

2013

YOUTH PARTICIPANT ELIGIBILITY DETERMINATION

Under the Workforce Investment Act Title I

Guidelines for Local Workforce Investment Areas

Office of Performance Accountability
New Jersey Department of Labor and Workforce Development
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YOUTH PARTICIPANT ELIGIBILITY DETERMINATION UNDER TITLE I OF THE WORKFORCE INVESTMENT ACT

INTRODUCTION

These guidelines are being issued pursuant to the US Department of Labor's (USDOL) Final Federal Regulations for Title I of the Workforce Investment Act (WIA) as issued in the Federal Register, Friday, August 11, 2000, 20 CFR Parts 652 and Parts 660 through 671. The purpose of these guidelines is to identify requirements relating to certification of participants to be served with Title I funds used for youth. These guidelines incorporate guidance that has been issued by the USDOL since the passage of the WIA, and supersede those issued by the State of New Jersey in June, 2001. Supplemental information, such as the Poverty Guidelines and Lower Living Standard Income Levels are attached. These attachments should be updated as new guidance is issued. Also attached is a Youth Eligibility Documentation Desk Aid.

Program Eligibility

A youth must register and be determined eligible to receive youth services. [**20 CFR 664.215**] An eligible youth is defined as an individual who:

- (a) Is age 14 through 21
- (b) Must be registered with the Selective Service (males 18 or older)
- (c) Is a low income individual
- (d) Is within one or more of the following categories:
 - (1) Deficient in basic literacy skills
 - (2) School dropout
 - (3) Homeless, runaway, or foster child
 - (4) Pregnant or parenting
 - (5) Offender
 - (6) Individual (including youth with a disability) who requires additional assistance to complete an educational program or to secure and hold employment [**WIA Sec.101(13)**] *

Additionally, to receive WIA services, participants must be citizens or nationals of the United States, lawfully admitted resident aliens, refugees, asylees and parolees and other immigrants authorized by the Attorney General to work in the United States. [**WIA Sec. 188 (5)**]

* See "Locally Defined Barriers", pg. 15).

Definitions of Barriers

►**Deficient in Basic Literacy Skills** - This definition and documentation requirement may be established at the State or local level, but must include a determination that an individual:

- (a) Computes or solves problems, reads, writes, or speaks English at or below the 8th grade level (e.g. at or below 8.9 grade level) on a generally accepted standardized test or a comparable score on a criterion-referenced test.
--- OR ---
- (b) 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. [**20 CFR 664.205**]

► **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 attending an alternative school is not a school dropout. [WIA Sec. 101(39)]

► **Homeless** - Pursuant to the Stewart B. McKinney Homeless Act, an individual who lacks a fixed, regular, and adequate nighttime residence. It also includes persons whose primary nighttime residence is one of the following:

- (a) A supervised publicly or privately operated shelter designed to provide temporary living accommodations (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.
- (c) A public or private place not designed for, or ordinarily used as a regular sleeping accommodation for human beings.

Note: the term "homeless" or "homeless individual" does not include any individual imprisoned or otherwise detained pursuant to an Act of the Congress or a State law.

► **Runaway** - Pursuant to the Runaway and Homeless Youth Act, an individual under 18 years of age who absents himself or herself from home or place of legal residence without permission of the parent(s) or legal guardian.

► **Foster Child** - A youth on behalf of whom State or local government payments are made, and for whom a court order removing them from the custody of their parent(s) and specifying a managing conservator exists.

[WIA Sec. 101 (25) (E)] **Note:** This includes youth who receive assistance under the Chafee Foster Care Independence Act.

► **Pregnant/Parenting Youth** - A youth who is pregnant or providing custodial care for one or more dependents under age 18.

► **Offender** - Any juvenile who is or has been subject to any stage of the criminal justice process for whom services under WIA may be beneficial, or who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.[WIA Sec. 101(27)]

Five-Percent Non-Low Income Exception for Youth Eligibility

Up to five percent of youth participants served by youth programs in a local area may be individuals who do not meet the income criteria for eligible youth, provided they are within one or more of the following categories:

- (a) School dropout
- (b) Basic skills deficient, defined as an individual who computes or solves problems, reads, writes, or speaks English at or below the 8th grade level (e.g. at or below 8.9 grade level) on a generally accepted standardized test or a comparable score on a criterion-referenced test.
- (c) Are one or more grade levels below the grade level appropriate to the individual's age
- (d) Pregnant or parenting
- (e) Possess one or more disabilities, including learning disabilities
- (f) Homeless or runaway
- (g) Offender
- (h) Face serious barriers to employment as identified by the Local Board [WIA Sec. 129 (c) (5)]

School Lunch Criteria May Not be Used for Income Eligibility

The criteria for income eligibility under the National School Lunch Program are not the same as the income eligibility criteria under the WIA. Therefore, the school lunch list may not be used as a substitute for income eligibility to determine who is eligible for services under the WIA. [29 CFR 664.240]

Income Eligibility for Disabled Youth

Even if the family of a disabled youth does not meet the income eligibility criteria, the disabled youth is to be considered a low-income individual if the youth's own income:

- (a) Does not exceed the higher of the poverty or 70% of the lower living standard income level for the 6-month period prior to application. (*See definition section below for details*)
- (b) Meets the income eligibility criteria for cash payments under any Federal, State, or local public assistance program. [20 CFR 664.250]

NOTE: *The participant's income must still be documented.*

Enrollment in Alternative Schools

A school dropout is defined as 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. A youth attending an alternative school at the time of registration is not a dropout. An individual who is out-of-school at the time of registration subsequently placed in an alternative school, may be considered an out-of-school youth for purposes of the 30% expenditure for out-of-school youth. [20 CFR 664.310]

Individual Training Accounts Waiver

Under a waiver obtained by the State of New Jersey from the USDOL, youth aged 18 - 21 may be served with WIA youth funds using Individual Training Accounts (ITA) to receive training services described under WIA Sec. 134 (d) (4) (D). Local areas are encouraged to develop criteria for determining appropriate use of this waiver. A high school diploma or its equivalent should be the first goal for out-of-school youth. An Employability Development Plan (EDP) must be developed. Where a high school diploma, its equivalent or remedial skills are lacking, the EDP must address steps to resolve the barrier. [**One-Stop Directive 6-04.1**]

