

**Nevada Department of Employment, Training and Rehabilitation  
(DETR)  
Workforce Innovation and Opportunity Act of 2014  
State Compliance Policy (SCP)**

**Policy Number: 2.1**

**Originating Office:** Workforce Investment Support Services

**Subject:** Participant Eligibility for Youth Services

**Approved:** April 21, 2016, by the Governors Workforce Development Board (GWDB)

**Purpose:**

To provide program and participant eligibility requirements for youth services under WIOA.

**State Imposed Requirements:** This directive contains some state-imposed requirements. These requirements are printed in **bold, italic type**.

**Authorities/References:** Workforce Innovation and Opportunity Act (P.L. 113-134), 20 CFR Part 681, Source Documentation Requirements Data Element Validation, Technical Assistance Guide (TAG) 15-3.

**ACTION REQUIRED:**

Upon issuance bring this guidance to the attention of all WIOA service providers, LWDB Board members and any other concerned parties. Any local boards' policies, procedures, and or contracts affected by this guidance are required to be updated accordingly.

**Background:** WIOA became law on July 22, 2014 and supersedes titles I and II of the Workforce Investment Act (WIA). The Departments of Labor (DOL) and Education published a set of proposed regulations implementing WIOA. These are known as the Notice of Proposed Rulemaking (NPRMs).

The following SCP communicates the unaffected requirements, the proposed changes and state requirements in program and service eligibility. The policy includes procedure, content definition and minimal file content requirements to address two of the three DOL requirements of Eligibility and Reporting. The final piece, Performance will be addressed in other SCP/TAGs. WIOA refined several of the eligibility requirements of the Workforce Investment Act. These include age requirements and low income determination and are addressed in the following. There are no Youth self- service components in WIOA. Every individual receiving services must meet the In School Youth (ISY) or Out of School Youth (OSY) eligibility criteria and be formally enrolled in the program.

## **Policy and Procedure:**

### **General Eligibility Requirements**

#### **Birth Date/Age:**

Age eligibility is based on age at enrollment. In-School Youth applicants must be between the ages of 14 and 21 and Out-of-school applicants between 16 and 24.

#### **Employment Authorization:**

A participant must be authorized to work in the United States to receive WIOA services.

#### **Selective Service Registration:**

Male applicants born on or after January 1, 1960 must be registered with the U.S. Selective Service within 30 days of their 18<sup>th</sup> birthday. Those who have not yet registered should be referred for registration prior to WIOA enrollment. Reference TEGL 11-11. ***Local Boards must have written policy addressing Selective Service compliance.***

**Provide Documentation on Social Security Number:** While the state cannot require the collection of social security numbers per TEGL 5-08, it is highly encouraged to do so in order to use the quarterly wage records information in program performance reports to DOL.

**Registration:** (CFR 680.110) the process for collecting information to support a determination of eligibility. Youth seeking more than minimal assistance from staff in taking the next steps toward self-sufficiency employment must be registered and eligible. Registration can be done electronically, through an interview, or through an individual's application.

## **Eligibility and Definitions:**

**In-School Youth (ISY):**(CFR 681.220, WIOA Sec. 3(27), 129(a)(1)(C))

#### **An individual who is:**

- Attending school (*as defined by State law; NRS 388*), including secondary and post-secondary school;
- Not younger than age 14 or (unless an individual with a disability who is attending school under State law) older than 21 at the 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;
- A low-income individual as defined by WIOA 3(36), or lives in a high poverty area; **and** one or more of the following:
  1. Basic skills deficient; (English, reading, writing, or computing skills below 8<sup>th</sup> grade level on a generally excepted standardized test or speak English at a level necessary to function on the job, in the individual's family or in society.)
  2. An English language learner as defined in Sec. 203 (7);
  3. An offender 3(38);
  4. A homeless individual (as defined in Sec. 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), a homeless child or youth (as defined in Sec.

