



Southern Indiana Works Eligibility and Participant Payment Criteria

TITLE: Eligibility and Participant Payment Criteria: Wagner-Peyser, Adults, Dislocated Workers, Youth, Trade Adjustment Assistance and Veterans under the Workforce Innovation and Opportunity Act (WIOA)

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Purpose

- To provide guidance on the Priority of Service Requirements for WIOA Title I Adult Participants
- To provide eligibility criteria for Wagner Peyser, WIOA programs (adult, dislocated worker, and youth), TAA and Veteran programs
- To define excludable income when calculating “family income” for determination of low-income status for WIOA Adult Priority and WIOA Youth Eligibility.
- To provide data validation reporting elements required for WIOA programs.
- To provide guidance on services available and reporting requirements for WIOA Adult. Dislocated Worker and Youth program.
- To provide eligibility criteria for Training Services for WIOA Adult, Dislocated Worker, and Youth.

References

- DWD Policy 2019-04 Change 2 WIOA Title I Adult Priority of Service
- DWD Policy 2017-03 Youth Eligibility
- DWD Policy 2017-09 Guidance Related to Individual Training Account Funding
- DWD Policy 2021-03 WIOA Title I Adult and Dislocated Worker Program Eligibility
- DWD Technical Assistance 2021-20 Income Definition of Family for Adult and Dislocated Program Eligibility
- ETA-DOL TEGL 19-16, Attachment II Guidance on Services provided through the Adult and Dislocated Worker Programs under the Workforce Innovation and Opportunity Act

Background

Southern Indiana Works is the grant recipient of the Workforce Innovation and Opportunity Act funding for the region. Southern Indiana Works is required to comply and enforce Federal Regulations and Indiana Dept. of Workforce Development policies regarding criteria for participants enrolled in WIOA Title 1, Veterans, Wagner-Peyser and TAA Programs. *The Board reserves the right to modify or suspend policies at their discretion.*

Required Action

All Southern Indiana Works staff must adhere to this policy.

Additional Information

Questions regarding this policy should be directed to info@soinworks.com

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Section 1: Adult Priority of Service

Adult Priority of Service

WIOA focuses on serving “individuals with barriers to employment” and seeks to ensure this population has increased access to quality services and opportunities for employment, education, training, and support. To prioritize services for those who have the most need for and who would benefit from employment and training services, WIOA sec.134(c)(3)(E) identifies three groups with barriers to employment and requires priority be given to these individuals. Priority of service must be given to public assistance recipients, other low-income individuals, and individuals who are basic skills deficient (including English language learners) when providing individualized career services and training services using WIOA Title I Adult program funds.

This priority requirement must be followed in the local area regardless of the amount of funds available for providing services. Veterans and eligible spouses of veterans continue to receive priority of service for all job training programs funded by the Department of Labor (DOL), including WIOA programs.

Priority for the WIOA Title I Adult program MUST be provided in the following order:

1. Veterans and eligible spouses who are also recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient receive first priority for services with WIOA Adult formula funds for individualized career services and training services.
2. Individuals who are not veterans or eligible spouses of veterans, but are a recipient of public assistance, other low-income individuals, or individuals who are basic skills deficient.
3. Veterans and eligible spouses who are not included in a WIOA priority group but meet Title I Adult program eligibility.
4. Additional priority populations identified by the Governor or SIW Region locally.
5. Other individuals who are not included in any priority group but meet WIOA Title I Adult program eligibility.

Priority of Service Groups and Eligibility

Priority status for WIOA Title I Adult participants is determined during eligibility and enrollment. Status does not change during the period of participation. When providing individualized career and training services in the Title I Adult program, local areas must give priority of service to participants who receive public assistance, are low-income individuals, and are basic skills deficient. The three priority groups are described below. Acceptable documentation for verifying eligibility is provided in **CHART A in this section**.

Recipients of Public Assistance, defined by WIOA sec. 3(50), includes individuals who receive cash payments from Federal, State, or local government for which eligibility is determined by a needs or income test.

Low-Income Individuals, defined by WIOA sec. 3(36), describes individuals who meet one of the following criteria:

- Receives, or in the past six months has received, or is a member of a family that is receiving or has received in the past six months, assistance through the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), Supplemental Security Income (SSI), or a state or local income-based public assistance program;
- In a family with total family income that does not exceed the higher of:
 - the poverty line or
 - 70 percent of the Lower Living Standard Income Level (LLSIL);
- A homeless individual; homeless child/youth; or
- Receives or is eligible to receive a free or reduced-price lunch; or
- A foster child on behalf of whom state or local government payments are made; or
- An individual with a disability whose own income meets the income requirements above but is a member of a family whose total income does not meet this requirement.

See page 12 for additional guidance on determining low-income for Adult Priority of Service.

Basic Skills Deficient, defined by WIOA sec. 3(5), describes an individual who meets at least one of the following criteria as basic skills deficient:

- Unable to compute or solve problems, or
- Read, write, or
- Speak English, at a level necessary to function on the job, in the individual’s family, or in society. (The United States Department of Labor (USDOL) Employment and Training Administration (ETA) includes English language learners in the basic skills deficient group.)

The following criteria is outlined for determining basic skills deficiency. An individual must meet at least one of the following:

- Lacks a high school diploma or equivalency and is not enrolled in secondary education;
- Scores 8.9 or below on the Tests of Adult Basic Education (TABE);
- Enrolled in a Title II Adult Education/Literacy Program;
- Has poor English language skills (includes English Language Learners);
- The individual's case manager makes observations of deficient functioning and records justification in a case note. Using the WorkKeys or WIN Assessment Tools, a scale score below 72 or less than level 3 in any of the categories of Applied Math, Graphic Literacy or Workplace Documents can be used as an indicator of basic skills deficiency for a case manager observation of deficient functioning and recorded in case notes.

Eligibility Determinations for Veterans

When determining priority of service eligibility for WIOA Title I Adult employment or training programs, the following cannot be included in past income calculations:

- Military pay and allowances received while serving on active duty.
- Compensation for service-connected disability or death or vocational rehabilitation.
- Benefits for education and training services funded by the Department of Veterans Affairs (VA).
- Compensation received by an eligible dependent or indemnity compensation for service-connected deaths.
- Educational assistance for eligible dependents and survivors of veterans under 38 U.S.C. 3500

WIOA program operators may not require veterans or their spouses to exhaust their entitlement to VA-funded training benefits prior to allowing them to enroll in WIOA-funded training.

Veterans and Adult Priority

As described in TEGL 19-16, when programs such as the WIOA Title I Adult program are statutorily required to provide priority for a particular group of individuals, priority must be provided in the specific order listed below. Veterans and eligible spouses of veterans continue to receive priority of service in all DOL-funded training programs. Veterans and their spouses must still meet the eligibility criteria for the WIOA Adult program.

Additional priority defined by SIW for this Region 10 Service Area only:

Southern Indiana Works has identified an additional population to include in Adult Priority services under WIOA.

- 1) SIW understands that digital literacy is a fundamental skill required by local and regional businesses to be successful in employment. These skills are as vital as math and reading in the global economy. SIW and our partners will assess individuals for digital literacy using the Northstar Digital Literacy System. Participants will be required to take an assessment for: a) Basic Computer Skills, Internet Basics, Using Email, and Windows. If participants cannot successfully pass the automated scale for these assessments, they will be considered below digital literacy functioning level and will be considered adult priority eligible.

USDOL envisions that giving priority of service to public assistance recipients, low-income individuals, or basic skills deficient individuals means ensuring that **at least 75% of the participants** receiving individualized career and training services in the Adult program are **from at least one of the three priority groups**.

The regional priority of digitally illiterate has a lower priority than the WIOA Adult priority of service or Veteran priority populations established in statute. If a participant is a public assistance recipient, a low-income individual, or a basic skills deficient individual, then the participant must be categorized under the applicable priority populations as well as the additional priority group – digital illiterate.

Staff must utilize the Department of Workforce Development Adult Priority policy and ICC Data Entry Instructions.

Staff must assess if a participant is a public assistance recipient, a low-income individual, or a basic skills deficient individual before assessing for digital literacy.

If a participant is not a public assistance recipient, a low-income individual, or a basic skills deficient individual, or digitally illiterate then staff must receive an approved waiver from the WDB for any participant that does not meet Adult Priority Criteria.

The adult priority target will be reviewed and monitored monthly.

The following sources of documentation to verify whether an adult participant qualifies for priority of service under WIOA:

CHART A

Priority of Service Criteria	Acceptable Documentation
Recipient of Public Assistance	<ul style="list-style-type: none"> • Copy of authorization to receive cash public assistance • Copy of public assistance check • Medical card showing cash grant status • Public assistance eligibility verification
Low-Income	<ul style="list-style-type: none"> • Award letter from veteran's administration • Bank statements • Compensation award letter • Copy of authorization to receive cash public assistance • Court award letter • Employer statement/contact • Family or business financial records • Housing authority verification • Pay stubs • Pension statement • Public assistance records • Quarterly estimated tax for self-employed persons • Social Security benefits • Unemployment Insurance documents • Self-attestation as a last resort
Basic Skills Deficient	<ul style="list-style-type: none"> • Assessment test results • Applicable records from education institution (transcripts, academic assessments, or other school documentation) • Self-attestation • Case notes
Locally Defined Groups: 1) Digital Literacy	<ul style="list-style-type: none"> • Digital Literacy – Copy of NorthStar assessment record (below pass scale). Essential computer skills. *Copy of ALL Module test results.

Section 2: Eligibility Determination and Documentation Requirements

This section contains information that provide the specific eligibility that shall be followed when delivering services through the Southern Indiana Works system. SIW adheres to all DWD and Federal policy for eligibility. Below is a summary.

Wagner-Peyser Act

All Customers are eligible.

Trade Adjustment Assistance (TAA)

Certification provided by US DOL to a group of workers who lost their jobs due to foreign competition. Adversely affected worker could be eligible as WIOA Dislocated Worker and/or WIOA Adult.

Refer to DWD Technical Assistance 2022-01 TAA Program Sunset Provisions for additional eligibility guidance.

Veterans' Employment and Training Services (VETS)

1. **Eligible Veteran**, as defined by the United States Code Title 38 Veterans' Benefits, Chapter 4211, paragraph (4), subparagraph (A) (B), is a person who:
 - Served on active duty for a period of more than 180 days and was discharged or released with other than a dishonorable discharge;
 - Was discharged or released from active duty because of a service-connected disability; or as a member of a reserve component under an order to active duty pursuant to section 12301(a), (d), or (g), 12302, or 12304 of title 10, served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with other than a dishonorable discharge.
2. **Eligible Spouse**, as defined by the United States Code Title 38 Veterans' Benefits, Chapter 4101, means:
 - The spouse of any person who died of a service-connected disability;
 - The spouse of any member of the Armed Forces serving on active duty who, at the time of application for assistance under this chapter, is listed, pursuant to section 556 of title 37 and regulations issued thereunder, by the Secretary concerned in one or more of the following categories and has been so listed for a total of more than ninety days:
 - ❖ Missing in action,
 - ❖ Captured in line of duty by a hostile force, or
 - ❖ Forcibly detained or interned in line of duty by a foreign government or power; or
 - The spouse of any person who has a total disability permanent in nature resulting from a service-connected disability or the spouse of a veteran who died while a disability so evaluated was in existence.
3. **Additional Service Populations**, as defined in The Consolidated Appropriations Act of 2014 and VPL 03-19, are populations receiving support services funded by Jobs for Veteran State grants (JVSG) grants under this Act. Those populations include:
 - Transitioning members of the Armed Forces who have been identified as in need of individualized Career services;
 - Members of the Armed Forces who are wounded, ill, or injured and receiving treatment in military treatment facilities or warrior transition units; and
 - The spouses or other family caregivers of such wounded, ill, or injured members.

WIOA Adult

Participants in the WIOA Title I Adult program must meet the following eligibility criteria:

- U.S. citizen or otherwise legally entitled to work in the United States;
- Age 18 or older; and
- Selective Service Registration

WIOA Dislocated Worker

Participants in the WIOA Title I Dislocated Worker program must meet the following criteria:

- U.S. citizen or otherwise legally entitled to work in the United States;
- Age 18 or older;
- Selective Service Registration; and
- Meet one of the following categories:

Category	Eligibility Definition
Category A	<p>An individual who:</p> <p>(i) has been terminated or laid off, or who has received a notice of termination or layoff, from employment;</p> <p>(ii) (I) is eligible for or has exhausted entitlement to unemployment compensation; or (II) has been employed for a duration sufficient to demonstrate, to the appropriate entity at a one-stop center referred to in section 121(e), attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a state unemployment compensation law; and</p> <p>(iii) is unlikely to return to a previous industry or occupation.</p>
Category B	<p>An individual who:</p> <p>(i) has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise;</p> <p>(ii) is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or</p> <p>(iii) for purposes of eligibility to receive services other than training services described in section 134(c)(3), career services described in section 134(c)(2)(A)(xii), or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close</p>
Category C	<p>An individual who was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed because of general economic conditions in the community in which the individual resides or because of natural disasters.</p>
Category D	<p>An individual who is a displaced homemaker.</p>
Category E	<p>An individual who:</p> <p>(i) is the spouse of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code), and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member; or</p> <p>(ii) is the spouse of a member of the Armed Forces on active duty and who meets the criteria described in paragraph (16)(B).</p>

Additional Guidance for Category “A”

Dislocated worker, as defined in WIOA sec. 3(15), outlines five criteria for which an individual is eligible to receive WIOA funding. Most requests for clarity that the state has received pertain to Category A (see table above); many of those are outlined below.

- **Previous Occupation/Industry**
For the purposes of WIOA dislocated worker program eligibility, the previous occupation or industry relates directly to the job of dislocation, not the most recent job if the most recent job is considered intervening or stopgap employment (described in more detail below). The job of dislocation is the job that qualifies the individual under one of the dislocated worker definition eligibility categories. The previous occupation or industry should be established by the individual's work history provided in their application and supported with any other applicable documentation to satisfy the data validation requirements.
- **Intervening or Stopgap Employment**
Intervening or stopgap employment describes work that an individual accepts, either prior to or during participation in WIOA services, for the purpose of income maintenance because they have lost the customary work for which their training, experience, and work history qualifies them. DWD considers employment as “intervening” or “stopgap” if the salary is substantially below the salary of the individual's previous occupation and/or if they are working substantially under the skill level of their previous occupation (determined at the local level). However, intervening or stopgap employment may constitute a new primary occupation/industry in circumstances where the individual has not made any verifiable efforts to seek more permanent and appropriate employment and has been employed in intervening or stopgap employment for an extended amount of time (determined at the local level). The previous occupation or industry should be established by the individual's work history provided in their application and supported with any other applicable documentation to satisfy data validation requirements.
- **Look-Back Period**
A qualifying dislocation must occur within 3 years of the date of Dislocated Worker eligibility determination except for a 1) Reemployment services participant; or 2) Veteran.
- **Veteran Dislocated Workers**
If the separating service member is separating from the Armed Forces with a discharge that is anything other than dishonorable, the separating service member qualifies for dislocated worker activities based on the following criteria:
 - a) The separating service member has received a notice of separation, a DD-214 from the Department of Defense, or other documentation showing a separation or imminent separation from the Armed Forces to satisfy the termination or layoff part of the dislocated worker eligibility criteria in WIOA sec. 3(15)(A)(i);
 - b) The separating service member qualifies for the dislocated worker eligibility criteria on eligibility for or exhaustion of unemployment compensation in WIOA sec. 3(15)(A)(ii)(I) or (II); and,
 - c) As a separating service member, the individual meets the dislocated worker eligibility criteria that the individual is unlikely to return to a previous industry or occupation in WIOA sec.3(15)(A)(iii).

Stopgap or intervening employment will not disqualify a separated military service member from receiving dislocated worker services.

A military service member who has been discharged under a dishonorable discharge would not qualify as a dislocated worker but may still qualify under WIOA adult.

- **Profiled Unemployment Insurance Claimants**
Recipients who receive either a Reemployment Services and Eligibility Assessment (RESEA) or Jobs for Hoosiers (JFH) letter may qualify for dislocated worker services under WIOA sec. 3(15)(A). At the time of program selection, these recipients were identified as being laid off (i), eligible for unemployment insurance (ii), and unlikely to return to a previous industry/occupation (iii).
However, individual circumstances and actions can impact that original eligibility determination. Therefore, in order to be eligible for dislocated worker services, the circumstances under which the participant was determined eligible for the RESEA or JFH program must not have changed. If the recipient meets the above requirement, then the RESEA or JFH letter may serve as adequate eligibility verification documentation.

- Long-Term Unemployed
National Dislocated Worker Grants (DWGs) provide resources to states and other eligible applicants to respond to large, unexpected layoff events causing significant job losses. Eligibility categories under the DWG include long-term unemployed workers. Indiana has defined “long-term unemployed” as an individual that has not worked for twenty-seven (27) or more weeks in aggregate over the past year.