Definitions

- **Concurrent Enrollment** - Eligible individuals who are 18 through 21 years old may participate in adult and youth programs concurrently. Such individuals must be eligible under the youth or adult eligibility criteria applicable for the services received. [20 CFR 664.500(b)]
- **Family** - 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: (a) a husband, wife, and dependent children; (b) a parent or guardian and dependent children; (c) a husband and wife. [WIA Sec. 101 (15)]
- **Individual with a Disability** - In general, the term "individual with a disability" means an individual with any disability as defined in Section 3 of the Americans with Disabilities Act as follows: (1) a physical or mental impairment that substantially limits one or more of the major life activities of such individual; (2) a record of such an impairment; or (3) being regarded as having such an impairment. [WIA Sec. 101 (17)]

► **In-School Youth** – An eligible youth who is attending any school and who has not received a secondary school diploma or its recognized equivalent, or those who are attending post-secondary school and are not basic skills deficient. (**TEGL 17-05**) A youth attending an alternative school is considered an in school youth. In-School youth do not have to be provided an assessment to determine if they are basic skills deficient. Individuals who are attending post-secondary school at the time of enrollment must be assessed to determine if they are basic skills deficient. If they are basic skills deficient, they are considered out-of-school youth (see definition below). If they are not basic skills deficient, they are in-school youth. **NOTE:** *Youth attending post-secondary school who are not basic skills deficient are not a priority under WIA, and use of funds for this group is discouraged.*

► **Out-of-School Youth** - An out-of-school youth is an individual who:

(a) Is an eligible youth who is a school dropout

--- OR ---

(b) Is an eligible youth who has either graduated from high school or holds a GED, but is basic skills deficient, unemployed, or underemployed [**WIA Sec. 101 (33)**]. 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, (**TEGL 17-05**) Under Common Measures, all out-of-school youth **must** be provided an assessment to determine if they are basic skill deficient.

► **Lower Living Standard Income Level** - 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 based on the most recent lower living family budget issued by the Secretary [**WIA Sec. 101 (24)**]. The State forwards the Lower Living Standard Income Level to the local areas when they are issued (usually in the spring). They are also posted on the "To-Work" portal. (*Attachment A*) **NOTE:** *Any local area in New Jersey may use the "Northeast Metro Area Level."*

► **Low-Income Individual** - The term "low-income individual" means an individual who—

(a) Receives, or is a member of a family that receives, cash payments under a Federal, State, or local income-based public assistance program.

(b) Received an income, or is a member of a family that received a total family income, for the 6-month period prior to application for the program involved (exclusive of unemployment compensation, child support payments, payments described in subparagraph (A), and old-age and survivors insurance benefits received under section 202 of the Social Security Act) that, in relation to family size, does not exceed the higher of --

▪ The poverty line, for an equivalent period

--- OR ---

▪ 70 % of the lower living standard income level, for an equivalent period

(c) Is a member of a household that receives or has been determined within the 6-month period prior to application for the program involved to be eligible to receive food stamps pursuant to the Food Stamp Act of 1977

(d) Qualifies as a homeless individual, as defined in subsections (a) and (c) of section 103 of the Stewart B. McKinney Homeless Assistance Act. (*See definition of Homeless on page 3*)

(e) Is a foster child on behalf of whom State or local government payments are made. (*See definition of Foster Child on page 3*)

In cases permitted by regulations promulgated by the Secretary of Labor, is an individual with a disability whose own income meets the requirements of a program described in subparagraph (A) or of subparagraph (B), but who is a member of a family whose income does not meet such requirements [**WIA 101 Sec. (25)**]

- ▶ **Participant** - The term "participant" means an individual who has registered and has been determined to be eligible to participate in and who is receiving services (except follow-up services) authorized under WIA Title I. Participation commences on the first day, following determination of eligibility, on which the individual began receiving core, intensive training or other services provided under WIA Title I. *[WIA Sec. 101 (34)]*
- ▶ **Public Assistance**-The term "public assistance" means Federal, State, or local government cash payments for which eligibility is determined by a needs or income test. *[WIA Sec. 101 (37)]*
- ▶ **Registration** - The process of collecting information necessary to make a determination of eligibility for WIA Title I. All youth participants must be registered for WIA Title I and determined eligible.
- ▶ **Poverty Line** - The term "poverty line" means the poverty line (as defined by the Office of Management and Budget), and revised annually in accordance with section 673(2) of the Community Services Block Grant Act applicable to a family of the size involved *[WIA Sec. 101 (36)]*. The State forwards the Poverty Guidelines to the local areas when they are issued (usually in January). The poverty guidelines would generally be used for a family of one; for larger families, the Lower Living Standard Income Level should be used.
- ▶ **Supportive Services** - Services such as transportation, child care, dependent care, housing, and needs-related payments that are necessary to enable an individual to participate in activities authorized under WIA Title I, consistent with the provisions of this title. *[WIA Sec. 101 (46)]*
- ▶ **Training Services** – Training services may include the following:
 - (1) Occupational skills training, including training for nontraditional employment
 - (2) On-the-job training
 - (3) Programs that combine workplace training with related instruction, which may include cooperative education programs
 - (4) Training programs operated by the private sector
 - (5) Skill upgrading and retraining
 - (6) Entrepreneurial training
 - (7) Job readiness training
 - (8) Adult education and literacy activities provided in combination with services described in any of clauses (1) through (7); and
 - (9) Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training. *[WIA Sec. 134 (d) (4) (D)]*
- Note:** Under Youth programs, these services are only available to out-of-school youth aged 18-21 served with an ITA.
- ▶ **Unemployed Individual** - The term "unemployed individual" means an individual who is without a job and who wants and is available for work. The determination of whether an individual is without a job shall be made in accordance with the criteria used by the Bureau of Labor Statistics of the Department of Labor in defining individuals as unemployed. *[WIA Sec. 101 (47)]*

Income Determination

To be eligible for WIA youth services, a youth (with the exception of five percent of the total served in a program year) must be a member of a "low income" family based on the *higher* of the current Poverty Guidelines or 70 % of the Lower Living Standard Income level (LLSIL) Note: The poverty guidelines are higher for a family of one; for all other families, the LLSIL is higher. Family income includes total annual cash receipts before taxes from all sources, with the exceptions listed below as excluded income. Family income is the income received from included sources of income of all members of the "family" as defined above. Family size shall be the maximum number of family members during the income determination period. For a separated or divorced applicant, income shall be prorated depending on the length of time during the last six months the applicant lived with the other wage earner.