- 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C 11434a(2))), a runaway, in foster care or has aged out of the foster care system, 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;
5. An individual who is pregnant or parenting;
  6. An individual with a disability (WIOA Sec. 3 (25)); or
  7. An individual who requires additional assistance to enter or complete an educational program or to secure or hold employment (WIOA Sec. 3(27) and 129(a)(1)(C)). No more than five percent of ISY served in the workforce area may be deemed eligible because of the criteria described in this bullet.

**Out-Of-School Youth (OSY):** (CFR 681.210, WIOA Sec. 3(46),129(a)(1)(B))

**An individual who is:**

- Not attending any school as defined by **NRS 388:**
- Not younger than 16 or older than age 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:
  1. A school dropout as defined by state law (a youth attending an alternative school at the time of enrollment is not considered a dropout);
  2. A youth who is within the age of compulsory school attendance (aged 6-18), but has not attended school for at least the most recent complete school year calendar quarter. The school year calendar quarter is based on the local school district definition.
  3. A recipient of a secondary school diploma or recognized equivalent who is a low-income individual **and** is either
    - basic skills deficient (English, reading, writing, or computing skills below 8<sup>th</sup> grade level on a generally excepted standardized test or speak English at a level necessary to function on the job, in the individual’s family or in society) **or** an English language learner;
  4. An individual who is subject to the juvenile or adult justice system;
  5. A homeless individual (as defined in Sec. 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), a homeless child or youth (as defined in Sec. 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C 11434a(2))), a runaway, in foster care or has aged out of the foster care system, 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;
  6. An individual who is pregnant or parenting;
  7. An individual with a disability; or
  8. A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment

**Note:** Determination of School Status whether a youth participant is an ISY or OSY is made at program enrollment. Once the school status is determined, that status remains the same throughout the participation in WIOA youth program for purposes of reporting.

For purposes of WIOA the USDOL does not consider providers of Adult Education under title II of WIOA, YouthBuild programs, and the Job Corps programs to be schools. Therefore WIOA

youth programs may consider a youth to be OSY for the purposes of WIOA youth program eligibility if they are attending Adult Education under title II of WIOA, YouthBuild, or Job Corps (CFR 681.230).

Local WIOA youth programs must verify a youth's dropout status at the time of program enrollment. A youth attending an alternative school at the time of enrollment is not a dropout. "Alternative school" is defined in *NRS 388.537, 388.820-388.874, 389.155*. However, if an individual who is out-of-school at the time of enrollment and subsequently placed in an alternative school or any school is an out-of-school youth for the purposes of the 75 percent expenditure requirement for out-of-school youth (CFR 681.240).

**Low Income Eligibility Requirement:** (CFR 681.250)

- For OSY, only those youth who have a secondary school diploma or its recognized equivalent and are either basic skills deficient or an English language learner and youth who require additional assistance to enter or complete an educational program or to secure or hold employment must be low-income. All other OSY meeting OSY eligibility under CFR 681.210(c)(1), (2) and (4) through (7) are not required to be low income (WIOA Sec. 129(a)(1)(iii)(I)-(II) and 129(a)(1) (iii)(IV)-(VII)).
- All ISY must be low-income to meet the ISY eligibility criteria, except those who fall under the low-income exception as defined below. (CFR 681.250)
- WIOA allows a low-income exception for up to five percent of all WIOA youth participants who ordinarily would be required to be low-income for eligibility purposes. These participants must meet all other eligibility criteria for WIOA youth except for the low-income requirement. A program must calculate the five percent based on all youth served by the program in the local area WIOA youth program in a given program year. (CFR 681.250)
- In addition to the criteria in the definition of "low-income individual" in WIOA Sec. 3(36), a youth is low-income if they receive or are eligible for a free or reduced price lunch under the Richard B. Russell National School Lunch Act (42U.S.C. 1751 et seq.) (CFR 681.270), or if they live in a high-poverty area. A "high poverty area" is a Census tract, a set of contiguous Census tracts, Indian Reservation, tribal land, or Native Alaskan Village or county that has a poverty rate of at least 30 percent as set every five years using American Community Survey 5-year data (CFR 681.260, 681.270).
- For an individual with a disability, income level for eligibility purposes is based on the individual's own income rather than his or her family income. WIOA Sec. 3(36)(A)(vi) states that an individual with a disability whose own income meets the low-income definition in clause (ii) (income that does not exceed the poverty line or 70 percent of the lower living standard income level), but is a member of a family whose income exceeds this income requirement is eligible for youth services (CFR 681.280).

