

**MassHire Franklin Hampshire Workforce Board  
and  
Franklin Hampshire Employment and Training Consortium**

**WIOA YOUTH ELIGIBILITY DEFINITION FOR YOUTH NEEDING ADDITIONAL ASSISTANCE**

Youth who participate in WIOA Title I youth programs must meet the eligibility criteria for an in-school youth or an out- of-school youth and meet one or more of the conditions as described in the WIOA law. (See **WIOA Youth eligibility requirements – Attachment A.**)

According to WIOA law, one of the eligibility conditions for youth can be **“a low income individual who requires additional assistance to enter/complete an educational program or to secure or hold employment.”**

Local areas have the ability to define **“requires additional assistance”** as appropriate for their region, based on demographics and local conditions. Identified conditions must be clearly defined with specified documentation requirements, and implemented with formal Workforce Board approval.

The following criteria (definitions) for youth needing additional assistance are:

- 1. An In-School Youth who has failed a course or grade level in the previous semester or school year.**
  - a. Acceptable documentation would be:
    - i. School records- report cards, guidance letters etc.
  
- 2. An in-school our out- of-school youth who resides in a nontraditional housing setting, defined as the following: Single Parent household, living with a guardian, living with a Grandparent(s), residing in a Residential or Transitional living program or subsidized housing.**
  - a. Acceptable documentation would be:
    - i. Public assistance/ social Service/ public housing records
    - ii. Court decree
    - iii. Divorce decree
    - iv. Lease or landlord statement
    - v. Statement from residential or transitional living program.
  
- 3. An out- of- school youth who did not complete first year of college, military basic training or occupational training program.**
  - a. Acceptable documentation would be:
    - i. Letter from Post-Secondary Program, Military branch or Occupational Training program showing withdrawal/ dismissal from program;
    - ii. applicant statement with self-attestation as last resort if documentation cannot be obtained.
  
- 4. An out-of-school youth with little or no work experience or long and unsuccessful job search.**
  - a. Acceptable form of documentation:
    - i. Copy of final paystub (if last job was within one year)
    - ii. Printout from social security

- iii. Tax returns
- iv. Work search logs including applications submitted, interviews attended, job fairs attended. etc. must be documented and submitted to prove unsuccessful work search.

## REFERENCES

[5% Income Exception for Non Low-Income "Covered Individuals."](#)

**Issuance: 100 DCS 19.105 Issued: 04/04/2016**

[Youth Requires Additional Assistance](#)

**Issuance: 100 DCS 19.104 Issued: 03/16/2016**

19-104 A: [Examples of Additional Barriers for Use by Local Workforce Boards and Youth Standing Committees](#)

19-105 19-104B: [Current Youth Barriers and Acceptable Forms of Documentation: Part 1, 2, and 3](#)

[WIOA Title I Youth Eligibility](#)

**Issuance: 100 DCS 19.101.2 Issued: 02/24/2017**

19-101.2A: [Definitions](#)

19-101.2B: [Eligibility Source Documentation](#)

19-101.2C: [Alternative Forms of Documentation](#)

19-101.2D: [Applicant Statement Form](#)

19-101.2E: [Telephone Verification Form](#)

19-101.2F: [Document Inspection Form](#)

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## ATTACHMENT A – Current WIOA Youth Eligibility Criteria, as of January 2019

### WIOA Title I Youth Participant Eligibility

WIOA establishes separate eligibility criteria for Out-of-School Youth and In-School Youth.

#### Out-of-School Youth Eligibility

1. Not attending any school (secondary or post-secondary);
2. Not younger than 16 or older than 24 at the time of enrollment; and
3. Meets one or more of the following conditions:
  - a. High School dropout;
  - b. Within the age of compulsory school attendance, but has not attended school for at least the most complete school year calendar quarter;
  - c. Recipient of a secondary school diploma or its recognized equivalent who is **low income** and basic skills deficient or an English language learner
  - d. An offender;
  - e. A homeless individual, a homeless child or youth, or a runaway;
  - f. An individual in foster care or who has aged out of the foster care system or has attained 16 years of age and left foster care for kinship guardianship or adoption, 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;
  - g. Pregnant or parenting;
  - h. An individual with a disability;
  - i. **Low income** individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

#### In-School Youth Eligibility

1. Attending School (secondary or post-secondary);
2. Not younger than 14 or older than 21 ((unless an individual with a disability who is attending school under State law) at the time of enrollment;
3. **Low income**; and
4. Meets one or more of the following conditions:
  - a. Basic Skills Deficient
  - b. An English Language Learner
  - c. An Offender
  - d. Homeless, a runaway, in foster care or has aged out of foster care system, eligible for assistance under section 477 of the Social Security Act, or in an out of home placement
  - e. Pregnant or parenting;
  - f. An individual with a disability
  - g. Requires additional assistance to complete an educational program or to secure or hold employment