An income worksheet (*Attachment C*) should be completed when calculating income or the information should be recorded on the appropriate America's One-Stop Operating System (AOSOS) screen. Self-employment income is to be determined on the basis of the most recently submitted federal income tax return or on the basis of annualized proceeds posted in more up-to-date acceptable accounting records. All other income is to be annualized based on receipts during the past six months.

► **Included Income**

- Monetary wages, salaries, commissions and tips, 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 railroad retirement, strike benefits from union funds, worker's compensation and training stipends
- Alimony (excludes one-time property settlements)
- Financial assistance from outside the household-regular payments received form non-household members or absent family members (excludes gifts or sporadic assistance)
- Military family allotments (voluntary/automatic deduction form military member's pay check which is sent home to family members)
- Pensions, whether private or government employee (including military retirement pay)
- Regular insurance or annuity payments
- College or university grants, fellowships, and assistantships, other than needs-based
- Dividends, interest, net rental income, net royalties, periodic receipts from estates or trusts
- Net gambling or lottery winnings
- Terminal leave pay, severance pay or a cash out of accrued vacation leave
- Disaster Relief Employment Wages
- On-the-job training wages

► **Excluded Income**

- Unemployment compensation
- Strike benefits received from union funds
- Old Age and Survivors insurance benefits received under Social Security Act Section 202
- Social Security Disability Insurance Payments
- Cash Welfare payments (including TANF, Supplemental Security Income(SSI), Refugee Cash Assistance (RCA), and General Assistance (GA))
- Child Support payments including foster care child payments
- Financial assistance under Title IV of the Higher Education Act, (Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal Work Study, State grants for higher education. PLUS, Stafford and Perkins loans, like any other loan, are debt, not income.)
- Needs-based scholarship assistance
- Income earned while on active military duty and certain other veterans' benefits (compensation of service-connected disability, family compensation for service-connected death, vocational rehabilitation, and educational assistance)
- Allowances received while serving on active military duty (cost of living, overseas cost of living, clothing, dislocation, housing, travel, per diem, and subsistence)
- Capital gains
- Any assets withdrawn from a financial institution, or proceeds from 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, Food Stamps, school meals and housing assistance
- Allowances, earnings and payments made to participants of Federally Assisted Needs-Based Employment and Training Programs, including WIA (except on the job training wages)
- Job Corps payments
- Stipends received in the following programs: VISTA, Peace Corps, Foster Grandparents, Retired Senior Volunteer Program, AmeriCorps, and NJ Youth Corps
- National Flood Insurance Payments
- Black Lung payments received under the Benefits reform Act of 1977

When a federal statute specifically states that income or payments received under such statute shall be excluded in determining eligibility for the level of benefits received under any other federal statute, such income or payments are excluded when determining eligibility for WIA programs.

Methods of Calculating Income

When calculating income, States and local workforce investment areas are encouraged to use any one of the following methods. The examples are illustrative only, and local workforce investment areas should obtain as many pay stubs as possible.

STRAIGHT PAY OR SALARY METHOD

Under the Straight Pay or Salary Method, the individual supplies a sample of pay stubs covering the most recent six (6) months of family income. There is no variation in the wages for any of the pay stubs submitted for the income verification; therefore, the intake worker calculates the income based upon the wages indicated on one of the pay stubs. The gross income is multiplied by the number of pay periods in the six (6)-month determination period (26, 13, 12, or 6 respectively). The result is multiplied by two (2), to get the annualized income used to determine eligibility.

EXAMPLE:

Five (5) pay stubs are provided indicating gross wages of \$991.00 each. The pay frequency is biweekly (13 times in six (6)-months). The intake worker multiplies the gross wages indicated on the paystub by the frequency of the pay periods to get income for the six (6)-month determination period. The six (6)-month's income is multiplied by two (2), to get annualized income.

EXAMPLE:

$$\$991. \times 13 = \$12,883 \times 2 = \$25,766 \text{ annualized gross income}$$

AVERAGE PAY METHOD

Under the Average Pay Method, a sample of six (6) pay stubs are submitted which show variation in the gross earnings. The variation may result from overtime, lost time or work for a different employer. In calculating the annualized income, the intake worker must determine the average gross earnings based upon the number of pay stubs provided. To determine the average gross earnings, the intake worker must total the gross earnings of; all pay stubs provided and divide the result by the number of pay stubs. The result will be the average gross earnings per pay period. After determining average gross earnings the intake will worker will then determine the pay frequency and multiply the gross average earnings by the number of pay periods in a year.

EXAMPLE:

Participant provides intake worker with six (6) pay stubs with gross earnings of; \$534, \$475, \$398, \$534, \$498 and \$534. The pay frequency is weekly. The intake worker should do the following:

$$\text{Add: } \$534 + \$475 + \$398 + \$534 + \$498 + \$534 = \$2973$$

$$\text{Divide: } \$2973/6 = \$495.50 = \text{Average gross earnings}$$

$$\text{Multiple: } \$495.50 \times 52 = \$25,766 \text{ Annualized gross income}$$

YEAR-TO-DATE METHOD

Under the Year-To-Date method of calculating annualized gross income, the individual provides recent pay stubs with cumulative year-to-date gross earnings indicated on the pay stub. The cumulative year-to-date gross earnings indicate the gross earnings up to the date of the pay period ending date on the pay stub. To compute the annualized income, the intake worker counts the number of pay periods that have occurred since January 1st or from the date of employment if after January 1st. The intake worker divides the number of pay periods into the gross year-to-date earnings indicated on the pay stub. The result of this computation (average gross income per pay period) is then multiplied by the number of pay periods in the six (6)-month determination period. That result is then multiplied by two (2), to determine the annualized gross earnings.

