



WILLAMETTE WORKFORCE
— PARTNERSHIP —
YOUTH SERVICES ELIGIBILITY

Revised: October 13, 2025

Policy: P01

PURPOSE

The purpose of this policy is to address the registration of youth participants into Workforce Innovation and Opportunity Act (WIOA) programs to ensure that only eligible individuals are served with WIOA youth funds in compliance with federal and state laws, regulations, policies, and guidance.

REFERENCES

Code of Federal Regulations 20 CFR 675.300

Code of Federal Regulations 20 CFR 681.210, 681.220, 681.230, 681.240, 681.250, 681.260, 681.270, 681.280, 681.290, 681.300, 681.310, 681.320

Section 3 of Americans with Disabilities Act of 1990

Section 41403 (6) of Violence Against Women Act of 1994

Training and Employment Guidance Letter (TEGL) 21-16, Change 1

Training and Employment Guidance Letter (TEGL) 10-23, Change 2

WIOA Sec. 129 (a)(1)(b)(ii)-(iii); Sec. 129 (a) (1)(c)(iv);

WIOA Sec. 3 (36)(b); Sec. 3 (36)(A)(ii)

DEFINITIONS

Basic Skills Deficient: Defined as:

- 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
- who 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.

Family: Two or more persons related by blood, marriage, or decree of the court who are living in a single residence and are included in one or more of the following: A married couple and dependent children; a parent or guardian and dependent children; a married couple.

Homeless individual: An individual who lacks a fixed, regular, and adequate nighttime residence and includes individuals who share the housing of other persons due to loss of housing, economic hardship, or a similar reason, a homeless child or youth as defined in McKinney-Vento Homeless Assistance Act or a runaway.

Lower Living Standard Income Level (LLSIL): The income level (adjusted for regional, metropolitan, urban and rural differences and family size) is determined annually by the Secretary of Labor and based on the most recent lower living family budget issued by the Secretary.



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Low-Income Individual: Defined as:

An individual who receives or has received in the past six (6) months, or is a member of a family that is receiving or has received in the past six (6) months, assistance through: The Supplemental Nutrition Assistance Program (SNAP); Temporary Assistance for Needy Families (TANF) programs; The Supplemental Security Income (SSI) program; or State or local income-based public assistance.

- Is in a family with total family income that does not exceed the higher of:
 - The poverty line/Lower Living Standard (LLS); or
 - 70 percent of the Lower Living Standard Income Level (LLSIL).
- Is a homeless individual, as defined in the Violence Against Women Act or a homeless child or youth, as defined under the McKinney-Vento Homeless Assistance Act.
- Receives or is eligible to receive a free or reduced-price lunch under the Richard B. Russell National School Lunch Act;
- Is a foster child on behalf of whom State or local government payments are made; or;
- Lives in a high-poverty area.

Requires Additional Assistance: Defined as an individual who meets one or more of the following characteristics:

- Has no work history or has a history of being terminated from employment
- Is at risk of dropping out of secondary school
- Treated by, or has completed, treatment with an agency for substance abuse or mental health disorder
- Has a parent currently or formerly incarcerated
- Has neither the work experience nor the credentials required for an occupation related to WWP's targeted sectors.

POLICY

To be eligible to participate in activities carried out under WIOA, an individual shall, at the time the eligibility determination is made, be an out-of-school youth (OSY) or an in-school youth (ISY). Participants must also comply with Selective Service registration requirements and work authorization requirements. Eligibility requirements are applied equally to all applicants in a program to avoid discrimination.



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PROCEDURE

Out-of-School Youth Eligibility:

An OSY is an individual who meets all three criteria below:

1. Not attending any school:
 - a. An individual who does not have a GED or secondary diploma and is not enrolled in secondary education or
 - b. An individual who has a GED or secondary diploma and is not enrolled in a credit-bearing post-secondary class or
 - c. An individual attending Adult Basic Education provided under Youth Build, Job Corps, or dropout re-engagement programs not funded by the public K-12 school system.
2. Not younger than age 16 or older than age 24 at the time of enrollment. Eligibility is based on age at enrollment; therefore, participants may continue to receive services beyond the age of 24 once they are enrolled in the program.
3. The individual has one or more of the following barriers:
 - a. A school dropout; or
 - b. An individual who is within the age of compulsory school attendance but has not attended school for at least the most recent complete school year calendar quarter; or
 - c. A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient or an English Language Learner
 - d. An individual who is subject to the juvenile or adult justice system; or
 - e. A homeless individual
 - f. An individual in foster care or who has aged out of the foster care system, or who has attained 16 years of age and left foster care for kinship guardianship or adoption; a child eligible for assistance under section 477 of the Social Security Act, or in an out-of-home placement
 - g. An individual who is pregnant or parenting or
 - h. An individual who is an individual with a documented disability as defined by Section 3 of the Americans with Disabilities Act of 1990 or
 - i. A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.



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In-School Youth Eligibility:

An ISY is an individual who meets all criteria below:

1. Attending school, including secondary and post-secondary school; and not younger than age 14 or older than age 21 at the time of enrollment. Eligibility is based on the age at enrollment therefore, participants may continue to receive services beyond the age of 21 once they are enrolled in the program; and
2. A low-income individual; and
3. The individual has one or more of the following barriers:
 - a. Basic Skills Deficient
 - b. Is an English language learner; or
 - c. An individual who is subject to the juvenile or adult justice system; or
 - d. A homeless individual
 - e. An individual in foster care or who has aged out of the foster care system, or who 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, or in an out-of-home placement.
 - f. An individual who is pregnant or parenting; or
 - g. An individual who is an individual with a documented disability as defined by Section 3 of the Americans with Disabilities Act of 1990; or
 - h. Requires additional assistance to enter or complete an educational program or to secure or hold employment.

Exception for Individuals who are not Low-Income:

WIOA allows a low-income exemption, in which not more than 5 percent (5%) of WIOA youth participants are individuals who meet all other eligibility criteria except the low-income rules. Registration of over-income individuals requires approval from Willamette Workforce Partnership (WWP) staff before they are determined eligible.

Requires Additional Assistance limits

WIOA provides a five percent (5%) eligibility window to allow ISY youth who meet the Requires Additional Assistance criteria to enroll in WIOA services. Sub-recipients can submit an email request for enrollment to Willamette Workforce Partnership. That request must include verification of ISY status and how the youth meet the additional assistance eligibility determination.

Eligibility Documentation for individuals with Temporary Work Authorization

To ensure equal treatment, all participants must provide, and sub-recipients must keep copies in case files, proof of authorization to work in the United States. For individuals whose work authorization is temporary, sub-recipients must verify their continued work



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authorization at a reasonable interval determined by when their temporary authorization is expected to expire, but no less than once every three months. If, at any time, a sub-recipient becomes aware that a participant's employment authorization has expired or has been revoked outside that 3-month check, then the sub-recipient will exit the participant.