

# **THE MISSISSIPPI PARTNERSHIP WORKFORCE DEVELOPMENT AREA**

## **WIOA YOUTH ELIGIBILITY & DATA VALIDATION POLICY**

**Revision Date: July 1, 2026**

# **THE MISSISSIPPI PARTNERSHIP**

## **WIOA YOUTH ELIGIBILITY & DATA VALIDATION POLICY**

### **I. Scope and Purpose**

The purpose of this policy is to provide guidance to the Mississippi Partnership Workforce Development Area (MPWDA) Workforce Innovation and Opportunity Act (WIOA) youth subgrantees regarding WIOA youth eligibility and data validation documentation and streamline the eligibility process for youth receiving services in the MPWDA.

This policy shall be implemented in accordance with the Workforce Innovation and Opportunity Act (WIOA), applicable federal regulations, TEGL 23-19, Change 3, TEGL 10-16, Change 4, the current ETA Participant Individual Record Layout (PIRL), Data Element Validation Specifications, State Workforce Development Board policies and guidance, and applicable Management Information System (MIS) procedures. Where conflicts exist, federal law and guidance shall take precedence. Subsequent guidance issued by the U.S. Department of Labor, Employment and Training Administration (ETA), or the State Workforce Development Board shall be incorporated upon issuance.

### **II. WIOA Youth Eligibility Definitions**

#### **A. Out-of-School Youth**

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

- a. Is not attending School; and
- b. Not younger than age 16 and not older than age 24; and
- c. Is in one or more of the following categories:
  - i. School dropout;
  - ii. 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;
  - iii. An individual who is subject to the juvenile or adult justice system;
  - iv. Homeless, runaway, in foster care or has aged out of the foster care system, or in an out-of-home placement;
  - v. Pregnant or parenting;
  - vi. An individual with a disability;
  - vii. Attained a secondary school diploma or its recognized equivalent who is low income and basic skills deficient\* or English language learner; or
  - viii. Low Income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

#### **B. In-School Youth**

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

- a. Is attending school; and
- b. Not younger than age 14 and not older than age 21; and
- c. Is low-income as defined by the WIOA Law; and
- d. Is in one or more of the following categories:
  - i. Basic Skills Deficient\*;
  - ii. English Language Learner;
  - iii. Offender;
  - iv. Homeless, runaway, in foster care or has aged out of the foster care system, or in an out-of-home placement;

- v. Pregnant or Parenting;
- vi. An individual with a disability;
- vii. Requires additional assistance to enter or complete an educational program or to secure or hold employment. (Requires preapproval from fiscal agent.)

#### C. Basic Skills Deficiency

Basic Skills Deficiency is used to determine eligibility of both in-school and out-of-school youth in WIOA. The MPWDA's Basic Skills Deficiency Policy states youth are considered basic skills deficient if the youth is in any of the following categories:

- Is below 9<sup>th</sup> grade level as determined by an acceptable standardized test, such as TABE, or school records
- Scores below a Bronze Level on the WorkKeys® Workplace Documents or Applied Math assessments
- High school cumulative GPA below a 2.5 on a 4.0 scale (in-school youth only)
- Taken but not passed the State end-of-course exams in Algebra I, English II, Biology, and US History (in-school youth only)
- Taken the ACT test but has not met the College or Career Readiness Benchmarks for English/Reading (English subscore of 18 or Reading subscore of 22) and Math (Math subscore 22) (in-school youth only)
- Lacks a high school diploma or its equivalent and is not enrolled in secondary school
- Scores below an 80 on the Work Ready Screening Tool for Youth

#### D. Homeless or Runaway

Homeless or Runaway is defined as an individual who:

1. Lacks a fixed, regular, and adequate nighttime residence; this includes a participant who:
  - a. is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
  - b. is living in a motel, hotel, trailer park, or campground due to a lack of alternative adequate accommodations;
  - c. is living in an emergency or transitional shelter;
  - d. is abandoned in a hospital; or
  - e. is awaiting foster care placement;
2. 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, such as a car, park, abandoned building, bus or train station, airport, or camping ground;
3. Is a migratory child who in the preceding 36 months was required to move from one school district to another due to changes in the parent's or parent's spouse's seasonal employment in agriculture, dairy, or fishing work; or
4. Is under 18 years of age and absents himself or herself from home or place of legal residence without the permission of his or her family (i.e., runaway youth).