EXAMPLE:

Individual provides the intake worker with a recent pay stub indicating year-to-date earnings of \$18,829. The pay period ended September 30th. The pay frequency is biweekly and the individual has been employed since January 1st. Nineteen (19) pay periods have occurred since January 1st. The intake worker does the following:

Divides: \$18,829 by 19 = \$991.00 average biweekly earnings.

Multiplies: \$991.00 by 13 (pay periods) = \$12,883 x 2 = \$25,766 annualized gross income.

INTERMITTENT WORK METHOD

When an individual has not had steady work with one or more employers, the individual shall supply as many pay stubs as possible and complete an Individual Statement explaining all missing pay stubs and non-work periods during the last six (6)-months. In this case the intake worker totals all wages for the six (6)-month period and multiplies the result by two (2) to annualize the gross Income. If the individual reports little or no includable income, the individual shall indicate other resources relied upon for life support during the last six (6)-months on the Individual Statement. Resources may include such things as gifts, loans, unemployment compensation, etc.

Selective Service Registration (The information provided on this page can be found at www.sss.gov)

All male US Citizens and male aliens living in the US born on or after January 1, 1960, aged 18 to 25, must register with Selective Service. Below is a list of registration requirements for various circumstances. Selective Service Registration requirements can be found at www.sss.gov click on "Registration Info". To check a registration, go to www.sss.gov/must.htm and click on "Check a Registration." Registration may be completed online at <https://www.sss.gov/RegVer/wfRegistration.aspx>.

CATEGORY	REQUIRED TO REGISTER
Military-Related	
Members of the Armed Forces on active duty (active duty for training does not constitute "active duty" for registration purposes)	No
Cadets and Midshipmen at the Service Academies or Coast Guard Academy	No*
Cadets at the Merchant Marine Academy	Yes
Students in Officer Procurement Programs at the Citadel, North Georgia College and State University, Norwich University, Virginia Military Institute, Texas A&M University, Virginia Polytechnic Institute and State University	No*
National Guardsmen and Reservists not on active duty	Yes
Delayed Entry Program enrollees	Yes
ROTC Students	Yes
Separates from Active Military Service, separated for any reason before age 26	Yes*
Men rejected for enlistment for any reason before age 26	Yes
Civil Air Patrol members	Yes
Aliens**	
Lawful non-immigrants on visas (diplomatic and consular personnel and families, foreign students, tourists with unexpired Form I-94, or Border Crossing Document DSP-150)	No
Permanent resident aliens	Yes
Special (seasonal) agricultural workers	Yes
Special agricultural workers (I-688A)	No
Refugee, parolee, and asylee aliens.	Yes
Undocumented (illegal) aliens.	Yes
Confined	
Incarcerated, hospitalized, or institutionalized for medical reasons.	No*
Disabled Physically or Mentally	
Able to function in public with or without assistance	Yes
Continually confined to a residence, hospital, or institution	No

* Must register within 30 days of release, or already registered when released, or unless exempt during entire period age 18 through 25.

** Residents of Puerto Rico, Guam, Virgin Islands, and Northern Mariana Islands are US Citizens. Citizens of American Samoa are nationals and must register when they are habitual residents in the United States. Habitual residence is presumed whenever a national or a citizen of the Republic of the Marshall Islands or the Federated States of Micronesia resides in the US more than one year in any status, except as a student or employees of the government of his homeland. NOTE: Immigrants who did not enter the United States or maintained their lawful non-immigrant status by continually remaining on a valid visa until after they were 26 years old were never required to register.

Also, immigrants status by continually born before 1960 who did not enter the United States or maintained their lawful non-immigrant remaining on a valid visa until after March 29, 1975, were never required to register.

Selective Service Registration (continued)

► Requirements for Youth Who Turn 18 While Enrolled in a WIA Youth Program

TEGL 11-11 states the following: "If a male turns 18 while participating in WIA-funded services, registration with Selective Service must be completed no later than 30 days after he becomes 18 in order to continue to receive WIA-funded services. If a man under the age of 26 refuses to register with the Selective Service, WIA-funded services must be suspended until he registers." For additional information see the TEGL at http://wdr.doleta.gov/directives/corr_doc.cfm?docn=9313. It is possible for a youth to submit registration information early, as long he is **at least 17 years and 3 months old**. Selective Service will keep his information on file and process it automatically later in the year, when the man is within 30 days of reaching his 18th birthday. An acknowledgment card will be mailed when this registration is processed. To submit early registration information, the youth follows the same procedures as men who are 18 through 25 years old.

Determining Eligibility for Priority of Service under the Jobs for Veterans Act

Public Law 107-288, The Jobs for Veterans Act (JVA), requires that otherwise eligible veterans be given priority of service for federal job training programs. The following are used to determine eligibility for priority of service over non-veterans for receipt of services (covered person). This priority is only used if the person is already eligible under one of the WIA programs (Adult, Dislocated Worker, or Youth).

1. Veteran
2. Spouse of any of the following:
 - a. Any veteran who died of a service connected disability
 - b. Any member of the Armed Forces on active duty, who at the time of application for assistance under this section, is listed in one of the following categories for at least 90 days: missing in action; captured in the line of duty by hostile force; forcible detained or interned in line of duty by a foreign government or power.
 - c. Any veteran who has a total disability resulting from a service-connected disability.
 - d. Any veteran who died while a disability so evaluated was in existence.

