



Division of Family and Community Services
Office of Community and Positive Youth Development

**FISCAL YEAR 2015
COMMUNITY YOUTH EMPLOYMENT PROGRAM (CYEP)**

PROCEDURES MANUAL

Updated July 3, 2014

Fiscal Year 2015 Community Youth Employment Program Procedure Manual

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Fiscal Year 2015 Community Youth Employment Program Procedure Manual

A. Purpose of Grant/Scope of Services

The Community Youth Employment Program (CYEP) Grant will provide eligible youth with age-appropriate job training, life skills, counseling, work-readiness skills and supervised meaningful work experience in an effort to connect youth to the skills that are needed to enter and advance in the workforce. This grant will also seek the following outcomes for youth: violence prevention, a reduction in risky behavior, and increased educational achievement. Grant funds must be used to address youth unemployment, poverty, and violence in Illinois' most needy communities. Programming will be designed in accordance with the information outlined below.

1. Eligible Youth

a. Target Population: The targeted population to be served through this grant is in-school youth ages 16-21, or out of school youth ages 16-24 who are served under one or more of the following programs:

- National School Lunch Program
- Workforce Investment Act
- Food Stamps / SNAP Program
- Temporary Assistance for Needy Families

And/or are qualified as:

- Court-involved or at risk youth, or
 - Family income does not exceed 200% of the Federal Poverty Level (FPL).
- b. Determination Process: All youth applications must be entered into Illinois workNet. Once the client has completed an application in Illinois workNet, the case manager will verify eligibility. If eligibility is determined, the application will be signed by the case manager and youth participant and stored in the client's file along with the eligibility documentation, including but not limited to income and Illinois residency verification.
- Income eligibility guidelines and income verification form will be prescribed by the Department.

Additionally, participants must document:

- Illinois residency
- Completion of an I9 Form: <http://www.uscis.gov/files/form/i-9.pdf>

Note: Youth may not have other employment.

2. Work Experience

a. Work Experience Projects for In-School Youth (ages 16-21)

Projects targeting in-school youth will provide seasonal work-experience projects that typically last 6-12 weeks. Eligible youth will be placed with identified employers at work sites that are appropriate in terms of age, ability and experience. Under supervision, the youth will engage in meaningful work experience linked to one of the sixteen career clusters (see section 3.e. for a list of targeted industries and career clusters)

b. Work Experience Projects for Out-of-School Youth (ages 16-24)

Projects targeting out-of-school youth will provide full-time work-experience projects that typically last for 3-6 months. Eligible youth will be placed with identified employers at work sites that are appropriate in terms of age, ability and experience. Under supervision, the youth will engage in meaningful work experience linked to one of the sixteen career clusters detailed below. At the successful conclusion of the work experience, Grantees will be encouraged to provide permanent on-the job training opportunities that are funded through private funders.

c. Community Gardens for Eligible Youth (ages 16-24)

Project staff will lead youth teams in planning and developing community gardens and distributing the food produced by these gardens for free to organizations that serve low-income populations. Youth will learn sustainable agriculture practices, healthy food preparation and eating habits, as well as teamwork, responsibility, community service and entrepreneurship, while allowing them to gain new skills and knowledge in food distribution and marketing. A Farmers' Market component may also be incorporated into the project to teach youth about the entrepreneurial aspect of community gardens while promoting the sustainability of the gardens.

Gardening and horticulture education will be provided every day to youth as they are participating in project activities. In addition, more in-depth enrichment opportunities will be delivered by the Grantee, or designee, utilizing curriculum obtained as part of a local degree or certificate program or from another source. Partnerships with educational institutions are encouraged in order to offer degree or certificate program outcomes for youth. Lessons may include outside speakers and tours. Curriculum must include, at a minimum, four educational lessons that would expand student understanding and awareness of local and regional food systems and career opportunities in agriculture and natural resources. Lessons should be designed to minimally address the following:

- **Local and regional food systems** – overview of larger agriculture and food distribution networks and how these systems are important in providing fresh and local foods to communities; different roles in producing, distributing and processing such foods and providing technical assistance/support in the system;
- **Food quality and safety** – growing high-quality, fresh foods that are safe for human consumption, including core concepts in plant sciences;
- **Agri-Business** – the business aspects of producing and distributing food in efficient, sustainable and economically feasible ways; and
- **Agriculture careers** – career opportunities in the agricultural industry based on Agriculture and Natural Resources career cluster materials with a focus on local and regional foods.

