official agencies
7.	Disability	<ul style="list-style-type: none"> Medical Documentation School Evaluations Any Outside Agency Documentation that specialize in servicing individuals with disability
8.	Requires Additional Assistance	<ul style="list-style-type: none"> Written statement from Counselor, Educator, or Youth Provider explaining how youth meets this barrier

MISSISSIPPI PARTNERSHIP INCOME ATTESTATION FORM

Name: _____

Attestation of Income

This is to certify that _____:

- a. total family income for the prior six months is \$0.00 , AND
- b. and his/her family does not receive UI, Social Security Disability, SSI, TANF, or Food Stamps, AND
- c. is not homeless or a foster child.

In order to live, _____ has received:

☐ income from _____ in the amount of \$ _____ to pay my bills.

OR

☐ food and shelter from _____.

Required Signature

I certify that I have provided the above indicated assistance to _____.

Signature of Person Assisting With Living Expenses

Date

The Workforce Innovation and Opportunity Act is designed to provide you with the skills and resources to enhance your long term employment. You will be provided follow-up services. You may be contacted several times to monitor your training and/or employment status.

Participant

Date

Parent/Legal Guardian, if applicable

Date

Case Manager

Date

**THE MISSISSIPPI PARTNERSHIP WORKFORCE AREA
OUT-OF-SCHOOL YOUTH BARRIER ATTESTATION FORM**

Participant Name: _____ SSN: _____

Federal requirements that must be met prior to being enrolled into a WIOA Out-of-School Youth program explain that the participant must have certain barriers to employment.

I certify that the following barriers marked apply to me and will provide documentation of at least one of the barriers:

	H.S. Dropout
	Youth within age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter
	Offender (subject to the juvenile or adult justice system)
	Homeless, runaway youth, in foster care or has aged out of the foster care system, or in an out-of-home placement
	Pregnant or Parenting
	Youth who has a disability
	H.S. Graduate or recognized equivalent recipient who is <u>low-income</u> AND is basic skills deficient or an English Language Learner*
	<u>Low-Income individual</u> requiring additional assistance to enter or complete an education program or secure or hold employment*

** Youth may be granted a 5% Low Income Exception for this barrier but must be pre-approved in writing by fiscal agent before being enrolled into the C2C Youth Program.*

Participant

Date

Parent/Legal Guardian, if applicable

Date

Case Manager

Date

**THE MISSISSIPPI PARTNERSHIP WORKFORCE AREA
IN-SCHOOL YOUTH BARRIER ATTESTATION FORM**

Participant Name: _____ SSN: _____

Federal requirements that must be met prior to being enrolled into a WIOA In-School Youth program explain that the participant must have certain barriers to employment.

I certify that the following barriers marked apply to me and will provide documentation of at least one of the barriers:

	Basic Skills Deficient
	English Language Learner
	Offender
	Homeless, runaway youth, in foster care or has aged out of the foster care system, or in an out-of-home placement
	Pregnant or Parenting
	Youth who has a disability
	Requires additional assistance to enter or complete an education program or secure or hold employment

Participant_____
Date_____
Parent/Legal Guardian, if applicable_____
Date_____
Case Manager_____
Date

1. **Basic Skills Deficient** means an individual who:
 - a. Computes or solves problems, read, writes, or speaks English at or below grade level 8.9; or
 - b. Is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual's family or in society.
2. **Documentation** means to maintain on file physical evidence that is obtained during the verification process. Such evidence shall be copies of documents, completed telephone/document inspection forms, the eligibility verification form, and signed applicant statements.
3. **Eligibility Determination** means the entire process used to obtain information about an applicant's eligibility status at the time of application, and to identify and evaluate those elements that are necessary for the participant's eligibility for WIOA programs.
4. **Homeless**: Based on the definition in the McKinney Homeless Assistance Act, means:
 - a. An individual who lacks a fixed, regular, and adequate nighttime residence; AND
 - b. Includes
 - i. An individual who is –
 - (A) Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; or
 - (B) Is living in a motel, hotel, trailer park, or campground due to the lack of alternative adequate accommodations; or
 - (C) Is living in an emergency or transitional shelter; or
 - (D) Is abandoned in a hospital; or
 - (E) Is awaiting foster care placements;
 - ii. An individual who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; or
 - iii. Migratory children who qualify as homeless under this section because the children are living in circumstances defined in this paragraph.