For the purposes of priority of service under the JVA, a veteran is defined as a person who:

- A. Served on active duty for a period of time of more than 180 days and was discharged or released there from with an honorable discharge.
- B. Was discharged or released from active duty because of a service-connected disability; or
- C. as a member of a reserve component under an order to active duty pursuant to section 12301 (a), (d), or (g), 12302, or 12304 of title 10, served on active duty during a period of war in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with other than an honorable discharge. *Please note that this definition differs from the definition used for the Wagner-Peyser Act.*

Any discharge that is not dishonorable qualifies the individual as a veteran who is eligible for priority of service. TEGL 10-09 states that when a program is required by law to provide a priority or preference for a particular group, priority is provided on the basis provided below:

- 1) Veterans and eligible spouses who meet the mandatory priorities must receive the highest level of priority for the program or service;

- 2) Non-covered persons who meet the program's mandatory priority or spending requirement or limitation then receive the second level of priority for the program or service;
- 3) Veterans and eligible spouses outside the program-specific mandatory priority or spending requirement or limitation then receive the third level of priority for the program or service; and
- 4) Non-covered persons outside the program-specific mandatory priority or spending requirement or limitation then receive the fourth level of priority for the program or service.

See TEGL 10-09 at <http://wdr.doleta.gov/directives/attach/TEGL/TEGL10-09.pdf> Training Employment Notice (TEN) 15-10 includes a document titled ***A Protocol for Implementing Priority of Service for Veterans and Eligible Spouses***. See TEN 15-10 at <http://wdr.doleta.gov/directives/attach/TEN/ten2010/ten15-10.pdf>

Documentation of Eligibility

► Documentation

Documentation consists of records, certificates, documents, identification cards, and other items, which can be photocopied and included in the participants' files. Source documents include documents issued by a governmental entity, i.e., driver's license, library card, and private documents such as utility bills, paycheck stubs, or termination notices. Other evidence would be completed telephone/document inspection forms, and a signed applicant statement, the local application form or WIA Registration form.

Documentation may be one of two types, written or oral. Written statements from governmental, educational, judicial, human services or other appropriate sources may be used to document eligibility. Service providers may also document eligibility through oral contact with the same resources that could provide written statements. In documenting oral contact, the following information should be included: (a) date of contact; (b) person/agency contacted including name, address, and contact phone number; (c) information provided ensuring that the potential participant's name is noted; and (d) signature/initials of person making contact.

► Prohibition on Discrimination Against Certain Non-Citizens

WIA Sec.188 (a) (5) states "Participation in programs and activities or receiving funds under this title shall be available 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.**" Therefore, applicants must provide documents verifying that they are a citizen or a legal alien authorized to work in the U.S.. Citizenship must be documented with one of the following: undamaged US Passport, Certified Birth Certificate Consular Report of Birth Abroad, Naturalization Certificate, or Certificate of Citizenship. For additional information see http://www.travel.state.gov/passport/get/first/first_830.html. The documentation used for non-citizens authorized to work in the US are found on the I-9 Employment Eligibility Verification form. The allowable documents are sometimes modified by the Department of Homeland Security. As these changes are issued, the State will provide guidance to the local areas. For additional information see <http://uscis.gov/graphics/formsfee/forms/i-9.htm>.

Victims of Human Trafficking

Under section 107(b) of the Trafficking Victims Protection Act (TVPA), an alien who is a victim of a severe form of trafficking is eligible for WIA on the same basis as individuals with refugee status under section 207 of the Immigration and Nationality Act. The United States Department of Labor (USDOL) issued **TEGL 19-01, Change 1**, which declares that all states "*may not deny WIA-funded services available to victims of severe forms of trafficking based on their immigration status.*" The complete TEGL, which provides

additional guidance on assisting victims of human trafficking, can be found at <http://wdr.doleta.gov/directives/attach/TEGL19-01C1acc.pdf>

Section 103 (8) of the TVPA defines “severe forms of trafficking in persons” as:

- (A) Sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such an act has not attained 18 years of age; or
- (B) The recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

USDOL issued **TEGL 9-12**, which states that for the purposes of being eligible for WIA Title I services as a victim of a severe form of trafficking, a person must be:

- Individuals 18 years of age or older must have been subjected to an action or practice described in the definition of “severe forms of trafficking in persons” and have received a letter of certification issued by the Department of Health and Humans Services (HHS).
- Children under 18 years old who have been subjected to a severe form of trafficking need not be certified by HHS to be eligible for services; instead, HHS issues Letters of Eligibility to minor victims of trafficking. As with any participants, they must meet all applicable program eligibility requirements to receive WIA Title I services.

According to **TEGL 9-12**, individuals who are granted T visas from the Department of Homeland Security are also eligible for WIA Title I services. A T non-immigrant Status (t-visa) is available to individuals who are or have been victims of human trafficking, and protects these individuals by allowing them to remain in the United States to allow them to remain in the United States to assist in an investigation or prosecution.

Documentation of Barriers and Disability

To be eligible for WIA services under the Youth program, a participant must have at least one of the barriers listed on pages 2-3 that is identified and documented during the eligibility determination process. For low-income individuals, there are six barriers; five are specifically defined, the sixth is being an “Individual (including youth with a disability) who requires additional assistance to complete an educational program or to secure and hold employment.” Under WIA, “individual with a disability” means an individual with any disability as defined in Section 3 of the Americans with Disabilities Act (ADA) as follows: (1) a physical or mental impairment that substantially limits one or more of the major life activities of such individual; (2) a record of such an impairment; or (3) being regarded as having such an impairment. A letter or Individual Employment Plans (IEP) from a child study team is often used as documentation of disability. However, these documents are only acceptable for this purpose if contains specific diagnosis that meets the definition provided above. The ADA defines disability as “a physical or mental impairment that substantially limits one or more of the major life activities of an individual.” The ADA lists specific learning disabilities as one possible physical or mental impairment, and learning is included as a major life activity. Specific learning disabilities are not the same as learning problems that result from mental retardation, blindness, deafness, or emotional disturbance. A document providing a diagnosis of emotional problems only is **not** accepted as proof of disability. Other items that are acceptable documentation of disability can be found on page 18.

Notes on Disabilities

A participant’s disability is considered confidential. Any hard copy of a document that includes a specific diagnosis should be kept in file that is inaccessible to the public. Counselors may alternatively enter information about a participant disability on the ”Counseling Statement” tab in the Comprehensive Assessment screen of

AOSOS. The Counseling Statement tab can only be accessed by counselors. Participant records that are generally accessible can include a notation that a participant has a disability, but to refer to the confidential file or the Counseling Statement tab for the specific diagnosis.