Successful community garden applicants must meet all program requirements including but not limited to:

- Sustain the garden after the end of the grant, identifying resources and plans for sustainability in the application.
- Provide a qualified, experienced agricultural professional to assist with the program.
- Provide appropriate land for operating at least one community garden for the upcoming growing season.

- Distribute the foods free of charge to organizations serving low-income populations in their communities and through the sale of products to promote sustainability.
- Provide educational enrichment and workforce readiness components to all youth.

Menial labor is discouraged and political campaign work is not permitted.

3. Program Description

All projects funded under this program must provide case management, supportive services, work readiness skills training and career education that is focused on Illinois' targeted industries and career clusters (see section A.3.e. for a list of targeted industries and career clusters).

- a. **Case Management:** Case management services include job assessment, career readiness, job placement, supportive services and necessary follow-up/referral upon completion of the program.
- b. **Supportive Services:** Supportive services may include transportation assistance, day care expenses, work clothes, tools and supplies, and/or other items required for youth to participate in the program. Services provided to the youth participants will be paid either to the participant or to directly to the vendor. Grantees are responsible for assessing the youth's need for supportive services during the program application/intake process. (See section B.8 for additional guidelines.)
- c. **Work Readiness Training:** All projects must provide training on the work readiness skills needed for employment using the Illinois workNet portal www.illinoisworknet.com. Grantees must register each participant in Illinois workNet and administer an on-line pre-test and post-test that will be used to measure the success of the program. In order to be considered a successful program participant, youth should complete the pre-assessment evaluation and their post-assessment evaluation, as well as have completed the following activities in Illinois workNet:
 - Exploring Careers and Training
 - Financial Literacy, including opening a bank account
 - Workplace Skills
 - Job Search Skills
 - Resume Writing
 - Applying for a Job
 - Interviewing Skills
 - Personal responsibility/safety, violence awareness, and prevention
 (See section B.9 for more details.)
- d. **Career Education / Illinois Pathways:** Career education includes training that expands the student's understanding and awareness of career clusters and pathways. Competitive projects will be tied to the courses, work-based learning activities, and credentials/assessments outlined in the Illinois pathways initiative. For more information regarding Illinois Pathways, please visit <http://www.illinoispathways.com>. The objective of these strategies is to provide youth with a structured pathway related to their academic or career interests, as well as

resources to fully engage students in their learning and enable them to successfully transition into post-secondary education programs and the workforce.

e. Targeted Industries and Careers: All educational enrichment and work experience projects must be aligned with the career clusters or groups of occupations and industries that have in common a set of foundational knowledge and skills. For more information regarding Illinois' career clusters, please visit <http://www.ilprogramsofstudy.org/>. The 16 nationally recognized clusters are as follows:

- Agriculture, Food & Natural Resources
- Architecture & Construction
- Arts
- Audio/Video Technology & Communications
- Business Management & Administration
- Education & Training
- Finance
- Government & Public Administration
- Health Science
- Hospitality & Tourism
- Human Services
- Information Technology
- Law, Public Safety, Corrections & Security
- Manufacturing; Marketing
- Science, Technology, Engineering & Mathematics
- Transportation, Distribution & Logistics

B. Program Requirements

Grantees must: 1) demonstrate administrative and fiscal capacity to serve youth in multiple high-risk communities, 2) have outreach systems to identify eligible youth including the ability to target underserved populations, and 3) have strong established employer relationships and methods to recruit employers.

