

**Attachment #3 - WIA YOUTH ELIGIBILITY CRITERIA, GLOSSARY, AND  
DOCUMENTATION**  
**Revised October 2008**

Following is the eligibility criteria for the Youth Program and a Glossary of relevant terms. Documentation verifying the eligibility of participants in WIA is mandatory. Eligibility determination shall be made prior to enrollment in WIA and receipt of any Intensive, Training or Supportive services. Each program shall provide employment and training opportunities to those who may benefit from and who are most in need of such opportunities. This is required because WIA is not an entitlement program.

Veterans and eligible spouses covered by Public Law 107-288, who otherwise meet the eligibility requirements for enrollment, are to be given priority over non-veterans for the receipt of employment, training, and placement services provided under the WIA program. Additionally, citizenship or legal immigration status must be determined prior to provision of program services to individuals 18 years of age or older per Colorado HB1023.

The following eligibility elements must be documented for each applicant. Please refer to the comprehensive checklist of allowable forms of eligibility documentation contained in this attachment. Other forms of documentation not listed must be reviewed by a State Workforce Liaison on a case-by-case basis. Photocopies of documentation kept on file, or scanned documents stored in electronic document management systems, must be legible.

1. **Citizenship/Eligible to Work** – Participation shall be open to citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylees, and parolees, and other immigrants authorized by the Attorney General to work in the United States. **Note:** If a Social Security number is being used to document citizenship, or if the participant is being entered into a paid work experience activity, the original card needs to be presented along with a picture ID. Both documents should be copied so that signatures and Social Security numbers are legible. (Additional types of documentation that can be used to demonstrate citizenship are listed in this attachment.) If the Social Security number is simply being used as the unique identifier in JobLink, the number does not need to be verified. If the client prefers not to provide a Social Security number, a pseudo number can be created for use in JobLink. A picture ID is not required as long as other appropriate documents are available to document eligibility. WIA can pay for a picture ID as a supportive service if the client is enrolled in the program.

**Note:** Per TEGL 5-08, local grantees should request a Social Security number from all applicants to aid in performance reporting, but services cannot be denied to anyone for refusing to furnish a Social Security number when their citizenship/alien status can be documented via other means.

2. **Selective Service/Military Status** – All participants shall be in compliance with the Selective Service Act requirements. All males who are at least 18 years old and born after December 31, 1959 and who are not in the armed services on active duty shall be registered.

3. **Age** at enrollment must be between the ages of 14 and 21.

In addition to these standard criteria, staff making eligibility determinations must verify that the applicant qualifies under the following categories:

- (A) a low-income individual; **and**
- (B) an individual who is one or more of the following: deficient in basic literacy skills; a school dropout; homeless, a runaway, or a foster child; pregnant or a parent; an offender; or an individual who requires additional assistance to complete an education program or to secure and hold employment. A disabled youth whose family does not meet income eligibility criteria may be eligible if the youth's own income meets the income criteria for a family size of one.

**Exception:** Five percent of the youth participants may be individuals who do not meet the minimum income criteria, if such individuals are one or more of the following categories: school dropout; basic skills deficient; educational attainment that is one or more grade levels below the grade level appropriate to the age of the individual; pregnant or parenting; individual with a disability including learning disabilities; homeless or runaway; offenders; or other serious barriers to employment as identified in the local plan. The 5% applies as follows: Each program year, the exceptions cannot exceed 5% of the total new enrollments.

**Note:** Individuals ages 18 through 21 may be eligible for both adult and youth programs if they meet the respective eligibility requirements for both programs.

## **GLOSSARY**

Local program staff making eligibility determinations for the Youth program should make use of the following definitions:

**APPLICANT (AN INDIVIDUAL)** – An individual who applies to a WIA Grant recipient or sub-recipient for employment, training and/or services provided under WIA.