**An Individual Who Requires Additional Assistance to Enter or Complete an Educational program, or to Secure or Hold Employment:** (CFR 681.210(c)(3), 681.290)

*The State has developed the following eligibility criteria for its definition of "An individual Who Requires Additional Assistance to Enter or Complete an Educational Program, or to Secure or Hold Employment"*

*A youth must qualify for at least one of the following:*

1. *Has repeated at least one secondary grade level or is one or more grade levels behind age appropriate level*
2. *Has a core GPA of less than 1.5 or is a postsecondary student deemed by a school official to be on academic probation*
3. *Is at least two semester/four quarter credits behind the rate required to graduate from high school for each year of secondary education*
4. *Has a family history of chronic unemployment (during the two years prior to application, family members were unemployed longer than employed)*
5. *Is an emancipated youth*
6. *Is a current or previous dropout or is deemed at risk of dropping out of school by a school official*
7. *Has been suspended two or more times from school or has been expelled*
8. *Has been referred to or is being treated by an agency for documented mental health or a substance abuse-related problem*
9. *Has experienced a recent traumatic event (within two years of application), is a victim of abuse, or resides in an abusive environment as documented by a school official or professional*
10. *Is a youth 16 years of age or older who has not held a job for longer than three months or is currently unemployed and lacks work readiness skills necessary to obtain and retain employment as documented on the youth objective assessment*

**Barriers to Employment:** (WIOA Sec. 3(24)) the term “individual with a barrier to employment” means a member of 1 or more of the following populations:

- Displaced homemakers.
- Low-income individuals.
- Indians, Alaska Natives, and Native Hawaiians, as such terms are defined in Sec. 166.
- Individuals with disabilities, including youth who are individuals with disabilities.
- Older individuals.
- Ex-offenders.
- Homeless individuals (as defined in Sec. 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e–2(6))), or homeless children and youths (as defined in Sec. 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))).
- Youth who are in or have aged out of the foster care system.
- Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers.
- Eligible migrant and seasonal farmworkers, as defined in Sec. 167(i).
- Individuals within 2 years of exhausting lifetime eligibility under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.).
- Single parents (including single pregnant women).
- Long-term unemployed individuals.
- Such other groups as the Governor involved determines to have barriers to employment.

**Basic Skills Deficient:**

WIOA Sec. 3(5) defines “basic skills deficient” as an individual:

who has English reading, writing, or computing skills at or below the 8th grade (8.9 or lower) level. It is expected that basic skills deficient will be determined using an objective, valid and reliable assessment, such as the Test for Adult Basic Education (TABE) or Comprehensive Adult Student Assessment System (CASAS).

**Basic Skills Deficient Assessment Tools:**

*As referenced above, Local Boards must determine, in policy, generally accepted standardized tests which calculate the desired measures with set bench marks for assessment results.*

*Regardless of which assessment is used, documentation of the assessment and results must be maintained in the hard case file and documented in the MIS Comments as described in the NJCOS WIOA Data and Performance Desk Reference.*

**Data Collection Requirements/Recordkeeping:** (CFR 683.220) Reference SCP 5.4

All information required by federal, state, and local reporting requirements must be collected for each youth participant, including documentation of each eligibility piece, including employment authorization, those required by DOL's Data Element Validation (DEV), forms identifying participation/costs toward the individuals training, support services or incentive payments and as required for the types of service the individual has received. Each item data point must be clearly defined in comments.