#### E. Youth Requiring Additional Assistance Barrier Determination

"Youth requiring additional assistance" is defined in the Mississippi Partnership Workforce Development Area as a youth who is low income **and** meets one of the following criteria:

- Lacks relevant work experience to secure or hold employment

- Lacks a credential related to a local target sector
- In need of an ITA to complete the Smart Start or Career Technical Pathway
- Has a court/agency referral mandating school attendance (ISY)
- A victim of or resides in an abusive environment
- Has neither the work experience nor the credential required for an occupation in demand for which training is necessary and will be provided (OSY)
- Has been fired from a job within six (6) months prior to application (OSY)
- Has never held a full-time job (30+ hours per week) for more than thirteen (13) consecutive weeks (OSY)
- Has a parent currently incarcerated
- Has been referred to or treated by an agency for substance abuse / psychological problems

WIOA Section 129(a)(3)(B) states that no more than five percent (5%) of in-school youth may be eligible based on the “Youth Requiring Additional Assistance Barrier.” No in-school youth may be enrolled in the WIOA In-School Youth Gateway Program with “Youth Requiring Additional Assistance” as his/her barrier without prior permission from the Fiscal Agent. In-school youth who require additional assistance should only have this barrier reported in MS Works if it is the participant’s sole eligibility barrier.

F. Further explanation of “Attending School”

- YouthBuild, Job Corps, or AE/HSE programs

Youth attending YouthBuild, Job Corps, or AE/HSE programs that are not funded by public K-12 school systems are considered as out-of-school youth.

- Youth between school years or between high school graduation and post-secondary education

If a youth is enrolled in the WIOA youth program during the summer and is in between school years, the youth is considered an in-school youth if they are enrolled to continue school in the fall. If a youth is enrolled in the WIOA youth program between high school graduation and postsecondary education, the youth is considered an in-school youth if they are registered for postsecondary education, even if they have not yet begun postsecondary classes at the time of WIOA youth program enrollment. However, if a youth graduates high school and registers for postsecondary education, but does not ultimately follow through with attending postsecondary education, then such a youth would be considered an out-of-school youth if the eligibility determination is made after the point that the youth decided not to attend postsecondary education.

- Non-credit bearing Post-Secondary classes

If the youth participant is enrolled in any credit-bearing postsecondary education classes, including credit-bearing community college classes and credit-bearing continuing education classes, then they are considered attending postsecondary education, and, therefore, an in-school youth. If the youth is only enrolled in non-credit-bearing postsecondary classes, they would not be considered attending postsecondary school and, therefore, an out-of-school youth.

G. Low Income as defined by WIOA

1. WIOA defines “low income” as 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 requirement.
2. Free and Reduced Lunch Criteria for Low-Income Determination
  - a. In-School Youth

An in-school youth who receives or is eligible to receive free or reduced price lunch meets the low-income requirement. However, some school districts subsidize all student meals from the Community Eligibility Provision (CEP) Healthy, Hunger-Free Kids Act of 2010. When a school does not use individual eligibility criteria to determine who is eligible for free or reduced price lunch, the whole school receipt of free or reduced price lunch cannot be used to determine WIOA low-income status for in-school youth. In schools where the whole school automatically receives free or reduced price lunch, WIOA programs must base low-income status on an individual student’s eligibility to receive free or reduced price lunch or on meeting one of the other low-income categories under WIOA. Gateway Programs can check with their local school districts to determine whether individual students are eligible to receive free or reduced price lunch.
  - b. Out-of-School Youth

While the free/reduced lunch low-income category primarily applies to in-school youth, there is one exception where it could apply to an out-of-

school youth. If an out-of-school 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 their income level, then such an out-of-school youth would meet the low-income criteria based on his/her child's qualification.

