

Workforce Innovation and Opportunity Act

Youth Eligibility

As of October 21st, 2021

Federal Youth Guidance

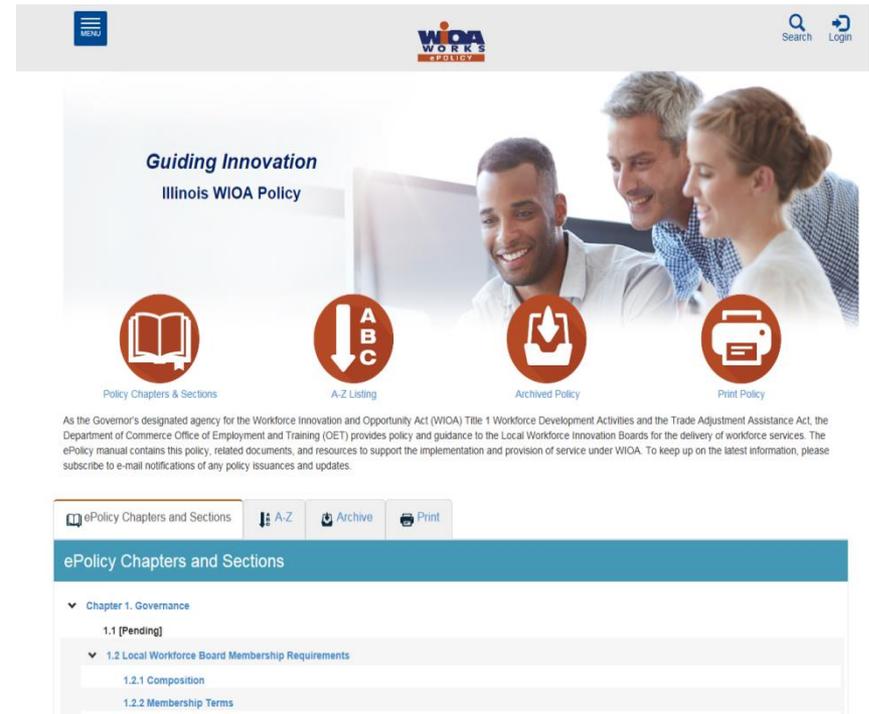
- Workforce Innovation and Opportunity Act of 2014
- Training and Employment Guidance Letter (TEGL) 21-16 - Third WIOA Title I Youth Formula Guidance - dated March 2nd, 2017
 - Change 1 to TEGL 21-16 was issued July 30th, 2021 - Deals with updated process for Determining Low Income for Youth Living in a High Poverty Area

State Youth Guidance

- WIOA ePolicy Chapter 5 - General Eligibility
- WIOA ePolicy Chapter 5.1.1 - Selective Service updated August 2021
- WIOA ePolicy Chapter 5.4 - General Youth Eligibility
- WIOA ePolicy Chapter 5.4.1 - Out-of-School Youth
- WIOA ePolicy Chapter 5.4.2 - In-School Youth
- WIOA ePolicy Chapter 5.5 - Low-Income Individuals
- WIOA ePolicy Chapter 5.9 Basic Skills Deficiency (BSD) Assessment Requirements, effective 7/1/2021

Understanding the ePolicy Manual

The Illinois Department of Commerce and Economic Opportunity, Office of Employment and Training (OET) utilizes a WIOA ePolicy portal where all current and new guidance issued by the Illinois Workforce Innovation Board (IWIB) and OET will be maintained.



Homepage: www.illinoisworknet.com/DCEOPolicies

WIOA Youth Eligibility

- Prior to reviewing this power point on Youth Eligibility, if you did not participate in the live presentations, it is important that you **view and understand** the details that were covered in the 10-21-21 presentations:
 - **WIOA General Eligibility** - posted on Zen Desk
 - **WIOA Low Income** - posted on Zen Desk

General WIOA Eligibility

- DCEO ePolicy - WIOA General Eligibility Policy 5.1.1
 - All clients must be authorized to work in the U.S. before they meet WIOA General Eligibility.
 - All clients born male, who have turned age 18 and were born on or after January 1st, 1960 must be compliant with Selective Service before they meet WIOA General eligibility.