The local boards are required to establish written policy for data collection and handling to ensure the quality and integrity of data over time. This includes standards for data verification, data validation and data security. The purpose is to ensure resulting electronic databases, participant files and reports are certifiably accurate up to and including participant exit and through all storage requirements.

**Drop Out Status:** (CFR 681.240)

Local WIOA youth programs must verify a youth's dropout status at the time of WIOA youth program enrollment. A youth attending an alternative school at the time of enrollment is not a dropout. States must define "alternative school" in their State Plan. The definition should be consistent with their State Education Agency definition, if available. An individual, who is out-of-school at the time of enrollment and subsequently placed in an alternative school or any school, is an out-of-school youth for the purposes of the 75 percent expenditure requirement for out-of-school youth.

The State defines alternative school as outlined in *NRS 388.537, 388.820-388.874, 389.155.*

**English Language Learner:** (WIOA Sec. 203(7))

The term "English language learner" when used with respect to an eligible individual, means an eligible individual who has limited ability in reading, writing, speaking, or comprehending the English language, and—

- (A) whose native language is a language other than English; or
- (B) who lives in a family or community environment where a language other than English is the dominant language.

**Free and Reduced Price Lunch:** (CFR 681.270)

WIOA Sec. 3(36) defines a low income individual to include an individual who receives (or is eligible to receive) a free or reduced price lunch under the Richard B. Russell National School Lunch Act.

**High Poverty Area:** (CFR 681.260)

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, Indian Reservation, tribal land, or Native Alaskan Village or county that has a poverty rate of at least 30 percent as set every 5 years using American Community Survey 5-Year data. ***Further defined in future notification.***

**Homeless:**

An individual who lacks a fixed, regular, and adequate nighttime residence; including: sharing housing of other persons due to loss of housing, economic hardship, or a similar reason; living in a motel, hotel, or campground due to lack of alternative adequate accommodations; living in an emergency or transitional shelter; abandoned in a hospital; or awaiting foster care placement; an individual who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; or migratory children (as defined in Sec. 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless because the children are living in circumstances described above.

**Low-Income:** (WIOA Sec. 3(36))

(A) In General; The term “low-income individual” means an individual who—

(i) receives, or in the past 6 months has received, or is a member of a family that is receiving or in the past 6 months has received, assistance through the supplemental nutrition assistance program established under the Food and Nutrition Act of 2008 (7 U.S.C. 2011 et seq.), the program of block grants to States for temporary assistance for needy families program under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), or the supplemental security income program established under title XVI of the Social Security Act (42 U.S.C. 1381 et seq.), or State or local income-based public assistance; (ii) is in a family with total family income that does not exceed the higher of—

(I) the poverty line; or

(II) 70 percent of the lower living standard income level;

(iii) is a homeless individual (as defined in Sec. 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e–2(6))), or a homeless child or youth (as defined under Sec. 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)));

(iv) receives or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.);

(v) is a foster child on behalf of whom State or local government payments are made; or

(vi) is an individual with a disability whose own income meets the income requirement of clause (ii), but who is a member of a family whose income does not meet this requirement.

**Lower Living Standard Income Level:** (LLISL) (WIOA Sec. 36(B))

The term “lower living standard income level” means that 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. This is

issued from the state each year in memo form. It must be disseminated to Service providers upon issuance.

**Low Income Exception:** (CFR 681.250(c))

WIOA allows a low-income exception where five percent of all WIOA youth participants may be participants who ordinarily would be required to be low-income for eligibility purposes and who meet all other eligibility criteria for WIOA youth except the low-income criteria. A program must calculate the five percent based on the percent of all youth served by the program in the local area's WIOA youth program in a given program year.

**Nondiscrimination:** (WIOA Sec. 188)

No individual may be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any such program or activity because of race, color, religion, sex, national origin, age, disability, or political affiliation or belief. Participation in programs and activities must also be available to citizens and nations 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. Individuals with employment authorization may access any WIOA services for which they otherwise would qualify.