- Unlikely to Return
SIW has defined unlikely to return as meeting one of the following criteria:
 - 1) Labor Market Information – previous occupation not in demand
 - 2) Lack of comparable job referrals resulting from job matching in ICC
 - 3) Age at time of dislocation is 45 years or older
 - 4) Education level is at or below high school diploma or equivalent (GED or HSE)
 - 5) Tenure with employer of dislocation five or more years
 - 6) Occupation of dislocation not on Southern Indiana Works Occupations in Demand list
 - 7) Medical condition which prohibits applicant from returning to previous employment position or occupation
 - 8) RESEA/JFH participant

Adult and Dislocated Worker (DW) Eligibility Documentation

Eligibility Item	Eligibility Definition	Source Documentation
Age	Age 18 or older	<p>No source documentation is needed for Basic Career Services</p> <p>If Individualized Career Services are provided one of the following must be obtained:</p> <ul style="list-style-type: none"> • Driver's License • Baptismal Record • Birth Certificate • DD-214 • Report of Transfer or Discharge Paper • Federal, State or Local Identification Card • Passport • Hospital Record of Birth • Public Assistance/Social Service Records • School Records or ID Cards • Work Permit • Family Bible <p>A copy must be saved to the participant's electronic file.</p>
Military Selective Service	<p>All males born after December 31, 1959, must be registered with the US Military Selective Service. Section 189(h) of WIOA requires customers to be in compliance with Section 3 of the Military Selective Service Act (50 USC Appr.452) in order to participate in WIOA Title I adult and dislocated worker funded programs.</p> <p>Staff <u>must</u> follow operational guidance issued by DWD on verifying that a male customer born after December 31, 1959 is registered with the US Military Selective Service. This includes local management coordinating and publishing a policy for non-registered males, age 26+ and born after December 31, 1959.</p>	<p>Verifying SS Registration:</p> <ul style="list-style-type: none"> • Acknowledgement letter from the Selective Service • Form DD-214 • Screen printout of the Selective Service Verification site: www.sss.gov/RegVer/wfVerification.aspx. (Staff enters last name, SSN, and date of birth at the website. Printout includes Selective Service number and date of birth as confirmation for data validation) • Selective Service Registration Card • Selective Service Verification Form (form 3A) • Stamped Post Office Receipt of Registration <p>A copy must be saved to the participant's electronic file.</p>
U.S. citizen or Otherwise Legally Entitled to Work in the United States	<p>While citizenship does not need to be validated, Indiana has determined that an individual's eligibility-to-work in the United States (regardless of citizenship) must be validated for all WIOA Adult, Dislocated Worker, and TAA program participants prior to the receipt of supportive services and/or training services.</p>	<p>Validating Eligibility-to-Work:</p> <ul style="list-style-type: none"> • Self-attestation is an acceptable source of documentation, and no further validation is required for WIOA Adult, Dislocated Worker, and TAA program participant who do not receive training or supportive services. • Eligibility to work in the United States must be validated for any WIOA Adult, Dislocated Worker, and TAA program participant who receives any type of supportive service and/or training service. • See the "Lists of Acceptable Documentation" page of the Employment Eligibility Verification Form I-9.
DW: Category A Laid Off; Unlikely to Return to Previous Occupation	<p>The customer has been terminated or laid off, or has received a notice of termination or layoff, from employment or has been honorably discharged (whether voluntary or involuntary); AND</p> <ol style="list-style-type: none"> a. Is eligible for or has exhausted entitlement to unemployment compensation, OR b. Has been employed for a duration sufficient to demonstrate attachment to the workforce but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that was not covered under a state unemployment compensation law; AND c. must be "unlikely to return to a previous industry or occupation" as defined through local policy and the determination by the local workforce board. 	<p>Refer to the Dislocated Worker Checklist in the Forms and Documents for documentation requirements.</p> <p>A copy of the completed checklist must be in the participant's electronic file.</p>

<p>DW: Category B Plant, Facility or Enterprise Closure</p>	<ol style="list-style-type: none"> 1. Terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise; OR 2. Employed at a facility where the employer has made a general announcement that such facility will close within 180 days; OR 3. For purposes of eligibility to receive services other than training services described in WIOA Section 134(c)(3), career services described in section 134(c)(2) (A)(xii), or job seeker supports, is employed at a facility at which the employer has made a general announcement that such facility will close. 	<p>Refer to the Dislocated Worker Checklist in the Forms and Documents for documentation requirements.</p> <p>A copy of the completed checklist with supporting documentation must be in the participant's electronic file</p>
<p>DW: Category C Self- Employed</p>	<p>Self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the customer resides or because of natural disasters.</p>	<p>Refer to the Dislocated Worker Checklist in the Forms and Documents for documentation requirements.</p> <p>A copy of the completed checklist with supporting documentation must be in the participant's electronic file</p>
<p>DW: Category D Displaced Homemaker</p>	<p>The customer has been providing unpaid services to family members in the home AND</p> <ol style="list-style-type: none"> 1) has been dependent on the income of another family member but is no longer supported by that income; <p>OR</p> <p>Is the dependent spouse of the Armed Forces on active duty and whose family income is significantly reduced because of deployment or call to active military duty, a permanent change of station, or the service-connected death or disability of a member</p> <p>AND</p> <ol style="list-style-type: none"> 2) Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment 	<p>Refer to the Dislocated Worker Checklist in the Forms and Documents for documentation requirements.</p> <p>A copy of the completed checklist with supporting documentation must be in the participant's electronic file</p>
<p>DW: Category E Military Spouse</p>	<p>Is the spouse of a member of the Armed Forces on active duty and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member OR Is the spouse of a member of the Armed Forces on active duty and who meets the criteria for displaced homemaker.</p>	<p>Refer to the Dislocated Worker Checklist in the Forms and Documents for documentation requirements.</p> <p>A copy of the completed checklist with supporting documentation must be in the participant's electronic file</p>

WIOA Adult, Adult Priority and Dislocated Worker Low- Income Determination

For purposes of determining family income for eligibility, “family” is defined as: Two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories:

- 1) Spouses and their dependent children;
- 2) A parent or guardian and dependent children;
- 3) Spouses.

Per TEGL 26-13, the Department of Labor’s policy is to recognize lawful same-sex marriages as broadly as possible to the extent that federal law permits, and to recognize all marriages valid in the jurisdiction where the marriage was celebrated - i.e., the ‘state of celebration.’ ETA interprets gender specific terms of marriage such as “widow,” “widower,” “husband,” and “wife,” to include married same-sex spouses.

ETA will recognize the marriage even if the marriage is not recognized in the state where the married individual resides.

The documents used to calculate an individual’s or family’s income level are generally valid for a one-month period. All eligibility documentation must be maintained within the DWD’s case management system.

Once low-income eligibility has been established for an adult income-based program, the customer must receive a service under the funding source within 30 calendar days.

The Family Income Worksheet is to be completed for all WIOA Adult and Dislocated Worker applicants.

Low Income Eligibility is based on family size and includable income. Determining the family income is completed by calculating all includable income from six months prior to the date of enrollment/application. The six month figure is then multiplied by two to give an annualized income that is more representative of the current economic stat

Types of Includable and Excludable Income for Determining Eligibility

NOTE: The lists below are not exhaustive.

Excludable Income

1. Needs-based scholarship assistance
2. Educational financial assistance under Title IV of the Higher Education Act (20 USC 1087)
3. Public assistance (TANF, SSI, RCA, and GA)
4. Foster childcare payments
5. Non-cash benefits such as employer-paid or union-paid portion of health insurance or other employee fringe benefits
6. Cash value of food or housing received in lieu of wages from an employer
7. Allowance, earnings, and payments made to individuals participating in WIOA programs or any other workforce development program for which eligibility is based upon a need and/or income test
8. U. S. Housing and Urban Development (HUD) housing assistance
9. Subsidies for childcare made on behalf of a family participating in the childcare voucher program
10. Certain one-time cash payments including tax refunds; one-time gifts; loans, which are debt and not income; assets from the sale of a home, property, or car; one-time insurance settlements; lump sum inheritances; one-time compensation for injury; etc.
11. Income earned while a veteran was on active military duty and certain other veterans' benefits, i.e., compensation for service-connected disability, family compensation for service-connected death, vocational rehabilitation, and education assistance
12. IRA withdrawals
13. Stipends received in the following programs: VISTA, Peace Corps, Foster Grandparent Program, YouthWorks/AmeriCorps Programs, and Retired Senior Volunteer Program
14. Job Corps payments
15. Assets drawn down as withdrawals from a bank
16. Medicaid/Medicare

When a federal statute specifically provides that income or payments received under such statute shall be excluded in determining eligibility for the level of benefits received under any other federal statute, such income or payments shall be excluded in WIOA eligibility determination.

Includable Income

1. Wages and salaries before deductions
2. Net receipts from non-farm self-employment (receipts from a person's own unincorporated business, professional enterprise, or partnership after deductions for business expenses).
3. Net receipts from farm self-employment (receipts from a farm that one operates as an owner, renter, or sharecropper, after deductions for farm operating expenses).
4. Regular payments from railroad retirement benefits, strike benefits from union funds, worker's compensation, and training stipends
5. Alimony
6. Military family allotments or other regular support from an absent family member or someone not living in the household
7. Pensions whether private or government employee (including military retirement pay)
8. Regular insurance or annuity payments other than SSI or veteran's disability
9. College or university grants or scholarships based on merit, fellowships, and assistantships;
10. Dividends, interest, net rental income, net royalties, periodic receipts from estates or trusts, and net gambling or lottery winnings
11. Social Security Disability (SSDI) Insurance payments
12. State and federal unemployment insurance compensation
13. Old-age survivors insurance benefits
14. Child support payments

WIOA Youth

All participants must meet the following criteria:

I. Age Requirement:

Workforce Innovation and Opportunity Act participants must be between the ages of 14 and 24.

II. Specific Criteria:

In-school youth: is an individual attending school (as defined by state law) who is not younger than age 14 or older than age 21 at time of enrollment (because age eligibility is based on age at enrollment, participants may continue to receive services beyond the age of 21 once they are enrolled in the program), low-income, and one or more of the following:

- Basic skills deficient;
- An English language learner;
- An offender;
- A homeless individual aged 14 to 21 who meets the criteria defined in sec. 41403(6) of Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), a homeless child or youth aged 14 to 21 who meets the criteria defined in sec. 725((2) of the McKinney Vento Homeless Assistance Act (42 U.S.C. 11434a(2)), or a runaway;
- An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under sec. 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement;
- An individual who is pregnant or parenting;
- An individual with a disability; or
- An individual who requires additional assistance to complete an educational program or to secure or hold employment (must be locally defined).

Out-of-school youth is an individual not attending any school (as defined by state law), age 16 through 24 at the time of enrollment (because age eligibility is based on age at enrollment, participants may continue to receive services beyond the age of 24 once they are enrolled in the program), and one or more of the following:

- A school dropout;
- 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 quarter.

School year calendar quarter is based on how a local school district defines its school year quarters. In cases where schools do not use quarters, local programs must use calendar year quarters;

- 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;
- An offender;
- A homeless individual aged 16 to 24 who meets the criteria defined in sec. 41403(6) of Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), a homeless child or youth aged 16 to 24 who meets the criteria defined in sec. 725((2) of the McKinney Vento Homeless Assistance Act (42 U.S.C. 11434a(2)) or a runaway;
- An individual in foster care or who has aged out of the foster care system or who has attained 16 years

of age and left foster care for the kinship guardianship or adoption, a child eligible for assistance under sec. 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement.

- An individual who is pregnant or parenting;
- An individual with a disability; or
- A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment (must be locally defined).

Definitions

1. Use of Funding Requirements for Out-of-School Youth:

WIOA requires that Workforce Development Area (WDAs) use at least 75 percent of their formula youth allocation to provide services to out-of-school youth.

2. High Poverty Area Criteria:

A youth who lives in a high poverty area is automatically considered to be a low-income individual. A high poverty area is a Census tract, a set of contiguous Census tracts, an American Indian Reservation, Oklahoma Tribal Statistical Area (as defined by the U.S. Census Bureau), Alaska Native Village Statistical Area or Alaska Native Regional Corporation Area, Native Hawaiian Homeland Area, or other tribal land as defined by the Secretary in guidance or county that has a poverty rate of at least 25 percent as set every 5 years using American Community Survey 5-year data.

3. Residency:

Eligible individuals residing in the region may be served, with considerations that the Local WIOA Plan provides for limited exceptions including providing services to youth outside the region and homeless individuals who cannot prove residence within the region. IC 20-26-11-1 governs the definition of residence and IC 20-26-11-2 governs legal settlement. Generally, a residence does not include a youth attending school in a different county than he/she lives, please refer to the Indiana Code for specific details. Preference should be given to Indiana residents followed by individuals who reside along regional boundaries including neighboring states.

4. Family of One:

An individual with a disability may be considered a family of one for the purpose of income eligibility determination under WIOA regardless of guardianship or other family members' income.

5. Five Percent Exception for Non-Income Eligible ISY and OSY:

The 5% exception for non-income eligible individuals applies to in-school youth and out-of-school youth. This would reflect the two low-income eligibility categories for OSY and ALL eligibility categories for ISY. A program must calculate the five percent based on the percent of newly enrolled youth in the local area's WIOA youth program in a given program year who would ordinarily be required to meet the low-income criteria.

For example, if a local area enrolled 200 youth and 100 of those youth were OSY who were not required to meet the low-income criteria, 50 were OSY who were required to meet the low-income criteria and 50 were ISY. In this example the 50 OSY required to be low-income and the 50 ISY are the only youth factored into the 5 percent low-income exception calculation. Therefore, in this example, 5 of the 100 youth who ordinarily would be required to be low-income do not have to meet the low-income criteria based on the low-income exception. This percent is calculated at the end of a program year based on new enrollees in that program year.

Listed below are the criteria that have a low-income eligibility requirement (ALL ISY and two categories for OSY) in which the five percent (5%) exception applies:

In-School Youth	Out-of-School Youth
Basic skills deficient	A recipient of a secondary school diploma or its recognized equivalent who is either basic skills deficient or an English Language Learner
An English language learner	An individual who requires additional assistance to enter or complete an educational program or to secure or hold employment
An offender	
A homeless individual, or a runaway	
An individual in foster care or who has attained 16 years of age and left foster care for kinship, guardianship or adoption, a child eligible for assistance, or in an out-of-home placement	
Pregnant or parenting	
An individual with a disability or	
An individual who requires additional assistance to education or employment	

6. An Individual Who is Pregnant or Parenting:

An individual who is parenting can be a mother or father, custodial or non-custodial. As long as the youth is within the WIOA youth age of eligibility, the age when the youth became a parent does not factor into the determination of parenting. A pregnant individual can only be the expectant mother.

7. Additional Assistance Barrier:

Local Workforce Development Boards must define in their Local Youth Plan and policy their definition of “an individual who requires additional assistance to enter or complete an educational program or to secure or hold employment” for OSY. The definition is slightly different for ISY; Local Workforce Development Boards must define in their Local Youth Plan and policy their definition of “an individual who requires additional assistance to complete an educational program or to secure or hold employment.”

These definitions must be reasonable, quantifiable, and based on evidence that the specific characteristic of the youth identified objectively requires additional assistance. Examples may include: migrant youth, having an incarcerated parent, behavior problems at school, family literacy problems, domestic violence, substance abuse, chronic health conditions, and one or more grade levels below appropriate age or refugee.

8. Five- Percent Limitation for Eligible ISY:

In each local area, not more than five percent of the ISY newly enrolled in a given program year may be eligible based on the “requires additional assistance to complete an educational program or secure or hold employment” criterion.

9. Determination of School Status:

Determination of whether a youth participant is an OSY or ISY is made at the time of program enrollment. Once the school status of a youth is determined, that school status remains the same throughout the youth’s participation in the WIOA youth program. For purposes of reporting, if a youth is determined to be OSY at time of enrollment and subsequently re-enters high school or enrolls in post-secondary education, that youth is still considered an OSY due to their status at the time of enrollment.

10. Indiana’s Diplomas:

The Indiana State Board of Education adopts course and credit requirements for earning a high school diploma. Under current requirements, students have the option of earning four diploma types:

- General;
- Core 40
- Core with Academic Honors (AHD); or
- Core 40 with Technical Honors (THD).

A Certificate of Completion, which deals with special education programs is not a diploma because Indiana does not permit students with disabilities to receive a diploma that is different than students without a disability. It is DWD's opinion that a General Diploma is considered a diploma for the purposes of eligibility determination for OSY.

11. School Dropout:

WIOA defers the definition of "school dropout" to state law. A youth's eligibility status is determined at the time of enrollment; therefore, if a youth has not received a high school diploma, or a recognized equivalent, AND is not attending any school, he/she is considered a dropout and is an OSY. A dropout only includes an individual who is currently a secondary school dropout and does not include a youth who previously dropped out of secondary school but reenrolled. An individual who has dropped out of post-secondary education is not a "school dropout" for purposes of youth program eligibility.

12. Compulsory School Attendance/Not Attending Any School:

Under the WIOA Youth eligibility requirements, the term "school" refers to both secondary and postsecondary school (credit-bearing courses only). Therefore, an individual attending either secondary or post-secondary is considered ISY.