WIOA Youth Program

Workforce Innovation and Opportunity Act of 2014

- In-School Youth is a separate category from Out-of-School Youth and the eligibility between these two are significantly different.

WIOA Youth Program

- The Workforce Innovation and Opportunity Act (WIOA) legislation and Training and Employment Guidance Letter (TEGL) 21-16 - Third WIOA Title I Youth Formula Guidance - have mirror guidance on requirements for Youth client assessment.
- That guidance states, any individual who is going to be served under the Youth title, must have a complete assessment prior to the client being determined eligible and enrollment in WIOA Youth services.

Youth Assessment Requirements

- Section 129(b)(2)(c)(1)(A) of WIOA Legislation States:
- Career Coach must provide an objective assessment of:
- Academic levels
- Skill levels
- Service needs of each participant
- Review of basic skills
- Occupational Skills
- Prior work experience
- Employability
- Interests
- Aptitudes (including interests and aptitudes for nontraditional jobs)
- Supportive service needs
- Development needs of the participant
- The assessments must also consider a youth's strengths rather than just focusing on areas that need improvement

WIOA Youth Program

The results of the Youth assessment is used to support enrollment in the WIOA Youth program, and that assessment is used to create the Youth clients initial Individual Service Strategy (ISS) that is the basis to support the individual being brought into the WIOA Youth Program.

Individual Service Strategy (ISS)

The ISS is an agreement of objectives and goals decided between the WIOA Youth participant and WIOA Youth Career Coach that sets out a plan for the participant to make progress towards his/her educational and employment goals.

School Status at Application

The school status should be recorded based on what the client is doing at the time of application, not what the client is going to enter.

Guidance from TEGL 21-16

For purposes of WIOA, providers of adult education under Title II of WIOA, YouthBuild programs, the Job Corps program, high school equivalency programs, and dropout re-engagement programs are not considered to be schools for the purposes of determining school status, with one exception:

- Youth attending high school equivalency (HSE) programs, including those considered to be dropout re-engagement programs, funded by the public K-12 school system that are classified by the school system as still enrolled in school are considered ISY.

Determining School Status

- Within Career Connect, on the Education tab of the WIOA Application is where the question to determine if an individual is an In-School Youth (ISY) or an Out-of-school Youth (OSY).
- The “School Status at Youth Program eligibility” is the question that will determine if an individual is considered an “In School Youth” (ISY) or an “Out-of-School Youth” (OSY).

Determining ISY Status

In the Career Connect application, if the question of “School Status at Youth Program eligibility” is populated showing the client is currently In school, either in secondary or post secondary school, internal logic will determine the client as an ISY.

The School Status prompt below may be system-set or selections may be limited based on responses to questions above.

• School Status at Youth Program eligibility:

• Verify:

[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]

✓ In-school Youth: Verification of Enrollment from Educational Institution

• (WIOA) Attending any School (used for In-School/Out-of-School determination):

Determining OSY Status

In the Career Connect application, if the question of “School Status at Youth Program eligibility” is populated with Not attending school, the internal Career Connect logic will determine the client as an OSY.

The School Status prompt below may be system-set or selections may be limited based on responses to questions above.

• School Status at Youth Program eligibility:

Not attending school; secondary school graduate or has a recognized equivalent ▾

• Verify:

[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]

✓ Out-of-School Youth: Signed & Dated WIOA Application-Not Attending School

* (WIOA) Attending any School (used for In-School/Out-of-School determination):

No

WIOA In-School Youth

WIOA ePolicy Chapter 5.4.2 - In-School Youth:

- In-School Youth - Youth not younger than 14 or older than age 21
 - Attending school (as defined by state law)
 - LWIA 7 has their own local policy that requires In-School Youth not younger than 16 or older than age 21.