1. Administration:

CYEP grantees must have the administrative and fiscal capacity to administer the program according to the Department's requirements, including but not limited to the following:

- Conduct outreach to identify eligible youth participants.
- Determine eligibility and complete an assessment for proper work experience placement.
- Establish proper eligibility and complete an assessment for proper work experience placement.
- Establish proper eligibility documentation for each youth participant including a signed I9 prior to placing on a work site.—A file that includes the eligibility documentation must be maintained for each youth participant.
- Recruit employers for worksites. Qualify employers based on level of supervision and quality of work experience. —A file that includes the signed worksite agreement must be maintained for each worksite location.

- Assess worksite and perform background checks on supervisor prior to placement. –A file that includes the results of the background checks must be maintained for each supervisor.
- Provide supportive services to facilitate a positive attendance record.
- Provide educational enrichment, work readiness and career education components to all participating youth.
- Provide oversight of the program through monitoring and continuous assessments.
- Provide timely reports as required or requested.
- Assume the role of employer of record for the employed youth and process a payroll request every two weeks of the program period.
- Ensure representation at mandatory program meetings and trainings convened by or on behalf of the Department.
- Receive consultation and technical assistance from authorized Department representatives. The program and collaborating partners will be required to be in attendance at site visits by Department staff.

2. Employer Partnerships/Worksite Agreements

- **General Worksite Guidelines:** The employment of youth participants in a youth program must not occur at worksites where such employment would result in one or more of the following:
 - ✓ Unfavorably impact current employees (a youth participant cannot displace all or a portion of a current employee's hours including overtime, wages, employment benefits, or promotional opportunities);
 - ✓ Impair existing contracts for services or collective bargaining agreements;
 - ✓ Replace the work of employees who have experienced layoffs;
 - ✓ Cause an employer to terminate regular employees or otherwise reduce its workforce with the intention of replacing said employees with participants subsidized with these funds.
 - ✓ Grantees must ensure that worksites for youth adhere to current workplace safety guidelines and applicable federal/state wage, labor, and workers compensation laws.
- **Pre Worksite Review:** Grantee is responsible for completing a pre-worksite review to determine if the site is appropriate for a work-trainee placement in accordance with the worksite agreement.
- **Worksite Agreements:** The Grantee is responsible for developing employer relationships to establish appropriate worksites for the youth to be placed. To the extent possible, youth should be placed at a worksite that offers work experience in a career choice of interest as identified in the skills assessment survey completed in Illinois workNet. All youth employment opportunities must have a signed worksite agreement. Each worksite agreement must contain, at a minimum, the following items for each worksite included in the agreement:
 - ✓ Worksite contact and mailing information;
 - ✓ Detailed information on the worksite such as location, working days and hours, activities, job titles, job descriptions and number of positions available under each;
 - ✓ Worksite supervisor information;
 - ✓ A detailed set of mutual terms, conditions, promises, and payments that the grantee and contractor have agreed upon; and
 - ✓ A listing of participants for each worksite along with their projected start and end date.

- ✓ Grantees must ensure that worksites for youth adhere to current workplace safety guidelines and applicable federal/state wage, labor, and workers compensation laws.
 - **Worksite Monitoring:** Grantee is also responsible for monitoring the worksite after placement to ensure proper supervision, safety, accountability of work time, and quality of work experience. A Worksite Assessment Form is included in Attachment B.
- 3. Supervisor Background Checks:** All supervisors of youth worksites funded under this program must pass a background check conducted prior to being allowed to supervise any youth. The following site needs to be checked for any supervisors in the below categories. <http://www.familywatchdog.us/>. Individuals who are not participants but hired as a supervisor must have the background check conducted as a condition of employment into a supervisory role. Background checks are an allowable expense as a condition of employment as a supervisor. Participants who are hired into a supervisory position must have a background check conducted prior to being allowed to perform any supervisory activities. Background checks are allowable expenditures so long as the individual receiving the background check is registered as a participant prior to receiving the background check.
- 4. Illinois workNet:**
- 1) Youth Employment Applications: All youth applications (both interested applicants and those enrolled) complete an application on the Illinois workNet. Employer Applications
 - 2) Grantee/Provider Information
 - 3) Payroll/Expenditure Documentation Reporting (See B.5., B.6., and B.7.)
 - 4) Work Readiness Activities and Resources (See B.8. Work Readiness)

