



POLICIES AND PROCEDURES

POLICY TYPE:	WIOA Youth Services Eligibility
EFFECTIVE:	August 19, 2015
REVISED:	July 1, 2025

PURPOSE

The purpose of this policy is to provide guidance for determining participant eligibility for enrollment in a Workforce Innovation and Opportunity Act (WIOA) Title I Youth Program. This policy guidance is based on WIOA legislation, U.S. Department of Labor (DOL) regulations, and the State of Oregon policies.

REFERENCES:

Lane Workforce Partnership's eligibility certification process is based on the Department of Labor and State of Oregon official source documents.

- DOL Final Rules and Resources: [Laws | U.S. Department of Labor \(dol.gov\)](#)
- DOL Notices of Proposed Rule-Making (NPRMS): [Federal Register :: Workforce Innovation and Opportunity Act](#)
 - Section 681.200 – 681.320
- DOL Training and Employment Guidance Letters (TEGLs):
 - [Training and Employment Guidance Letter #23-14](#)
 - [Training and Employment Guidance Letter #23-19 Change 1](#)
- State of Oregon Policies: <https://www.wioainoregon.org/policies-and-guidance.html>

POLICY

It is the policy of Lane Workforce Partnership (LWP) that the contracted WIOA Youth Provider(s) determine eligibility of applicants prior to provision of a WIOA funded individualized or training services. The Service Provider(s) must be familiar with and follow the requirements as set in this eligibility policy. It is the responsibility of the Service Provider(s) to ensure that a well-developed eligibility certification system is maintained that is sufficient to guard against serving ineligible individuals and risking disallowed costs.

DOCUMENTATION

Required documentation will be collected at the time of eligibility determination and stored in Lane Workforce Partnership's electronic system, eBridge. The collection of documentation for proof of eligibility shall not create a barrier to enrollment and the provision of WIOA services. Service Provider shall follow TEGL 23-19 change 1 which allows for the expanded use of Self-Attestation by

which an applicant may self-attest to certain eligibility criteria (see Acceptable Documentation for Youth – Attached D).

ELIGIBLE PARTICIPANTS

Out-of-School Youth (OSY):

WIOA requires that 75% of WIOA youth funds be expended on Out-of-School Youth (OSY). An OSY is an individual who is:

- Not attending any school (as defined under State law).
- Not younger than 16 or older than age 24 at the time of enrollment. Because age eligibility is based on age at enrollment, participants may continue to receive services beyond the age of 24 once they are enrolled in the program; **and**
- One or more of the following:
 - A school dropout.
 - A youth 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. School year calendar quarter is based on how a local school district defines its school year quarters.
 - 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.
 - An individual who is subject to the juvenile or adult justice system.
 - A homeless individual, a runaway, an individual who is in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act., or an individual who is in an out-of-home placement.
 - An individual who is pregnant or parenting.
 - An individual with a disability.
 - A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment. (WIOA sections 3(46) and 129(a)(1)(B)). See the definition for Requires Additional Assistance below.

In-School Youth (ISY):

An ISY is an individual who:

- Must be attending school.
- Not younger than 14 or older than 21.
- Low income (see low-income determination below). **and**
- Have one or more of the following barriers:
 - Basic skills deficient
 - An English language learner
 - An offender
 - A homeless youth or a runaway, in foster care or has aged out of the foster care system
 - Pregnant or parenting
 - A youth who is an individual with a disability

- An individual who requires additional assistance to complete an educational program or to secure or hold employment. See the definition of Requires Additional Assistance below.

