



DWD Issuance 22-2008

Issued: May 12, 2009  
Effective: May 4, 2009

**Subject: Technical Assistance Guidance for Utilization of WIA Youth Eligibility Documentation Guide.**

1. Purpose: To transmit DWD's Technical Assistance on the subject of youth eligibility documentation for the Next-Generation Jobs Team (NGJT).
2. Background: The Next-Generation Jobs Team (NGJT) will help match approximately 7,000 Missouri youth, ages 16 to 24, with summer internships and work experiences at cutting-edge employers across the state. The NGJT Program was announced in St. Louis, Missouri, April 17, 2009, by Vice President Joe Biden and Governor Jay Nixon.
3. Substance: Attached herein is the Division of Workforce Development's Technical Assistance Guide for documentation of youth eligibility. Specifically, the guide addresses the criterion, documentation and corresponding Toolbox 2.0 documentation requirements as applied to youth participants in NGJT corresponding with WIA Title I Program Eligibility. The guide presents information that is deemed good practices by DWD monitors.
4. Action: Each boxed criteria in the "Criterion" column must be met, for example, "Age/Birth Date." Only one of the documents listed under the "Acceptable Documentation" column is required for eligibility. In addition, the guidance on how to document the selected criteria in Toolbox 2.0 is given under each criteria item listed in the Criterion column.  
  
Local areas are encouraged to use the attached Technical Assistance Guide in documenting eligibility for NGJT summer youth programs.
5. Contact: If you have any questions regarding this issuance, please contact Randy Cottrell, Manager, Adult and Youth Programs at (573) 526-8242.
6. Reference: American Recovery and Reinvestment Act of 2009 (Recovery Act), P.L. 111-5; Workforce Investment Act of 1998, (29 U.S.C. 2801 et seq.), P.L. 105-220, as amended; Wagner-Peyser Act, as amended (29 U.S.C. 49 et seq.); and Training and Employment Guidance Letter (TEGL) 14-08, Policy Guidance for Implementation, pages 22-31. The link to TEGL 14-08: [http://wdr.doleta.gov/directives/corr\\_doc.cfm?docn=2728](http://wdr.doleta.gov/directives/corr_doc.cfm?docn=2728)

7. Rescissions: None.
8. Attachments: *WIA Youth Eligibility Documentation Guide*: The Missouri Division of Workforce Development's Technical Assistance Guide for documentation of youth eligibility.



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