The Illinois workNet will capture data including but not limited to:

- Youth participant's completion of pre- and post-assessments;
 - Youth participant's completion of job-readiness activities; and
 - Demographics/population served.
- 5. Supportive Services:** Supportive Services provided to participants will be paid either to the youth participant or vendor. To ensure the accountability and appropriate expenditure of grant funds, Grantees are required to submit a standardized report provided by the Department to report services provided every pay period. The completed report(s) need to be kept in the youth participant's file. Fiscal records must support services provided. Supportive services are charged to the program services line item and cannot exceed 30%.
- Supportive Services report is due to the Department every pay period or minimally at the same time as the EDFs. (See Attachment B for the Supportive Services Form)
- 6. Work Readiness:** Time spent on Work Readiness must be included in the total hours for each participant. It is recommended that Work Readiness account for 10% of the total time charged to the program for a participant. Projects that provide work readiness activities exceeding 20% of the total time charged require approval from the Department.
- 7. Program and Spending Plan + Final Grantee Report:** The Grantee shall be responsible for completing a Program Plan and Final Grantee Report, which identifies the programmatic

and financial status of the grant funds in a format prescribed by the Department. Data will include but not be limited to:

- Description / Type of work being performed by the employed youth;
- Number of youth served (in-school or out-of-school youth);
- List of worksites that are employing the youth (if other than the Grantee);
- Description of the other activities/services provided to youth;
- Grant Timeline;
- Authorized Officials Contact Information;
- Cost Allocation; and
- Budget Narrative.

Due Dates

- Program and Spending Plan, no later than August 1, 2014.
- Final Grantee Report, due 30 days after the completion of the program.

Should there be any changes or modifications to the Program or Spending Plan after the initial approval by the Department the Grantees should notify the Department immediately and a new Plan should be submitted for review and approval.

C. Payment

Payments to the Grantee will be made on a prospective basis, rounded to the nearest \$100.00. Grantee will be prospectively issued 30% of the total funded grant amount. Subsequent prospective payments will be issued based on previously submitted documented expenditures (including Youth Payroll and EDFs). The final prospective payment may be greater or lesser than the previous payments due to rounding.

The Department will compare the amount of the prospective payments made to date with the documented expenditures provided to the Department by the Grantee. In the event the documented services provided by the Grantee do not justify the level of award being provided to the Grantee, future payments may be withheld or reduced until such time as the services documentation provided by the Grantee equals the amounts previously provided to the Provider. Failure of the Provider to provide timely documentation may result in a reduction to the total award.

The final payment from the Department under this Agreement shall be made upon the Department's determination that all requirements under this Agreement have been completed, which determination shall not be unreasonably withheld. Such final payment will be subject to adjustment after the completion of a review of the Provider's records as provided in the Agreement.

See Attachment B for the Timesheet, Youth Payroll Forms and EDFs.

- 1. Timesheets:** The standardized timesheet provided by the Department must be used to support the payroll expenditures. Timesheets must be signed by the Worker-Trainees and Worksite supervisors and then verified by the Grantee. Failure to verify and retain participant timesheets may lead to disallowed costs. The Grantee must maintain the signed

timesheet to support the grant expenditures for each participant. Timesheets may be reviewed onsite by the Department and should be readily available to be electronically submitted if requested.