A homeless individual does not include any individual imprisoned or otherwise detained pursuant to an Act of the Congress or a State law.

5. **Homeless Child or Youth**: Based on the McKinney-Vento Homeless Assistance Act, means:
 - a. individuals who lack a fixed, regular, and adequate nighttime residence; and
 - b. Includes—
 - i. children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
 - ii. children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
 - iii. children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
 - iv. migratory children who qualify as homeless for the purposes of this part because the children are living in circumstances described in clauses (i) through (iii).
6. **Low Income Individual** means an individual who can be placed in one or more of the following categories:

- a. Receives, or in the past 6 months has received, or is a member of a family that is receiving or in the past 6 months has received, assistance through the supplemental nutrition assistance program established under the Food and Nutrition Act of 2008, the program of block grants to States for temporary assistance for needy families program under part A of the title IV of the Social Security Act, or the supplemental security income program established under title XVI of the Social Security Act, or State or local income-based public assistance;
- b. Is in a family with the total family income that does not exceed the higher of:
 - i. The poverty line, for an equivalent period; or
 - ii. 70 percent of the lower living standard income level;
- c. Is a homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 or a homeless child or youth (as defined under section 725(2) of the McKinney-Vento Homeless Act);
- d. Receives or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act;
- e. Is a foster child on behalf of whom State or local government payments are made; or
- f. Is an individual with a disability whose own income meets the requirements of a program described in sub-category “b” above, but who is a member of a family whose income does not this requirements.

7. **Offender** means any adult or juvenile who:

- a. Is or has been subject to any stage of the criminal justice process, for whom services under the Act may be beneficial; or
- b. Requires additional assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.

8. **Out-of-School Youth** means an eligible youth who:

- a. Is not attending any school; AND
- b. Is not younger than 16 or older than age 24; AND
- c. Is in one or more of the following categories:
 - i. A school dropout
 - ii. 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 calendar
 - iii. A recipient of a secondary school diploma or its recognized equivalent who is low-income and:
 - (A) Basic skills deficient; or
 - (B) An English Language Learner.
 - iv. An individual who is subject to the juvenile or adult justice system;
 - v. A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 or a homeless child or youth (as defined under section 725(2) of the McKinney-Vento Homeless Act), a runaway, in foster care or has aged out of foster care system, a child eligible for assistance under Section 477 of the Social Security Act, or in an out-of-home placement
 - vi. An individual who is pregnant or parenting
 - vii. A youth who is an individual with a disability;
 - viii. A low-income individual who requires additional assistance to enter or complete and education program or to secure or hold employment.

9. **Requires additional assistance to enter or complete an education program or secure and hold employment** means a youth who meets one of the following criteria:

- a. Lacking relevant work experience to secure or hold employment;
- b. Lacking credential related to local or regional targeted sectors;
- c. In need of an ITA to complete the Smart Start or Career Technical Pathway

10. **Review** means checking the file for internal consistency, completeness, reasonableness, and proper mathematical calculations.
11. **School Dropout** means an individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent.
12. **Unemployed Individual** means an individual who is without a job and who wants and is available for work. The determination of whether an individual is without a job, for the purposed of this paragraph, shall be made in accordance with the criteria used by the Bureau of Labor Statistics of the Department of Labor (BLS/DOL) in defining individuals as unemployed. The Bureau of Labor Statistics of the Department of Labor defines an individual who is unemployed, "Persons 16 years and over who had no employment during the reference week..." If a person has worked for at least one hour as a paid employee during the reference week, according to BLS/DOL that person is employed.
13. **Verification** means to confirm eligibility requirements through examination of official documents: e.g. birth certificates, public assistance records, or speaking with official representatives of cognizant agencies.