The Workforce Investment and Opportunity Act added an additional provision for determining eligibility for an out-of-school youth (aged 16-24). This criterion is listed as "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 quarter. School year calendar quarter is based on how a local school district defines its school year quarters." Indiana's definition of Compulsory School Age per Indiana Code 20-33-2-6, includes all youth who, beginning of the fall school term for the school year in which the student becomes seven (7) years of age, until the date on which the student:

- Graduates;
- Becomes eighteen (18) years of age; or
- Becomes sixteen (16) years of age but is less than eighteen (18) years of age and the requirements under section 9 concerning an exit interview are met enabling the student to withdraw from school before graduation.

Indiana has also defined its School Year as "for each school year, a school corporation shall conduct at least one hundred eighty (180) student instructional days," per Indiana Code, 20-30-2-3. While there may be extenuating circumstances that a school district may request a waiver of these 180 days, which could include weather related cancellations; the Indiana Department of Workforce Development would consider 180 student instructional days as the "school year."

For the purposes of out-of-school youth eligibility calculations, a "school calendar quarter" would be defined as 45 student instructional days. Weekends, holidays or cancelled days in which school was closed would not count towards the 45 student instructional days. Some school corporations may define these 45 days as a "semester," but calculations for accuracy of total instructional days should still be verified by the case manager at the time of application and enrollment.

13. Homeschooling:

Home education in Indiana is classified as a non-accredited, non-public school. It is parent directed, home-based, privately funded education. IC 20-33-2-28, requires parents provide an equivalent education taught in the English language. Attendance records must be kept that are available upon request to the state or local school superintendent. Upon a specific and individual request by the state superintendent of public instruction, homeschools must furnish the number of children, by grade level, that are taught at home. Education is to be provided the same number of days that the local public school is in session, which is generally 180 days. Most homeschool students will be able to provide transcripts and/or a homeschool diploma to verify their completion of high school.

Students who are in a verified home education program, as outlined above would be considered ISY. Those who cannot provide verified home education transcripts and/or homeschool diplomas are considered for OSY eligibility.

14. Youth in between School Years:

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

For the purposes of defining registered, a youth does not have to attend the first day of class, being accepted to post-secondary education and scheduling courses will suffice.

15. Credit-bearing Post-secondary Education Classes:

If the youth participant is registered in any credit-bearing post-secondary education classes then they are considered attending post-secondary education, and, therefore, an ISY. If the youth is only enrolled in non-credit bearing post-secondary classes, they would not be considered attending post-secondary school and, therefore, could be OSY eligible.

16. Individuals 22 and older attending post-secondary education:

Local programs should keep in mind that ISY, including those attending post-secondary education, must be between the ages of 14 through 21. A youth attending post-secondary education who is 22 at time of eligibility determination would not be eligible for the WIOA youth program because they are in school and over the age of 21. That individual could be served through the WIOA Adult program.

17. Exception for youth with disabilities:

There is one exception to age eligibility for youth attending school. Youth with disabilities who have an Individualized Education Plan (IEP) may be enrolled as ISY after the age of 21, per Ind. Code 20-35-1-8. The maximum age for attending school is less than twenty-two years of age.

The definition of disability that applies to services provided under the WIOA, is section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102): an individual with a physical or mental impairment that substantially limits one or more major life activities; a record of such an impairment; or regarded as having an impairment.

18. High school equivalency programs and dropout re-engagement programs:

For the purposes of WIOA, Indiana does not consider providers of adult education under Title II of WIOA, YouthBuild programs, the Job Corps program, high school equivalency (HSE) programs, or dropout re-engagement programs to be schools. WIOA youth programs may consider a youth to be an OSY for purposes of WIOA youth program eligibility if he or she attended adult education provided under Title II of WIOA, YouthBuild, Job Corps, high school equivalency programs or dropout re-engagement programs regardless of the funding source. Per Indiana Code 20 C.F.R. 681.230, Adult High Schools, for Adult Learners fall into the "dropout reengagement" category, when considering the clientele served.

A HSE program offers preparation for, and the taking of, tests which lead to a HSE credential. A dropout re-engagement program conducts active outreach to encourage out-of-school youth to return to school and assists such youth in resuming their education and/or training to become career ready. A dropout re-engagement program or center may provide case management and other services to support youth in overcoming barriers that prevent them from returning to school or work. In Indiana, DWD has determined that individuals attending dropout reengagement centers, such as the Excel Center, may be considered OSY eligible.

19. Basic Skills Deficient:

The term "basic skills deficient" means, with respect to an individual:

- Have English reading, writing, or computing skills at or below the 8.9 grade level on a generally accepted standardized test; or

- Are unable to compute or solve problems, or read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society. This is defined as:
 - Lacks a high school diploma or equivalency and is not enrolled in secondary education; or
 - Scores 8.9 or below on the TABE; or
 - Is enrolled in Title II adult education (including enrolled for ESL); or
 - Has poor English language skills and would be appropriate for ESL even if the individual isn't enrolled at the time of WIOA entry into participation); or
 - The case manager makes detailed observations of deficient functioning and records those detailed observations as justification in a case note; or
- For in-school only:
 - Behind in credits to graduate on time with peer cohort; or
 - GPA 2.0 or below; or
 - Have taken any of the following assessments and scored below established criteria for graduation requirements¹:

Assessment	English	Reading/Writing	Math	Other
ACT ²	17 or below	21 or below	21 or below	
SAT ³ 9 th Grade		120-400	120-440	
SAT 10 th Grade		160-420	160-470	
SAT 11 th Grade		160-450	160-500	
ASVAB ⁴				30 or below
ILEARN ⁵ 8 th Grade	5510 or below		6508 or below	

20. Selective Service Act:

Registration is required of all males who reach 18 years of age on or after 1960. An individual who meets this description must demonstrate proof of registration prior to enrollment. If the individual has not registered, he/she must demonstrate they were exempt from doing so or that he/she did not knowingly or willfully fail to register.

21. Citizenship:

U.S. citizenship and/or eligibility-to-work in the U.S. are not program eligibility requirements for WIOA Title I. While citizenship does not need to be validated, Indiana has determined that an individual's eligibility-to-work in the United States (regardless of citizenship) must be validated for all WIOA Title I youth prior to the receipt of work experience and/or occupational skills training services.

22. Veteran Preference:

Veterans gain preference for all WIOA services.

¹ <https://www.in.gov/doi/files/graduation-requirements.pdf>

² <https://www.act.org/content/act/en/products-and-services/the-act-postsecondary-professionals/scores.html>

³ <https://satsuite.collegeboard.org/k12-educators/about/understand-scores-benchmarks/benchmarks>

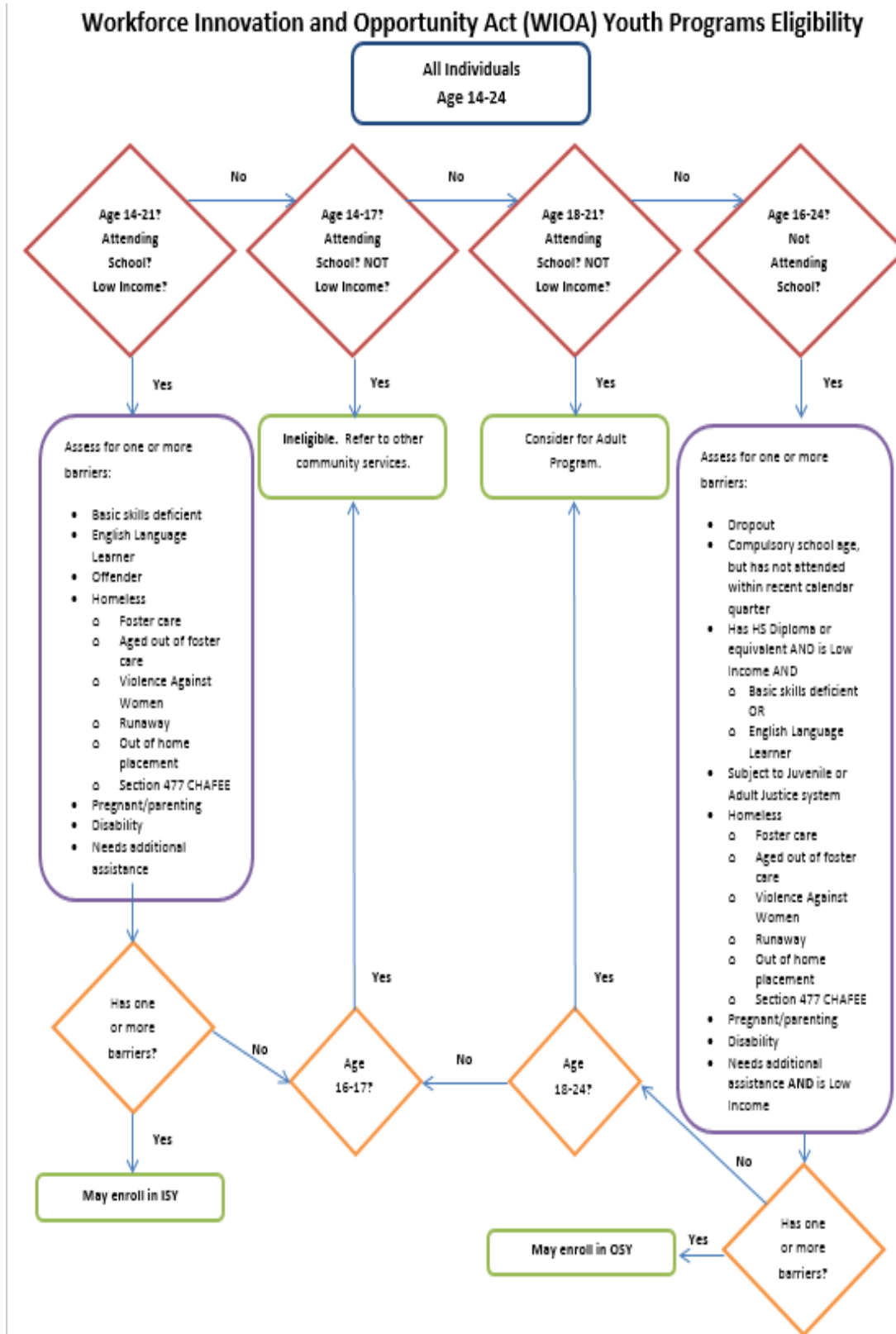
⁴ <https://www.goarmy.com/how-to-join/steps/asvab.html>

⁵ <https://www.in.gov/doi/students/assessment/ilearn/>

Eligibility Requirements for In and Out of School WIOA Title 1 Youth

WIOA Youth Requirements	
In-School	Out-of-School
<p>(Must meet all three criteria):</p> <ul style="list-style-type: none"> • Age 14 through 21; and • Attending school; and • Low-income <p style="text-align: center;">AND</p>	<p>(Must meet both criteria):</p> <ul style="list-style-type: none"> • Age 16 through 24; and • Not attending any school <p style="text-align: center;">AND</p>
One or more of the following:	One or more of the following:
<ul style="list-style-type: none"> • Basic skills deficient; Below 2.0 GPA, behind on credits, did not pass State required exam OR 	<ul style="list-style-type: none"> • Dropout; OR • Is within compulsory school age (16-17) but has not attended school in most recent complete school year calendar quarter; OR
<ul style="list-style-type: none"> • English Language Learner; OR 	<ul style="list-style-type: none"> • Have secondary school diploma or equivalent who is low-income AND either: <ul style="list-style-type: none"> • basic skills deficient; OR • an English Language Learner OR
<ul style="list-style-type: none"> • Offender; OR 	<ul style="list-style-type: none"> • Subject to juvenile or adult justice system; OR
<ul style="list-style-type: none"> • Homeless (multiple categories) <ul style="list-style-type: none"> ○ In foster care, ○ Aged out of the foster care system, ○ Violence Against Women Act of 1994, ○ McKinney-Vento Homeless Assistance Act, ○ Runaway youth, ○ Out-of-Home placement, ○ Chafee Foster Care Independence Program (Section 477 of the Social Security Act); OR 	<ul style="list-style-type: none"> • Homeless (multiple categories): <ul style="list-style-type: none"> ○ In foster care, ○ Aged out of the foster care system, ○ Violence Against Women Act of 1994, ○ McKinney-Vento Homeless Assistance Act, ○ Runaway youth, ○ Out-of-Home placement, ○ Chafee Foster Care Independence Program (Section 477 of the Social Security Act); OR
<ul style="list-style-type: none"> • Pregnant or Parenting; OR 	<ul style="list-style-type: none"> • Pregnant or Parenting; OR
<ul style="list-style-type: none"> • Youth who is an individual who has a disability; OR 	<ul style="list-style-type: none"> • Youth who is an individual who has a disability; OR
<ul style="list-style-type: none"> • An individual who requires additional assistance to complete an educational program or to secure or hold employment (must be locally defined) 	<ul style="list-style-type: none"> • A low-income individual who requires additional assistance to complete an educational program or to secure or hold employment

The logic chart below is a helpful tool for determining whether a youth is appropriate for the in-school or out- of-school youth program.



Eligibility Source Documentation

Note: Youth who receive WIOA Youth program services much have hard copy/paper or scanned documentation.

Eligibility	Eligibility Definition	Source Documentation – Eligibility
Age	Must be “not less than age 14” and “not more than age 24” <u>at the time of first youth service</u>	<p>The birth date must match on one of the following documents:</p> <ul style="list-style-type: none"> • Copy of ID (driver’s license, school ID) • School records • Baptismal Record • Birth Certificate • Federal, State or Local government Identification Card • Hospital Record of Birth • Passport • Public Assistance/Social Service Records • DD-214 • Report of Transfer of Discharge Paper • Work Permit • Federal, State, Local or Tribal Identification Card • Family Bible • Crossmatch with State Agency Records • Justice System Records • Selective Service Registration • Signed Letter from a parent or guardian • Medical Records • Self-Attestation
Attending School	In-school youth must be attending school.	<ul style="list-style-type: none"> • Applicable records from education institution (GED certificate, diploma, attendance record, transcripts, drop out letter, school documentation) • Intake Application or Enrollment Form • Electronic Records • Case notes • Self-attestation (signed and dated) indicating the school status at the time of participation
Not Attending School	Out of school youth must not be attending any credit-bearing school/courses.	<ul style="list-style-type: none"> • Applicable records from education institution (GED certificate, diploma, attendance record, transcripts, drop out letter, school documentation) • Intake Application or Enrollment Form • Electronic Records • Case notes • Self-Attestation

Eligibility	Eligibility Definition	Source Documentation – Eligibility
<p>Low-income</p>	<p>The individual is a person who:</p> <ul style="list-style-type: none"> • Receives, or in the past six months has received, or is a member of a family that receives, or in the past six months has received, assistance through SNAP, TANF, SSI under Title XVI of the Social Security Act, or another federal, state or local income-based public assistance program. Other income-based public assistance program includes: <ul style="list-style-type: none"> • Refugee Cash Assistance (RCA) • General Assistance (GA) (state/local government). In the United States, General Assistance encompasses a varying set of assistance programs that share two defining characteristics: 1) They are funded and administered by the state, county and/or locality in which the particular program operates; and 2) They provide benefits to low-income persons who are not eligible for federal assistance. Across states, assistance is usually cash benefits and also includes state-funded medical assistance. • Is a member of a family that received a total family income, for the six-month period prior to program participation (exclusive of unemployment compensation, child support payments, payments described in the above bullet and old-age and survivors insurance benefits received under section 202 of the Social Security Act (42 USC 402)) that, 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 • 70 percent of the lower living standard income level, for an equivalent period; or • 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 Assistance Act ; or • Receives or is eligible to receive a free or reduced-price lunch under the Richard B. Russell National School Lunch Act; OR • Is a foster child on behalf of whom state or local government payments are made; OR • Is a person with a disability whose own income meets the income criteria established in WIOA 3(36)(A)(ii) but is a member of a family whose income does not meet this requirement. OR • Is a youth living in a high poverty area. 	<p>See the <u>Includable and Excludable Forms of Family Income -WIOA Youth</u> section in this document for a listing of Includable and Excludable Income for all low-income youth.</p> <p>Income may be documented with:</p> <ul style="list-style-type: none"> • Award Letter from Veteran’s Administration • Bank Statements • Pay Stubs • Compensation Award Letter • Court Award Letter • Pension Statement • Employer Statement/Contact • Family or Business Financial Records • Housing Authority Verification • Quarterly Estimated Tax for Self-Employed Persons • Social Security Benefits • UI Claim Documents • Copy of Authorization to Receive Cash Public Assistance • Copy of Public Assistance Check • Public Assistance Eligibility Verification • Crossmatch with Refugee Assistance Records • Crossmatch with Public Assistance Records • Crossmatch with UI Wage Records • School 504 Records Provided by Student Assessment Test Results • School Individualized Education Program (IEP) record • Self-Attestation <ul style="list-style-type: none"> • For Youth Living in a High Poverty Area: Case notes documenting High Poverty Area status.