Requires Additional Assistance: Lane Workforce Partnership defines “Requires Additional Assistance” as youth who have one or more of the following:

- Academic or behavioral problems as evidenced by their Individualized Educational Plan (IEP).
- Lacking technical or vocational skills to secure employment or youth has never held a job or has not held a job for longer than three (3) consecutive months or is currently unemployed and was terminated from a job within six (6) months of program application.
- Limited English Proficient (LEP). Limited English Proficiency pertains to those youth/young adults who are not proficient in the English language, regardless of where they were born, their level of education, or their native culture.
- An emancipated youth.
- Has been referred to or is being treated for a medical or substance abuse related problem.
- Has experienced recent traumatic events, is a victim of abuse, or resides in an abusive environment as documented by a school official or professional.
- Has a parent that is incarcerated.
- Has a family history of chronic unemployment including long-term public assistance recipients.

NONINTERFERENCE AND NONREPLACEMENT OF REGULAR ACADEMIC REQUIREMENTS

No funds shall be used to provide an activity for eligible youth who are not school dropouts if participation in the activity would interfere with or replace the regular academic requirements of the youth.

CONSISTENCY WITH COMPULSORY SCHOOL ATTENDANCE LAWS

In providing assistance under this section to an individual who is required to attend school under applicable State compulsory school attendance laws, the priority in providing such assistance shall be for the individual to attend school regularly.

EXCEPTION FOR PERSONS WHO ARE NOT LOW-INCOME INDIVIDUALS

WIOA allows a low-income exception where not more than five (5) percent of WIOA participants meet all other eligibility criteria except the low-income criteria. Because not all OSY are required to be low-income, the five (5) percent low-income exception under WIOA is calculated based on the youth enrolled in a given program year who would ordinarily be required to meet the low-income criteria. **Enrollment of over-income youth requires approval from Lane Workforce Partnership staff prior to being determined eligible and enrolled in services.**

SELECTIVE SERVICE REGISTRATION REQUIREMENTS

Compliance with the Selective Service registration requirements must be documented for participants who are required to register – defined as:

- Sex-assigned male at birth
- AND a US Citizen OR immigrant residing in the US between the ages of 18 and 25
- AND are age 18 or older
- AND were born on or after January 1, 1960.

If documentation under one of the categories outlined below cannot be collected, the participant is not eligible to enroll. In the case of youth who turn 18 subsequent to enrollment, they must comply with Selective Service registration requirements to continue receiving WIOA funded services. Participants who would like additional information regarding Selective Service registration may be referred to this website: <https://www.sss.gov/Registration-Info>.

Selective Service Exempt

Participants exempt from Selective Service registration:

- Sex-assigned female at birth
- OR born before 1960
- OR currently under the age of 18 (will be required to register within 30 days of 18th birthday)
- OR are a seasonal agricultural worker on a H-2A visa
- OR are a lawful non-immigrant on a current non-immigrant visa
- OR were incarcerated/hospitalized/institutionalized continuously between 18th and 26th birthdays
- OR were not living in the United States between 18th and 26th birthdays
- OR was on active US Military, Coast Guard duty or a student in an Officer Procurement Program continuously between 18th and 26th birthdays.

Not Required/Exempt Documentation Requirements

Sex assigned female at birth; participant currently under age 18; participant born before 1960 – Customer attestation.

Non-Immigrant/Immigrant Status – Regardless of current U.S. Citizenship status, some immigrants may be exempt from registration:

- Participants sex-assigned male at birth and holding a valid seasonal agricultural worker H-2A visa must provide a copy of the visa.
- Participants sex-assigned male at birth who are between the ages of 18 and 26 may be exempt if they are on a current non-immigrant visa. Acceptable forms of supporting documentation is attached.

- Participants who are sex-assigned male at birth and came into this country for the first time after their 26th birthday are not required to register for Selective Service. Acceptable forms of supporting documentation that establish first date of entry into the United States is attached. The appropriate supporting document must show an entry date after the participant's 26th birthday.

Incarceration/Hospitalization/Institutionalization – Participants who were required to register but can provide documentation that they were incarcerated, hospitalized and/or institutionalized from their 18th birthday to their 26th birthday are exempt from registration. **However, please note:** If at any time between their 18th and 26th birthdays the participant was not incarcerated, hospitalized, or institutionalized then they were required to register, and the exemption does not apply. If the participant did not register, then documentation must follow the requirements under “Required to Register and Did Not.”