**CITIZENSHIP** – Designation of an applicant as a citizen of the United States or a lawfully admitted permanent resident alien, lawfully admitted refugee or parolee, and other individuals authorized by the Attorney General to work in the United States. If the applicant indicates that he/she is not a citizen or an “eligible non-citizen,” the applicant is ineligible for WIA. (Form 12A – Immigration Affidavit shall be included in every application for applicants 18 years or older effective 8/1/2006).

**CONCURRENT ENROLLMENT** – Youth may participate in both the youth and adult or dislocated worker programs concurrently if they are: 1) Eligible youth who are 18 through 21 years of age; and 2) are also eligible under the adult or dislocated worker eligibility criteria applicable to the services received. Local program operators shall identify and track the funding streams that pay the costs of services provided under each program and ensure that services are not duplicated.

**DEFICIENT IN BASIC LITERACY SKILLS** – (For use in determining basic youth eligibility.) An individual who: 1) computes or solves problems, reads, writes, or speaks English at or below the eighth grade level on a generally accepted standardized test or a comparable score on a criterion-referenced test; or 2) is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society.

**FAMILY** – 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:

- A. A husband, wife, and dependent children.
- B. A parent or guardian and dependent children.
- C. A husband and wife.

**DEPENDENT CHILD** – A child, related by blood, marriage, or decree of court, living in a single residence with his/her parent(s) or guardian.

**GUARDIAN** – An individual related by blood, marriage, or decree of court, living in a single residence, where the parents are not present in the residence.

### **LIVING IN A SINGLE RESIDENCE**

A. Temporary, voluntary residence elsewhere – an individual is included in a single residence if they are temporarily and voluntarily living outside of the residence. This may include individuals attending school or college, or visiting relatives. It does not include involuntary temporary residence elsewhere (i.e. incarceration or placement as a result of a court order).

**Note:** If a college student is not claimed as a dependent on anyone else’s tax return, they are NOT a dependent child.

B. Temporary, involuntary residence elsewhere – an individual is NOT included in a single residence if they are temporarily and involuntarily living outside of the residence. This may include individuals who are incarcerated or placed as a result of a court order.

**Note:** A person not meeting the definition of family is considered to be an individual (family of one). Individuals ordinarily included in the definition of family, but no longer claiming to be dependent shall complete an applicant statement attesting to individual status. Such statements should be corroborated by the head of household in which the individual resides. (S)He shall also show source of his/her support. The individual shall provide over 50% of his/her support to be considered a family of one. Income tax records are also a good source of documentation to support that the youth is not claimed by the parents. Youth aged 18 years and more, see “Individual” definition.

**FAMILY INCOME** – Family income includes total 6 months cash receipts before taxes (i.e. Gross wages) from all sources as defined in “Family” above, except:

If the applicant reports little or no includable income, s/he shall indicate other resources relied upon for life support during the last six months on the Applicant Statement. Such resources may include such things as unpaid debts, gifts, loans, unemployment compensation, etc.

In addition, when a Federal statute specifically provides that income or payments received under such statute shall be excluded in determining eligibility for and the level of benefits received under any other federal statute, such income or payments shall be excluded in WIA eligibility determinations.

**FOSTER CHILD** – A youth 14-18 years of age on whose behalf state or local government payments (excluding OASI) are made. This may include youth who have been made a ward of the state by a court, including those in the following categories:

- Youth in State institutions
- Youth in Community Group Homes
- Youth in Foster Homes

**HOMELESS PERSON** – An individual who lacks a fixed, regular, and adequate nighttime residence and who has a primary nighttime residence that is (A) a supervised publicly or privately operated shelter designed to provide temporary living accommodation (including welfare hotels, congregate shelters, and transitional housing for the mentally ill); (B) an institution that provides a temporary residence for individuals intended to be institutionalized; or (C) a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

**EXCLUSION** – For purposes of the Act, the term “homeless” or “homeless individual” does not include any individual imprisoned or otherwise detained pursuant to an Act of Congress or a State law.