3. Exceptions to WIOA Low-Income Definition

- a. WIOA Section 129(a)(2) allows for youth living in a high poverty area to automatically meet the low income criterion that is one of the eligibility criteria for in-school youth, for some out-of-school youth in the WIOA youth program. High poverty rate is defined as a county that has a poverty rate of at least 25 percent. A list of high poverty counties will be provided to all WIOA Youth Providers for each program year.
- b. 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 all in-school youth described in Section II.B. Not more than 5% of the Mississippi Partnership youth served in the WIOA 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. Participant Name
  - b. Participant Age/Date of Birth
  - c. Social Security Number
  - d. Citizenship Status/Authorized to Work in the U.S.
  - e. Selective Service Status
  - f. Low Income (if low income due to household income)
  - g. TANF
  - h. Food Stamps (SNAP)
  - i. Supplemental Security Income – SSI
  - j. Other Public Assistance
  - k. Free/Reduced Lunch Recipient
  - l. Barrier Documentation – at a minimum one barrier must be documented
    - i. Out-of-School Youth
      - (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) Single Parent
- (H) Disability
- (I) Low Income individual that requires additional assistance to complete an educational program or to secure and hold employment.
- ii. In-School Youth
  - (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 (requires pre-approval from fiscal agent)
- m. School status at Program Entry
- n. WIOA Program Elements
- o. Work Experience
- p. Enrolled in Post Secondary Education During Participation
- q. Enrolled in Secondary Education During Participation
- r. Other Reason for Exit
- s. Measurable Skill Gains (as appropriate)
- t. Certificate, Degree, HS diploma or equivalent, and/or Credentials received during participation in or within 1 year after exit from WIOA
- u. Employment Verification (including registered apprenticeship and military) for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> quarters after exit
- v. Education Verification for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> quarters after exit

Additionally:

- If Self-Attestation is utilized, the MPWDA Self-Attestation Form must be included in the participant file and must specify what is being attested.
- All participant files must have the MPWDA Family & Income Form
- If applicable, the MPWDA Zero Income Form must be maintained in the participant file.

## B. Documentation Requirements

Attachment A of this policy provides a list of acceptable documentation for youth eligibility and data elements. Staff shall maintain in the participant's file, a copy of the WIOA documentation as well as a copy of the WIOA required forms. The signature of the participant, and parent or guardian when participant is under 18 years of age, is required on the WIOA required forms.

Staff should utilize self-attestation only in extreme circumstances when obtaining documentation causes undue hardship for the youth and would delay services to the youth.

If a youth is enrolled into the program through self-attestation, the staff should assist the participant in obtaining the required documents through the use of supportive services as these documents are likely needed for employment and training related activities. Once documentation is obtained by the participant, the staff should include a copy of the documentation in the participant file.

Staff must maintain detailed case notes regarding the use of self-attestation. The fiscal agent will review the use of self-attestation during monitoring to ensure staff is doing their due diligence to obtain the necessary 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 and an incident report should be submitted to the fiscal agent staff 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.

Providers of youth services do not need to provide all 14 program elements with WIOA funds if certain services are already accessible for all eligible youth in the local area. 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. Documentation of program elements that each participant receives must be maintained in the participant's file. The required program elements are:

WIOA Federal Mandated Program Elements

- A. **Tutoring**, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential;
- B. **Alternative secondary school offerings**, or dropout recovery services, that leads to the completion of a recognized High School Equivalency (HSE);
- C. **Paid and unpaid work experiences**, including summer employment and other employment opportunities available throughout the school year, 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. Providers 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).



- 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** which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors as appropriate.
- 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. See the Mississippi Partnership Youth Supportive Services Policy for more information.
- H. **Adult mentoring** for the period of participation and subsequent period, for a total of not less than 12 months.
- I. **Follow-up services** for at least twelve months after exiting the program to ensure the youth's success in employment and/or postsecondary education and training.
- 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.**
- 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. **Opportunity for WorkKeys testing and potential obtainment of Career Readiness Certificate (CRC)**
- P. **Essential Job Skills Training** including Appearance/Dress, Attitude and Body Language, Attendance and Punctuality, Communications and Following Instructions, Financial Knowledge and Management, Getting Along with Others & Teamwork, Problem Solving & Critical Thinking, and Social Media & Use of Electronic Devices.

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 (ISS). A youth's should be updated a minimum of every 90 days while the youth is in the program.

V. Effective Date

This policy is revised effective July 1, 2026.

