



## OUT-OF-SCHOOL YOUTH

### ELIGIBILITY CHECKLIST

Participant Name:

Agency Name:

Career Connect State ID#

**Note:** Only one document required for each section. If applicable, the same document can be used for multiple sections.

#### AUTHORIZATION TO WORK IN US

- |  |  |  |
|--|--|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Birth Certificate with place of birth</li> <li><input type="checkbox"/> U.S. Social Security card (<i>other than a card the indicates not valid for employment</i>)</li> <li><input type="checkbox"/> Enhanced Driver's License/REAL ID</li> <li><input type="checkbox"/> Alien Registration card indicating Right to Work</li> <li><input type="checkbox"/> Baptismal Certificate with place of birth</li> <li><input type="checkbox"/> DD-214 with place of birth</li> <li><input type="checkbox"/> Foreign Passport stamped Eligible to work</li> <li><input type="checkbox"/> Hospital Birth Record indicating US Citizenship</li> <li><input type="checkbox"/> U.S. Naturalization Certificate</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> U.S. Passport (<i>Unexpired or Expired</i>)</li> <li><input type="checkbox"/> Self-Attestation on How to Meet DACA requirements outlined in DOL TEGL 02-14</li> <li><input type="checkbox"/> E-Verify with documentation</li> <li><input type="checkbox"/> Certificate of U.S. Citizenship (<i>INS Form N-560 or N-561</i>)</li> <li><input type="checkbox"/> Consular Report of Birth Abroad or Certificate of Birth</li> <li><input type="checkbox"/> Certification of Birth Abroad issued by the Dept. of State (<i>Form FS-240, FS-545 or Form DS-1350</i>)</li> <li><input type="checkbox"/> Permanent Resident Card or Alien Registration Receipt Card with photograph (<i>INS Form I-151 or I-551</i>)</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Unexpired Foreign Passport, with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization</li> <li><input type="checkbox"/> Unexpired Temporary Resident Card (<i>INS Form I-688</i>)</li> <li><input type="checkbox"/> Unexpired Employment Authorization Document (<i>INS Form I-688A or I-688B or I-766</i>) with or without photograph</li> <li><input type="checkbox"/> Unexpired Reentry Permit (<i>INS Form I-327</i>)</li> <li><input type="checkbox"/> Unexpired Refugee Travel Document (<i>INS Form I-571</i>)</li> <li><input type="checkbox"/> ID card for use of Resident Citizen in the U.S. (<i>INS Form I-179</i>)</li> <li><input type="checkbox"/> Acceptable Documents used for INS Form I-9</li> </ul> |
|--|--|--|

#### AGE

- ☐ Birth Certificate
- ☐ Baptismal Certificate with DOB
- ☐ DD-214/Report of Transfer or Discharge with DOB
- ☐ Standard Driver's License
- ☐ IL State ID or other Federal, State or Local Gov't issued ID
- ☐ Enhanced Driver's License/REAL ID
- ☐ Hospital Birth Record
- ☐ U.S. Passport
- ☐ Public Assistance/Social Service records
- ☐ School Records/Identification
- ☐ Court Records (*showing DOB*)
- ☐ Youth Only-Work Permits
- ☐ Workers Compensation Record with DOB

#### SELECTIVE SERVICE

##### MALES ONLY

- ☐ Selective Service Verification ([www.sss.gov](http://www.sss.gov) printout)
- ☐ Selective Service Registration Card
- ☐ Selective Service Registration Record (form 3A)
- ☐ Stamped Post Office Receipt of Registration
- ☐ Locally Approved Selective Service Waiver
- ☐ Veteran's ID Card
- ☐ Other approved document (see Career Connect):  
\_\_\_\_\_

#### SOCIAL SECURITY

- ☐ Social Security Card (Must be signed)
- ☐ Social Security Printout
- ☐ Any other approved Social Security Document  
\_\_\_\_\_