In-School Youth

- WIOA ePolicy Chapter 5.4.2 - In-School Youth:
 - 95% of the In-School Youth must meet low-income criteria (see WIOA ePolicy Chapter 5.5 - Low-Income Individuals)
- As mentioned earlier, it is essential that you have viewed and understand the previous PowerPoint on WIOA Low Income that is posted on the Zen desk, so you understand the eight different ways an In-School Youth client could meet WIOA Low Income criteria.
- Lastly, all In-School Youth clients must have one or more of the following barriers shown on the next slide.

WIOA In-School Youth Barriers

1. Basic Skills Deficient
2. An English Language Learner
3. An Offender
4. Homeless
5. Runaway
6. Foster Child or aged out of foster care
7. Pregnant or Parenting
8. An individual with a disability
9. An individual requiring additional assistance to enter or complete an educational program or to secure or hold employment.

Basic Skills Deficient

Basic Skills Deficient - respect to an individual—
(A) who is a youth, that the individual has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or (B) who is a youth or adult, that the individual is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual's family, or in society.

Basic Skills Deficient (BSD)

- If an individual scores at or below 8th Grade Level on either their Math or Reading Assessment test they would be determined BSD.
- WIOA ePolicy Chapter 5.9 Basic Skills Deficiency (BSD) Assessment Requirements, effective 7/1/2021, includes guidance on an alternative way an individual can be determined BSD using the Basic Skills Screening Tool.
- Lastly, if an individual is assessed as an English Language Learner (ELL), they are also determined to meet BSD criteria.

BSD Due to Testing

If the client was determined BSD due to assessment tests (scoring at or below 8th Grade Level), then a hard copy of the assessment tests scoring sheet indicating the Category of Test (Adult Basic Education, English as a Second Language or Other), type of test (Math or Reading), the date of test, grading (including the scale score and Grade Level Equivalency) must be in the hard copy file that support BSD criteria.

Recording Assessment Tests

An important detail that I have been asked to stress, when assessment tests are being recorded on a client in Career Connect, even though the Grade Level Equivalency (GLE) is not required field on the screen, **you must record** the clients accurate GLE to get proper credit for Federal Reporting.

Within Career Connect

Within Career Connect, on the “Barriers” screen within the application, is where the question related to Basic Skills Deficient is recorded when a client has scored at or below 8 Grade Level on their pre-assessment Math or Reading test.

Within Career Connect

If you have an assessment test dated on or prior to the clients WIOA application date that would support the client being BSD, you record “Yes” to the Basic Skills Deficient/Low Levels of Literacy question, then for the documentation under “verify”, the documentation would be the “Results from an Authorized Assessment Test”.

* Basic Skills Deficient/Low Levels of Literacy: Yes No

* Verify: [[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]

✓ Adult - Results from an Authorized Assessment Test

Basic Skills Screening Tool

- We will now transition to the next way a client could be determined BSD.
- Based on guidance in WIOA ePolicy Chapter 5.9 Basic Skills Deficiency (BSD) Assessment Requirements, effective 7/1/2021.
 - Attachment “A” within this policy is a Basic Skills Screening Tool (see example on next slide.)
 - If a client has a response of “No” to any of the questions on the screening tool, they will be determined BSD.

Basic Skills Screening Tool

If an individual replies “No” to any of the following questions on the screening tool, they can be determined BSD:

- 1) Do you have a high school diploma, General Education Development (GED) certificate or High School Equivalency Diploma (HSED)? Yes No Currently in high school (does not include GED or HSED programs)
- 2) Can you follow basic written instructions and diagrams with no help or just a little help? Yes No
- 3) Can you fill out basic medical forms and job applications? Yes No
- 4) Without the aid of a calculator, can you add, subtract, multiply and divide with whole numbers up to 3 digits? Yes No
- 5) Can you do basic tasks on a computer? Yes No
- 6) Do you speak and read English well enough to get and keep a job? Yes No

Basic Skills Screening Tool

- Within Career Connect, on the “Barriers” screen within the application, is where the question has been added when a client is being determined BSD due to the new screening tool.
- If any question on the screening tool is answered “No” by the client, then the question related to the BSD screening tool on the “Barriers” screen should be answered “Yes”; (see example on next slide).