Eligibility	Eligibility Definition	Source Documentation – Eligibility
5 % eligibility exception for youth who are not low income	<p>Not more than five percent (5%) of youth may be covered individuals except that they are not low income.</p> <p>A “covered individual” is:</p> <ul style="list-style-type: none"> • An <u>in-school</u> youth OR • An <u>out-of-school</u> youth who is: <ul style="list-style-type: none"> • a recipient of a secondary school diploma or equivalent who is low-income OR • a low-income individual who requires additional assistance to enter into or complete an educational program to secure or hold employment. 	<p>Additional Assistance:</p> <ul style="list-style-type: none"> • Intake Application or Enrollment Form • Case notes • Needs Assessment • Individual Service Strategy (ISS) • Self-Attestation
5% Limitation for in-school youth requiring additional assistance	<p>No more than five percent (5%) of <u>in-school</u> youth participants may be those who are eligible because they require additional assistance to complete an educational program or to secure or hold employment.</p>	<p>Additional Assistance:</p> <ul style="list-style-type: none"> • Intake Application or Enrollment Form • Case notes • Needs Assessment • Individual Service Strategy (ISS) • Self-Attestation
Military Selective Service	<p>All males born after December 31, 1959 to be registered with the U.S. Military Selective Service.</p> <p>Section 189(h) of WIOA requires individuals to be in compliance with Section 3 of the Military Selective Service Act (50 USC Appr.452) in order to participate in WIOA Title IB funded programs.</p> <p>Staff <u>must</u> follow operational guidance issued by DWD on verifying that a male customer born after December 31, 1959 is registered with the U.S. Military Selective Service. This includes local management coordinating and publishing a policy for non-registered males, age 26+ and born after December 31, 1959.</p>	<p>The following source documents verify the registration:</p> <ul style="list-style-type: none"> • Acknowledgement letter from the Selective Service • Form DD-214 • Screen printout of the Selective Service Verification site: www.sss.gov/RegVer/wfVerification.aspx (Staff enters last name, SSN and date of birth at website. Printout includes Selective Service number and date of birth as confirmation for data validation) • Selective Service Registration Card • Selective Service Verification Form (form 3A) • Stamped Post Office Receipt of Registration

LOCAL POLICY DEFINITION – REQUIRES ADDITIONAL ASSISTANCE

In Region 10, the definition of a youth who requires additional assistance to complete an educational program, or to secure and hold employment is someone who is:

In-School Criteria:

At risk in-school youth – an individual who has one of the following

1. High absenteeism*
2. Poor academic record*
3. History of school disciplinary problems*
4. Has been suspended or expelled from school*
5. Has been enrolled in an alternative school within the past 12 months.
6. Eligible for the Free Lunch Program
7. At-risk youth is further defined as living in a household where a parent lacks a high school education (diploma); or parent lacks established paternity for out-of- wedlock children.
8. Any youth reenrolled in an educational program (including alternative schooling), demonstrating a need for one of the WIOA youth designated services;
9. Youth Age < 18 in the household of the custodial parent and is not receiving regular child support. This information should be documented by court records, records from the local prosecutor's office, records from FSSA (Family Social Services Administration) or a related entity.
10. A youth Age < 18 currently residing in a household in which one or both legal parents are not currently residing. Documented by self-attestation
11. Any youth who has received (or currently receiving) treatment for substance abuse, or currently residing in the household with a parent or legal guardian who has a documented history of substance abuse. Documented by verification from treatment/recovery program or police/court papers.
12. Any youth who lives (currently resides) in a domestic violence household. – Documented by certified counselor, social worker, school social worker or authorized employee of a domestic violence program or other reputable institution such as the customer's school or religious organization.
13. Any child who has a parent who is considered an offender. Documented by probation, parole office, police records, or authorized employee of an offender recovery program.
14. Receiving SNAP or TANF. Documented by Department of Family and Children.

*As defined and documented by the local secondary educational institution.

Out-of-School Criteria:

1. Occupational Skills Deficient (out of school, ages 18 – 24) who has one of the following:
 - Has a poor work history (defined as quit or fired from 2 or more jobs within the last 12 months or held 3 or more jobs since entering the workforce.)
 - Has been denied and unable to obtain employment
 - Lack of referral from WorkOne job matching system
 - Failure to obtain employment from a WorkOne job matching system referral. This information should be documented by comparing the customer's career goals with his/her work history. It may also be documented with data secured from WorkOne job matching system.
 - Is unable to complete the WorkOne job matching registration
2. At-risk youth is further defined as living in a household where a parent has any criminal record; parent lacks a high school education (diploma); or parent lacks established paternity for out-of-wedlock children.

3. A youth who has been denied employment and/or is unable to obtain employment within six weeks of WorkOne job matching registration and/or
4. Youth who has aged out of foster care. This information must be verified by records from the Division of Child Services.
5. A youth Age < 18 currently residing in a household in which one or both legal parents are not currently residing. Documented by self-attestation
6. Any youth who has received (or currently receiving) treatment for substance abuse, or currently residing in the household with a parent or legal guardian who has a documented history of substance abuse. Documented by verification from treatment/recovery program or police/court papers.
7. Any youth who lives (currently resides) in a domestic violence household. – Documented by certified counselor, social worker, school social worker or authorized employee of a domestic violence program or other reputable institution such as the customer's school or religious organization.
8. Any child who has a parent who is considered an offender. Documented by probation, parole office, police records, or authorized employee of an offender recovery program.
9. Receiving Food Stamps or TANF. Documented by Department of Family and Children.

WIOA YOUTH 14 Program Elements

Objective Assessment:

Review of a comprehensive and specialized assessments of the skill levels and service needs of youth, which may include a) diagnostic testing and use of other assessment tools; and b) in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals. **This is not one of the 14 elements but is required for an individual to become a participant.**

Individual Employment Plan:

Development of a youth employment plan, to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve his or her employment goals, including the list of, and information about, the eligible training providers.

This is not one of the 14 elements but is required for an individual to become a participant.

1. Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies:

Tutoring, study skills training, and instruction that lead to a *high school diploma, its equivalent or a similar certificate for individuals with disabilities* are reported under this program element. Such services focus on providing academic support, helping a youth identify areas of academic concern, assisting with overcoming learning obstacles, and providing tools and resources to develop learning strategies. Tutoring, study skills training, and instruction can be provided one-on-one, in a group setting, through resources and workshops.

Secondary school dropout prevention strategies intended to lead to a high school diploma are also reported under this program element. Secondary school dropout prevention strategies include services and activities that keep a young person in-school and engaged in a formal learning and/or training setting. Strategies include, but are not limited to tutoring, literacy development, active learning experiences, after-school opportunities, and individualized instruction. Skills training through Indiana's Jobs for America's Graduates in-school (including senior, multi-year and alternative education) program models would also be included in this program element.

Note: this activity would only include youth that are in-school, secondary. It does not include youth that are in Adult Education activities.

2. Alternative secondary school services, or dropout recovery services, as appropriate:

Under 20 CFR § 681.460(a)(2), alternative secondary school services, such as basic education skills training, individualized academic instruction, and English Language Learner training, are those that assist youth who have struggled in traditional secondary education. In Indiana, the alternative education programs and models designed to meet the needs of disadvantaged youth are very diverse, allowing local areas opportunity to reach a wide variety of students. Qualifying alternative secondary school services include, but are not limited to alternative classrooms, school within-a-school programming, separate alternative schools, and second or last-chance schools.

Dropout recovery services, such as credit recovery, counseling, and educational plan development, are those that assist youth who have dropped out of school. In Indiana, participation in the Jobs for America's Graduates out-of-school program model may be included as a dropout recovery service. While the activities within both types of services may overlap, each have a goal of helping youth to re-engage and persist in education that leads to the completion of a recognized high school diploma or its equivalent. **Note: this activity would include youth that are receiving Adult Education services for the completion of an HSE.**

3. Paid and unpaid work experiences that have academic and occupational education as a component of the work experience, which may include the following types of work experiences: summer employment opportunities and other employment opportunities available throughout the school year, pre-apprenticeship programs, internships and job shadowing, and on-the-job training opportunities:

20 CFR § 681.600 further defines work experience as "a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experience may be paid or unpaid, as appropriate and may take place in the private for-profit sector, the non-profit sector, or the public sector. Labor standards apply in any work experience where an employee/employer relationship, as defined by the Fair Labor Standards Act or applicable State law, exists. Consistent with 20 CFR

§680.840, funds provided for work experiences may not be used to directly or indirectly aid in the filling of a job opening that is vacant because the former occupant is on strike or is being locked out in the course of a labor dispute, or the filling of which is otherwise an issue in a labor dispute involving a work stoppage. Work experiences provide the youth participant with opportunities for career exploration and skill development."

WIOA and 20 CFR §681.590(a) require that a minimum of 20 percent of local area funds for the Title I Youth program be spent on work experience. As explained in 20 CFR §681.590(b), local area administrative costs are not subject to the 20 percent minimum work experience expenditure requirement. Leveraged resources cannot be used to fulfill any part of the 20 percent minimum.

TEGL No. 8-15 provides further discussion of allowable expenditures that may be counted toward the work experience expenditure requirement and articulates that program expenditures on the work experience program element can be more than just wages paid to youth in work experience. Allowable work experience expenditures include the following:

- Wages/stipends paid for participation in a work experience;
- Staff time working to identify and develop a work experience opportunity, including staff time spent working with employers to identify and develop the work experience;
- Staff time working with employers to ensure a successful work experience, including staff time spent managing the work experience;
- Staff time spent evaluating the work experience;

- Participant work experience orientation sessions;
- Employer work experience orientation sessions;
- Classroom training or the required academic education component directly related to the work experience;
- Incentive payments directly tied to the completion of work experience; and
- Employability skills/job readiness training to prepare youth for a work experience. Supportive services are a

separate program element and cannot be counted toward the work experience expenditure requirement even if supportive services assist the youth in participating in the work experience. Incentives not directly tied to the completion of the work experience as listed above would count as a supportive service program element.

As discussed in 20 CFR § 681.600, work experiences must include academic and occupational education. The educational component may occur concurrently or sequentially with the work experience. The academic and occupational education component may occur inside or outside the work site. The work experience employer can provide the academic and occupational component, or such components may be provided separately in the classroom or through other means. Local areas have the flexibility to decide who provides the educational components.

The academic and occupational education component refers to contextual learning that accompanies a work experience. It includes the information necessary to understand and work in specific industries and/or occupations. It must be more than a work site's onboarding program for employees, it must cross- individual employers to be occupational. Local programs have the flexibility to determine the appropriate type of academic and occupational education necessary for a specific work experience.

4. Occupational skills training, which includes priority consideration for training programs that lead to recognized post-secondary credentials that align with in-demand industry sectors or occupations in the local area involved, if the Local Board determines that the programs meet the quality criteria described in WIOA sec. 123.

As stated in 20 CFR § 681.540, occupational skills training is defined as an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels. Local areas must give priority consideration to training programs that lead to recognized postsecondary credentials that align with in-demand industry sectors or occupations in the local area. Such training must:

1. Be outcome-oriented and focused on an occupational goal specified in the ISS/IEP;
2. Be of sufficient duration to impart the skills needed to meet the occupational goal; and
3. Lead to the attainment of a recognized postsecondary credential.

Individual Training Accounts (ITAs) are allowed for OSY ages 16 to 24, when appropriate. ITAs allow participants the opportunity to choose the training provider that best meets their needs. To receive funds from an ITA, the training provider must be on the Eligible Training Provider List as outlined in § 680.400 and 680.410.

ISY cannot use youth program funded ITAs. However, ISY between the ages of 18 and 21 may co-enroll in the WIOA Adult program if the young adult's individual needs, knowledge, skills, and interests align with the WIOA adult program and may receive training services through an ITA funded by the adult program.

In addition, the chosen occupational skills training must meet the in-demand and quality standards as highlighted in the state's demand-driven online tools.

5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.

20 CFR § 681.630 states that this program element reflects an integrated education and training model and describes how workforce preparation activities, basic academic skills, and hands-on occupational skills training are to be taught within the same time frame and connected to training in a specific occupation, occupational cluster, or career pathway.

6. Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors;

20 CFR § 681.520 defines this program element as opportunities that encourage responsibility, confidence, employability, self-determination, and other positive social behaviors such as:

- a. Exposure to postsecondary educational possibilities;
- b. Community and service learning projects;
- c. Peer-oriented activities; including peer mentoring and tutoring;
- d. Organizational and teamwork training, including team leadership training;
- e. Training in decision-making, including determining priorities and problem solving;
- f. Citizenship training, including life skills training such as parenting and work behavior training;
- g. Civic engagement activities which promotes the quality of life in a community, and;
- h. Other leadership activities that place youth in a leadership role such as serving on youth leadership committees, such as a Standing Youth Committee.

7. Supportive Services. Supportive services **must** be made available to all youth participants and can be solely funded by the youth program regardless of funding availability from other sources. Local areas must have a plan or policy related to their supportive services. 20 CFR §681.570 describes supportive services for youth as defined in WIOA Sec. 3(59), as services that enable an individual to participate in WIOA activities. These services include, but are not limited to, the following:

- Linkages to community services;
- Assistance with transportation;
- Assistance with childcare and dependent care;
- Assistance with housing;
- Needs-related payments, including emergency needs;
- Assistance with educational testing;
- Reasonable accommodations for youth with disabilities;
- Legal aid services;
- Referrals to health care;
- Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear;
- Assistance with books, fees, school supplies, and other necessary items such as electronic devices¹ for students enrolled in postsecondary education classes; and
- Payments and fees for employment and training-related applications, tests, and certifications.

Electronic Device as a Supportive Service

If the local area intends to permit the provision of electronic devices, such as computers, laptops, and tablets for training participants, the local supportive service policy must contain:

- A process for determining the device is necessary to successfully complete the program (e.g., providing justification of necessity due to participant not already owning or having access to an adequate device needed for program completion);
- Cost limits for the electronic devices which are consistent with market prices for comparable goods;
- Disposition of the electronic device upon completion of the training, specifying whether the participant may retain the device as well as expectations if a participant does not complete training. This information must be communicated to the participant; and

Documentation that the electronic device is necessary in case notes within the state's case management system.

Examples of electronic devices include computers, laptops, tablets, phones, and portable Wi-Fi if needed.

8. Adult mentoring for a duration of at least 12 months that may occur both during and after program participation. 20 CFR §681.490 states that adult mentoring for youth must:

- (a) Last at least 12 months and may take place both during the program and following exit from the program;
- (b) Be a formal relationship between a youth participant and an adult mentor that includes structured activities where the mentor offers guidance, support, and encouragement to develop the competence and character of the mentee; and
- (c) While group mentoring activities and mentoring through electronic means are allowable as part of the mentoring activities, at a minimum, the local youth program must match the youth with an individual mentor with whom the youth interacts on a face-to-face basis. Mentoring may include workplace mentoring where the local program matches a youth participant with an employer or employee of a company.

Local programs should ensure appropriate processes are in place to adequately screen and select mentors. In a few areas of the state, finding mentors may present a burden to a program. Case managers can serve as mentors in areas where adult mentors are sparse.

9. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth.

20 CFR § 681.510 states that comprehensive guidance and counseling provides individualized counseling to participants. This includes drug and alcohol abuse counseling, mental health counseling, and referral to partner programs, as appropriate. When referring participants to necessary counseling that cannot be provided by the local youth program or its service providers, the local youth program must coordinate with the organization it refers to in order to ensure continuity of service. When resources exist within the local program or its service providers, it is allowable to provide counseling services directly to participants rather than refer youth to partner programs.

10. Financial literacy education.

20 CFR § 681.500 states that this program element may include the following activities:

- Support the ability of participants to create budgets, initiate checking and savings accounts at banks, and make informed financial decisions.
- Support participants in learning how to effectively manage spending, credit, and debt, including student loans, consumer credit, and credit cards.
- Teach participants about the significance of credit reports and credit scores; what their rights are regarding their credit and financial information; how to determine the accuracy of a credit report and how to correct inaccuracies; and how to improve or maintain good credit.
- Support a participant's ability to understand, evaluate, and compare financial products, services, and opportunities and to make informed financial decisions.
- Educate participants about identity theft, ways to protect themselves from identity theft, and how to resolve cases of identity theft and in other ways understand their rights and protections related to personal identity and financial data.
- Support activities that address the particular financial literacy needs of non-English speakers, including providing the support through the development and distribution of multilingual financial literacy and education materials.
- Support activities that address the particular financial literacy needs of youth with disabilities, including connecting them to benefits planning and work incentives counseling.
- Provide financial education that is age appropriate, timely, and provides opportunities to put lessons into practice, such as by access to safe and affordable financial products that enable money management and savings.
- Implement other approaches to help participants gain the knowledge, skills, and confidence to make informed financial decisions that enable them to attain greater financial health and stability by using high quality, age-appropriate, and relevant strategies, and channels, including where possible, timely and customized information, guidance, tools, and instruction.

11. Entrepreneurial skills training.

20 CFR § 681.560 states this program element provides the basics of starting and operating a small business. Such training must develop the skills associated with entrepreneurship. Such skills may include, but are not limited to, the ability to:

- Take initiative;
- Creatively seek out and identify business opportunities;
- Develop budgets and forecast resource needs;
- Understand various options for acquiring capital and the trade-offs associated with each option; and
- Communicate effectively and market oneself and one's ideas.