A homeless individual who meets the above criteria is presumed to be economically disadvantaged for purposes of eligibility under the WIA unless demonstrated otherwise.

\*\*\*Refer to the Stewart B. McKinney Assistance Act (PL100-77).

**INCOME (Includable):**

- Money wages and salaries (gross wages) before any deductions;
- Net receipts from non-farm self-employment (receipts from a person’s own unincorporated business, professional enterprise, or partnership after deductions for business expense);
- 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);
- Regular payments from Social Security, including SSDI (Social Security Disability Insurance - this is a change from the 50% inclusion under JTPA), railroad retirement, strike benefits from union funds, worker’s compensation, and training stipends;
- Alimony;
- Military family allotments (including Hazardous Duty Incentive Pay) or other regular support from an absent family member or someone not living in the household;
- Pensions (retirements) whether private, government employee (including military retirement pay);
- Regular insurance or annuity payments;
- College or university grants, fellowships and assistantships;
- Dividends, interest, net rental income, net royalties, periodic receipts from estates or trusts;
- Net gambling or lottery winnings.

**INCOME (Excludable):**

- Unemployment compensation;
- Child support payments, including foster care child payments;

- Welfare payments (including Temporary Assistance for Needy Families (TANF), Supplemental Security Income (SSI), Refugee Cash Assistance (RCA). (Note: General Assistance (GA) became obsolete with welfare reform, therefore is not an eligible category);
- Financial assistance under Title IV of the Higher Education Act, i.e., Pell Grants, Federal Supplemental Education Opportunity Grants and Federal Work Study. PLUS, Stafford and Perkins loans like any other kind of loan are debt and not income;
- Needs-based scholarship assistance; state & private grant aid;
- income earned while the veteran was on active military duty and certain other veteran's benefits, i.e., compensation for service-connected disability, compensation for service-connected death, vocational rehabilitation, and education assistance;
- Capital gains;
- Any assets drawn down as withdrawals from a bank, the sale of property, a house or a car;
- Tax refunds, gifts, loans, lump-sum inheritances, one-time insurance payments, or compensation for injury;
- Non-cash benefits such as employer paid fringe benefits, food or housing received in lieu of wages, Medicare, Medicaid, USDA Food Stamps, school meals, and housing assistance;
- ALL WIA payments, excluding OJT.

**IN-SCHOOL YOUTH** – Means a person age 14 through 21 who is attending school full time and who has not yet received a high school diploma or is attending Alternative School.

**INDIVIDUAL** – (Family of one) – A person not meeting the definition of family is considered to be an individual. Youth aged 18 years and older living with parents or other family member(s) shall document individual status by completing the Applicant Statement form verifying that status.

**INDIVIDUAL WITH DISABILITY** – (For use as one of the barriers of youth not meeting the income eligibility test who may be served under the 5% category.) Any individual who has a physical or mental disability, which for such individual, constitutes or results in a substantial handicap to employment. Suggested definition for substantial disability to employment – a loss of occupational choice of a class or group of jobs due to the disability, i.e., significant diminishment of occupational choices.

An Individual with a Disability may be eligible based on the family of one income guideline. Job Link data entry shall still include the accurate dollar amounts for individual 6 month and (estimated) family 6 month as well as the accurate number of family members. Do **not** leave the family 6 month income field blank and do not enter 01 for number in family unless the Individual with a Disability meets the criteria of an “Individual” as shown above. Job Link will use the fields necessary to figure the individual income for the Individual with a Disability.