Basic Skills Screening Tool

- Demonstrating recording BSD due to the screening tool.

In Career Connect:

- 1) On the Barriers screen of the WIOA Application, set Basic Skills Deficient to “Yes” or “No” based on the tool.
- 2) If yes, select “Completed, signed and dated Basic Skills Screening Tool” as the verification.

* **Basic Skills Deficient/Low Levels of Literacy:**

Yes No ←

* **Verify:**

[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]

✓ Completed, signed & dated Basic Skills Screening Tool (Adult, DW or Youth)

- 3) Add a Case Note with the Subject: “BSD Assessed with Screening Tool” and include the following in the Case Note description:
 - the date of the screening,
 - whether or not the client was determined basic skills deficient, and
 - if the client is basic skills deficient, how the individual’s deficiency will be addressed.
- 4) Place a completed, signed copy of the document in the individual’s file.

Basic Skills Deficient

- Similarly, if an individual scores at or below 8th Grade Level on either their Math or Reading Assessment test they would be determined BSD and the question “Basic Skills Deficient/Low Levels of Literacy” on the “Barriers” screen in the application in Career Connect should be answered “Yes”.
- If a client is determined BSD due to both the Basic Skills Screening tool and based on assessment test(s), documentation should be in the hard copy file to support the clients complete BSD status.

English Language Learner

English Language Learner - 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.

Youth Barriers

- Within Career Connect, on the “Barriers” tab within the application, is a question, “Do you primarily speak a language other than English?”
- If the question is populated with a “Yes”, the client will meet the barrier as an English Language Learner (ELL). (See example on next slide.)

English Language Learner (ELL)

Ethnic Origin

* Are you of Hispanic or Latino heritage? Yes No I do not wish to answer.

* Race - Please check all that apply:

- African American/Black
- American Indian/Alaskan Native
- Asian
- Hawaiian/Other Pacific Islander
- White
- I do not wish to answer.

Language

Do you primarily speak a language other than English? Yes No ←

* What is that language?

* How well do you speak that language?

* Do you require English language assistance? Yes No

* How well do you speak English? !

English Language Learner (ELL)

In Career Connect, if a client is identified as an English Language Learner, the client must indicate a language of preference.

Language

Do you primarily speak a language other than English? Yes No

* What is that language?

Cantonese

* How well do you speak that language?

Very Well

* Do you require English language assistance?

Yes No

* How well do you speak English?

I speak and understand English well enough to communicate

Recap Basic Skills Deficient

- If an individual scores at or below 8th Grade Level on either their Math or Reading Assessment test they would be determined BSD.
- An individual can be determined BSD using the Basic Skills Screening Tool.
- Lastly, if an individual is assessed as an English Language Learner (ELL), they are also determined to meet BSD criteria.

Youth “Offender” Barrier

Offender - An adult or youth (A) who is or has been subject to any stage of the criminal justice process, 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.

Youth “Homeless” Barrier

1. Individual who lacks a fixed, regular or adequate nighttime residence; and
Violence Against Women Act of 1994
2. Adult or youth with a primary nighttime residence that is a public or privately operated shelter for temporary accommodation.
McKinney-Vento Homeless Assistance Act

Foster Child

Foster Child - A minor on behalf of whom State or local government payments are made to a foster parent or other guardian.

Aged out of Foster Care

“Youth Aged Out of Foster Care” - is simply that, an individual who was a Foster Child, that once became of the legal age where the foster system no longer were considering the individual a foster child.

