

WIOA YOUTH ELIGIBILITY FILE REVIEW

LWIA # _____ Participant Name: _____ SSN: XXX-XX-_____
IWDS Application Date _____ IWDS Exit Date _____ IWDS Certification Date _____
DCEO Reviewer: _____ DATE: _____

ELIGIBILITY

- _____ Is certification of eligibility within 30 days of the application
- _____ IWDS application date is on or after the date the application is signed on the hard copy
- _____ Was participant enrolled in services within 45 days of certification of eligibility
- _____ Documentation in the file provides support that the participant is Authorized to Work in the United States
- _____ Documentation in the file provides support that the participant is compliant with the Selective Service Requirement, if applicable

IN-SCHOOL YOUTH

- _____ Documentation in the file supports the participant is eligible as an in-school youth
 - ___ Attending school (as defined by state law);
 - ___ Not younger than 14 (unless an individual with a disability attending school under State law) or older than 21;
 - ___ A low-income individual
 - ___ Cash Public Assistance ___ Individual/Family Income ___ Food Stamps
 - ___ Homeless ___ Disability ___ Foster Child
 - ___ Free or Reduced Price Lunch ___ Living in a High Poverty Area
 - ___ One or more of the following:
 - ___ Basic skills deficient
 - ___ An English language learner
 - ___ An offender
 - ___ Homeless, a homeless child or youth, a runaway, in foster care or aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act, or in an out-of-home placement.
 - ___ Pregnant or parenting
 - ___ An individual with a disability
 - ___ An individual requiring additional assistance to enter or complete an educational program or to secure or hold employment
 - ___ Non-Low Income (5% limitation)

OUT-OF-SCHOOL YOUTH

- _____ Documentation in the file supports the participant is eligible as an out-of-school youth
 - ___ Not attending any school as defined under state law, individuals attending Adult Education provided under Title II of WIOA, YouthBuild, or Job Corps are also classified as out-of-school youth;
 - ___ Not younger than 16 or older than age 24; and
 - ___ One or more of the following:
 - ___ A school dropout as defined by the state
 - ___ Within the age of compulsory school attendance, but has not attended school for at least the most Recent complete school year calendar quarter as defined by the school district and the applicable school based on the student's residence or assignment;
 - ___ A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is:
 - ___ Basic skills deficient; or
 - ___ An English language learner
 - ___ Subject to the juvenile or adult justice system;
 - ___ Homeless, a homeless child or youth, a runaway, in foster care of aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act, or in an out-of-home placement;
 - ___ Pregnant or parenting
 - ___ An individual with a disability

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- A low-income individual requiring additional assistance to enter or complete an educational program or to secure or hold employment
- | | | |
|--|--|---------------------------------------|
| <input type="checkbox"/> Cash Public Assistance | <input type="checkbox"/> Individual/Family Income | <input type="checkbox"/> Food Stamps |
| <input type="checkbox"/> Homeless | <input type="checkbox"/> Disability | <input type="checkbox"/> Foster Child |
| <input type="checkbox"/> Free or Reduced Price Lunch | <input type="checkbox"/> Living in a High Poverty Area | |

ASSESSMENT and SERVICE STRATEGY

- There is evidence that the youth was provided an objective assessment which includes a review of:
- | | | |
|---|--|---|
| <input type="checkbox"/> Basic Skills | <input type="checkbox"/> Occupational Skills | <input type="checkbox"/> Prior Work History |
| <input type="checkbox"/> Employability | <input type="checkbox"/> Interest | <input type="checkbox"/> Aptitudes |
| <input type="checkbox"/> Supportive Service Needs | <input type="checkbox"/> Developmental Needs | |
- Test dates and scores recorded in IWDS are supported by hard copy tests in the participant file
- | | | |
|----------------------|--------------------|---------------|
| Pre-Test Date _____ | Scores: Math _____ | Reading _____ |
| Post-Test Date _____ | Scores: Math _____ | Reading _____ |
- There is evidence that an Individual Service Strategy (ISS) has been developed for the participant that:
- Identifies an age-appropriate career pathway
 - Identifies appropriate achievement objectives
 - Identifies appropriate services
 - Takes into account the results of the objective assessment
 - Identifies a younger youth basic skills goal for those deficient in reading or math
 - Is linked to one or more indicators of performance in WIOA sec. 116(b)(2)(A)(ii)
- There is evidence that the ISS has been updated as necessary when there are changes in services, objectives or goals.
- The services being provided to the participant match the services, objectives and goals outlined in the ISS.

PROGRAM ELEMENTS

- There is evidence that the following service elements are available, have been provided, or the participant is enrolled in the services:
- Tutoring, study skills training, and instruction leading to secondary school completion, including dropout prevention strategies
 - Alternative secondary school offerings, or dropout recovery services, as appropriate
 - Paid or unpaid work experience that have as a component academic and occupational education, which may include:
 - 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
 - Occupational skill training
 - Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster
 - Leadership development opportunities
 - Supportive Services
 - Adult Mentoring
 - Follow-up services
 - Comprehensive guidance and counseling
 - Financial literacy education
 - Entrepreneurial skills training
 - 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
 - Activities that help youth prepare for and transition to postsecondary education and training

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TRAINING

- _____ The participant file contains documentation to support enrolling the participant in the training program
- The participant is unlikely or unable to obtain or retain employment, that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment, through career services
 - The participant is in need of training services to obtain or retain employment that leads to self-sufficiency or wages comparable to or higher than wages from previous employment; and
 - The participant has the skills and qualifications to successfully participate in the selected program of training services
 - The participant selected a program of training services that are directly linked to the employment opportunities in the local area or the planning region, or in another area to which the participant is willing to commute or relocate
 - The participant has an Individual Employment Plan and the specific training program is documented
- _____ For ITA training, the training program selected is with an approved training provider
- _____ For ITA training, the training program is an approved program in IWDS
- _____ For ITA training, the cost of the training program is within the ITA limitations established by the grantee, or there is an approved exception.
- _____ There is evidence that the customer is attending the training courses as scheduled
- _____ Credentials earned are reported in IWDS and supported by documentation in the participant file
- _____ Any supportive services paid to participant are paid at the correct rate and within established policy

SERVICES

- _____ There is documentation reflecting that meaningful 2-way communication is occurring within a 90-day timeframe
- _____ If the participant has a gap in service, it was less than 180 calendar days from the last meaningful contact, and it was for one of the allowable reasons
- _____ All services and status records have been appropriately recorded (ended) in IWDS

QUESTIONS/POTENTIAL ISSUES