- Attachments:
- A List of Acceptable Documentation for Youth
  - B MPWDA Self-Attestation Form
  - C MPWDA WIOA Family & Income Form
  - D MPWDA WIOA Zero Income Form

Eligibility/Data Element	Documentation Required in File (one document per data element)
<b>Youth Enrollment Information</b>	
Participant Name & Age/Date of Birth	<ul style="list-style-type: none"> <li>• Driver's License</li> <li>• Baptismal Record</li> <li>• Birth Certificate</li> <li>• DD-214</li> <li>• Report of Transfer or Discharge Paper</li> <li>• Federal, State, Local or Tribal Identification Card</li> <li>• Passport</li> <li>• Hospital Record of Birth</li> <li>• Public Assistance/Social Service Records</li> <li>• School Records or ID Cards</li> <li>• Work Permit</li> <li>• Family Bible</li> <li>• Justice System Records</li> <li>• Selective Service Registration</li> <li>• Medical Records</li> <li>• Other official document issued by federal, state, or local government agency, such as discharge documents from the MDOC with date of birth.</li> <li>• Cross-match with state agency records</li> <li>• Signed letter from parent or guardian</li> </ul>
Social Security Number	<ul style="list-style-type: none"> <li>• Social Security Card</li> <li>• UI Wage Records with SSN &amp; Name</li> <li>• Social Security Administration Printout verifying SSN</li> </ul>
Citizenship Status/Authorized to Work in the U.S.	<ul style="list-style-type: none"> <li>• Collection of any List A document or combination of one List B and one List C document of the I-9 Form</li> </ul>
Selective Service Status	<ul style="list-style-type: none"> <li>• Selective Service Card or Acknowledgement Letter</li> <li>• DD-214, Certificate of Release or Discharge from Active Duty to document exemption/compliance</li> <li>• Verification from the Selective Service Website (<a href="http://www.sss.gov">www.sss.gov</a>)</li> </ul>
Low Income (If Low Income due to Household Income)	<ul style="list-style-type: none"> <li>• Award Letter From Veteran's Administration</li> <li>• Bank Statements</li> <li>• Pay Stubs</li> <li>• Compensation Award Letter</li> <li>• Court Award Letter</li> <li>• Pension Statement</li> <li>• Employer Statement/Contact</li> <li>• Family or Business Financial Records</li> <li>• Housing Authority Verification</li> <li>• Quarterly Estimated Tax for Self-Employed Persons</li> <li>• Social Security Benefits</li> <li>• UI Claim Documents</li> </ul>
TANF (if applicable)	<ul style="list-style-type: none"> <li>• TANF Eligibility Verification</li> <li>• TANF Period of Benefit Receipt Verification</li> <li>• Referral Transmittal from TANF</li> <li>• Cross-Match with TANF Documents</li> </ul>
SNAP (if applicable)	<ul style="list-style-type: none"> <li>• SNAP Eligibility Verification</li> <li>• Authorization to Receive Food Stamps</li> <li>• Documentation of SNAP Benefit Rec.</li> <li>• Referral Transmittal from SNAP</li> <li>• Cross-Match with SNAP Records in MS Works</li> </ul>