A screenshot of the Counseling Statement tab is provided below.

The screenshot shows a software application window with a green header bar containing tabs: Client, Education, Financial, Family, Health, Treatments, Legal, Housing, Transportation, Comments, and Counseling Statement. The Counseling Statement tab is highlighted with an orange border. Below the header is a sub-header 'Counseling Statement' with a table showing columns for Date of Course, Staff, and Staff. To the right is a form panel with fields: Record Id (text box), Counseling Date (text box), Staff Name (text box), and a large text area for Counseling Statement. A 'Staff Name' button is located above the Counseling Statement text area.

Locally Defined Barriers

Any local area utilizing the barrier “An individual (including a youth with a disability) who requires additional assistance to complete an educational program, or to secure and hold employment” must document their policy for defining and documenting criteria other than disability in their local plan. Local areas that serve non-low income youth must also define in their plan the non-low income youth category “Face serious barriers to employment as identified by the Local Board,” and provide documentation requirements (These are distinct criteria and must be defined separately). Youth Performance Accountability Directive 1-12, which was issued by the State on December 3, 2012, provides further guidance on youth requiring additional assistance. This directive can be accessed through the “Performance Accountability” folder in the ToWork portal.

Alternative Documentation

- **Other Agencies** - A written statement from another governmental, educational, judicial, human service or other agency may be used to document appropriate eligibility criteria. For example, a statement from a public assistance agency could be used to verify age, because that agency requires this documentation.

NOTE: Database Printouts - A printout from the interface with the database of an agency mentioned above can also be used to document appropriate eligibility criteria.

- **Applicant statement (Self-Attestation)**

A statement attesting to the veracity of certain eligibility criteria may be used under certain circumstances. The statement must be signed by the customer and a local area representative. Self-attestation is not considered a primary documentation source and should only be used if an item is unverifiable or after reasonable efforts to obtain the documentation have failed. It is recommended that these efforts be documented prior to use of applicant statement. Examples of information that could be verified by applicant statement include:

- Individual Status - Used if a person would normally be included in the definition of a family, but is claiming to be no longer dependent; must be corroborated by the head of the household. If possible, individuals should show sources of support.
- Proof of Income for Individuals with Little or No Income - Statement should indicate means of support
- Youth Barriers - Except for “Deficient in Basic Literacy skills” and “Disability”

Applicant statement **cannot** be used for the following:

- Age
- Deficiency in basic literacy skills
- Disability
- Citizenship/immigration status
- Authorization to work
- Verification of Selective Service registration
- Veteran Status

Applicant statement should be done on a standardized form (*Attachment D*), preferably with the letterhead of the one-stop and signed by a staff person. Any form used by a local area **must** include the certification statements provided in the sample. Local areas are encouraged to develop their own policies within the guidelines provided. Such policies must be incorporated into the local area's strategic plan.

- ▶ **Telephone Verification** - Eligibility criteria may be verified through telephone contact with the same agencies that could provide a written statement. Telephone verification should include the following information (a) date of contact; (b) person/agency contacted, including name address and telephone number; (c) potential participant's name; (d) signature/initials of person making contact (*Attachment E*).
- ▶ **Birth Certificates Issued in Puerto Rico** - The government of Puerto Rico enacted Law 191 of 2009 ("Act to Prohibit the Retention, Keeping on Record, and Keeping Under Custody of Certified Copies of Birth Certificates by Public and Private Entities"), which went into effect on January 1, 2010, and affects the validity and issuance of birth certificates from Puerto Rico. The law also includes changes that will affect the acceptance of birth certificates as date of birth documentation for WIA program purposes. Law 191 invalidates all birth certificates issued before July 1, 2010 by the Puerto Rico Health Department through its Vital Statistics Record Office. On July 1, 2010, the Vital Statistics Record Office will begin issuing new birth certificates that incorporate state-of-the-art technology for improved security.

Policy: Acceptance of birth certificates issued by the Puerto Rico Health Department is governed by the date the birth certificate is presented to WIA staff and the date the birth certificate was issued. WIA staff must adhere to these criteria when accepting birth certificates from the Puerto Rico Health Department as proof of date of birth for WIA purposes:

BIRTH CERTIFICATE / ISSUE DATE	RULE
Issued prior to July 1, 2010	Do NOT accept
Issued on or after July 1, 2010	Accept

IMPORTANT: *Birth certificates and certified copies of birth certificates must be returned to the individual. Photocopies may be kept in the case file.* Please note that other forms of documentation besides birth certificates may be accepted as proof of date of birth for WIA purposes. These include:

- Baptismal Record
- DD-214, Report of Transfer or Discharge Paper
- Driver's License
- Federal, State or Local Government Identification Card
- Hospital Record of Birth
- Passport
- Public Assistance/Social Service Records
- School Records/Identification Card
- Work Permit

Additional information regarding Law 191 of 2009 can be found on the website of the Puerto Rico Federal Affairs Administration at <http://www.prfaa.com/birthcertificates/>.

WIA Eligibility Documentation Desk Aid

General Eligibility

Age (Any one)

Baptismal Record
Birth Certificate
DD-214 Report of Transfer or Discharge Paper
Driver's License
Federal, State, or Local Government Identification Card
Hospital record of Birth
Passport
Public Assistance/Social Service records or ID card
School Records/Identification Card
Work Permit (Youth)
Adoption Record
Court Records

Citizen (Any One)

US Passport (Undamaged)
Certified Birth Certificate, issued by city, county or state -A certified birth certificate has registrars raised, embossed, impressed or multicolored seal, registrar's signature, and date certificate was filed w/ the registrar's office, which must be within 1 year of birth.
Consular Report of Birth Abroad
Naturalization Certificate
Certificate of Citizenship

Legal Alien Authorized to Work

(All documents must be unexpired) Any one verification document that satisfies List A of the I-9 or Verification document(s) that satisfy List B AND List C of the I-9 (must provide at least one from each list)

List A (Documents that establish both identity and employment eligibility)

U.S. Passport or U.S. Passport Card
Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa.
Employment Authorization Document that contains a photograph (Form I-766)
In the case of non-immigrant alien authorized to work for a specific employer incident to status, a foreign passport w/ Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and proposed employment is not in conflict w/ restriction or limitations identified in form.
Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association between the United States and the FSM or RMI.