**Offender:** (WIOA Sec. 3(38))

The term “offender” means an adult or juvenile—

- (A) who is or has been subject to any stage of the criminal justice process, and for whom services under this Act may be beneficial; or
- (B) who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.

**Participation/Enroll:** (CFR 680.110)

The point at which the individual has been determined eligible for program services and has received or is receiving WIOA services other than self-service or informational service.

**Selective Service Registration Requirements:** Reference TEGL 11-11.

Local Boards must have written policy addressing Selective Service compliance.

**Self-Attestation:**

Self-attestation (also referred to as a participant or applicant statement) occurs when a participant (applicant) states his or her status for a particular data element, such as pregnant or parenting youth, and then signs and dates a form acknowledging this status. The key elements for self-attestation are: (a) a participant (applicant) identifying his or her status for a permitted data element and (b) signing and dating a form attesting to this self-identification (with a disclaimer concerning the self-identification).

**State MIS:**

For the purpose of DEV, State MIS refers to specific, detailed information that is stored in the state's information system that supports a data element. TEGL 06-14, Attachment A



**Work History:**

Appropriate hard form documentation indicating participant's employment title, wage, experience, skills and employer. At a minimum of 5 years in the MIS or more to adequately document skills and abilities related to employment.

**Youth with Disability Income Eligibility:**

For an individual with a disability, income level for eligibility purposes is based on the individual's own income rather than his or her family's income. WIOA Sec. 3(36)(A)(vi) states that an individual with a disability whose own income meets the low-income definition in clause (ii) (income that does not exceed the higher of the poverty line or 70 percent of the lower living standard income level), but who is a member of a family whose income exceeds this income requirement is eligible for youth services.

**Note:** Self-attestation Forms, Telephone Verification Forms and or Participant Applications must be completed in their entirety, dated and signed by the appropriate parties and participant and contain all relevant information the form is intended to provide.

In addition, the use of self-attestation forms, where applicable, should be used as the last resort and only when all other avenues of proof have been exhausted.

All Grantees must take the steps necessary to ensure the privacy of all Personally Identifiable Information (PII) obtained from participants and/or other individuals and to protect such information from unauthorized disclosure. Ref. TEGL 39-11.

**Required/Acceptable File Documentation**

Additionally, reference Data Element Validation Source Documentation Requirements released yearly from DOL, and TAG 15-1 for MIS data entry/Reporting requirements.

**Basic Skills (low literacy levels) Deficient:**

Hard copy Standardized assessments test results or school records and MIS case note documentation.

**Alternate Education (Alternative, Adult Education, Youth Build, Job Corps):**

Written documentation from educational program indicating that participant is enrolled and attending.

**Assessment and Date Administered:** TBD for WIOA

**Barriers to Employment:**

Necessary documentation collected to confirm the barrier and as identified in the registration process.

**Basic Literacy Skills Deficiency:** Standardized assessment tests, official school records.

**Credential Type:** Transcript, certificates, diploma, surveys, case notes.

**Credential, Certificate, Degree Date Attained:**

Transcript, certificates, diploma, letter or other documentation from school system. Attainment date must match MIS month day and year.

**Certificate or Degree Attainment:** Transcript, certificates, diploma, letter or other documentation from school system.