Eligibility/Data Element	Documentation Required in File (one document per data element)
Other Public Assistance	<ul style="list-style-type: none"> <li>• Copy of Authorization to receive Cash Public Assistance</li> <li>• Copy of Public Assistance Check</li> <li>• Medical card showing cash grant status</li> <li>• Public Assistance Verification</li> </ul>
Supplemental Security Income (SSI) or Social Security Disability Insurance (SSDI)	<ul style="list-style-type: none"> <li>• SSI/SSDI Receipt of Benefits Verification</li> <li>• Referral Transmittal from SSA</li> <li>• SSI/ SSDI Eligibility Verification</li> </ul>
Free/Reduced Lunch Recipient (Approval must be for participant's family and not the entire school)	<ul style="list-style-type: none"> <li>• School Record or Letter showing participant receives Free or Reduced Lunch for the current school year</li> </ul>
Youth Living in High Poverty Area	<ul style="list-style-type: none"> <li>• Proof of residency</li> <li>• Signed statement from Youth Provider</li> </ul>
<b>Youth Barrier Information</b>	
Individual with a Disability <i>Note: Detailed information about the disability is not necessary</i>	<ul style="list-style-type: none"> <li>• School Section 504 Records Provided by Student</li> <li>• Assessment Test Results</li> <li>• School Individualized Education Program (IEP) record</li> <li>• Self-Attestation</li> </ul>
School Status at Program Entry	<ul style="list-style-type: none"> <li>• Applicable records from education institution (GED certificate, diploma, attendance record, transcripts, drop out letter, school documentation)</li> <li>• Intake Application or Enrollment Form</li> <li>• Electronic Records</li> <li>• Case notes</li> <li>• Self-Attestation</li> </ul>
Pregnant or Parenting Youth	<ul style="list-style-type: none"> <li>• Needs Assessment</li> <li>• WIC Eligibility Verification</li> <li>• TANF Single Parent Eligibility Verification</li> <li>• Case notes</li> <li>• Self-Attestation</li> </ul>
Single Parent at Program Entry	<ul style="list-style-type: none"> <li>• Needs Assessment</li> <li>• TANF Single Parent Eligibility Verification</li> <li>• Intake Application or Enrollment Form</li> <li>• Individual Service Strategy or Employment Plan</li> <li>• Case notes</li> <li>• Self-Attestation</li> </ul>
Youth who Needs Additional Assistance	<ul style="list-style-type: none"> <li>• Signed statement from Youth Provider detailing the specific criteria the youth meets for this barrier:</li> </ul>
Foster Care Youth Status at Program Entry	<ul style="list-style-type: none"> <li>• Written Confirmation from Social Services Agency</li> <li>• Case notes</li> <li>• Foster Care Agency Referral Transmittal</li> <li>• Needs Assessment</li> <li>• Self-Attestation</li> </ul>
Homeless or Runaway at Program Entry	<ul style="list-style-type: none"> <li>• Written Statement or Referral Transmittal from a Shelter or Social Service Agency</li> <li>• Needs Assessment</li> <li>• Case notes</li> <li>• A letter from caseworker or support provider</li> <li>• Self-Attestation</li> </ul>

Eligibility/Data Element	Documentation Required in File (one document per data element)
Ex-Offender Status at Program Entry	<ul style="list-style-type: none"> <li>• Documentation from the Juvenile or Adult Criminal Justice System</li> <li>• Written Statement or Referral Document from a Court or Probation Officer</li> <li>• Referral Transmittal from a Reintegration Agency</li> <li>• Case notes</li> <li>• Needs Assessment</li> <li>• Federal Bonding Program Application</li> <li>• Court Documents</li> <li>• Letter of Parole</li> <li>• Self-Attestation</li> </ul>
English Language Learner	<ul style="list-style-type: none"> <li>• Assessment Test Results</li> <li>• Applicable Records from Education Institution (transcripts, or other school documentation)</li> <li>• Case notes</li> <li>• Self-Attestation</li> </ul>
Basic Skills Deficiency	<ul style="list-style-type: none"> <li>• Assessment Test Results</li> <li>• Applicable Records from Education Institution (transcripts, academic assessments, or other school documentation)</li> <li>• Case notes</li> </ul>
<b>Youth Services Information</b>	
Any of the WIOA 14 Youth Program Elements	<ul style="list-style-type: none"> <li>• Activity sheets</li> <li>• Sign-in sheets</li> <li>• Attendance record</li> <li>• Vendor contract</li> <li>• Case notes</li> </ul>
Work Experience	<ul style="list-style-type: none"> <li>• Signed Work Experience Agreement, Job Description &amp; Signed timesheets and payroll documentation</li> </ul>
Enrolled in Postsecondary Education During Participation	<ul style="list-style-type: none"> <li>• Copy of enrollment record</li> <li>• Case notes</li> <li>• School records</li> <li>• Transcript or report card</li> </ul>
Enrolled in Secondary Education During Participation	<ul style="list-style-type: none"> <li>• Copy of enrollment record</li> <li>• Case notes</li> <li>• School records</li> <li>• Transcript or report card</li> </ul>
<b>Youth Exit Information</b>	
Other Reasons for Exit	<ul style="list-style-type: none"> <li>• Information from partner services</li> <li>• Withdrawal form with explanation</li> <li>• Obituary printed from reliable website</li> <li>• Information from institution or facility</li> <li>• Case notes</li> </ul>
<b>Performance/Outcome Information</b>	
Measurable Skill Gains: Educational Functioning Level (EFL) (Only During Participation)	<ul style="list-style-type: none"> <li>• Pre- and post-test results measuring EFL gain</li> </ul>
Measurable Skill Gains: Postsecondary Transcript/Report Card (Only During Participation)	<ul style="list-style-type: none"> <li>• Transcript</li> <li>• Report Card</li> </ul>