#### RESIDENCY

- ☐ Standard Driver's License or Enhanced Driver's License/REAL ID
- ☐ IL State ID or other Federal, State or Local Gov't issued ID
- ☐ Food Stamp Award Letter/Public Assistance Records (*current*)
- ☐ Homeless-DHS Letter, Signed Applicant Statement or Shelter/Temp Residence Letter (*on Letterhead*)
- ☐ Housing Authority Verification
- ☐ Insurance Policy (*Residence or Auto*)
- ☐ Landlord Statement or Lease
- ☐ Letter from Social Service Agency or School (*on Letterhead*)
- ☐ Medicaid/ Medicare Card
- ☐ Pay Stub
- ☐ Property Tax Record
- ☐ Selective Service Registration Card
- ☐ Current Utility Bill w/Customer's Name
- ☐ Applicant statement/self attestation, in limited cases
- ☐ Other, Requires Partnership approval:  
\_\_\_\_\_

Participant Name:

Agency Name:

Career Connect State ID#

**Note:** Only one Scenario is needed to meet Out-of-School Youth Eligibility. One selection is required in each section, unless indicated.

### SCENARIO 1: AUTOMATIC QUALIFIERS

**Applicant is not attending school:**

(as defined under State Law)

☐ Self Attestation

**Age:**

☐ 16-24 years of age (see documentation above for age).

**AND one of the following:**

- ☐ Within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year's calendar quarter; **OR**
- ☐ In Foster Care or aged out of Foster Care; **OR**
- ☐ Homeless or Runaway; **OR**
- ☐ Individual with a Disability; **OR**
- ☐ Subject to juvenile or adult justice system; **OR**
- ☐ Pregnant or Parenting; **OR**
- ☐ School Dropout

### SCENARIO 1: DOCUMENT VERIFICATION

#### COMPULSORY SCHOOL ATTENDANCE

- ☐ Attendance Record
- ☐ Written verification from Educational Institution

#### FOSTER CARE

- ☐ Court contract
- ☐ Court documentation
- ☐ Medical Card showing Foster Child
- ☐ Verification of payments made on behalf of child
- ☐ Written statement from State/Local agency

#### HOMELESS/RUNAWAY

- ☐ Written statement from shelter
- ☐ Written statement from an individual providing temporary assistance
- ☐ Written statement from Social Service agency-homeless shelter/runaway services
- ☐ Signed applicant statement

#### INDIVIDUAL WITH A DISABILITY

- ☐ Letter from drug or alcohol rehabilitation agency
- ☐ Medical Records
- ☐ Social Service records/Referral
- ☐ Physician's statement
- ☐ Rehabilitation evaluation records
- ☐ Individual Education Plan from school
- ☐ Sheltered workshop certification
- ☐ Worker's Compensation Record
- ☐ Social Security Administration disability records
- ☐ Veterans Administration Disability Determination letter/Records
- ☐ Vocational Rehabilitation Letter
- ☐ School Records
- ☐ Psychiatrist or Psychologist Diagnosis
- ☐ Case Notes regarding observable condition by Case Manager

#### JUVENILE or ADULT JUSTICE SYSTEM

- ☐ Police records
- ☐ Court Documents
- ☐ Halfway house resident
- ☐ Letter of parole
- ☐ Letter from probation officer
- ☐ Applicant statement/self attestation, in limited cases

#### SCHOOL DROPOUT

- ☐ Dropout Letter
- ☐ Attendance Records
- ☐ Applicant Statement

#### PREGNANT/PARENTING

- ☐ Child's Birth certificate
- ☐ Hospital record of birth
- ☐ Medical Card
- ☐ Physician's Statement
- ☐ Referral from official agencies
- ☐ School program for pregnant teens
- ☐ School Records
- ☐ Signed applicant statement
- ☐ Public Assistance/Social Service records
- ☐ Case Notes regarding observable condition

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**Note:** Only one Scenario is needed to meet Out-of-School Youth Eligibility. One selection is required in each section, unless indicated.

