

**Workforce Innovation and Opportunity Act
Instructions for the In-School Youth Program Eligibility Form
Hampton Roads Workforce Council (formerly Opportunity Inc.)
Youth Program Contractors
November 7, 2018**

1. Record the name of the youth, jurisdiction of residence, and Social Security Number (SSN). The SSN must be verified in accordance with the acceptable verification sources and documentation requirements shown in the WIOA In-School Youth Eligibility Reference List. Indicate what verification source was used to verify the SSN.
2. Under the "Low-Income Status – Income Calculation Not Required" block, determine if the youth qualifies as low-income status based on any of the following: SNAP; TANF; SSI; Homeless; Foster Child; Living in a High Poverty Area; Free/Reduced Price Lunch Recipient. If the youth meets any of these options, verify and document the item in accordance with the guidance provided, check the option accordingly and indicate the specific verification source that was used. If a youth can qualify under any one (1) of the aforementioned options, it is not necessary to determine, verify and document family income and family size and you may skip to the "Additional Eligibility Requirements" block. If the youth does not qualify under any of the options shown above, family income and family size must be verified and documented.
3. Determine if the youth qualifies as low income under the "Low Income Status- Family Income Calculation" block. Using the WIOA Statement of Family Size/Family Income form, determine and include the countable income for each applicable family member of the youth for the last twenty-six (26) weeks prior to the date of application. Consult the definitions regarding "Family" and "Family Income Inclusions and Exclusions" and the instructions for the WIOA Statement of Family Size/Family Income contained in the eligibility guidance document. Total the countable income amounts for all applicable family members for the twenty-six (26) weeks prior to application using the appropriate section of the WIOA Statement of Family Size/Family Income. Transfer that figure to the eligibility form and multiply it by two (2) to determine the annualized income. Record the appropriate income guideline amount for the youth's family size and jurisdiction of residence and compare it to the actual annualized income figure. If that actual annualized income is at or below the guideline amount, then you may skip to the "Additional Eligibility Requirements" block.

NOTE: When determining income based on pay stubs, the determination should be based on no less than the three (3) most recent pay stubs within the income determination period, for each family member who had income. Make sure that each stub is for a full work period as appropriate to the income earner. The full work period would be the regular hours worked during a monthly, semi-monthly or bi-weekly pay period. Add the gross earnings for the pay stubs and divide by three (3) (or more based on the actual number of pay stubs used) to arrive at the average earnings for the pay period. Multiply that figure by the number of pay periods in a six (6) month period (if monthly, use 6; if semi-monthly, use 12; if bi-weekly, use 13). Do this for each applicable family member, add the total for each and multiply that figure by two (2) in order to determine the annual family income. Show the calculations that were made on a separate sheet to be maintained in the participant's file, along with copies of the applicable pay stubs.

In cases where a family member who must be included in the family income calculation only worked during a portion of the six (6) month period prior to the eligibility determination date, have the family member complete a self-certification form specifying the dates within the period that were worked and then multiply the income amount derived from the pay stubs average, discussed above, by the number of pay periods within that period. For example, the eligibility date is December 31st and the six (6) month period goes back to July 1st, but the family member began their job on September 1st and is paid on a semi-monthly pay period schedule and had no other income during the period. In that case, the family member worked only four (4) months of the determination period which results in eight (8) semi-monthly pay periods. The income amount derived from the pay stubs average will be multiplied by eight (8) in this case in order to arrive at the total income amount for the six (6) month period, for that family member. Make sure to show all calculations on a separate sheet to be maintained in the participant's file.

While pay stubs are acceptable, calculation of family income from such can be somewhat complicated. The preferred alternative is to obtain written verification from employers for the exact amount of gross earnings paid to family members for the six (6) month income determination period. In this case, the verification would be on the employer's stationary or it could be obtained through the use of a telephone verification form exercised by the contractor with the employer.

4. If the youth's family income is above the guideline amount and the youth has a verified disability, complete the "Low Income Status- Disabled Youth Family Size of One Calculation" block, where only the youth's own income is at or below the income guideline amount for a family size of one (1).

Both sets of verifications (income and disability) are to be maintained in the participant's physical file and income will be calculated based on the same inclusion and exclusion requirements.

NOTE: Youth's family income must be determined to be over the guideline amount before the disability family of one option may be used.

5. Under the "Additional Eligibility Requirements" block, record and verify the youth's birth date, age, MSSA (Selective Service) compliance (applicable males), citizenship, barrier and ISY status. ISY status is to be verified based on school records. A telephone/document inspection form, written communication from the verification source or a copy of a record may be used. All verification documentation must be maintained in the participant's physical file.

With regard to MSSA compliance, record "N/A" for females and males who are not required to register for selective service.

Record the specific youth barrier that was used for eligibility purposes from the list of authorized barriers shown in the Basic Participant Eligibility Requirements- ISY document. Indicate the allowable verification source that was used for the barrier. In addition to qualifying under the low income and other eligibility requirements, all ISY must have a verified barrier.

6. Under the "Attestations" block, the youth and parent/guardian (as applicable) will sign and date the eligibility form in order to attest that the information is true and correct. In addition, the youth program staff person who determined, verified and documented the youth's eligibility is to check the applicable eligibility outcome and sign and date the form. This is the date of eligibility, and it cannot be after the youth begins participation in the contractor's program.

NOTE: A fully completed eligibility form with all required verification documentation must be maintained in the participant's file. WIOA program services may not start before the date of eligibility certification recorded by contractor staff on the form.