

To: All Program Operators  
From: Mark Fuqua, Executive Director  
Subject: **Revisions to NEMO WIB Youth Locally Defined Barrier**

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Purpose: To provide policy for revision of NEMO WIB Locally Defined Barrier for WIA Youth Program.

Background: Under the WIA law, section 101(13) contains definitions for eligible youth for the WIA youth program. Section 101(13)(c)(vi) eligible youth definition is *“an individual who requires additional assistance to complete an educational program, or to secure and hold employment”*. The local WIB determines eligibility criteria for this sixth barrier. The NEMO WIB has revised its locally defined barrier in a recent strategic plan modification approved August 6, 2009.

Substance: Revised Locally Defined Barrier and Eligibility Verification Record.

**A. Needs Additional Assistance - Locally Defined Barrier**

The locally defined barrier is an allowable barrier for the WIA youth program under WIA law, section 101(13)(c)(vi). The locally defined barrier has been revised in our strategic plan modification approved August 6, 2009. Below is the revised locally defined barrier and acceptable documentation has been further defined on the revised eligibility verification records (dated 9-3-09).

1. Verification obtained from a professional source (school official, physician, drug or alcohol rehab agency, psychologist, Veteran’s administration, Vocational Rehabilitation) or documentation (school records, attendance records, medical records, SSD records, social service records, worker’s compensation records) stating that the youth does require additional assistance either related to education or employment which include:
  - a. Possesses a disability, including a learning disability or IEP
  - b. Poor school attendance (as defined by school)
  - c. Limited English proficiency
  - d. Attending an alternative school
  - e. Children of incarcerated parents, OR
2. Documentation (employment records, verification from employer, job search log) which verifies that the youth:

- a. Has a poor work history (been fired from 1 or more jobs within the last six months, OR has a history of sporadic employment, such as “has held 3 or more jobs within the last 12 months, and is no longer employed”), or
- b. Has been actively seeking employment for at least 2 months, but remains unemployed.

**B. Eligibility Verification Record**

Revised youth eligibility verification records (dated 9-3-09) have been developed and may be used for youth only programs.

Contact: If you have any questions, please contact Mark Fuqua or Brandi Glover at (660) 327-5125.

Attachments: Eligibility Verification Record, Title I Youth  
Eligibility Verification Record, Title I Youth – 5%

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Mark Fuqua, Executive Director

NEMO Workforce Investment Board

Title I Youth

Eligibility Verification Record

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

**Economically Disadvantaged /Low Income**

Cash Public Assistance

(receives or is a member of a family that receives cash payments under a federal, state, or local income-based public assistance program)

- Public Assistance Records
- Written authorization to receive cash public assistance
- Verification by the public assistance agency through phone, email, or fax
- Toolbox printout – FSD Load Info

Family Income

- Pay Stubs
- Employer Statement of Earnings
- Compensation award letters
- Social Security benefits letter
- Pension statement
- Bank statement if income is received by direct deposit
- Court award letter
- Family or business financial records
- Quarterly estimated tax for self-employed persons
- Alimony agreement
- Applicant Statement (only in cases when individual has no income or receives very little; should include description of how he/she has been supported for past 6 mos.
- Housing Authority verification

Homeless Individual

- Verification from a shelter or social services agency
- Applicant statement, case notes
- WIA intake or registration from signed by applicant or guardian (TB printout)
- Written statement from individual providing residence

Foster Child

- Court Documentation
- Verification from a social service agency
- WIA intake or registration form signed by applicant or guardian (TB printout)

Food Stamps

(member of a household that receives (or has been determined within 6month period prior to application to program to be eligible to receive)

- Verification by the public assistance agency through phone, email, letter, or fax
- Social Services Agency (Public Assistance/Social Service Record)
- Toolbox printout – FSD Load Information

Disabled Individual

(whose own income meets the criteria in either 1.cash public assistance or 2.familyincome, even if his/her family does not meet criteria)

(Refer to 1.Cash public assistance or 2. Family income allowable verification for criteria to document disabled individual income)

- IEP-Individualized Education Program
- Letter from drug or alcohol rehabilitation agency
- Medical records identifying/verifying disability
- Physician’s statement identifying/verifying disability
- Psychologist diagnosis
- Social security disability records
- School record of disability determination
- Social Service records
- Veterans Administration letter identifying/verifying disability
- Vocational Rehabilitation letter identifying/verifying disability
- Worker’s compensation record identifying/verifying disability
- Applicant Statement identifying/verifying disability

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**Family Size/Individual Status (1 required in eligibility based on income)**

- Birth Certificate
- Court Documentation
- IRS Form Letter 1722
- Applicant Statement
- Marriage Record
- Medical Record
- Lease or Landlord Statement

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**Barriers for Low-Income Youth to Employment (1 required)**

**Basic Skills Deficient (below 8.9 grade level)**

- TABE Scores
- Standardized Assessment Test
- School Records

**Pregnant/Parenting**

(youth who is either under 22 and pregnant or an individual (male or female) who is providing custodial care for one or more dependents under age 18)

- Child's Birth Certificate
- Verification from Social Service Agency
- Applicant Statement
- Physician' Statement
- Child's Baptismal Record