Approaches to teaching youth entrepreneurial skills may include, but are not limited to:

- 1) Entrepreneurship education that provides an introduction to the values and basics of starting and running a business. Entrepreneurship education programs often guide youth through the development of a business plan and also may include simulations of business start-up and operation.
- 2) Enterprise development which provides supports and services that incubate and help youth develop their own businesses. Enterprise development programs go beyond entrepreneurship education by helping youth access small loans or grants that are needed to begin business operation and by providing more individualized attention to the development of viable business ideas.
- 3) Experiential programs that provide youth with experience in the day-to-day operation of a business. These programs may involve the development of a youth-run business that young people participating in the program work in and manage. Or they may facilitate placement in apprentice or internship positions with adult entrepreneurs in the community.

12. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services.

- Under 20 CFR § 681.460(a)(13), this element includes “services that provide labor market and employment information about in-demand industry sectors or occupation available in the local area, such as career awareness, career counseling, and career exploration services.” The Wagner- Peyser regulation at 20 CFR § 651.10 provides additional information about this element under the definition of workforce and labor market information. That section defines workforce and labor market information as “the body of knowledge that describes the relationship between labor demand and supply.” Indiana Career Explorer and Indiana Career Ready should be used to provide labor market and career information, as appropriate to each youth. These labor market information (LMI) tools can be used to help youth and young adults to make appropriate decisions about education and careers. LMI identifies in-demand industries and occupations and employment opportunities; and provides knowledge of job market expectations including education and skills requirements and potential earnings. LMI tools also can aid in facilitating youth awareness of the career fields that are likely to provide long-term employment and earnings in local labor markets.

WIOA youth programs and providers should become familiar with Indiana and federal LMI data and LMI tools, which are provided for free by agencies, in order to share relevant LMI with youth. Providing such readily available online services can be accomplished by connecting the youth with WorkOnes that have career exploration tools, ability, and interest inventories, and provide related employment services. In addition to connecting youth to self-service LMI tools, it is important for youth providers to share and discuss Indiana and local LMI with youth participants. Career counseling services may include providing information about resume preparation, interview skills, potential opportunities for job shadowing, and the long-term benefits of postsecondary education and training.

13. Activities that help youth prepare for and transition to post-secondary education and training.

Postsecondary preparation and transition activities and services prepare ISY and OSY for advancement to postsecondary education after attaining a high school diploma or its recognized equivalent. These services include exploring postsecondary education options, including technical training schools, community colleges, 4-year colleges and universities, and registered apprenticeship. Additional services include, but are not limited to, assisting youth to prepare for SAT/ACT testing; assisting with college admission applications; searching and applying for scholarships and grants; filling out the proper Financial Aid applications and adhering to changing guidelines; and connecting youth to postsecondary education programs.

14. Follow-up services for not less than 12 months after the completion of participation.

20 CFR § 681.580 describes follow-up services as “critical services provided following a youth’s exit from the program to help ensure the youth is successful in employment and/or postsecondary education and training. Follow-up services may include regular contact with a youth participant’s employer, including assistance in addressing work-related problems that arise.” Follow-up services should begin immediately following the last expected date of service in the Youth program and all other DOL programs in which the participant is co-enrolled when no future services are scheduled. Follow-up services do not cause the exit date to change and do not trigger re-enrollment in the program.

The exit date is determined when the participant has not received services in the Youth program, or any other Department of Labor funded program in which the participant is co-enrolled for 90 days and no additional services are scheduled. At that point, the date of exit is applied retroactively to the last date of service. Following 90 days of no services, other than follow-up services, self-service, and information- only services and activities and when the participant has an official exit date applied retroactively to the last date of service, the program continues to provide follow-up services for the remaining 275 days of the 12-month follow-up requirement. The 12-month follow-up requirement is completed upon one year from the date of exit.

Follow-up services for youth also may include the following program elements: (1) supportive services; (2) adult mentoring; (3) financial literacy education; (4) services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and (5) activities that help youth prepare for and transition to postsecondary education and training. Provision of these program elements must occur after the exit date in order to count as follow-up services. Indiana recommends that when these services are provided as follow-up services they are coded as follow-up services in the state’s case management systems as opposed to program services provided prior to program exit, so the case management system clearly differentiates follow-up services from those services provided prior to exit. In addition, such follow-up services should be documented in the case file that they were provided as follow-up services post exit.

20 CFR § 681.580 states that all youth participants must be offered an opportunity to receive follow-up services that align with their individual service strategies. Furthermore, follow-up services must be provided to all participants for a minimum of 12 months, unless the participant declines to receive follow-up services, or the participant cannot be located or contacted. Follow-up services may be provided beyond 12 months at the Local Workforce Development Board’s discretion. The types of services provided, and the duration of services must be determined based on the needs of the individual and therefore, the type and intensity of follow-up services may differ for each participant. Follow-up services must include more than only a contact attempted or made for securing documentation in order to report a performance outcome.

Local programs should have policies in place to establish how to document and record when a participant cannot be located or contacted. At the time of enrollment, youth must be informed that follow-up services will be provided for 12 months following exit. If at any point in time during the program or during the 12 months following exit the youth requests to opt out of follow-up services, they may do so. In this case, the request to opt out or discontinue follow-up services made by the youth must be documented in the case file.

At minimum, one year of follow-up must:

- Be based on the needs of the individual. Staff should update the participant’s ISS/IEP prior to exiting to reflect the follow-up plans and strategy;
- Include collection of information on employment status, education progress, need for additional services, and problems and challenges and the assistance needed to address them;
- Include reciprocal communication between staff and the participant that identifies how a participant is progressing;
- Occur in person, or via the phone, texting, email, or other forms of one-on-one communication; and
- Be recorded as a follow-up service with a detailed case note in the State’s case management system.

Youth Program Staff must review information on the availability of all 14 Youth Program Elements with participants and provide a written acknowledgement of receipt this information at enrollment.

A copy of this signed acknowledgement must be included in the case management file.

WIOA Youth Low- Income Determination

For purposes of determining family income for eligibility, “family” is defined as: Two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories:

- 1) Spouses and their dependent children;
- 2) A parent or guardian and dependent children;
- 3) Spouses.

Per TEGL 26-13, the Department of Labor’s policy is to recognize lawful same-sex marriages as broadly as possible to the extent that federal law permits, and to recognize all marriages valid in the jurisdiction where the marriage was celebrated - i.e., the ‘state of celebration.’ ETA interprets gender specific terms of marriage such as “widow,” “widower,” “husband,” and “wife,” to include married same-sex spouses.

ETA will recognize the marriage even if the marriage is not recognized in the state where the married individual resides.

The documents used to calculate an individual’s or family’s income level are generally valid for a one-month period. All eligibility documentation must be maintained within the DWD’s case management system.

Once low-income eligibility has been established for a youth income-based program, the customer must receive a service under the funding source within 30 calendar days.

The Family Income Worksheet is to be completed for all WIOA Youth applicants.

Low Income Eligibility for youth is based on family size and includable income. Determining the family income is completed by calculating all includable income from six months prior to the date of enrollment/application. The six month figure is then multiplied by two to give an annualized income that is more representative of the current economic status.

Includable Forms of Income – WIOA Youth

- Gross wages and salaries before deductions: The full amount, before payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation from work performed as an employee. If a family's only source of income was from wages and salary payments, family income would be equal to gross wages and salary received.
- Income from non-farm self-employment: Net income (gross receipts minus operating expenses) from a person's own unincorporated business, or other non-farm enterprise in which a person is engaged on his/her own account. If the business or enterprise has suffered a loss, this loss will be allowed to off-set wage earnings. However, expenditures for businesses expansion or amortization of capital indebtedness cannot be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight line depreciation, as provided in Internal Revenue Service Regulations. Any withdrawal of cash or assets from the operation of a business or profession is to be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family.
- Income from farm self-employment: Net receipts from farm self-employment (receipts from a farm which one operates as an owner, renter, or sharecropper, after deductions for farm operating expenses). If the farm has suffered a loss, this loss will be allowed to off-set wage earnings. Money received under the Agricultural Crop Stabilization Program is considered income.
- Interest, dividends, and other net income from real or personal property: Expenditures for amortization of capital indebtedness cannot be used as deductions in determining net income. An allowance for depreciation is permitted only as authorized by the Internal Revenue Service. Any withdrawal of cash assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family.
- Child Support Payments
- State and Federal Unemployment Insurance Compensation
- Money received from such periodic sources as:
 - Governmental and non-governmental pensions (including military retirement pay);
 - Social Security Disability Insurance (SSDI) payments (Title II of the Social Security Act,
 - Federal Old Age, Survivors and Disability Insurance);
 - Regular payments from Old Age, Survivors and Disability Insurance (OASI) benefits received under Section 202 of the Social Security Act;
 - Railroad retirement benefits;
 - Strike benefits from union funds;
 - Workers' compensation;
 - Regular training stipends;
 - Alimony;
 - Military family allotments or other regular support from an absent family member or someone not living in the household;
 - Regular insurance or annuity payments;
 - College or university scholarships, grants (excluding Pell Grants), fellowships, and assistantships;
 - Net royalties;
 - Periodic receipts from estates or trusts; and
 - Net gambling or lottery winnings

Excludable Forms of Family Income – WIOA Youth

- Non-cash benefits such as:
 - Employer paid or union paid portions of fringe benefits;
 - Food or housing received in lieu of wages;
 - Medicare benefits;
 - Medicaid benefits;
 - SNAP;
 - School lunches; and
 - Housing assistance.

- Housing and Urban Development: Rental subsidies such as Section 8 programs;
- Scholarship Assistance: Assistance that is needs-based;
- Financial Assistance: Assistance under Title IV of the Higher Education Act (i.e., Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal Work-Study programs, PLUS, Stafford and/or Perkins loans). Loans are considered to be “debt” and not “income”;
- Capital gains/losses;
- Assets drawn down as withdrawals from banks;
- Cash welfare payments: Payments received under a Federal, State, or local income-based public assistance program such as:
 - TANF;
 - Supplemental Security Income (SSI);
 - Emergency Assistance money payments;
 - General Assistance/Work Readiness; and – Refugee Cash Assistance
- Cash Payments under Title V of the Older Americans Act:
 - Green Thumb;
 - Senior Aides; and
 - Older American Community Service Employment Program
- Job Corps payments;
- The sale of property, house, or an automobile;
- Tax refunds;
- One-time gifts;
- Loans;
- Lump sum inheritances;
- One-time insurance payments, or compensations for injury;
- IRA withdrawals;
- Cash value of food and fuel produced and consumed on farms;
- Imputed value of rent from owner-occupied non-farm or farm housing;
- Income earned by any person while serving on active duty and income derived from certain other veterans’ benefits:
 - Compensation for service-connected disability;
 - Family compensation for service-connected death;
 - Vocational rehabilitation; and
 - Education assistance.
- Payments received under the Trade Readjustment Act of 1974 as subsequently amended;
- Black Lung payments received under the Benefits Reform Act of 1977;
- Terminal leave pay; severance pay or a cash-out of unused accrued vacation time;
- Payments to volunteers under the Domestic Volunteer Act of 1973 (42 U.S.C. 5044 (g) 5058):
 - AmeriCorps;
 - Volunteers in Service to America (VISTA);
 - Retired Senior Volunteer Program;
 - Foster Grandparent Program;
 - Youthful offender incarceration alternatives;
 - Senior companions.
- Allowances, earnings, and payments to participants under the National and Community Service Act of 1990 (42 U.S.C. 12637(d));
- Allowance, earnings and payments made to individuals participating in WIOA programs or any other workforce development program for which eligibility is based upon a needs and/or income test;

- Payments or allowances made under the U.S. Department of Health and Human Services Low Income Home Energy Assistance Program (42 U.S.C. 8624 (f));
- Earned income tax credit refund payments received on or after January 1, 1991, including advanced earned income credit payments (26 U.S.C. 32 (j));
- Any amount of crime victim compensation (under the Victims of Crime Act) received through crime victim assistance (or payment or reimbursement of the cost of such assistance) as determined under the Victims of Crime Act because of the commission of a crime against the applicant under the Act (42 U.S.C. 10602); and
- Payments made by the State and/or local on behalf of a foster child

Note: the documents used to calculate an individual's or family's income level are generally valid for a one-month period of time, unless specified otherwise – Once low-income eligibility has been established for a youth or an adult income-based program, the customer must receive a service under the funding source within 30 calendar days.

Eligibility to Work in the United States – WIOA Adult and Dislocated Worker

While citizenship does not need to be validated, Indiana has determined that an individual's eligibility-to-work in the United States (regardless of citizenship) must be validated for all WIOA Adult, Dislocated Worker, and TAA program participants prior to the receipt of supportive services and/or training services.

Validating Eligibility-to-Work:

- The customer “self-declares” when he/she enters data into the labor exchange system or when staff enters data into state’s case management system. Self-attestation is an acceptable source of documentation, and no further validation is required for WIOA Adult, Dislocated Worker, and TAA program participant who do not receive training or supportive services.
- Eligibility to work in the United States must be validated for any WIOA Adult, Dislocated Worker, and TAA program participant who receives any type of supportive service and/or training service.

Eligibility to Work in the United States – WIOA Youth

Validating Eligibility-to-Work

- The customer “self-declares” when he/she enters data into the labor exchange system or when staff enters data into State’s participant reporting system. Self-attestation is an acceptable source of documentation, and no further validation is required for WIOA Title I youth who do NOT receive work experience or occupational skills training.
- Indiana has determined that an individual’s eligibility-to-work in the United States (regardless of citizenship) must be validated for all WIOA Title I youth prior to the receipt of work experience and/or occupational skills training services.

Local areas must utilize the “Lists of Acceptable Documents” which is provided by U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form I-9 to verify the identity and employment authorization of individuals hired for employment in the United States, <http://www.uscis.gov/i-9>. Copies of the participant’s acceptable documents must be maintained in the state’s case management system.

LISTS OF ACCEPTABLE I-9 DOCUMENTS – All documents must be UNEXPIRED

LIST A	LIST B	LIST C
Documents that Establish Both Identity and Employment Authorization	Documents that Establish Identity	Documents that Establish Employment Authorization
<p>1. U.S. Passport or U.S. passport Card</p> <p>2. Permanent Resident Card or Alien Registration Receipt Card (<i>Form I-551</i>)</p> <p>3. Foreign passport, that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine readable immigrant visa</p> <p>4. Employment Authorization Document that contains a photograph (Form I-766)</p> <p>5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status:</p> <p>a. foreign passport; and</p> <p>b. Form I-94 or Form I-94A that has the following:</p> <p>(1) the same name as the passport; And</p> <p>(2) an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</p> <p>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</p>	<p>1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</p> <p>2. ID card issued by federal, state, or local government agencies or entities provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</p> <p>3. School ID card with a photograph</p> <p>4. Voter's registration card</p> <p>5. U.S. Military card or draft record</p> <p>6. Military dependent's ID card</p> <p>7. U.S. Coast Guard Merchant Mariner Card</p> <p>8. Native American Tribal Document</p> <p>9. Driver's license issued by a Canadian government authority</p> <p>FOR PERSONS UNDER AGE 18 WHO ARE UNABLE TO PRESENT A DOCUMENT LISTED ABOVE:</p> <p>10. School record or report card</p> <p>11. Clinic, doctor, or hospital record</p> <p>12. Day-care or nursery school record</p>	<p>1. U.S. Social Security Account Number card, unless the card includes one of the following restrictions:</p> <p>(1) NOT VALID FOR EMPLOYMENT</p> <p>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</p> <p>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</p> <p>2. Certification of Birth Abroad issued by the Department of State (<i>Forms DS-1350, Form FS-545, FS240</i>)</p> <p>3. Original or certified copy of a birth certificate issued by a State, county, municipal authority or territory of the United States bearing an official seal</p> <p>4. Native American Tribal Document</p> <p>5. U.S. Citizen ID Card (<i>Form I-197</i>)</p> <p>6. ID Card for use of Resident Citizen in the United States (<i>INS Form I-179</i>)</p> <p>7. Employment authorization document issued by the Department of Homeland Security</p>

Selective Service Registration Status for WIOA Adult, Dislocated Worker, and Youth Eligibility

Individuals over the age of 26 who did not register for the Selective Service or who cannot provide any of the documentation of registration:

- Must obtain a Status Information Letter from Selective Service indicating whether he was required to register. The Request for Status Information Letter form and instructions can be accessed at www.sss.gov and the letter from Selective Service must be presented to WorkOne staff before a determination of whether he knowingly or willfully failed to register can be made. (Note: It can take 14-30 days to receive from Selective Service after submitting the request)
- Complete the Determination of Knowingly or Willfully Failed to Register form upon presentation of the Status Information Letter from Selective Service that indicates the individual was required to register and now cannot because he is 26 or older. **THE INDIVIDUAL CANNOT BE DETERMINED ELIGIBLE FOR WIOA UNTIL A STATUS INFORMATION LETTER HAS BEEN PRESENTED TO THE WORKONSTAFF PERSON.**

Selective Service - Who Must Register

NOTE: With only a few exceptions, the registration requirement applies to all male U.S. citizens and male immigrants residing in the United States who are 18 through 25 years of age.