List B (Documents that establish identity)

AND

List C (Documents that establish authorization to work)

Driver's license or ID issued by a State or outlying possession of the US provided it contains a photo or information such as name, date of birth, gender, height, eye color, and address.	Original or Certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
ID card issued by federal/State/local government agency or entity w/ photo or same identifying info as specified above.	Certification of Birth Abroad, issued by the Dept. of State (Form FS-545)
School ID card with a photograph	Certification of Report of Birth issued by Dept. of State (Form DS-1350)
Voter's registration card	Social Security account number card, if it does not specify that the card does authorize employment
US Military card or draft record	Native American tribal document
Military dependent's ID card	US Citizen ID Card (Form I-197)
US Coast Guard Merchant Mariner Card	ID Card for Use of Resident Citizen in the U.S. (Form I-179)
Native American tribal document	Employment Authorization issued by Dept. of Homeland Security
Canadian driver's license	
For persons under 18:	
a. school record/ report card	
b. clinic, doctor, or hospital record	
c. day care/nursery school record	

WIA Eligibility Documentation Desk Aid

Income

Individual and Family Income

Alimony Agreement
Applicant statement (Individual with little or no income only)
Award Letter from Veterans Administration or copy of check
Bank Statements (Direct Deposit)
Compensation Award Letter
Court Award Letter
Employer Statement/Contact
Farm or Business Financial Records
Housing Authority Verification
Pay Stubs
Pension Statement
Public Assistance Records
Quarterly Estimated Tax for Self-Employed Persons (Schedule C)
Social Security Benefits
Unemployment Insurance Documents and/or Printout (LOOPS)

Family Size

Birth Certificate
Court/Divorce Decree
Landlord Statement
Lease
Marriage Certificate
Medical Card
Most Recent Tax Return Supported by IRS Documents (e.g. Form 1722)
Public Assistance/Social Service Agency Records
Alien Registration Cards
Written Statement from a Publicly Supported 24-hour Care Facility.
Applicant Statement

Food Stamps

Authorization to Obtain Food Stamps
Food Stamp Receipt
Food Stamp Card with Current Date
Letter from Food Stamp Disbursing Agency
Postmarked Food Stamp Mailer with Name & Address
Public Assistance Records/Printout

Social Security Number (required for data validation)

Social Security Account Number Card
Items below can only be used for purposes of establishing Social Security Number, not for authorization to work.
DD-214, Report of Transfer or Discharge
Employment Records
IRS Form Letter 1722
Social Services Agency Database Screenshot (GAAS/FAMIS)
Pay Stub
Social Security Benefits
W-2 Form

Selective Service Registration

Selective Service Acknowledgment Letter
Form DD-214 "Report of Separation"
Screen printout of Selective Service Verification site
Selective Service Registration Card
Selective Service Verification Form (Form 3A)
Stamped Post Office Receipt of Registration

WIA Eligibility Documentation Desk Aid

Barriers

Homeless

Written Statement from an Individual Providing Temporary Residence
Written Statement from Shelter
Written Statement from Social Service Agency
Applicant Statement

Supported Foster Child

Contact
Court Documentation
Medical Card
Verification of Payments made on Behalf of Child
Written Statement from State/Local Agency

Individual with Disabilities

Letter from Drug or Alcohol Rehabilitation Agency
Letter/Individual Education Plan from Child Study Team Stating Specific Disability
Medical Records
Observable Condition (Applicant Statement needed)
Physician's Statement/Psychologist's Diagnosis
Rehabilitation Evaluation
School Records
Sheltered Workshop Certification
Social Security Administration Disability Records
Social Service Records/Referral
Veterans Administration Letter/Records
Vocational Rehabilitation Letter
Workers Compensation Records

Deficient in Basic Literacy Skills (Or Basic Skills Deficient for Five-Percent Non-Low Income)

Assessed by a Generally Accepted Standardized Test
School Records

School Dropout

Applicant Statement
Information from Individual's School regarding Enrollment Status

Runaway, Homeless or Foster Child

Applicant Statement
Written Statement from an Individual Providing Temporary Residence
Written Statement from Shelter
Written Statement from Social Service Agency
For Foster Child, see "Supported Foster Child" documentation above

Pregnant or Parenting

Applicant Statement
Birth Certificate
Hospital Record of Birth
Medical Card
Physician's Note
Referrals from Official Agencies
School Records
Written Statement from Social Service Agency

WIA Eligibility Documentation Desk Aid

Barriers (Continued)

Offender

Applicant Statement
Court Documents
Halfway House Resident
Letter of Parole
Letter from Probation Officer
Police Records

Requires Assistance to Complete an Educational Program or Secure and Hold Employment

To be identified by the WIB in the local plan

Individual Service Strategy
Assessment/Test Results (As applicable)
Case Notes
School Records (As applicable)
Applicant Statement
Other Documentation Pertinent to the Barrier

Face Serious Barriers to Employment

(Five-Percent Non-Low Income Exception)

To be identified by the WIB in the local plan

Individual Service Strategy
Assessment/Test Results (As applicable)
Case Notes
School Records (As applicable)
Applicant Statement (As applicable)
Other Documentation Pertinent to the Barrier

Below Grade Level (Five Percent Non-Low Income Exception)

Standardized Test
School Records

Disability (Five Percent Window)

Letter from Drug or Alcohol Rehabilitation Agency
Letter from Child Study Team Stating Specific Disability
Medical Records
Observable Condition (Applicant Statement needed)
Physician's Statement/Psychologist's Diagnosis
Rehabilitation Evaluation
School Records
Sheltered Workshop Certification
Social Security Administration Disability Records
Social Service Records/Referral
Veterans Administration Letter/Records
Vocational Rehabilitation Letter
Workers Compensation Records