**LOW INCOME** (Shall be used to calculate eligibility for WIA Youth programs.)

- An individual who:

A. Receives, or is a member of a family which receives, cash welfare payments issued directly to the recipient under a Federal, State, or local income-based public assistance program (see definition of Public Assistance/Cash Welfare payment). Note: Social Security Disability Insurance (SSDI) is not considered cash welfare and does not make a person automatically eligible for WIA; or

B. Has, or is a member of a family which has received a total family income for the six-month period prior to application for the program involved (exclusive of unemployment compensation, child support payments, payments described in A, and old-age and survivors insurance benefits received under section 202 of the Social Security Act) that, in relation to family size, was not in excess of the higher of (1) the official poverty guidelines (OMB), or (2) 70 percent of the lower living standard income level (LLSIL) (see the income chart below); or

C. Is receiving or is a member of a household that receives (or has been determined within the 6-month period prior to the application for the program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977 (excludes individuals not living in the residence); or

D. Qualifies as a homeless individual under the McKinney Homeless Assistance Act; or

E. Is a foster child on whose behalf State or local government payments are made; or

F. Is an individual with a disability whose own income meets the requirements of an A or B, but who is a member of a family whose income does not meet such requirements.

**LOWER LIVING STANDARD INCOME LEVEL** - the income level (adjusted for regional, metropolitan, urban, and rural differences and family size) determined annually by the Secretary of Labor based on the most recent lower living family budget issued by the Secretary. Income levels for families of two or more are revised for the lower living standard income level from the U.S. Department of Labor Federal Register issued annually.

**NEEDS ASSISTANCE** – An individual (including a youth with a disability) who requires additional assistance to complete an educational program or to secure and hold employment. Because the State has not chosen to issue a policy that defines “**additional assistance**” as relates to WIA Youth program eligibility, each region has the responsibility for determining its own definition of this eligibility category. A local policy should be developed that specifies what conditions must be met for a youth to require additional assistance and what documentation is needed to demonstrate this eligibility category.

**OFFENDER** – Any adult or juvenile who is or has been subject to any stage of the criminal justice process for whom services may be beneficial or who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.

**OUT-OF-SCHOOL YOUTH** – An eligible youth who is a school dropout; or who has either graduated from high school or holds a GED, but is basic skills deficient, unemployed or underemployed. For reporting purposes, this term includes all youth except: (i) those who are attending any school and have not received a secondary school diploma or its recognized equivalent, or (ii) those who are attending post-secondary school and are not basic skill deficient.

**Note:** An individual who is out of school at the time of registration and subsequently placed in an alternative school may be considered an out-of-school youth for the 30% expenditure requirement for out-of-school youth.

**PARTICIPANT** – An individual who has been determined to be eligible to participate in and who is receiving services (except follow-up services) under a program authorized by this Act. Participation shall be deemed to commence on the day following eligibility determination, on

which the participant began receiving subsidized employment, training, or other services provided under this Act in either a physical location (One Stop Center or affiliate site) or remotely through electronic technologies. Customers receiving only self-service or informational activities are not considered to be participants in the WIA programs.

**PREGNANT OR PARENTING YOUTH** – A youth who is 21 years of age or less at the time of application and who is pregnant, or a male or female who is providing custodial care for one or more dependents under age 18.

**POST SECONDARY EDUCATION** – A program at an accredited degree-granting institution that leads to an academic degree (e.g., A.A, A.S, B.A., B.S).

**PUBLIC ASSISTANCE/CASH WELFARE PAYMENTS** – Federal, State or local government cash welfare payments issued directly to the recipient for whom eligibility is determined by a needs or income test (i.e. TANF, Refugee Cash Assistance, and Supplemental Security Income). Note: Supplemental Security Disability Income (SSDI) is not considered cash welfare and does not make a person automatically eligible for WIA.

**RUN-AWAY YOUTH** – A person under 18 years of age who absents himself or herself from home or place of legal residence without the permission of parents or legal guardian.

**SCHOOL DROPOUT** – An individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent. A youth's dropout status is determined at the time of registration.