Eligibility/Data Element	Documentation Required in File (one document per data element)
Measurable Skill Gains: Secondary Transcript/Report Card (Only During Participation)	<ul style="list-style-type: none"> <li>• Transcript</li> <li>• Report Card</li> </ul>
Measurable Skill Gains: Training Milestone (Only During Participation)	<ul style="list-style-type: none"> <li>• Documentation of a skill gained through OJT or Registered Apprenticeship</li> <li>• Contract and/or evaluation from employer or training provider documenting a skill gain</li> <li>• Progress report from employer documenting a skill gain</li> </ul>
Measurable Skill Gains: Skills Progression (Only During Participation)	<ul style="list-style-type: none"> <li>• Results of knowledge-based exam or certification of completion</li> <li>• Documentation demonstrating progress in attaining technical or occupational skills through an exam or benchmark attainment</li> <li>• Documentation from training provider or employer</li> <li>• Copy of a credential that is required for a particular occupation and only is earned after the passage of an exam</li> </ul>
Credential/Certificate/HS Diploma or Equiv. (During participation thru 12 months of follow-up)	<p>See the MPWDA Certificates &amp; Credential Policy for additional information</p> <ul style="list-style-type: none"> <li>• Copy of Diploma, Credential or Degree Awarded by Education Institution</li> <li>• Applicable Records from Education Institution (GED certificate, transcripts, report card, enrollment record or other school documentation)</li> <li>• Follow-up survey from program participants</li> <li>• Case notes documenting information obtained from education or training provider</li> </ul>
Employed 1st Quarter after Exit* Employed 2nd Quarter after Exit* Employed 3rd Quarter after Exit* Employed 4th Quarter after Exit*  <i>This includes unsubsidized employment, registered apprenticeships, and military.</i>	<ul style="list-style-type: none"> <li>• Follow-up survey from program participants</li> <li>• Paycheck stubs, tax records, W2 form</li> <li>• Quarterly tax payment forms, such as a IRS form 941</li> <li>• Document from employer on company letterhead attesting to an individual's employment status and earnings</li> <li>• Self-employment worksheets signed and attested to by program participants</li> <li>• Case Notes</li> </ul>
Education 1st Quarter after Exit* Education 2nd Quarter after Exit* Education 3rd Quarter after Exit* Education 4th Quarter after Exit*	<ul style="list-style-type: none"> <li>• Copy of registration/enrollment record</li> <li>• Case notes</li> <li>• School records</li> <li>• Transcript or report card</li> <li>• Vendor/training provider training documentation</li> </ul>

\*Documentation must be maintained for each quarter that the youth is reported as being in employment and/or education. Such documentation must be clearly identified for each quarter.

**The Mississippi Partnership  
WIOA Self-Attestation Form**

First Name	Middle Initial	Last Name
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I hereby certify, under penalty of perjury, that the following information is true:

*\*Note: Self-Attestation is not an allowable method for documenting low-income eligibility.*

I certify that the information provided on this document is true and accurate to the best of my knowledge. I understand the information on this document, if misrepresented or incomplete, may be grounds for immediate termination from the WIOA Program and/or penalties as specified by law. I agree that if I am able to obtain documentation of items on this form while I am in the WIOA program I will provide a copy to the WIOA Staff.