### SCENARIO 2: HS GRADUATE, BSD or ELL & LOW-INCOME

#### High School Graduate

- ☐ Copy of secondary diploma or recognized equivalent
- ☐ Letter from Educational Institution verifying graduation and date of graduation
- ☐ HS Graduate or Equivalent WIOA Application (signed and dated)

#### Basic Skills Deficient (BSD)

- ☐ Results from authorized assessment test
- ☐ School Records verifying applicant unable to take assessment test
- ☐ BSD Tool

**OR**

#### English Language Learner (ELL)

- ☐ Results from authorized assessment test
- ☐ WIOA Application (signed and dated)
- ☐ Case notes from Career Planner

#### Low Income Qualifiers:

- ☐ Cash Welfare (TANF)
- ☐ Food Stamps (SNAP)
- ☐ Living in a High Poverty Area

**OR**

#### Family Income Calculation

- ☐ Gross wages/Salary
- ☐ Unemployment Insurance
- ☐ Self-Employed Income
- ☐ Child Support
- ☐ Social Security Disability
- ☐ Pension
- ☐ Financial Support by Family Member
- ☐ Alimony
- ☐ Rental Income
- ☐ Insurance Annuities
- ☐ Applicant Statement
- ☐ Other income source not listed in "Excluded Income"

### SCENARIO 3: HS GRADUATE, LOW INCOME & REQUIRES ADDITIONAL ASSISTANCE

#### High School Graduate

- ☐ Copy of secondary diploma or recognized equivalent
- ☐ Letter from Educational Institution verifying graduation and date of graduation
- ☐ HS Graduate or Equivalent WIOA Application (signed and dated)

#### Low Income Qualifiers:

- ☐ Cash Welfare
- ☐ Food Stamps (SNAP)
- ☐ Living in a High Poverty Area

**OR**

#### Family Income Calculation

- ☐ Gross wages/Salary
- ☐ Unemployment Insurance
- ☐ Self-Employed Income
- ☐ Child Support
- ☐ Social Security Disability
- ☐ Pension
- ☐ Financial Support by Family Member
- ☐ Alimony
- ☐ Rental Income
- ☐ Insurance Annuities
- ☐ Applicant Statement
- ☐ Other income source not listed in "Excluded Income"

#### Additional Assistance Criteria:

- ☐ English Language Learner
  - ☐ Family member affected by violence\*
  - ☐ History of substance abuse\*
  - ☐ No work history\*
  - ☐ Parent and/or Legal Guardian has a history of incarceration and/or substance abuse\*
  - ☐ Reading and Math scores below grade level
  - ☐ Residing in a Community of High Crime
- LINK: <https://www.cityrating.com/crime-statistics/illinois/>

\*Self Attestation can be used for Verification (also applies to Scenario 4 below)

### SCENARIO 4: 5% WINDOW (REQUIRES PARTNERSHIP APPROVAL)

#### High School Graduate

- ☐ Copy of secondary diploma or recognized equivalent
- ☐ Letter from Educational Institution verifying graduation and date of graduation
- ☐ HS Graduate or Equivalent WIOA Application (signed and dated)

#### Income Calculation

- ☐ Income Calculation showing over income

**NOTE:** Not more than 5% of youth individuals assisted under this section may be persons who would be covered individuals, except that the persons are not low-income individuals

#### Additional Assistance Criteria:

- ☐ English Language Learner
  - ☐ Family member affected by violence\*
  - ☐ History of substance abuse\*
  - ☐ No work history\*
  - ☐ Parent and/or Legal Guardian has a history of incarceration and/or substance abuse\*
  - ☐ Reading and Math scores below grade level
  - ☐ Residing in a Community of High Crime
- LINK: <https://www.cityrating.com/crime-statistics/illinois/>