**Date of Birth/Age:**

Hard or electronic copy of one of the following that shows proof of date/age on its surface; Baptismal record, birth certificate, DD-214, Report of Transfer or Discharge paper, Federal/State driver's license or identification card, passport, hospital record of birth, public assistance/social service records, official school records or ID card, work permit, cross match with Department of Vital Statistics or tribal records

**Documents that establish both Identity and Employment Authorization:**

Reference Department of Homeland Security U.S. Citizenship and Immigration Services List of Acceptable Documents LIST A at <http://www.uscis.gov/sites/default/files/files/form/i-9.pdf>

**Documents that establish Identity:**

Reference Department of Homeland Security U.S. Citizenship and Immigration Services List of Acceptable Documents LIST B at <http://www.uscis.gov/sites/default/files/files/form/i-9.pdf>

**Documents that establish Employment Authorization:**

Reference Department of Homeland Security U.S. Citizenship and Immigration Services List of Acceptable Documents LIST C at <http://www.uscis.gov/sites/default/files/files/form/i-9.pdf>

**Educational attainment one or more grade levels below the grade level appropriate for individual's age:**

School records, school verification; including case notes indicating the case manager has viewed and verified any of the listed documents.

**Eligible Veteran Status:**

DD214, cross match with Veteran's data, letter from Veteran's Administration.

**Eligible Migrant and Seasonal Farmworker:** data to confirm eligibility per WIOA Sec. 167(i).

**Employment Authorization Documentation:**

Verification Documents(s) that Satisfy List A of the I-9 or Verification Document(s) that satisfy List B and C of the I-9@

<http://www.uscis.gov/sites/default/files/files/form/i-9.pdf>

**Employment Status at Participation:**

Self-Attestation form, registration/application or a case notes.

**Employment after 2nd, and 4th exit quarter:** Supplemental data, wage record system.

**Employment after 2nd, and 4th exit quarter:**

Supplemental through case management, survey, verification with employer, wage record systems, case notes, follow-up.

**English Learner:**

Observation and as indicated in MIS record, WIOA intake or registration form, self-attestation.

**Enrolled in Education:**

Applicable records from educational institution to certify enrollment, case note with verification from educational institution or training provider that participant is enrolled in education.

**Exemption:** see Other Reason for Exit.

**Family size:**

Acceptable identification cards for each family member, rental or lease agreement, social service records, school/reduced or free lunch program records, most recent tax return.

**Follow-Up Services:**

Activity/sign in sheets, attendance records, vendor contact, State MIS, case notes, WIA/WIOA status forms indicating service received.

**Food Stamps:** see Snap.

**Foster Care Youth:** (in or who have aged out of):

Written confirmation from social service agency, court records, Foster Care payment records, telephone verification form with appropriate governmental agency, self-attestation.

**Free/Reduced-Price Lunch:**

Written documentation from school/district showing that the individual or entire school/district is eligible.

**High Poverty Area:** *To be further defined in future notification.*

**Homeless:**

Written statements from an individual providing residence, shelter or social service agency, WIOA intake or registration form, self-attestation.

**Individual with disability:** (for income eligibility purposes)

Letter from drug or alcohol rehabilitation agency, letter from Individual Education Plan (IEP) team stating specific disability, medical records, physician's statement, psychiatrist's/psychologist's diagnosis, rehabilitation evaluation, school record stating specific disability, social service records/referral, Social Security Administration disability records, Veterans Administration letter/records, vocational rehabilitation letter, observable condition (applicant statement needed), sheltered workshop certification, workers compensation record;

including case notes indicating the case manager has viewed and verified any of the listed documents.

**In School:** Applicable records from an educational institution.

**Low Income:**

Alimony Agreement, applicant statement, award letter from veteran's administration, bank statements, compensation award letter, court award letter, pension statement, employer statement/contact, family or business financial records, housing authority verification, pay stubs, public assistance records, quarterly estimated tax for self-employed, Social Security benefits, UI documents, appropriate documentation from local or federal entities that show receive or is eligible for a free or reduced price school lunch.

**Low Levels of Literacy:**

Documentation, that the participant is unable to read, write, and speak English; compute and solve problems at levels of proficiency necessary to function on the job, in the family of the participant, or in society.

**Most Recent Date Received Educational, Summer Employment or Leadership Opportunities:**

Activity/sign in sheets, attendance records, vendor contact, State MIS, case notes, WIA/WIOA status forms indicating service received.