2. **Youth Payroll:** The Grantee must submit payroll documentation to the Department using Illinois workNet. Hourly wage will include \$9.00 per hour wage plus all applicable FICA and other appropriate payroll costs attributable to the participant. Grantees shall maintain workers' compensation insurance coverage for all youth participants. Time spent on Work Readiness must be included in the total hours for each participant. It is recommended that Work Readiness not exceed 10% of the total time charged to the program for a participant. Youth payroll must be submitted minimally every two weeks or at the same time as the EDFs. Paid hours cannot exceed 40 hours a week. No overtime is allowed.
3. **Expenditure Documentation Forms (EDF):** The Grantee's financial management system shall be structured to provide for accurate, current and complete disclosure of the financial results of the project funded under this grant program. The general ledger must support costs and revenue reported to the Department and must allow tracing of funds to a level of expenditure adequate to ensure funds have been expended appropriately. In a format prescribed by the Department, the Grantee must submit an EDF to report all grant expenditures to the Department for this award on a monthly basis. Each report shall be due on or before the 15th day of the month immediately following the reporting period (e.g.,: June report is due by July 15th; July report is due by August 15th, etc.). Youth payroll timesheets must be submitted at the same time.
4. **Allowable costs:** Those that are necessary and reasonable based on the activities contained in the Program Plan and are justified in the Budget Narrative. Allowable costs are defined as follows:
 - *Youth Wages:* Includes compensation for services rendered limited to youth wages and benefits to include FICA and workers compensation. Youth must be paid a wage rate of \$9.00 per hour. The length of employment will vary based on the project. **No less than 70% of the total funds** may be budgeted and expended for youth wages.
 - *Program Services:* Includes, but is not limited to, the delivery of services related to youth employment that provides direct linkages to academic and occupational learning, employer coordination and recruitment, and youth supportive services that may include transportation, child care, work-related attire, physicals, and background checks. **No more than 30% of the total funds** may be budgeted and expended for project administration.
 - *Administration:* Includes, but is not limited to, accounting; budgeting; financial and cash management; procurement and purchasing; property management; payroll; and audit costs. It is expected that Direct Administrative costs will represent a small portion of the overall program budget.
 - *Contractual:* Includes costs incurred via contract or subcontract that are needed for the achievement of project objectives.
 - *Other:* Includes direct cost not clearly identified in the other line items. Grantee must provide a detailed list of each cost and why said costs are not reported in the other line items.

Grantees will be held accountable to all state rules and regulations governing the use of these grant funds. Indirect costs (costs that are not directly attributable to and necessary for the implementation of the specified program) are not allowed. All allocated funding is intended to provide direct services to youth.

5. Unnecessary/Unallowable Costs, including but not limited to the following items are prohibited.

- Alcohol
- Gifts/Donations/Fundraising/Promotional Materials
- Fines/Penalties/Interest Costs
- Political Activity
- Religious Proselytizing

E. Monitoring Visits

The Department is responsible for periodically monitoring programmatic and fiscal activities. The grantee will be assessed to determine the impact the program has on the target population and the effective and efficient utilization of the funds. These reviews will assess how well project staff are meeting proposed goals in the planned time-frames, how many participants are being served, how the money is being spent, and whether any problems have developed that may hinder the progress of the project. The Department will ensure that periodic on-site monitoring or in-house desk monitoring is conducted during the course of the grant period and upon its completion.

The reviews verify that the grantee's financial management system is structured to provide accurate, current, and complete disclosure of grant expenditures. The review also confirms that all expenditures are in accordance with the provisions, terms, and conditions contained in the grant agreement with the Department. The monitors will also verify that participant files are maintained and contain documentation sufficient to demonstrate that individuals entering the program are eligible to receive services.

1. Clients Files

Each youth participant must have his or her own file. It is required to have a minimum of the following in each participant file:

- Youth Employment Application (Attachment B) signed by participant and case manager;
- Proof of eligibility;
- Youth wage time sheets signed by the participant, site supervisor and SYEP grantee agency;
- Proof of work readiness and career awareness training;
- Supportive services receive, etc.

2. Accounting and Record Retention

In accordance with the Community Services Agreement, each Grantee shall maintain full and complete records of program operations in compliance with state records retention requirements. Records are defined as those documents that capture program activity, participant information and outcomes, and fiscal data. CYEP Grantees shall comply with the Local Records Act, which regulates the destruction and preservation of public records within the State of Illinois. The

Department may require longer retention of records and/or submission of such records to the Department if the records cover a time period still open to audit.