LOW INCOME LEVELS

70% LOWER LIVING STANDARD INCOME LEVELS (LLSIL) Effective: March 28, 2012

The following Local Areas must use the New York-Northeastern NJ-Long Island, NY-NJ-CT Metropolitan Statistical Area (MSA) Level or the Northeast Metro Level

Bergen, Essex, Hudson
Jersey City, Mercer
Middlesex, Monmouth
Morris/Sussex/Warren
Newark, Ocean
Passaic
Somerset/Hunterdon
Union

The following Local Areas must use the Philadelphia-Wilmington-Atlantic City, PA-NJ-DE-MD Metropolitan Statistical Area (MSA) Level or the Northeast Metro Level

Atlantic-Cape May
Burlington
Camden
Cumberland-Salem
Gloucester

Family Size	Philadelphia-Wilmington-Atlantic-City PA-NJ-DE	New York-Northeastern NJ	Northeast Metro
1	(\$9,832)*	(\$10,795)*	(\$10,215)*
2	\$16,108	\$17,694	\$16,742
3	\$22,112	\$24,287	\$22,978
4	\$27,294	\$29,982	\$28,365
5	\$32,214	\$35,379	\$33,476
6	\$37,669	\$41,383	\$39,146
For each additional person add:	\$5,455	\$6,054	\$6004

*Amount in parentheses is lower than the Poverty Level,

SELF-SUFFICIENCY LEVELS-EMPLOYED WORKERS

100% LOWER LIVING STANDARD INCOME LEVELS (LLSIL) Effective: March 28, 2012

(Used to determine the minimum level for establishing self-sufficiency criteria for the eligibility of employed workers)

The following Local Areas must use the New York-Northeastern NJ-Long Island, NY-NJ-CT Metropolitan Statistical Area (MSA) Level or the Northeast Metro Level:

Bergen, Essex, Hudson
Jersey City, Mercer
Middlesex, Monmouth
Morris/Sussex/Warren
Newark, Ocean
Passaic
Somerset/Hunterdon
Union

The following Local Areas must use the Philadelphia-Wilmington-Atlantic City, PA-NJ-DE-MD Metropolitan Statistical Area (MSA) Level or the Northeast Metro Level:

Atlantic-Cape May
Burlington
Camden
Cumberland-Salem
Gloucester

Employed Workers Only:

Family Size	Philadelphia-Wilmington-Atlantic-City PA-NJ-DE	New York-Northeastern NJ	Northeast Metro
1	\$14,045	\$15,422	\$14,593
2	\$23,011	\$25,277	\$23,917
3	\$31,588	\$34,695	\$32,825
4	\$38,992	\$42,832	\$40,521
5	\$46,020	\$50,542	\$47,823
6	\$53,813	\$59,118	\$55,923
For each additional person add:	\$7,793	\$8,576	\$8,100

Source: Federal Register, Vol. 77, No. 60, March 28, 2012, pp. 18865-18869

Attachment B

2013 Health and Human Services Poverty Guidelines

2013 Poverty Guidelines for the 48 Contiguous States and the District of Columbia	
Persons in family/household	Poverty guideline
1	\$11,490
2	15,510
3	19,530
4	23,550
5	27,570
6	31,590
7	35,610
8	39,630

For families/households with more than 8 persons, add \$4,020 for each additional person.

Source: Federal Register, Vol. 78, No. 16, January 24, 2013, pp. 5182-5183.

Attachment C

INCOME WORKSHEET

Applicant Name: _____

AOSOS ID #: _____

APPLICANT/FAMILY INCOME

TOTAL MEMBERS IN FAMILY: _____ **SOURCE OF INCOME:** _____

HOUSEHOLD INCOME (Past 6 Months) \$ _____ **AGE:** _____

EMPLOYMENT/OTHER _____ **MONTHS X 2*** _____ **INCOME:** \$ _____

*Or use 6-month income compared to 1/2 the Poverty or 70% of Lower Living Standard Level

TOTAL NUMBER IN FAMILY UNIT: _____

TOTAL ANNUALIZED FAMILY INCOME: \$ _____

TOTAL LEVEL OR 70% LOWER LIVING STANDARD FOR THIS FAMILY SIZE: \$ _____

CERTIFICATION: I certify that the information provided is true to the best of my knowledge and there is no intent to commit fraud. I am also aware that eligibility is subject to review and verification and I may be required to document its accuracy. Participants are subject to immediate termination if found ineligible after enrollment. Knowingly falsifying information will subject me to prosecution for fraud. I hereby give permission to verify my income by contacting my place of employment or agency from which I received benefits.

PARENT/GUARDIAN SINGATURE*: _____ **DATE:** _____

APPLICANT'S SIGNATURE: _____ **DATE:** _____

CERTIFIER'S SIGNATURE: _____ **DATE:** _____

REVIEW BY: _____ **DATE:** _____

*Participants under 18.

Attachment D

Workforce Investment Act Eligibility Applicant Statement

Applicant Name

Last: _____ First: _____ MI: _____

AOSOS ID#: _____

I hereby certify, under penalty of 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): _____

THIS SECTION FOR ELIGIBILITY INTAKE STAFF USE ONLY

The above applicant statement is being utilized for documentation of the following eligibility criteria:

Funding Source: _____

Eligibility Intake Staff Person Name: _____

APPLICANT'S SIGNATURE: _____ **DATE:** _____

Attachment E

TELEPHONE VERIFICATION FORM

Identifying Information

Applicant Name: _____

Eligibility Verification by Telephone

Name of Document: _____

Eligibility Criteria to be Verified: _____

Information Verified: _____

Agency Providing Information: _____

Name of Person Providing Information: _____

Phone Number: _____

Staff Person Verifying Information: _____

Date: _____

I attest that the information recorded by me on this document was obtained through telephone contact on the above date. As indicated, all information was obtained from data previously determined and recorded in the applicant's records at the agency providing the eligibility verification.

Signature of Staff Person Verifying Information

Date