**Measurable Skills Gain:**

- **Education Achievement:** Documentation that participant achieved at least one educational functioning level in an education program that provides instruction below a post-secondary level.
- **Secondary/Post-Secondary Transcript/Report Card:** Documentation from education institution for one academic year (or 24 credit hours) showing participant is achieving the state unit's policies for academic standards.
- **Training Milestones:** Documentation from employer/training provider participant had a satisfactory or better progress report towards established milestones. (e.g. completion of OJT, completion of one year of registered apprenticeship programs, etc.)
- **Skills Progression;** Documentation participant successfully completed a required exam required for a particular occupation, or progress in attaining technical or occupational skills as evident by trade –related benchmarks such as knowledge based exams.

**Measurable Skills Gain, Date of Most Recent:**

Record data in MIS, dates must **match** documentation in file.

**Native American populations:**

Documentation collected to prove eligibility per WIOA Sec 166(b).

**Nonimmigrant Alien Authorization to Work for a Specific Employer because of his or her status:**

a. Foreign passport; and

b. Form I-94 or Form I-94A that has the following:

1. The same name on the passport and
2. An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict any restrictions or limitations identified on the form.

**Offender (ex):**

Documentation from juvenile or adult criminal justice system, documented phone call with court or probation representatives, WIOA intake or registration form, self-attestation.

**Other public assistance:**

Copy of authorization to receive cash public assistance, copy of public assistance check, medical card showing cash grant status, public assistance records, refugee assistance records, cross-match with public assistance data base.

**Other reason for Exit (exemption):**

Information from partner services MIS systems, WIA/WIOA status/exit form, case notes, information from institution or facility.

**Out of School:**

School Drop Out *or* individual has not attended school for at least the most recent complete school year calendar quarter): appropriate school/justice records notating required documentation, secondary school diploma or its equivalent recipient who is basic skills deficient or an English language learner.

**Pregnant or parenting youth:**

Copy of child's birth certificate, baptismal record, observation of pregnancy status, doctor's note confirming pregnancy, intake/registration forms, self-attestation.

**Runaway youth:**

Written statements from an individual providing residence, shelter or social service agency, WIA intake/registration form, self-attestation.

**School status at participation:**

Applicable records from education institution (certificate, diploma, attendance record, transcripts, drop out letter, school documentation), State MIS, WIOA intake/registration forms, self- attestation.

**School Status at Exit:** Transcripts, certificate, diploma, survey, case notes.

**Selective Service registration:**

Acknowledgment letter from Selective Service, Report of Transfer or Discharge, DD-214, registration process, Selective Service Advisory Opinion letter, Selective Service registration record (Form 3A), Selective Service registration card, Selective Service system contact, Selective Service verification form, stamped post office receipt of registration, registration status

information letter, local area determination of unknowing/not willful failure to register; including comments indicating the case manager has viewed and verified any of the listed documents

**Substantial Cultural Barriers:** indicated in MIS and ISS.

**Social Security Number:**

Social Security Card, Social Security Administration printout that contains the applicants' name and social security number.

**SNAP Benefits:**

Notice of decision form Social Service Agency, public assistance records/printout, Cross-match form with Social Service Agency (copy of EBT card not acceptable).

**TANF:** Copy of public assistance records, Cross-match with Social Service Agency.

**Veteran's status:**

DD-214, Cross-match with veteran's data, letter from Veteran's Administration.

**Youth Who Needs Additional Assistance:**

School records, medical or social services referral, criminal or civil referral, acceptable standardized test scores, WIOA intake or registration forms, self-attestation.

**Youth Placement Information:**

Cross match with other agencies, apprenticeship verification, documentation from military service, advanced training, post-secondary education, transcripts, registration forms, employer contact, wage records, case notes.

**Youth Retention Information:**

Cross match with other agencies, apprenticeship verification, documentation from military service, advanced training, post-secondary education, transcripts, registration forms, employer contact, wage records, case notes.