Category	Yes	No
All male U.S. citizens born after Dec. 31, 1959, who are 18 but not yet 26 years old, except as noted below:	Yes	
Military Related		
Cadets at the Merchant Marine Academy	Yes	
ROTC Students	Yes	
National Guardsmen and Reservists not on active duty/Civil Air Patrol Members	Yes	
Delayed Entry Program enlistees	Yes	
Men rejected for enlistment for any reason before age 26	Yes	
Separatees from Active Military Service, separated for any reason before age 26	Yes*	
Members of the Armed Forces on active duty (active duty for training does not constitute "active duty" for registration purposes.)		No*
Students in Officer Procurement programs at the Citadel, University of North Georgia, Norwich University, Virginia Military Institute, Texas A&M University, Virginia Polytechnic Institute and State University		No*
Cadets and Midshipmen at Service Academies or Coast Guard Academy		No*
Immigrants**		
Permanent resident immigrants (USCIS Form I-551)	Yes	
Refugee, parolee, and asylee immigrants	Yes	
Undocumented immigrants	Yes	
Dual national U.S. citizens	Yes	
Lawful non-immigrants on current non-immigrant visas. A complete list of acceptable documentation for exemption may be found at https://www.sss.gov/Portals/O/PDFs/DocumentationList.pdf		No
Seasonal agricultural workers (H-2A Visa)		No
Confined		
Incarcerated, or hospitalized, or institutionalized for medical reasons		No*
Handicapped, Physically or Mentally		
Able to function in public with or without assistance	Yes	
Continually confined to a residence, hospital, or institution		No
Transgender People		
U.S. Citizens or immigrants who are born male and have changed their gender to female	Yes	
Individuals who are born female and have changed their gender to male		No

Source – <https://www.usa.gov/selective-service>

*Must register within 30 days of release unless already age 26. NOTE: To be fully exempt you must have been on active duty or confined continuously from age 18 to 26.

**Residents of Puerto Rico, Guam, Virgin Islands, and Northern Mariana Islands are U.S. citizens. Citizens of American Samoa are nationals and must register when they are habitual residents in the United States or reside in the U.S. for at least one year. Habitual residence is presumed and registration is required whenever a national or a citizen of the Republic of the Marshall Islands, the Federated States of Micronesia, or Palau, resides in the U.S. for more than one year in any status, except when the individual resides in the U.S. as an employee of the government of his homeland; or as a student who entered the U.S. for the purpose of full-time studies, as long as such person maintains that status.

NOTE: Immigrants who did not enter the United States or maintained their lawful non-immigrant status by continually remaining on a valid visa until after they were 26 years old, were never required to register. Also, immigrants born before 1960, who did not enter the United States or maintained their lawful non-immigrant status by continually remaining on a valid visa until after March 29, 1975, were never required to register.

Section 3: Enrollment, Services and Exit

Enrollment

SIW strives to ensure that the region meets performance under WIOA. In order to do so, it is important to understand when an individual accessing and exiting the workforce system is counted in performance. Whether an individual is counted in performance is based on the funding stream being accessed.

Participant - A participant for Title I is an adult or dislocated worker who:

- Has been determined eligible, AND
- Has begun receiving a staff assisted WIOA Title I adult/dislocated worker service other than Basic Career Services.

This is the point at which an individual is considered enrolled and is to be included in performance calculations for the primary indicators.

Services

WIOA consolidates the Core and Intensive services required by WIOA into a single category of Career Services. Career Services has been divided into three subcategories:

- **Basic Career Services.** Basic career services must be made available to all job seekers and include services such as labor exchange services, labor market information, job listings, and information on partner programs. Labor exchange services, which are the primary services provided by the ES, fall under “basic career services. Basic career services are not synonymous with self- service/informational, even though most of them are. A person may receive significant staff- assisted services to determine eligibility and appropriateness, but if the person is not found eligible, then he/she remains a registrant for WIOA Title I adult/DW purposes.
- **Individualized Career Services.** Individualized career services involve more dedicated staff time to provide. They are similar to intensive services. USDOL has proposed that the ES staff may also provide individualized career services and that Wagner-Peyser funds can be used to provide any of the individualized services defined in proposed § 678.430(b) and sec. 134(c)(2)(A)(xii) of. This is what allows a one-stop to provide universal services while also applying the priority of service requirements for use of WIOA Title I adult funds

Individuals must be determined eligible for WIOA Title I adult, dislocated worker, or youth programs to receive Individualized Career services through WIOA funding. Section 194(1) further specifies that Title I programs shall provide services to those who **are most in need of and who can benefit from** such services.

- **Follow-up Services.** Post-exit follow-ups are a critical part of ensuring that customers have attained self-sufficiency. It allows WorkOne staff to continue the relationship with the customer, offer additional services, if necessary, and collect valuable information for performance measures.

Follow-up services are defined as reciprocal communication between the WorkOne staff member and customers that identifies how a customer is progressing. Additional services should be offered or recommended as appropriate.

Reporting Services in the State Automated Case Management System

All services provided by staff or through self-service must be recorded in the state automated case management system within 5 business days, and Individualized Services must be documented by case notes describing the service that was provided.

Program Exit

It is important to understand when a participant has “exited” a program for performance measurement purposes. For purposes of WIOA Title I adult and dislocated worker, youth and Wagner-Peyser performance calculations, **EXIT** is defined as 90 days without any services other than self-service, informational, or follow-up AND there are no future services planned other than follow-up.

Services that may be delivered during the 90 days that do not extend the period of participation include:

- Post-employment follow-up services designed to ensure job retention, wage gains, and career progress such as:
 - Additional career planning and counseling;
 - Contact with the participant's employer
 - Assistance with work-related problems that may arise;
 - Peer support groups; Information about additional educational opportunities;
 - Informational mailings; and
 - Referral to supportive services available in the community;
- Case management services and any other required administrative caseload management activities that involve regular contact with the participant or employer to obtain information regarding the participant's employment status, educational progress, or need for additional services.

Section 4: Assessments

The following Assessments will be available for use at Southern Indiana Works:

1. TABE - Tests of Adult Basic Education is the assessment for educational attainment.
2. ICE - Indiana Career Explorer is the career interest aptitude, and values inventory
3. WorkKeys - WorkKeys is the workplace skills assessment.
4. WIN – WIN Career Readiness 2.0 Courseware for evaluation of Applied Math, Graphic Literacy and Workplace Documents.
5. NORTHSTAR Digital Literacy Assessments –Essential Computer Skills (Basic Computer Skills, Internet Basics, Using Email, Windows).

Each assessment should be used for customers, as appropriate, following the guidelines outline below.

WIN or WorkKeys to Identify Basic Skills Deficiency

- A scale score below 72 or less than level 3 in any of the categories of Applied Math, Graphic Literacy or Workplace Documents can be used as an indicator of basic skills deficiency as defined in the policy as “The case manager makes observations of deficient functioning and records those observations as justification in a case note.”
- Case notes must indicate that such an observation was made through the WorkKeys or WIN assessment, and a copy of the test report with scores must scanned into the participant file.

TABE as the Ability to Benefit Assessment

- TABE (current version acceptable current Assessment Policy/Guidance by DWD) should be given prior to a customer being approved to enroll in occupational skills training or being referred to adult education (enrolled customers).
- Customers who intend to enter a post-secondary institution that requires an entrance/placement exam should not be referred to the institution until their scores on TABE are high enough to indicate reasonable success in entering post-secondary credit bearing courses
- A customer's TABE level score must be aligned to the education level requirement of the education program that will be attended for training. The Academic Career Counselor will have the discretion to decide whether an individual is ready to sit for an entrance exam or enter into occupational skills training. For WIOA funding streams, at-a- minimum the customer must be assessed above 10th grade level equivalency for math and reading (subject to the "Exceptions" as noted below). The grade level equivalency requirement will be aligned with the educational requirements of the occupational training that the customer is preparing to enter to ensure successful ability to complete the program

Exceptions to Using Tests of Adult Basic Education (TABE)

- Customers who have taken the entrance or placement exam for the post-secondary institution proposed to attend *and have passed with scores sufficient to enter non- remedial courses in their chosen area of study, with documentation of the same.*
- Customers who have not passed with sufficient scores may be referred to Adult Education, as long as proper referral documentation is provided.
- Customers who already have college credit and intend to return to the same post- secondary institution may present their transcripts to the Career Coach to determine if the customers must take the TABE assessment.
- Customers who are entering WIOA on-the-job training do not need to TABE test.
- Customers that have an academic career plan for short-term certification training (i.e., CDL, welding, MSSC, CPT) may utilize the WorkKeys or WIN Career Readiness 2.0 skills assessment at a minimum range Level of 3 or Bronze, unless the specific training course has a higher skill level requirement. If the training has a recommended educational level requirement for successful completion, the TABE test should be provided or the Career Coach must align the skill or assessment requirements to the educational program.

TABE Administration

- A TABE Locator must be administered prior to administering the TABE Survey. Based on results of the locator, the customer must be assessed with the appropriate level of TABE. A TABE Locator and the appropriate assessment surveys in the areas of *Math Computation, Applied Math, Reading and Language* must be administered following the test-publisher guidelines.
- WorkOne staff who administer TABE must have successfully completed training on its use. Training must be provided by those who have been certified by the test publisher or who have received advanced training on the assessment.
- TABE will preferably be provided in an on-line format. However, paper and pencil tests can be provided where necessary to accommodate the customer's needs.
- TABE should be interpreted by trained staff in a one-on-one setting.

Indiana Career Explorer (INCE)

Indiana Career Explorer is available for customers to utilize as a Basic Career Service for self- service career exploration at WorkOne and WorkOne Affiliate locations.

- The following customers who wish to enter occupational training must take at-least one component of Indiana Career Explorer (Based on availability by IDWD):
 - Young Adults entering occupational training
 - Adults or Dislocated Workers entering occupational training that pursuing a change in career industries or have minimal work experience.

A staff member should review interpretation of the ICE Assessment with the customer, and the results should be included in the Academic Career Plan.

- Any customer who is interested in conducting career exploration may take any combination of the assessment and will not be required to take all sections.
- Staff should be trained on ICE administration and interpretation.

WorkKeys

Customers may take the WorkKeys assessments as a Basic Career Service if they are applying with an employer who has identified particular assessments or the National Career Readiness Certificate (NCRC) if required by the employer.

Appropriate use of WorkKeys at the intensive level includes:

- Use as a career and/or readiness assessment of applied mathematics, graphic literacy, and workplace documents (which may lead to NCRC certificate), with interpretation and recommendations based on scores presented.
- WorkKeys assessments should be provided online.
- WorkKeys may also be used as a skill assessment for short-term occupational training.

WorkKeys assessments must be proctored by staff that are trained in WorkKeys administration procedures. Proctors must have participated in on-site assessor training session, completing the ACT provided online test administrator modules, or have been trained by an experienced assessor to follow the procedures outlined in WorkKeys supervisors Manual. Proctors must complete the appropriate agreement(s).

Northstar Digital Literacy

Customers must take the Northstar Digital Literacy-Essential Computer Skills modules: Basic Computer Skills, Internet Basics, Using Email, Windows to validate digital literacy skills that are essential to participate in on-line occupational skills training coursework. This assessment is required to participate in the digital divide program and can be used to assess adult priority.

Other Assessment Tools may be available for special training programs or initiatives, and terms will be specified based on the requirements of the specific program.

WIOA Youth Assessment

All youth must receive a basic skills assessment with 60 days of enrollment in WIOA Youth programs.

- In-school youth can be assessed through either school transcripts for secondary, or entrance exams or grade transcripts for post-secondary participants.
- Out of School youth may use WorkKeys or WIN in place of TABE to determine basic skills deficiency.

Section 5: Training Services

All funding commitments are contingent upon funding availability.

Requirements for Training Services –ADULTS, DISLOCATED WORKERS and OUT-OF-SCHOOL YOUTH Age 18-24

To be eligible for training services, employed or unemployed adults, dislocated workers and youth must meet the criteria listed below prior to the issuance of an ITA, entering into contract development with employer for on-the-job training or customized training for the participant, *or enrollment into training for case management services.*

1. **Has met the eligibility requirements for the funding source as outlined in this policy, including Eligibility to Work documentation.**
2. **Has received the following Individual Career services:**
 - a. *Comprehensive basic skills assessment*
 - b. Career exploration assessment (Indiana Career Explorer) - ONLY REQUIRED for Young Adults pursuing Occupational Training or Adults/DW changing occupations, or with minimal work experience.
 - c. Development of an Individual Career Plan with an employment goal that leads to self-sufficient employment in a demand occupation (Regional List and Indiana Career Ready 3> Flames)
3. **Customer has been determined to be unable to obtain and/or retain employment that leads to self-sufficiency, or wages higher than wages from previous employment, through Individual Career services.**
 - Occupational skills assessment indicating a lack of skills necessary to obtain suitable employment
 - Case note indicating an unsuccessful job search or insufficient employment
4. **Has been determined to be in need of training services. Occupational Skills Assessment that demonstrates a need for training to acquire new occupational skills due to:**
 - A void of occupational skills or qualifications needed to obtain or retain employment in a demand occupation.
 - Inability to use existing skills due to an identified barrier or physical or mental disability that precludes employment in skilled in-demand occupations.
5. **Has the skills and qualifications to successfully complete the selected training program.**
 - Educational skills assessment indicating ability to successfully complete the selected course of training.
 - For Individual Career Plans to enter a post-secondary degree program (i.e., Associate Degree): a HSE, or high school diploma is required for this pathway.
 - Customers that have an individual career plan for a short-term certification training (i.e., CDL, welding, MSSC, CPT) are not required to obtain a high school diploma or HSE prior to starting a career pathway of training, unless the occupation requires such diploma or HSE prior to gaining employment. However, our goal is to encourage participants to increase educational attainment levels to create career pathway opportunities.
6. **Is unable to obtain grant assistance from other sources or programs to pay the cost of training, including federal Pell grants, Trade Adjustment Assistance, etc. or requires WIOA assistance in addition to other sources of grant assistance to complete such training.**
 - Financial aid award information (must obtain award information for file and reflect WIOA coordination of funding with Pell grant resources). **Financial Award Analysis Worksheet is required to be completed and placed in electronic customer file.** WIOA participants must apply for Pell grant assistance, and ITA funding must be coordinated with payments from Pell grant assistance.
 - Must include counseling on repayment of student loan resources.
 - Staff representative must work with client to evaluate and select the most cost-effective training provider for selected program of study. If the most cost-effective program is not selected it must be approved by provider management. Justification must be documented in the client file (i.e.,

- program not available during semester), etc.
- Case notes indicating financial aid counseling and availability of the coursework desired.
- Copy of FAFSA and Student Aid Report must be in file for applicable programs.

7. Has selected a program of training services that represents in-demand employment opportunities in the local area (per In-Demand Occupation Policy) and will obtain an approved credential in accord with DWD policy upon completion.

- Case notes indicating the use of the local labor market information 1) program must reflect at least 3 flames or more (Indiana Career Ready); 2) Occupation must be on Southern Indiana Works High-Demand Occupations by Sector List; 3) Training provider must be included on WIOA approved eligible training provider list located on the DWD INTRAINING website.
- Customers who attend an in-demand program of training through self-pay, Partner, or third-party funding are waived from the requirement to select from the DWD INtraining website and **may be** eligible (based on need and justification) to receive supportive services for training related supplies or books.
- *Customer is able to attend training on a full-time basis*, such that the training coursework can be completed in a reasonable timeline in order to achieve employment goals. *Exceptions to full-time training attendance must be approved via Waiver by Workforce Board staff.*
- The program of study must be of a limited duration, and a plan should be developed to complete the credit hours in a 2-year period for the customer to return or begin to work as quickly as possible. Exceptions to extended duration must be justified and approved via Waiver by Workforce Board staff.

8. Is a resident of geographical boundaries of Southern Indiana Works service area (Clark, Crawford, Floyd, Harrison, Scott, Washington) Counties in Indiana.

Dislocated workers who are attached to an employer within the Workforce Development Area but reside outside the Workforce Development Area boundaries are eligible for services. Limited exceptions may be provided based on customers living in very close proximity to county boundaries, homeless individuals who cannot prove residence within the Workforce Area. *Exceptions must be approved via waiver by Workforce Board Staff.*

Determination that adequate amount of Training funds are available through Southern Indiana Works WIOA Service Provider Budget. **The service provider must implement processes to approve ALL direct client expenditures and related documentation prior to any contracts or commitments to customers. NO EXCEPTIONS.**

Southern Indiana Works Reserves the right to waive any documentation requirements that are NOT a specific requirement for WIOA Services under the ACT at its discretion.

ITA expenditures are costs required by the training provider to complete the training. ITA costs required to complete the training may include, but are not limited to: Tuition and fees, books, tools, uniforms, tests (background check, medical immunizations/tests), etc. ITA expenditures are normally included in the tuition/fees for the program of study to a training provider and would not be required to be paid to several different vendors under the ITA. Therefore, some of these costs may also be considered as supportive service costs, if they are a requirement for the program, but not all-inclusive in the tuition fees.