3. Grant Contact Information

The Department of Human Services is the State agency that administers the Community Youth Employment Program. If you have any questions regarding the program contact the following:

Ashley Hooks Williams

Associate Director

401 South Clinton

Chicago, IL 60607

Phone: 312-793-4637

Email: DHS.CYEP@Illinois.gov

Ashley.HooksWilliams@Illinois.gov

**---Attachment A---
Youth Eligibility Checklist**

Applicant must:

1. Be age 16 through 24, and
2. Be an Illinois resident, and
3. Not be a registered sex offender, and
 - (Background Check) Supervisors of youth must be checked against the Sex Offender Registry at <http://www.familywatchdog.us>. If a common name exists, print a list of common names and verify by picture. Document that additional verification was completed by including the common name print out indicating that the applicant is or is not on the common name print-out.
4. Employment provided employment eligibility verification –I9 form, and
5. Eligible based on one or more of the following:
 - ✓ National School Lunch Program
 - ✓ Workforce Investment Act
 - ✓ Food Stamps / SNAP Program
 - ✓ Temporary Assistance for Needy FamiliesAnd/or are qualified as:
 - ✓ Court-involved or at risk youth, or
 - ✓ Family income does not exceed 200% of the Federal Poverty Level (FPL).

Examples of Related Documentation

- ✓ Age 16-24 at Enrollment
- ✓ Birth Certificate
- ✓ Drivers License
- ✓ School Records/Identification Card
- ✓ Public Assistance/ Social Services Records
- ✓ Federal, State or Local government Identification Card
- ✓ Baptismal Certificate (If Place of Birth is Shown)
- ✓ Hospital Record of Birth
- ✓ Passport
- ✓ Workers Compensation Record
- ✓ Illinois Secretary of State Issued, Illinois Identification Card

Proof of Residence

- | | |
|--|---|
| ✓ Drivers License | ✓ Insurance Policy (Residence or Auto) |
| ✓ Public Assistance Records/Printout | ✓ Lease |
| ✓ Food Stamp Award Letter | ✓ Letter from Social Service Agency or School |
| ✓ Utility Bill | ✓ Library Card |
| ✓ Landlord Statement | ✓ Medicaid/Medicare Card |
| ✓ Computer Printout from other Government Agencies | ✓ Phone Directory |
| ✓ Homeless | ✓ Postmarked Mail Addressed to Applicant |
| ✓ Housing Authority Verification | |

- ✓ Property Tax Record
- ✓ Rent Receipt
- ✓ School Identification Card
- ✓ Selective Service Registration Card
- ✓ Work Experience Records/Pay Stub

Authorized to Work in the United States

- ✓ Birth Certificate
- ✓ Naturalization Certification
- ✓ Hospital Record of Birth
- ✓ Work Experience Records/Pay Stub
- ✓ Public Assistance Records/Printout
- ✓ USDOL Documentation Technical Assistance Guide
- ✓ Department of Human Services Records
- ✓ Alien Registration Card indicating Right to Work
- ✓ Food Stamp Records
- ✓ Foreign Passport Stamped Eligible to Work
- ✓ Passport
- ✓ IDES UI Information (UI Claimants Only)
- ✓ (Appropriate documentation of immigration must be collected and maintained in client's file, through completion of the I-9 document.)

Cash Welfare Recipient

- ✓ Medical Card Showing Cash Grant Status (If applicant is 19 or over, accept current medical card with applicant's name listed. If applicant is 16-18, parent's name must also be on the medical card. Attach copy of card or printout from DHS system at <https://services.state.il.us/web3270>.)
- ✓ Public Assistance Records/Printout
- ✓ Copy of Authorization to Receive Cash Public Assistance
- ✓ Public Assistance Identification showing Cash Grant Status
- ✓ Refugee Assistance Records

WIA Recipient

IWDS – Case Management – Eligibility Determination Screen, and

IWDS – Case Management – Service Screen

Both documents can be obtained from the local WIA case manager

SNAP (Food Stamp) Benefits

For grantees that have ACCESS to the DHS SNAP system: Receipt verified through printout from <https://ebt-link.illinois.gov/ilebtclient/login.recip> or printout of case information from DHS system at <https://services.state.il.us/web3270> (requires Digital Certificate and RACF ID# for

access to IDHS screens). Or Applicant provided letter from DHS documenting the household is eligible and/or currently has received SNAP benefits within the last six (6) months.