**SELECTIVE SERVICE** – Only those males who are subject to, and have complied with, the registration requirements of Military Selective Service Act (MSSA) are eligible for participation in WIA funded programs and services. Every male citizen and every other male residing in the United States shall register with the Selective Service System (SSS) between their 18<sup>th</sup> and 26<sup>th</sup> birth dates. The Director of the SSS and the Secretary of Labor are required to cooperate in carrying out these provisions. In 1986 the MSSA was amended to require the registration status to be examined and confirmed as follows:

A person may not be denied a right, privilege or benefit under Federal law by reason of failure to present himself for and submit to registration under section 3 [50 U.S.C/ App. 453] if:

- The requirement for the person to so register has terminated or become inapplicable to the person; **AND**
- the person shows by a preponderance of the evidence that the failure of the person to register was **not** a knowing and willful failure to register.

The following is the documentation required for persons eligible to register but who neglected to register and are now over 26 years old:

- **Incarcerated, hospitalized, or institutionalized** – A copy of a statement from the Department of Corrections, or other institution, indicating the duration of the stay can be used to demonstrate that the individual was not available to register with Selective Service during his period of Selective Service eligibility.
- **Veteran** – A copy of a DD214 showing other than a dishonorable discharge can be used in lieu of a Selective Service registration. In addition, the veteran can provide a Selective Service waiver document (obtainable by the Selective Service System).

- **Homeless** – A letter from a homeless shelter or a statement signed by the applicant can be utilized to attest to the applicant’s inability to register for Selective Service while he was still eligible.
- **Non-citizen** – An alien registration card or other immigration document showing the date of entry into the United States, and demonstrating that this date was beyond the date of his 26<sup>th</sup> birthday.

The Conference Report to the amendment clarified “that a non-registrant is not to be denied any Federal benefit if he can demonstrate that his failure to register was not knowing or willful.” This provision was added “in order not to penalize an individual with an obvious disqualifying handicap, such as total paralysis of the limbs, or an individual who has been honorably discharged from the armed services

### **DOCUMENTING ELIGIBILITY WITH SELF-ATTESTATION**

Documenting eligibility with self-attestation is a method of last resort when no other source of documentation can be found or accessed. Self-attestation can also be used to clarify documentation that is considered insufficient by itself. However, the basic WIA eligibility data elements of **age and immigration status cannot be self-attested**. Please review the most current or relevant Data Validation PGL to assist in determining when it is appropriate to use self-attestation; or consult with your local MIS coordinator if the data element in question is not addressed by the PGL. An acceptable self-attestation statement should be a signed document that includes information clearly addressing the eligibility criteria you are trying to capture, and should adhere to local self-attestation policy guidelines.

#### **Youth example:**

When documenting a youth who qualifies as a “family of one”, but lives with a family member, include an explanation as to how/why this meets the eligibility criteria of a family of one– such as: disabled and not currently working; temporarily living with a family member until he/she can secure a job; paying/not paying rent or providing own food; under/over 18 years old; and/or wage information attestation from family member, as appropriate. When documenting income, the case manager should verify that any wages recorded in UI records meet the income eligibility requirements.