Allowable ITA Costs and Maximum Funding for Training

Southern Indiana Works will allocate a maximum of \$4,500 for each ITA participant annually. Participants with an individual career plan that exceeds \$4,500 annually may be considered for a waiver based on individual circumstance. The waiver must be approved by the Southern Indiana Works staff. ITA costs may include, but are not limited to: tuition and fees, books, tools, uniforms, tests, background checks, screenings, medical immunizations, tests. These costs may be included in the tuition at the discretion of the training provider. If not included in the tuition at the discretion of the training providers, these costs may also be covered in supportive services category.

On-the-Job Training

See Indiana Dept. of Workforce Development On-the-Job Training Policy for Southern Indiana Works. Clients in OJT Training Programs are eligible for supportive services under this policy. WIOA program participant OJT contracts are limited to \$13,000 per participant in any 12-month period. For Adult and Dislocated Worker program

participants, OJT funds can only be used to pay for training for positions that pay a minimum of \$16.00 per hour for hourly engagement, or \$33,280 annually for a salaried engagement.

Southern Indiana Works will reimburse employers at a rate not-to- exceed 50% to promote a consistent program reimbursement rate. An individual employer reimbursement cannot exceed \$50,000 per program year without written authorization from Southern Indiana Works.

Alternative Reimbursement Payment Structure

Southern Indiana Works may establish an alternative reimbursement structure with a training provider based on program, and performance. The payment structure may include a structure of 70% payment upon first date of class and remaining 30% based on successful completion/ program certification. The payment structure may include other payment structures as approved by the training provider organization and the board and documented via an agreement in writing.

On-line Course of Training

If the participant is pursuing an online course of training, the participant must be assessed as follows:

- The participant must complete a digital assessment tool determined by SIW (currently Northstar Digital Literacy), to determine if the participant has the digital skills to complete an online program of study.
- The digital assessment must complete the assessment at a rate of 85% or greater.
- The participant must verify the availability of internet services sufficient to complete the online program of study.
- The participant must be assessed to determine the availability of an electronic device sufficient for the participant to complete the program of study.
- Career Coach staff must monitor participant coursework to ensure the program of study is on-track for completion within the specified timeline.

Section 6: SUPPORTIVE SERVICES

Supportive services are services such as textbooks, supplies and tools for occupational training, transportation (including gasoline, public transportation tickets), and childcare, and other reasonable and necessary expenses (as defined) required for participation in the program.

Electronic Devices

The provision of electronic devices under the supportive service policy must be given due consideration as follows:

The provision of electronic devices may be considered when a) the program of study is available online; b) the participant cannot access the program of study because of work hours, child care or scheduling constraints; c) the program of study requires an electronic device and the participant does not have an electronic device to complete the course of study, or the current device is inadequate for such purposes; d) the participant requires a device for a remote employment opportunity to gain or retain employment; e) participant cannot access electronic equipment through other means, and the participant does not have access to an electronic device to complete the program of study or employment.

The participant must be properly assessed to determine digital skill competency, the availability of sufficient internet services, and the necessity and justification for purchasing an electronic device. The career coach must also document the necessity and justification of the device in the participant case management file with a case note that outlines the assessment process.

If the provision of purchasing an electronic device is considered, staff must determine and utilize any SIW special resources or grants available prior to requesting the use of WIOA Funding.

Funding for the provision of an electronic device will not exceed \$500. The device may be a refurbished or a new device, based on availability. This policy limit will be reviewed annually.

The career coach will have the participant sign a SIW agreement that outlines the purpose of the device being provided, i.e. (training; remote employment, etc.). The agreement will outline the following conditions:

- If the participant does not complete 50% or more of a time-based program of study, the device will be returned to the career coach in good condition to be utilized by other participants.
- If the participant completes greater than 50% of a time-based program or completes the program, the device will be retained by the participant.
- If the device is to be utilized for remote-based employment opportunities, the career coach must contact the participant every 30-45 days to verify the employment retention of the participant.
 - If the participant fails to retain the employment less than 6 months, the device must be returned to the career coach to be utilized by other participants.
 - If the participant retains employment for 6 months or greater, the device will be retained by the participant.
- Verification of training attendance or employment is required in participant file.

Allowable Supportive Service Costs and Maximum Funding

The maximum amount of funding to be allocated per participant for Supportive service payments may not exceed **\$1,500 per participant per program year**. A waiver can be considered in isolated circumstances and approved by Southern Indiana Works staff.

Adults and Dislocated Workers

Supportive Services are available to meet participant's needs and are determined on a case-by-case basis, one-time or on an on-going basis. If supportive services are provided on an on-going basis, the need for supportive services must be re-evaluated each semester of training.

Participants in occupational skills training must be training for an in-demand skilled occupation (as defined by the policy) to receive supportive services.

Supportive services may only be provided to adults and dislocated workers:

- Participating in intensive training services, and staff assisted career services (such as staff assisted job search activities)
- Unable to obtain supportive services through other community programs providing such services.

- Adults and Dislocated workers are not eligible for supportive services after program exit.

The identification of supportive service needs must be based on an objective assessment and budget information is required for evaluating support needs.

During the initial assessment process and throughout program participation, the career coach will interview clients to investigate the life, family, and financial circumstances to identify needs. The career coach must document identified needs in the case notes **and Individual Employment Plan** and determine the participant's ability to afford these items while in training. Budgets that indicate participants do not have resources for basic living expenses such as food and shelter must be addressed through counseling to determine how the participant will survive to successfully complete the program of training prior to the beginning of any such program.

Budgets

A budget process is required to specifically identify a participant's financial resources and obligations. A Budget Worksheet must be used to organize and document budget information and must be a part of the participant's initial and ongoing assessment (See Budget Worksheet Attached). **Family income (Family as defined in the Eligibility Policy) and fixed expenses must be included (and verified with source documentation) when completing the initial budget worksheet as a baseline for the participant record.** Subsequent budgets will require documentation to substantiate any significant changes in the participant resources or expenses.

- Expenses listed in the budget must be reasonable and necessary for the participant to participate in program activities. Therefore, items such as entertainment, vacations, cigarettes, lawn service, cable TV and other extraordinary items should not be listed when requesting additional assistance. In addition, items such as auto-license plates, auto insurance, and homeowners' insurance must be budgeted by the "actual monthly expense amount" and not the quarterly, semi-annual, or annual amount for such an expense.
- Supportive services received must be documented in case notes as well as Service Records in the participant case management system.
- Documentation of participation in training, workshops, and staff-assisted job-search activities must be placed in participant file to support the need for the expenditures.

If two or more participants in the same household are enrolled in WIOA and receiving supportive services, each participant must have a budget that reflects all family income as defined in the Eligibility Policy. Participants in the same household cannot receive supportive services for the same expenses such as childcare.

The request for individual participant supportive services must document and support the (necessary and reasonable) needs for supportive services, as well as indicate referrals to community/partner resources (and the outcomes of those referrals) prior to providing financial assistance with WIOA funds.

For participants receiving SNAP (food stamps) or TANF, case managers must document coordination of available IMPACT supportive service resources with the local IMPACT service provider.

Community/partner resources must be coordinated prior to approving WIOA funding for services and must be documented in case notes. A service cannot be supported with WIOA resources if the customer refuses to utilize available community resources. Community resources will vary in communities (i.e., requests for rent or utility assistance can be made to County/ Township Trustees, food assistance can be made from food pantries and/or faith-based organizations, etc.). Supportive services may be in-kind aid, cash assistance, or payable through referral arrangements with other agencies.

Following is a description of approved supportive services for Adult and Dislocated Worker Programs:

Transportation: Transportation support funds may be provided to intensive-level enrolled customers who are participating in planned staff-assisted job search activities, who are placed on jobs, or participating in a training program. Examples include gasoline and public transportation tickets, etc. Assistance provided for staff-assisted job search activities must have a specific work search plan to apply for openings with specific employers agreed upon with the case manager and documented in the file, or for actual interviews. This assistance is designed to be temporary and should be stopped as soon as the customer can pay for transportation. If the customer gains employment (part-time or full-time, including paid work experience activities), transportation assistance to and from employment can be provided until the first paycheck is received.

Assistance is to be based upon actual mileage traveled only. Participants who do not have their own transportation must have a written agreement with the individual who will be transporting them attesting that they are supplying the

transportation for which support is being received, and a copy must be in the participant file. Transportation assistance provided to participants in training activities should not exceed a 50-mile radius for the training provider.

Child Care: The program will include childcare used to help participants meet their childcare needs during program participation. Childcare must be provided by a licensed childcare provider. Payment for childcare is only provided for care, supervision, and shelter for the daily time-period the participant is in training or a program related activity. If the customer gains employment (part-time or full-time, including paid work experience activities), assistance can be provided for employment until the first paycheck is received.

Translation: This program is used when it is necessary to purchase translation and interpretive services needed by the customer.

Other Supportive Service Assistance: This category includes other support service provided such as: textbooks and supplies for occupational training, application/testing fees, assistance with uniforms or other appropriate work attire and work-related tools for employment. This category also provides funds for required immunizations (i.e., nursing), and physicals required for training. Assistance cannot be provided for office visits, inpatient, or outpatient medical services; however, referrals can be made to other community resources. All supportive service needs must be justified.

Youth

Supportive services may be provided to youth participants to enable the individual to participate in WIOA activities, including follow-up services.

Youth participants are eligible for supportive services regardless of whether they are able to obtain the services through other community programs as available. They are not required to submit a budget to justify unmet support service needs.

Supportive services received must be documented in case notes as well as Service Records in the participant case management system and must be included in the Individual Employment Plan (IEP).

Documentation of participation in training, workshops, and staff-assisted job-search activities must be placed in participant file to support the need for the expenditures.

Following is a description of Youth Supportive Services:

Transportation: Transportation support funds are provided to youth program participants who are participating in staff-assisted job search activities, who are placed on jobs or who are participating in training programs. Assistance provided for staff-assisted job search activities must have a specific work search plan to apply for openings with specific employers agreed upon with the case manager and documented in the file, or for actual interviews. Examples include gasoline, minor car repairs*, car registration*, licenses*, insurance*, permits*, bus tickets, etc. This assistance is designed to be temporary and should be stopped as soon as the customer can pay for transportation. If providing assistance for repairs, licenses, insurance, registration, etc., the client must provide verification of ownership of the vehicle. If the customer gains employment (part-time or full-time, including paid work experience activities), transportation assistance to and from employment can be provided until the first paycheck is received.

Assistance is to be based upon actual mileage traveled only. Participants who do not have their own transportation must have a written agreement with the individual who will be transporting them attesting that they are supplying the transportation for which support is being received, and a copy must be in the participant file. Transportation assistance provided to participants in training activities should not exceed a 50-mile radius for the training provider.

Health Related Supports: The purpose of this program is to provide funds for required immunizations (i.e., nursing), and physicals required for training, etc. Assistance cannot be provided for office visits, inpatient, or outpatient medical services; however, referrals can be made to other community resources.

Child Care: The program will include childcare used to help participants meet their childcare needs during program participation. Childcare must be provided by a licensed childcare provider. Payment for childcare is only provided for care, supervision, and shelter for the daily time-period the participant is in training or a program related activity. If the customer gains employment (part-time or full-time), assistance for employment can only be provided until the first paycheck is received.

Translation: This program is used when it is necessary to purchase translation and interpretive services needed by the customer.

Nutrition: The program provides funds for direct purchase of food after all other community resources have been

exhausted and documented in case notes.

The provision and amount of any payment determined as necessary for program participation must be recorded in the client's file. The service provider must provide the following for each youth participant:

- Provide an objective assessment including a review of academic and occupational skill levels, as well as the service needs of the youth, including supportive service needs.
- Develop an Individual Employment Plan, including identifying an age-appropriate career goal and consideration of the assessment results.

WIOA Youth Incentives: Each WIOA eligible youth will be eligible incentives earned for participation in activities. Incentives are not considered supportive services and will not be included in total participant maximum payment of \$6,000/program year.

Incentive payments must be "reasonable" and reflect accomplishments made to "earn" the incentive by accomplishing a goal or outcome of the program. Stipends and incentive payments documentation must be included in the participants file for successful completion of the activity or accomplishment that allows the incentive to be paid and is listed below.

WIOA Youth Incentive Guide

Incentive Activity	Documentation	Allowance/Amount
Credential attainment H.S.E.; H.S. Diploma or Occupational Certificate/Credential	Credential summary with date attained. Copy of diploma or HSE, official school record that documents graduation, or copy of official degree credential or industry recognized certificate	\$50 per credential attained (only one incentive per participant)
Complete 3 Assigned Intensive-Level Workshops	Service record print-out with 3 workshops highlighted. Typically applies to employment driven outcomes.	\$25 per set of 3 activities; (only one set of 3 activities can be paid)
Employment-2 nd Quarter after Exit; in Education or Training Activities, or in unsubsidized employment, during the 2 nd Quarter after Exit from the Program.	Copy of employer paycheck, Work Number Verification record, proof of post-secondary enrollment; or enlistment documentation	\$75 (Max 1 per youth participant)
Employment-3 rd Quarter after Exit; in Education or Training Activities, or in unsubsidized employment, during the 3 rd Quarter after Exit from the Program.	Copy of employer paycheck, Work Number Verification record, proof of post-secondary enrollment; or enlistment documentation	\$100 (Max 1 per youth participant)

JAG Program In-School Incentive Guide

Incentive Activity	Documentation	Allowance/Amount
H.S. Diploma or H.S.E. Must complete ALL JAG Program competency requirements, Graduate and working and/or full-time post-secondary or military each quarter.	1) Copy of pre-test and post-test (90-day period variance); 2) H.S. or H.S.E. Credential summary with date attained. Copy of diploma or HSE, official school record that documents graduation. 3) Copy of employment check stub or verification, or post-secondary school or military record enrollment and participation documents	\$50 per follow-up quarter achieving goal of employment and/or full-time post-secondary education, or military after completion of ALL JAG Program requirements/Graduation.
Regional CDC For each of seven CDC categories Entrepreneurship Project Based Learning Outstanding Senior	Copy of participation record outcome for each student and/or team.	1 st prize \$75 2 nd prize \$50 3 rd prize \$25 1 st \$225 per team 2 nd \$150 per team 3 rd \$ 75 per team 1 st \$225 per team 2 nd \$150 per team 3 rd \$ 75 per team 1 st \$250 2 nd \$150 3 rd \$ 50

Section 7: WORK EXPERIENCE

Work Experience Training-Youth: Paid and unpaid work experiences, including internships and job shadowing, are one of the fourteen program elements that must be made available for youth. *Youth work experiences must include academic and occupational education and training.*

All youth must complete a WorkOne-Young Adult Talent Launch to ensure that they have the basic soft skills necessary to begin a paid or unpaid work experience training.

Paid and unpaid work experiences for youth and adults are planned structured learning experiences that take place in a workplace *for a limited period of time.*

- Work experience workplaces may be in the private for-profit sector; the non-profit sector; or the public sector.
- Work experiences are designed to enable youth and adults to gain exposure to the working world and its requirements.
- Work experiences are appropriate and desirable activities for many youth and adults throughout the year.
- Work experiences should help the client to acquire the personal attributes, knowledge, and skills needed to obtain a job and advance in employment.
- The purpose is to provide the participant with the opportunities for career exploration and skill development that will ultimately result in employment. The employer may benefit from the activities performed by the participant, but that is not the primary goal of the work experience activity.
- Participants may engage in one work experience program per program year and the duration will be limited to a maximum of **8 weeks in duration or less**. An exception may be made based on training needs of the individual participant with justification, **and if adequate program funds are available for the Work Experience Program**. Exceptions must be approved by submitting a Training Waiver Exception to board staff for approval, with written justification for the waiver.
- Work experience may be subsidized or unsubsidized and may include the following elements:
 - ✓ Instruction in soft skills, employability skills or generic workplace skills
 - ✓ Internships and job shadowing
 - ✓ Pre-apprenticeship programs
 - ✓ Summer employment opportunities and other employment opportunities available throughout the school year.
 - ✓ Exposure to various aspects of an industry.
 - ✓ On-the-job training opportunities as defined in WIOA sec. 3(44) and in 680.700.
 - ✓ The integration of basic academic skills into work activities.
 - ✓ Supported work, work adjustment, and other transition activities.

Youth Stipend Activity:	In lieu of wages where applicable;	WEX Talent Launch: Youth Work Experience-Academic and Employment Preparation is REQUIRED FOR ALL YOUTH Training - Stipend for total completion of Talent Launch Training will be \$100.00 upon completion of 100% of the classroom training. Participants <u>will NOT</u> be paid for partial participation.
	Talent Launch Follow-up Workshop - for individuals who are not hired/placed upon completion of Work Experience on-site training.	A follow-up workshop will be scheduled for Youth immediately upon completion of Worksite training activities. A stipend of \$50.00 will be paid for successful completion of the Follow-up workshop

For youth work experience training, stipends can be offered in lieu of wages, or offered for classroom training that complements or leads to a work experience.