Homeless

Qualifies as a homeless person under subsection (a) and (c) of Section 103 of the Stewart B. McKinney Homeless Assistance Act.

National School Lunch Program

Children from families with incomes at or below 130 percent of the poverty level are eligible for free meals. Those with incomes between 130 percent and 185 percent of the poverty level are eligible for reduced price meals, for which students can be charged no more than 40 cents. (For the period July 1, 2012, through June 30, 2013, 130 percent of the poverty level is \$29,965 for a family of four; 185 percent is \$42,643.) The applicant and/or applicant's guardian must contact their school for documentation of eligibility.

Students that attend a school where there are more than 70% youth eligible for the program AND the participant receives benefits under this program, you will be allowed to document their eligibility by completing a self-attestation form (provided in Attachment A) attesting to the fact that they receive a free or reduced price lunch. The form must be signed by the participant and parent/guardian (if the youth is under 18). The list of schools is available in www.illinoisworknet.com/SYEP2014 Online Guide--Forms.

Court Involved or At Risk Youth

Offender: (A) who is or has been subject to any stage of the criminal justice process, for whom services under this Program may be beneficial; or (B) who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction. Documentation includes; Court Documentation, Letter of Parole, Letter from a Probation Officer, or Offender-Police Records.

Income Eligibility

Family Definition: The term "family" means 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. A husband, wife, and dependent children.
2. A parent or guardian and dependent children.
3. A husband and wife.

Family Income Inclusions and Exclusions

The following is a list of income that is to be included in determining eligibility.

Family Income shall include:

- ✓ Gross wages on salary (before deductions), including wages and salary received for on-the-job training;
- ✓ Net self-employment income (gross receipts minus operating expenses);
- ✓ Other money income received from sources such as net rents, pensions, alimony, periodic income from insurance policy annuities, and other sources of income;
- ✓ Strike benefits from union funds;
- ✓ Net gambling or lottery winnings;
- ✓ Disability insurance payments received under Title II of the Social Security Act.

Income Guidelines for Determination of Eligibility

2014 HHS Poverty Guidelines for Determination of 200% of Poverty

Persons in family/household	Annual 200% Poverty guideline	Monthly 200% Poverty guideline
1	\$23,340.00	\$1,945.00
2	\$31,460.00	\$2,621.67
3	\$39,580.00	\$3,298.33
4	\$47,700.00	\$3,975.00
5	\$55,820.00	\$4,651.67
6	\$63,940.00	\$5,328.33
7	\$72,060.00	\$6,005.00
8	\$80,180.00	\$6,681.67
For families/households with more than 8 persons, add	\$4,060 for each additional person.	\$8,120 for each additional person.

Family Income Determination Worksheet

Enter the amount of income for all wage earners in the family (see income eligibility definitions starting on page 13).

List all family members living in the household:

	Name	Relationship	Age
1			
2			
3			
4			
5			
6			
7			
8			

List the annual earning for each member in the family that has qualifying income.

Family Member	1	2	3	4	5	6	7	8
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Alimony								
Allowance								
Insurance Annuity								
Pension								
Public Assistance								
Self Employment Wages								
Social Security								
Unemployment								
Wages								
Other								

Self-Attestation Example

Applicant Name	Last	First	MI
Social Security Number		Date	

I hereby certify, under penalty or perjury, that the following information is true:

I attest that the information stated above is true and accurate, and understand that the above information, if misrepresented, or incomplete, may be grounds for immediate termination and/or penalties as specified by law.

Applicant's Signature	Date
Applicant's Phone Number	
Applicant's Address	
Signature of Parent or Guardian (as needed)	

The above applicant self-attestation is being utilized for documentation of the following eligibility criteria:

Eligibility Intake Staff Person Name	
Signature	Date

---Attachment B---
Timesheets / Compensation Forms / Worksite Agreements

- Worksite Agreement
- Worksite Assessment
- Bi-Weekly Time Sheet
- Supportive Service Form
- Grantee Expenditure Documentation Form