**Homeless/Runaway**

(youth who lacks a fixed, regular, adequate night time residence. Includes any individual who has a primary night time residence that is a publicly or privately operated shelter for temporary accommodation; an institution providing temporary residence for individuals intended to be institutionalized; or a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings; or a person under 18yrs who absents him/herself from home or place of legal residence without permission of his/her family (i.e., runaway youth)

- Verification from a homeless shelter or Social Service Agency
- Applicant Statement
- WIA Intake or registration form signed by applicant or guardian (TB printout)
- Written statement from individual providing residence

**Foster Child**

- Court documentation
- WIA intake or registration form signed by applicant or guardian (TB printout)
- Verification from a Social Service Agency

**School Dropout**

- Dropout Letter
- Applicant Statement
- School board verification of dropout status or habitual truancy

**Offender**

(youth who has ever been subject to any stage of the criminal justice process for committing a status offense or delinquent act)

- Court Records
- Statement from Halfway House
- Letter of Parole
- Letter from Probation officer
- Police records
- Applicant Statement
- WIA Intake or registration form signed by applicant or guardian (TB printout)

**Need Additional Assistance - Locally Defined Barrier (1 required)**

Disabled Individual

- IEP-Individualized Education Program
- Letter from drug or alcohol rehabilitation agency
- Medical records identifying/verifying disability
- Physician's statement identifying/verifying disability
- Psychologist diagnosis
- Social security disability records
- School record of disability determination
- Social Service records
- Veterans Administration letter identifying/verifying disability
- Vocational Rehabilitation letter identifying/verifying disability
- Worker's compensation record identifying/verifying disability
- Applicant Statement identifying/verifying disability

Poor School Attendance

- Verification from School official
- Attendance records

Child of Incarcerated Parents

- Court documentation
- Letter from Probation/Parole officer
- Applicant statement

Limited English Proficiency

- Verification from school official
- Attendance records for ESL class (if applicable)

Attending Alternative School

- Alternative school student records

Poor Work History (been fired from 1 or more jobs within last 6months, OR has history of sporadic employment, such as "has held 3 or more jobs with the last 12 months, and is no longer employed")

- Employment Records
- Verification from employer of firing
- Applicant Statement

Active Job Seeker (actively seeking for at least 2months, but remains unemployed)

- MO Career Source log
- Applicant statement

\*Applicant statement must accompany poor work history and active job seeker doc.

Supporting documentation should **always** accompany an applicant statement when possible.

\_\_\_\_\_  
WIA Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Reviewed by

\_\_\_\_\_  
Date

\_\_\_\_\_  
Revision Date: 9/3/09

NEMO Workforce Investment Board

**Title I Youth – 5% Only**  
Eligibility Verification Record

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

**Waiver submitted to NEMO WIB**

- Waiver submitted to NEMO WIB

**Income**

- Youth's Family Income documented and exceeds guidelines allowed  
 Youth's Income documented and exceeds guidelines allowed

**Family Size/Individual Status**

- Family size documented

**5% Barriers for Youth to Employment (1 required)**

***Basic Skills Deficient (below 8.9 grade level)***

- TABE Scores  School Records  
 Standardized Assessment Test

***Pregnant/Parenting***

(youth who is either under 22 and pregnant or an individual (male or female) who is providing custodial care for one or more dependents under age 18)

- Child's Birth Certificate  Physician's Statement  
 Verification from Social Service Agency  Child's Baptismal Record  
 Applicant Statement

***Homeless/Runaway***

(youth who lacks a fixed, regular, adequate night time residence. Includes any individual who has a primary night time residence that is a publicly or privately operated shelter for temporary accommodation; an institution providing temporary residence for individuals intended to be institutionalized; or a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings; or a person under 18yrs who absents him/herself from home or place of legal residence without permission of his/her family (i.e., runaway youth)

- Verification from a homeless shelter or Social Service Agency  WIA Intake or registration form signed by applicant or guardian (TB printout)  
 Applicant Statement  Written statement from individual providing residence

***Disabilities (Including Learning Disabilities)***

- IEP-Individualized Education Program  Social Service records  
 Letter from drug or alcohol rehabilitation agency  Veterans Administration letter identifying/verifying disability  
 Medical records identifying/verifying disability  Vocational Rehabilitation letter identifying/verifying disability  
 Physician's statement identifying/verifying disability  Worker's compensation record identifying/verifying disability  
 Psychologist diagnosis  Applicant Statement identifying/verifying disability  
 Social security disability records  
 School record of disability determination

***Offender***

(youth who has ever been subject to any stage of the criminal justice process for committing a status offense or delinquent act)

- Court Records  Police records  
 Statement from Halfway House  Applicant Statement  
 Letter of Parole  WIA Intake or registration form signed by applicant or guardian (TB printout)  
 Letter from Probation officer

***School Dropout***

- Dropout Letter  
 School board verification of dropout status or habitual truancy  
 Applicant statement

**Behind Appropriate Grade Level (one or more grade levels below the grade level appropriate for the individual's age)**

- School Records

**Need Additional Assistance - Locally Defined Barrier (1 required)**

Poor School Attendance

- Verification from School official
- Attendance records

Limited English Proficiency

- Verification from school official
- Attendance records for ESL class (if applicable)

Attending Alternative School

- Alternative school student records

Child of Incarcerated Parents

- Court documentation
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Reviewed by

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Date

Revision Date: 9/3/09