**WIA ELIGIBILITY DOCUMENTATION CHECKLIST – YOUTH PROGRAM**

<b>Eligibility</b>	<b>Required Documentation</b>
<p>Citizenship/Alien Status (1 is required)</p>	<ul style="list-style-type: none"> <li>- Social Security Card <u>AND</u> Driver's License or other government issued picture ID containing a photograph or information such as name, date of birth, gender, height, eye color and address. (If under 18 years old and does not have a Driver's License; may use school record or hospital record with signed Social Security Card. Identification cards issued by Department of Corrections shall not be accepted.)</li> <li>- U.S. Passport (unexpired or expired)</li> <li>- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>- An unexpired foreign passport with a temporary I-551 stamp</li> <li>- An unexpired Employment Authorization Document that contains a Photograph (Form I-766, I-688, I-688A, I-688B)</li> <li>- An unexpired foreign passport with an unexpired Arrival-Departure Record, Form I-94, bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, if that status authorizes the alien to work for the employer</li> <li>- Original or certified copy of a Birth Certificate issued by a state, county, municipal authority or outlying possession of the US bearing an official seal</li> <li>- Certification of Birth Abroad issued by the Department of State</li> <li>- DD-214, Report of Transfer or Discharge (If Place of Birth is Shown)</li> <li>- US Citizen ID card (Form I-197)</li> <li>- Native American Tribal Document/CDBI (Certificate of Degree of Indian Blood)</li> </ul>
<p>Selective Service Registration (Required for male Youth age 18 &amp; older)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> On-line verification at <a href="http://www.sss.gov">www.sss.gov</a></li> <li><input type="checkbox"/> Acknowledgement Letter from Selective Service</li> <li><input type="checkbox"/> Selective Service Verification Form</li> <li><input type="checkbox"/> Selective Service Registration Card</li> <li><input type="checkbox"/> Selective Service Advisory Opinion Letter</li> <li><input type="checkbox"/> Selective Service Registration Record (Form 3A)</li> <li><input type="checkbox"/> Selective Service Waiver Document (for veterans)</li> <li><input type="checkbox"/> Stamped Post Office Receipt of Registration</li> <li><input type="checkbox"/> DD-214</li> <li><input type="checkbox"/> Cross match with Veterans data</li> </ul>
<p>Social Security Number (Not required for eligibility)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> DD-214, Report of Transfer or Discharge</li> <li><input type="checkbox"/> IRS Form Letter 1722</li> <li><input type="checkbox"/> Letter from Social Security Agency</li> <li><input type="checkbox"/> Pay Stub with Social Security number</li> <li><input type="checkbox"/> Social Security Benefits</li> <li><input type="checkbox"/> Social Security Card</li> <li><input type="checkbox"/> W-2 Form</li> <li><input type="checkbox"/> Declined; pseudo-SSN created</li> </ul>
<p>Affidavit of Immigration Status (Required in conjunction with one of the listed forms of ID for age 18 &amp; older)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Colorado Driver's License</li> <li><input type="checkbox"/> Colorado Identification Card</li> <li><input type="checkbox"/> U.S. Military Card</li> <li><input type="checkbox"/> Military Dependent Identification Card</li> <li><input type="checkbox"/> U.S. Coast Guard Merchant Mariner Card</li> </ul>

	<input type="checkbox"/> Native American Tribal Document <input type="checkbox"/> Other State Driver's License <input type="checkbox"/> Other State Identification Card
--	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Element	Required Documentation
Age / Date of Birth	<input type="checkbox"/> Baptismal Record <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Driver's License <input type="checkbox"/> Federal, State, or Local photo ID <input type="checkbox"/> DD-214 <input type="checkbox"/> Passport <input type="checkbox"/> Hospital record of birth <input type="checkbox"/> Public assistance/social service record <input type="checkbox"/> School records or ID card <input type="checkbox"/> Work permit <input type="checkbox"/> Cross match with Dept. of Vital Statistics <input type="checkbox"/> Tribal records
<input type="checkbox"/> In-School <input type="checkbox"/> Out-of-school	<p><b>Educational Status:</b></p> <input type="checkbox"/> Self-attestation <input type="checkbox"/> School records
Low Income (1 is required) <input type="checkbox"/> Cash Public Assistance <input type="checkbox"/> Family Size/Income <input type="checkbox"/> Food Stamps <input type="checkbox"/> Homeless <input type="checkbox"/> Foster Child <input type="checkbox"/> Disability (Treat as family of 1)	<p><b>Basic Skills Deficient:</b></p> <input type="checkbox"/> Standardized assessment test <input type="checkbox"/> School Records <input type="checkbox"/> Case Notes
Disability	<input type="checkbox"/> Family size & income calculation <input type="checkbox"/> Pay stubs <input type="checkbox"/> Public assistance records / Quest card? <i>no</i> <input type="checkbox"/> Social Security benefits records <input type="checkbox"/> UI documents <input type="checkbox"/> Housing authority verification <input type="checkbox"/> Veterans Administration award letter <input type="checkbox"/> Quarterly estimated tax (for self-employed) <input type="checkbox"/> Pension statement <input type="checkbox"/> Family / business financial records <input type="checkbox"/> Employer statement / contact <input type="checkbox"/> Court award letter / document <input type="checkbox"/> Compensation award letter <input type="checkbox"/> Bank statements <input type="checkbox"/> Alimony agreement <input type="checkbox"/> Refugee assistance records
	<input type="checkbox"/> Medical records <input type="checkbox"/> Letter from drug / alcohol rehabilitation agency <input type="checkbox"/> Case notes regarding an observable condition <input type="checkbox"/> Physician's statement <input type="checkbox"/> Psychiatrist's statement <input type="checkbox"/> Psychologist's diagnosis <input type="checkbox"/> Rehabilitation evaluation <input type="checkbox"/> School records