Runaway

A “Runaway” is a person under the age of 18 years of age who absents himself or herself from home or place of legal residence without the permission of parent or legal guardian.

Pregnant or Parenting Barrier

Pregnant could only be considered a barrier for the female; of course, both male and female can be a parent once a child has been born.

An Individual with a Disability

An individual with any disability (as defined in section 3 of Americans with Disabilities Act of 1990 (42 U.S.C12102)).

Youth Barrier Must Understand

- Under Youth eligibility, there is a barrier for, “An individual **requiring additional assistance** to enter or complete an educational program or to secure or hold employment.”
- It is important to understand the criteria to support this barrier is determined by each Local Workforce Innovation Area (LWIA) in their own Local Policy.
 - So, if this barrier is indicated in an application, staff must explain in the case note, how the client meets the criteria that is laid out within the LWIA Policy on this barrier.

Youth Requiring Assistance

- It is my understanding that LWIA 7 - Policy No. 2018-PL-06 Change 1, September 2018 is the current local policy on Youth Eligibility.
- In that local policy, it has the details listed on the adjacent screen print as the locally determined “Youth Requiring Additional Assistance” barrier criteria.

Youth requiring additional assistance is defined as a youth who has at least one of the following characteristics:

- Reading and math scores below grade level
- Residing in a community of high crime
- No work history
- History of substance abuse
- English language learner
- Parent and/or legal guardian has a history of incarceration and/or substance abuse
- Family member affected by violence

Concludes In-School Youth (ISY)

This concludes the portion of the presentation on ISY, key point to remember are for an ISY the Youth is required to meet WIOA Low Income criteria and have one or more of the identified Youth barriers.

Out-of-School Youth Eligibility

WIOA ePolicy Chapter 5.4.1 - Out-of-School Youth:

- Out-of-School Youth - Youth not younger than 16 or older than age 24.

Out-of-School Youth

WIOA ePolicy Chapter 5.4.1 - Out-of-School Youth:

- Not attending any school as defined under state law.
- Individuals attending Adult Education provided under Title II of WIOA, YouthBuild or Job Corps are also classified as out-of-school youth for eligibility determination;

Guidance from TEGL 21-16

- If a youth graduates high school and registers for postsecondary education but does not ultimately follow through with attending postsecondary education, then such a youth would be considered an OSY if the eligibility determination is made after the point that the youth decided not to attend postsecondary education.
- If the youth is only enrolled in non-credit-bearing postsecondary classes, they would not be considered attending postsecondary school and, therefore, an OSY.

The following out-of-school youth barriers do not require the individual to meet low-income criteria:

1. School Dropout
2. Within the age of compulsory attendance but has not attended school for at least the most recent complete school year quarter
3. Subject to the juvenile or adult justice system
4. Homeless
5. Runaway
6. Foster care or aged out of foster care
7. Pregnant or parenting
8. An individual with a disability

High School Drop Out

This barrier can only be used for an individual who has dropped out of High School and has not gone back to school. If they dropped out but went back or obtained their General Equivalency Degree (GED), they are not considered a “Drop Out” under WIOA Eligibility.

Not Attended High School in a Quarter

- In some instances, a High School might not consider an individual to be a High School Drop Out until the end of a school year.
- Under the WIOA legislation, the Out-of-School Youth barrier of “Within the age of compulsory attendance but has not attended school for at least the most recent complete school year quarter” was added for this reason.

Subject to Justice System

- Under the WIOA legislation, under In-School Youth (ISY) there is a barrier for an "Offender", for the Out-of-School Youth (OSY) this barrier is called, "Subject to the juvenile or adult justice system."
- In the March 2017, TEGL 21-16 - WIOA Youth guidance it was clarified that the OSY barrier of "Subject to the juvenile or adult justice system" has the same definition as the ISY barrier of "Offender".