Applicant Signature	Date
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Parent/Guardian Signature (if required)	Date
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I certify that the information recorded on this form was provided by the individual(s) whose signatures appear above:

WIOA Staff Signature	Date
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## The Mississippi Partnership WIOA Family & Income Form

<b>First Name</b>	<b>Middle Initial</b>	<b>Last Name</b>
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*Include only the following relatives who live in the same household as the participant.*

FAMILY SIZE DETERMINATION		TOTAL GROSS INCOME*
Relationship to Participant	Family Member Name	Gross Income (Previous 12 months)
<input type="checkbox"/> Self		\$
<input type="checkbox"/> Parent/Stepparent <input type="checkbox"/> Guardian <input type="checkbox"/> Spouse <input type="checkbox"/> Sibling/Stepsibling <input type="checkbox"/> Child/Stepchild		\$
<input type="checkbox"/> Parent/Stepparent <input type="checkbox"/> Guardian <input type="checkbox"/> Spouse <input type="checkbox"/> Sibling/Stepsibling <input type="checkbox"/> Child/Stepchild		\$
<input type="checkbox"/> Parent/Stepparent <input type="checkbox"/> Guardian <input type="checkbox"/> Spouse <input type="checkbox"/> Sibling/Stepsibling <input type="checkbox"/> Child/Stepchild		\$
<input type="checkbox"/> Parent/Stepparent <input type="checkbox"/> Guardian <input type="checkbox"/> Spouse <input type="checkbox"/> Sibling/Stepsibling <input type="checkbox"/> Child/Stepchild		\$
<input type="checkbox"/> Parent/Stepparent <input type="checkbox"/> Guardian <input type="checkbox"/> Spouse <input type="checkbox"/> Sibling/Stepsibling <input type="checkbox"/> Child/Stepchild		\$
<input type="checkbox"/> Parent/Stepparent <input type="checkbox"/> Guardian <input type="checkbox"/> Spouse <input type="checkbox"/> Sibling/Stepsibling <input type="checkbox"/> Child/Stepchild		\$
<input type="checkbox"/> Parent/Stepparent <input type="checkbox"/> Guardian <input type="checkbox"/> Spouse <input type="checkbox"/> Sibling/Stepsibling <input type="checkbox"/> Child/Stepchild		\$
<b>TOTAL HOUSEHOLD GROSS INCOME (Including Participant &amp; Family)</b>		\$

REVIEW OF LOW INCOME AUTOMATIC QUALIFIERS		
<i>If a participant answers Yes to any of these questions, WIOA staff must obtain documentation.</i>		
1. Is the Participant a youth who lives in a "High Poverty County"?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Is the Participant an In-School Youth who is eligible for free or reduced lunch based on individual eligibility criteria?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Is the Participant a Foster Child on behalf of whom state or local government payments are made?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Is the Participant Homeless?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Within the last 6 months, has the participant or the participant's family received the following:		
a. TANF Benefits	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. SNAP Benefits	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. SSI Payments	<input type="checkbox"/> Yes	<input type="checkbox"/> No

\* NOTE: If the WIOA participant is determined to be low income and there is not an automatic low-income qualifier documented, WIOA staff must have income documentation for each family member listed above that has income.

**I attest that all information provided above is true to the best of knowledge.**

<b>Applicant Signature</b>	<b>Date</b>
<b>Parent/Guardian Signature (if required)</b>	<b>Date</b>
<b>WIOA Staff Signature</b>	<b>Date</b>

# The Mississippi Partnership WIOA Zero Income Form

<b>First Name</b>	<b>Middle Initial</b>	<b>Last Name</b>
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**NOTE: Use this form for participants whose household family income is \$0 and who do not meet any of the low income automatic qualifiers.**

This is to certify that no members of my family listed on the WIOA Family & Income Form have received income from any of the following sources:

- Wages from Employment
- Income from Self-Employment
- Unemployment Compensation
- Child Support Payments
- Regular payments from railroad retirement, strike benefits from union funds, worker's compensation or training stipends
- Alimony
- Military Pay
- Pensions
- Regular insurance or annuity payments
- College or university grants, fellowship, and assistantships
- Dividends, interest, net rental income, net royalties, periodic receipts from estates or trusts
- Net Gambling or Lottery Winnings
- Social Security Disability Insurance (SSDI)
- TANF Benefits
- SNAP Benefits
- Supplement Security Income (SSI) payments

In order to live, my family and I have received assistance (such as money food, or shelter) from

\_\_\_\_\_.

**I attest that all information provided above is true to the best of knowledge.**

<b>Applicant Signature</b>	<b>Date</b>
<b>Parent/Guardian Signature (if required)</b>	<b>Date</b>
<b>Signature of Person Providing Assistance (REQUIRED)</b>	<b>Date</b>
<b>WIOA Staff Signature</b>	<b>Date</b>