A stipend is a fixed amount paid regularly that is in alignment with the entry level wage for the occupation that the work experience will take place or no less than the established minimum wage. When offered for a classroom training component, the stipend will be for the participation/completion of the training activity.

Due to limited program funding the rate for all work experience on-site job components will be based on the entry-level wage for the work experience position. The employer worksite should attest to this wage.

Participation in the work experience program must follow other key career exploration and youth/adult career preparation activities that will help the participant to be on a pathway that leads to completion towards employment goals.

Some activities can include but are not limited to soft skills training/workshops, financial literacy, leadership development activities, entrepreneurship informational workshops, teamwork activities, telephone etiquette, customer service workshops, resume and interviewing preparation, etc.

The work experience activity **will not be** the first planned activity and should result in applicants being more prepared to enter unsubsidized employment.

Combinations – Youth: Youth can be paid for an entire day of work if at least 51% of the youth's time is spent in work experience with the rest of the day in some other type of allowable training. For example, a youth spends five hours/day in work experience and 3 hours/day in soft- skill or work preparation training. The youth can be paid for eight hours of work.

Work Experience – Adults and Dislocated Workers: A transitional job is one that provides a limited work experience, that is subsidized in the public, private or non-profit sectors for those individuals with barriers to employment because of chronic unemployment or inconsistent work history; these jobs are designed to enable an individual to establish a work history, demonstrate work success, and develop the skills that lead to unsubsidized employment.

ADMINISTRATIVE PROVISIONS

Administrative Provisions - Adult and Dislocated Worker: Allowances, earnings, and payments to individuals participating in programs under this title shall not be considered as income for the purposes of determining eligibility for and the amount of income transfer and in-kind aid furnished under any federal or federally assisted program based on need other than as provided under the Social Security Act.

WIOA Title I funds must not be spent on the wages of incumbent employees during their participation in economic development activities provided through a statewide workforce investment system.

Administrative Provisions –Youth: Allowances, earnings and payments to individuals participating in programs under this title shall not be considered as income for the purposes of determining eligibility for and the amount of income transfer and in-kind aid furnished under any federal or federally assisted program based on need other than as provided under the Social Security Act.

PARTICIPANT FUNDING WAIVER AUTHORIZATION

Due to circumstances and variances of certain demand occupations, the Board reserves the right to provide a waiver to approve expenditures requested for individual participants on a case-by- case basis. The WAIVER REQUEST FORM is attached and made a part of this policy addendum. The Board hereby authorizes the Southern Indiana Works Staff to review and execute a Policy Waiver based on review of individual client needs. The Waiver Request Form, as executed, shall be placed in the respective participant file for documentation and monitoring.

Section 8: Data Validation Documentation and Reporting Requirements

Program staff must follow Data Validation requirements as outlined in TEGL 23-19 Guidance for Validating Required Performance Data Submitted by Grant Recipients of U.S. Department of Labor (DOL) Workforce Programs

Electronic Case Management System Reporting:

The following is a description of sources for documenting participant information. The validity of each source depends upon the type of information and the level of service received by the participant.

- Self-Identification – The participant states (self-identifies) his/her status for the particular piece of information being collected (obtained) – (Registration)
- Self-Attestation – The participant states (self-identifies his/her status for the particular piece of information being collected (obtained). This information is recorded on a form, and the participant signs and dates the form acknowledging their status. The key elements for self-attestation are: a) the participant signing and dating the form attesting to this self-identification. The difference between self-identification and self-attestation is signing a self-attestation form.
- Case Notes – Statements recorded in the participant's case note folder by staff that identify a participant's status for a specific data element, and the date on which the information was obtained.
- State Management Information Systems (MIS) – In Indiana, the State MIS is Indiana Career Connect (ICC), provided the information being collected is properly recorded in the appropriate ICC data fields. Proper recording of information requires that the specific, detailed information (e.g., dates, types of services and explanations of barriers to employment) is stored in the State's case management system and provides supporting evidence for the data element.
- Official Documents – Information is obtained from official documents (e.g., birth certificate, driver's license, letterhead, pay stub).
- Staff Verification – Staff verification will only be used to validate participant information across the various documentation sources as acknowledged in this document. Staff verification is intended to minimize the administrative burden associated with obtaining and retaining paper backup copies of the source documents used to validate participant information. Use of staff verification is intended to better align program resources with providing services, rather than documenting information.

Staff verification requires staff to:

- Identify the information to be collected (relevant data element) using an allocable documentation source.
- Assure the information is accurately recorded in the appropriate ICC data field(s).
- Select a documentation method from the drop-down menu in ICC; or,
- Record in the ICC case notes:
 - * The information (data element) that has been validated;
 - * The source used to validate the information;
 - * Pertinent data from the document source; and
 - * The date of the Staff Verification.

The level of participant data and source documentation needed to comply with federal reporting requirements, including eligibility determinations and data evaluation validation, will depend on the level of service received by the customer.

Upon receipt of a Basic Career Service (including self-service) (**Registration Screen**)

- Demographic information must be obtained from the customer and recorded in ICC
- Self-Identification is acceptable source documentation for obtaining demographic information for participants who receive only core services.

Upon receipt of an Individualized Career service, including training services, (***Application***)
(Included in WIOA Performance Measures)

- Specific demographic information (i.e., date of birth, employment status at participation, selective service registration, veteran status,) must be validated against specific source documents and maintained for the record.
- Services information must be recorded in ICC. Proper data entry of services in ICC must comply with data evaluation validation requirements.
- Outcome information must be recorded in ICC for Individualized Career services. Outcome information must be validated against specific source documents and maintained for the record.

All source documents and participant records must be electronically uploaded into the case management system within 24 hours of receipt of the document or record.

ATTACHEMENT A – REQUIRED FORMS

- 1. DETERMINATION OF KNOWING OR WILFULL FAILURE TO REGISTER FOR SELECTIVE SERVICE**
- 2. APPLICANT STATEMENT**
- 3. FINANCIAL AWARD ANALYSIS**
- 4. MONTHLY AND SEMESTER BUDGET**
- 5. SOUTHERN INDIANA WORKS WAIVER AUTHORIZATION**

DETERMINATION OF KNOWING OR WILFULL FAILURE TO REGISTER FOR SELECTIVE SERVICE

Today's Date: _____ Date of Status Information Letter: _____

Last Name: _____ First Name: _____

Last 4 SSN: _____

Please answer each of the following to determine the failure was not "knowing":

Were you aware of the requirements to register? Yes _____ No _____

If yes, please describe the circumstances: _____

When did you learn about the requirements to register? Please provide a date: _____

Did your Status Information Letter indicate that Selective Service sent letters to you where you lived between the ages of 18 and 26 and did not receive a response? Yes _____ No _____

Please provide any documents or written statements from others you may have that you believe shows you did not knowingly fail to register.

Please answer each of the following to determine the failure was not "willful":

Did you have the mental capacity to choose whether or not to register and decide not to register?

Yes _____ No _____

What actions, if any, did you take upon learning of the requirements to register?

Customer Signature: _____ Date: _____

_____ **Southern Indiana Works Staff Complete Below** _____

Please check if in agreement:

_____ I have determined that the individual listed above did not "knowingly" fail to register

_____ I have determined that the individual listed above did not "willfully" failed to register.

_____ I have determined that the individual listed above knowingly and/or willfully failed to register for Selective Service and is being denied WIOA services. He has been informed of this determination and has been given information of available grievance procedures.

Staff Signature: _____ Date: _____

Printed Name: _____

Financial Award Analysis

Training Provider:

<i>Participant Name/Address:</i>		Phone:		
Training Start Date:		Training End Date:		
Training Program:		Duration: (weeks/semesters/quarters)		
Training Provider Address Contact:		Training Provider Phone/Fax:		
Training Items of Cost:	Fund Assignment 1-6	Cost Per Week/ Semester/Quarter	Number of Weeks/ Semesters/Quarters	Total Cost of Training
Application				
Tuition				
Books/Supplies				
Clinic/Lab Fees				
Physicals				
Licenses/Permits				
Parking Fees				
Activity Fees				
Other Required Costs (Specify)				
Other Required Costs (Specify)				
Total Projected Cost of Training				
Available Funding Sources (Documentation Attached)				
1.Federal Pell (Attach Student Aid Report, etc.)				
2.Scholarships/Grants Other (attach award/denial letters)				
3.Other Partner Resources (Specify)				
4.Voc. Rehab./Social Services				
5.Total Non-WIOA Available Resources				
6.Needed/Requested WIOA Training Resources				
Additional Resources Needed (normally this should be a 0 balance)				

MONTHLY AND SEMESTER BUDGET

Client Name:			Date Completed:		
For the period of:			Semester:		
Expenses			Income/Financial Aid		
Training	Month	Semester	Financial Aid	Month	Semester
Tuition			Pell Grant		
Books			Frank O'Bannon Grnt		
All fees			SEOG		
Malpractice Ins			Higher Educ. Award		
Supplies			Other Grants/Loans		
Other:			Other Scholarships		
Total:		\$0.00	CDF		
PERSONAL EXPENSE			Vocational Rehab		
Rent/Mortgage		\$0.00	Other:		
Home/Rental Ins.		\$0.00	Total:		\$0.00
Electric		\$0.00	INCOME		
Gas		\$0.00	Employment income		\$0.00
Water/Sewage		\$0.00	Add Fam. Income		\$0.00
Phone		\$0.00	Other:		\$0.00
Food/Hygiene/Etc.		\$0.00	Step Ahead		\$0.00
Child Care		\$0.00	HUD		\$0.00
Medical Bills/Ins.		\$0.00	WIC		\$0.00
Clothing		\$0.00	Food Stamps		\$0.00
Car Payment		\$0.00	TANF		\$0.00
Transportation(Gas)		\$0.00	SSI/SSDI		\$0.00
Car Insurance		\$0.00	Vets Ed Assistance		\$0.00
License Plates		\$0.00	Unemployment		\$0.00
Car Repair (Oil, etc.)		\$0.00	Child Support		\$0.00
Other (List):					
Credit Card (minimum)		\$0.00			
Child Support		\$0.00			
Total:	\$0.00	\$0.00	Total:	\$0.00	\$0.00

Training		\$0.00
Personal Expenses		\$0.00
Total Expenses		\$0.00

Financial Aid		\$0.00
Income		\$0.00
Total Income		\$0.00

*Notes:

For Office Use Only

Total Income		\$0.00
Total Expenses		\$0.00
Unmet Need		\$0.00

SOUTHERN INDIANA WORKS WAIVER AUTHORIZATION PARTICIPANT PAYMENT POLICY

Please complete the following form and submit to Southern Indiana Works for review and approval. You may email this information to: shilese@soinworks.com

Date of Request:	
Name of Participant:	
Address of Participant:	
Social Security Number:	
Training/Credential Targeted for WIOA Participant:	
Training Provider Name/Address:	
Amount of Training/Expenditure Requested for Waiver:	
Projected Payment Date:	
Projected Training Completion Date:	
Reason for Waiver (Brief Description):	
Approved by: Southern Indiana Works	_____
	Printed Name/Title Signature
Date Approved:	

DISLOCATED WORKER ELIGIBILITY CHECKLIST

ELIGIBILITY CRITERIA

ACCEPTABLE DOCUMENTATION

CATEGORY 1 OR 2 in ICC

A.

- Has been terminated or laid off, or has received a notice of termination or layoff, from employment or has been honorably discharged (whether voluntary or involuntary);

AND

Select one of the following source documents for **A**:

- Verification from employer and/or lay-off list
- Rapid Response list
- Notice of Lay-off
- Public announcement with UI screen printout with separation dates
- Signed and dated applicant statement (includes signed and dated application)
- RESEA or JFH Letter
- DD-214

B. Select one of the following:

1. Is eligible for or has exhausted entitlement to unemployment compensation
- OR**
2. Has been employed for a duration sufficient to demonstrate attachment to the workforce but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that was not covered under a State unemployment compensation law (**select category 2 in ICC if this is checked and meets A and C**)

AND

Select one of the following source documents for **B -1**:

- Individual Unemployment Insurance Records
- RESEA or JFH Letter

OR

Select one of the following source documents for **B-2**:

- Pay stubs
- Letter from company
- Notice of Ineligibility from UI Records
- W2 records
- Tax Returns

C. Is unlikely that the individual will return to his/her previous industry or occupation. Select one of the following:

- 1. Labor Market Information – previous occupation not in demand
- 2. Lack of comparable job referrals resulting from job matching in ICC
- 3. Age at time of dislocation is 45 years or older
- 4. Education level is at or below high school diploma or equivalent (GED or HSE)
- 5. Tenure with employer of dislocation five or more years
- 6. Occupation of dislocation not on Region 10 Occupations in Demand list
- 7. Medical condition which prohibits applicant from returning to previous employment position or occupation
- 8. RESEA/JFH participant

Select one of the following source documents for **C** that match the category checked:

- 1. Recent LMI for occupation of dislocation
- 2. ICC Job Matching documentation
- 3. Birth certificate or I.D. verifying age
- 4. Education Level as documented and attested on application
- 5. Employment verification
- 6. Current Region 10 Occupations in Demand List
- 7. Applicant Statement
- 8. RESEA or JFH Letter

MUST MEET CRITERIA FOR A, B AND C. MUST HAVE SUPPORTING DOCUMENTATION AT TIME OF DETERMINING ELIGIBILITY IN ICC.

DISLOCATED WORKER ELIGIBILITY CHECKLIST

ELIGIBILITY CRITERIA

ACCEPTABLE DOCUMENTATION

CATEGORY 3 in ICC

- Has been terminated or laid off, or has received a notice as a result of any permanent closure of, or any substantial layoff at a plant, facility, or enterprise; Note: Substantial layoff is any reduction in force which results in an employment loss at a single site employment during any 30 day period for at least 25 employees (excluding employees regularly working less than 20 hours per week).

Select one of the following source documents:

- Letter from company (must list client)
- WARN Notice with recent pay stub
- Documentation from employer, including telephone verification of employment and layoff status
- Unemployment Insurance records

CATEGORY 4 in ICC

- Is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days

Select one of the following source documents:

- Letter from company
- Newspaper article with recent pay stub
- WARN Notice with recent pay stub
- Documentation from employer, including telephone verification of employment and layoff status
- Unemployment Insurance records

CATEGORY 5 in ICC

- Self Employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters.

Select one of the following source documents:

- Records of business closure
- Tax returns
- Business license
- News article on the state of the local economy or natural disaster

CATEGORY 6 OR 8 in ICC

- Displaced Homemaker –The customer has been providing unpaid services to family members in the home and is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment, **AND**
1. Select one of the following: 1. Has been dependent on the income of another family member but is no longer supported by that income (includes spouse of an eligible dislocated worker)
2. Is the dependent spouse of the Armed Forces on active duty and whose family income is significantly reduced because of deployment or call to active military duty, or permanent change of station, or the service-connected death or disability of the service member. **(select category 8 if checking this box)**

Select one of the following for 1:

- Court records
- Social Security documents
- Death notice and /or certificate
- Divorce decree
- Public assistance records/UI records
- Bank Records
- Spouse Dislocated Worker eligibility documentation
- Signed and dated applicant statement (includes signed and dated application)

Select one of the following for 2:

- Military record of spouse
- DD 214

CATEGORY 7 in ICC

- Is the spouse of a member of the Armed Forces on active duty and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such a member

Select one of the following:

- Military record of spouse
- Signed and dated applicant statement

MUST HAVE SUPPORTING DOCUMENTATION AT TIME OF DETERMINING ELIGIBILITY IN ICC

FAMILY INCOME WORKSHEET COMPLETE TO DETERMINE LOW INCOME FOR YOUTH OR ADULT PRIORITY

APPLICATION DATE: _____ / _____ / _____

LAST NAME FIRST MI SOCIAL SECURITY NUMBER 1ST DAY OF COUNTING PERIOD: _____ / _____ / _____

LIST ALL FAMILY MEMBERS IN YOUR HOME DURING THE PAST SIX MONTHS	Relationship to you	List all income sources for the past 6 months for each family member according to the family member who received it. (Employment, social security, child support, unemployment etc.)	DAY OF WEEK PAID	WAGE PER HOUR	HOURS PER WEEK	EXACT DATES OF INCOME MUST INCLUDE MONTH-DAY-YEAR		GROSS PAY (BEFORE TAXES) LIST BY HOW PAY IS RECEIVED (WEEKLY, BI-WEEKLY, MONTHLY ETC.)			T I M E S	# OF PAYS	E Q U A L	SIX MONTHS TOTAL ROUND TO NEAREST DOLLAR
						FROM	TO	WKLY	BI-WKLY	MONTHLY				
APPLICANT	SELF										X	=		
											X	=		
											X	=		
											X	=		
											X	=		
											X	=		
											X	=		

TOTAL SIX MONTHS INCLUDABLE \$

INCLUDABLE x 2 FOR ANNUALIZED \$

Enter Amount in ICC

Additional Information for Clarification:

I ATTEST THAT THE INFORMATION STATED ABOVE IS TRUE AND ACCURATE.

Applicant Signature

Date

Other Signature as Required

Date