Subject to Justice System

An adult or youth is “Subject to the Juvenile or Adult Justice System” if, (A) who is or has been subject to any stage of the criminal justice process, 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.

Out-of-School Youth Barriers

For the other Out-of-School Youth barriers that **do not** require a client to meet **WIOA low-income criteria** are shown in the adjacent column, we have already covered those barriers as they are the same for an In-School Youth.

- Homeless
- Runaway
- Foster care or aged out of foster care
- Pregnant or parenting
- An individual with a disability

Out-of-School Youth Barriers

If an Out-of-School Youth (OSY) did not meet any of the previously addressed barriers, there are two more possible barriers that could support OSY eligibility, but both require the client to meet WIOA Low Income criteria with the barrier.

The following out-of-school youth barriers require the individual to meet WIOA low-income criteria:

1. A recipient of a secondary school diploma or its recognized equivalent who is low-income individual and is
 - Basic Skills Deficient, or
 - An English language learner
2. A low-income individual requiring additional assistance to enter or complete an educational program or to secure or hold employment (must be justified based on local policy.)

H.S. Diploma or GED & BSD or ELL

For this barrier, the client will need to have been an OSY that has already graduated H.S. or completed their GED; but is Basic Skills Deficient from any of the various ways (assessment testing at our below 8th GLE; Basic Skills Screening Tool; or assessed as an English Language Learner).

Youth Requiring Assistance

- Under Youth eligibility, for the barrier, “An individual **requiring additional assistance** to enter or complete an educational program or to secure or hold employment.”
- It is important to understand the criteria to support this barrier is determined by each Local Workforce Innovation Area (LWIA) in their own Local Policy.
 - So, if this barrier is indicated in an application, staff must explain in the case note, how the client meets the particular criteria that is laid out within the LWIA Policy on this barrier.

Youth Requiring Assistance

- As stated earlier, it is my understanding that LWIA 7 - Policy No. 2018-PL-06 Change 1, September 2018 is the current local policy on Youth Eligibility.
- In that local policy, it has the details listed on the adjacent screen print as the “Youth Requiring Additional Assistance” barrier criteria.

Youth requiring additional assistance is defined as a youth who has at least one of the following characteristics:

- Reading and math scores below grade level
- Residing in a community of high crime
- No work history
- History of substance abuse
- English language learner
- Parent and/or legal guardian has a history of incarceration and/or substance abuse
- Family member affected by violence

5% Youth

- A last point to cover for Youth, WIOA Legislation allows for a LWIA to serve up to 5% of their Youth, that are required to meet WIOA Low Income criteria as part of the eligibility (either ISY or OSY), who do not in fact meet WIOA Low Income criteria.
- The Youth is still required to have at least one or more barriers.
- Each LWIA is responsible to track their own 5% Youth, so check with the individual who is responsible for providing oversight of your Youth program if you feel you have a good client for the 5% Youth criteria

Youth Wrap-up

- For all WIOA Youth they must meet WIOA General Eligibility tied to Authorized to Work in the U.S. criteria, and if the client was born a male, who turns age 18, he must be compliant with Selective Service.
- 95% of In-School Youth must meet WIOA Low Income criteria and have at least one or more of the identified Youth Barriers.
- For Out-of-School Youth, most of the clients are not required to meet WIOA Low Income criteria unless their only barriers are tied to being a High School Graduate who is Basic Skills Deficient or an English Language Learner, or if the Youth Needing Assistance barrier is the only barrier.

Individual Service Strategy

- Once a WIOA Youth has their eligibility certified (either ISY or OSY), the Youth activity in Career Connect called 'Individual Service Strategy', should be the first Youth activity recorded.
- This ISS should have an overall goal, then objectives that assist in meeting the overall goal, and the services needed to reach the objectives and overall goal.

WIOA Youth Eligibility

- This concludes the block on Youth Eligibility.
- Please contact your Regional Manager or Project Coordinator for any questions.