



PEE DEE LWDA INSTRUCTION NUMBER: 15-012

To: Pee Dee LWDA Grantees

Subject: Verification of Eligibility for WIOA Youth Applicants

Issuance Date: May 3, 2016

Effective Date: July 1, 2015

Purpose: The purpose of this instruction is to transmit an update to previous eligibility verification procedures for WIOA youth applicants.

Background: Beginning July 1, 2011 (PY 2011), eligibility documentation for WIA youth applicants was reviewed quarterly via random 25% sample of participants certified during the quarter. Upon review of verification documentation, an eligibility review report was completed and sent to the grantee which identified any discrepancies noted in the review and provided instruction for corrective action needed.

Policy: Effective July 1, 2015 (PY 2015), eligibility verification documentation for WIOA youth applicants will continue to be reviewed quarterly via a random 25% sample of participants certified during the quarter. Eligibility items requiring documentation include:

- Social Security Number
- Address
- Date of Birth/Age
- Citizenship
- If male 18 or older, selective service registration
- Employment
- Education Level and School Status
- Public Assistance Recipient
- Family Size
- Free/Reduced School Lunch
- Family Income
- Disability
- Individuals Barriers, to include
 1. school dropout;
 2. basic skills deficient;

3. An English language learner (defined as a participant who has limited ability in reading, writing, speaking, or comprehending the English language, and whose native language is one other than English; or who lives in a family or community environment where a language other than English is the dominant language);
4. A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter (9 weeks);
5. An individual who is subject to juvenile or adult justice system;
6. A homeless individual, a homeless child or youth, a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act ,or an individual who is in an out-of-home placement;
7. An individual who is pregnant or parenting;
8. A youth with a disability;
9. A recipient of a secondary school diploma or its recognized equivalent who IS A LOW-INCOME INDIVIDUAL and IS BASIC SKILLS DEFICIENT OR AN ENGLISH LANGUAGELEARNER;
10. A LOW-INCOME individual who requires additional assistance to enter or complete an educational program or secure or hold employment;
11. An individual who requires additional assistance to complete an educational program or to secure or hold employment.

Action: At the end of each quarter, the LWDA will compile a list of youth applicants who were certified in the previous quarter. A random 25% sample will be selected from this list and provided to the grantee. The grantee must also submit supportive documentation obtained during the eligibility for individuals selected in the 25% sample. The eligibility verification package shall include:

- A cover letter for submission of the eligibility packages;
- The verification Summary for the WIOA application from SCWOS;
- A copy of the WIOA Program Application signed by the applicant and parent or guardian if applicant is under 18 years of age; and
- Supporting documentation as specified on the WIOA application Verification Summary for the eligibility items requiring documentation as specified above.

If the quarterly 25% reveals a significant number of mistakes, the LWDA may require a more extensive review.

Questions pertaining to this instruction should be directed to April Gaskins at 669-3138 or a-gaskins@peedeecog.org.

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