	<ul style="list-style-type: none"> <li><input type="checkbox"/> Sheltered workshop certification</li> <li><input type="checkbox"/> Social Service records / referrals</li> <li><input type="checkbox"/> Social Security Administration disability records</li> <li><input type="checkbox"/> Veterans Administration letter / records (continued)</li> <li><input type="checkbox"/> Vocational Rehabilitation letter</li> <li><input type="checkbox"/> Worker's Compensation record</li> </ul>
<p>Barrier (1 or more required)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>BASIC SKILLS DEFICIENT</b></li> <li><input type="checkbox"/> Standardized assessment test</li> <li><input type="checkbox"/> School records</li> <li><input type="checkbox"/> Case notes</li>   <li><input type="checkbox"/> <b>SCHOOL DROPOUT</b></li> <li><input type="checkbox"/> WIA application form</li>   <li><input type="checkbox"/> <b>HOMELESS</b></li> <li><input type="checkbox"/> Written statement from a shelter</li> <li><input type="checkbox"/> Written statement from social service agency</li> <li><input type="checkbox"/> Written statement from individual providing residence</li>   <li><input type="checkbox"/> <b>FOSTER CHILD</b></li> <li><input type="checkbox"/> Court letter / documents</li>   <li><input type="checkbox"/> <b>PREGNANT / PARENTING</b></li> <li><input type="checkbox"/> Copy of child's birth certificate</li> <li><input type="checkbox"/> Baptismal record</li> <li><input type="checkbox"/> Doctor's note</li> <li><input type="checkbox"/> Observation</li>   <li><input type="checkbox"/> <b>OFFENDER</b></li> <li><input type="checkbox"/> Juvenile/criminal justice document</li> <li><input type="checkbox"/> CM direct contact with juvenile / criminal justice representative</li>   <li><input type="checkbox"/> <b>REQUIRES ADDITIONAL ASSISTANCE</b></li> <li><input type="checkbox"/> ISS</li> <li><input type="checkbox"/> WIA application form</li> <li><input type="checkbox"/> Case notes</li> </ul>
<p>5% Exception to Low Income Requirement (1 or more required)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>BASIC SKILLS DEFICIENT</b></li> <li><input type="checkbox"/> Standardized assessment test</li> <li><input type="checkbox"/> School records</li> <li><input type="checkbox"/> Case notes</li>   <li><input type="checkbox"/> <b>SCHOOL DROPOUT</b></li> <li><input type="checkbox"/> WIA application form</li>   <li><input type="checkbox"/> <b>HOMELESS / RUNAWAY</b></li> <li><input type="checkbox"/> Written statement from shelter</li> <li><input type="checkbox"/> Written statement from social service agency</li> <li><input type="checkbox"/> Written statement from individual providing residence</li> </ul>

**DISABLED**

Disability section (above) completed

**PREGNANT / PARENTING**

Copy of child's birth certificate

Baptismal record

Doctor's note

Observation

**OFFENDER**

Juvenile/criminal justice document

CM direct contact with juvenile / criminal justice representative

**REQUIRES ADDITIONAL ASSISTANCE**

ISS

WIA application form

Case notes