Military Service – If the participant was in the US Military, Coast Guard or Officer Training between their 18th and 26th birthday they are not required to register, and their DD-214 Military Separation Record is the documentation. **However, please note:** If at any time between their 18th and 26th birthdays the participant was not in the US Military, Coast Guard or Officer Training, then they were required to register, and the exemption does not apply. If the participant did not register, then documentation must follow the requirements under “Required to Register and Did Not.”

Required to Register and Did Not

Participants who are required to be registered, who are over age 26, and cannot document that they are registered through one of the means listed above must complete the Selective Service System's [Request for Status Information Letter](#) and attach copies of the documentation required for their reason for non-registration.

Request Completed and Not Yet Submitted – Subrecipients of WIOA funding are delegated the authority to make a determination for “not knowing and willful.” A copy of the letter and supporting documents may be provided to Lane Workforce Partnership's Director of Workforce Programs. Upon review, the Director of Workforce Programs may determine that the participant has established by a preponderance of the evidence that the failure to register was not knowing and willful. If this determination is made, the Request for Status Information Letter and documents are to be filed with all other eligibility documentation with the Director of Workforce Programs' approval signature.

The participant should be instructed to submit the Letter and documents as directed on the form for a formal determination by the Selective Service System. **Note:** It is not required that staff follow up to assure the submission occurs nor is it required that the Selective Service System response be returned and filed. The WIOA program is authorized to make the determination at the time of WIOA documentation. The approval to enroll an individual must be made by Lane Workforce Partnership's Director of Workforce Programs PRIOR to enrollment. For enrolled youth who turn 18 years old after enrollment, the approval must be made prior to the continuation of WIOA services following the participant's 18th birthday.

Request Submitted/Selective Service Response Received – If the participant already completed the Request for Status Information Letter process with the Selective Service and has their Status Information Letter determination returned from Selective Service which says that they are found to be exempt from the requirement, a copy of the Response Letter is to be maintained as documentation.

ELIGIBILITY DETERMINATION PROCESS

Applicants in need of WIOA funded Youth Services must be determined eligible *prior* to the provision of such services.

OSY/ISY Eligibility Determination

- 1) Verify the applicants status as to being an In-School or Out-of-School youth.
- 2) Verify date of birth and age of the applicant.
 - a. In-school youth must be between the ages of 14 and 21 at the time of enrollment.
 - b. Out-of-school youth must be between the ages of 16 and 24 at the time of enrollment.
- 3) Conduct eligibility determination based on the above criteria.
- 4) Complete the I-Trac application as required by the funding source for which the applicant will be enrolled and follow all required I-Trac data entry protocols (established in the I-Trac Management Information Data System).
- 5) Collect eligibility documents as applicable (see Documentation Requirements below) and upload to Lane Workforce Partnership's electronic filing system – eBridge.
- 6) Complete WIOA Youth Program Intake Sheet (Attachment B for OSY and Attachment C for ISY) and upload all required documents to eBridge.
- 7) Provide applicant with a copy of Lane Workforce Partnership's Equal Opportunity and Grievance Customer Information and the Social Security Disclosure documents.

DETERMINING LOW INCOME

A youth is low income if he or she receives or is eligible to receive free lunch - WIOA sec 3(36), receives, or is a member of a family that receives cash payments under a federal or state public assistance program, or received an income or is a member of a family whose 6-month income is 70% of the Lower Living Standard Income Level (LLSIL).

Low-Income is defined as an individual who meets one of the four criteria below:

- Receives, or in the past six months has received, or is a member of a family that is receiving, or in the past six months has received, assistance through the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) program, supplemental security income program, or state or local income-based public assistance.
- In a family with a total income that does not exceed the higher of the poverty line or 70 percent of the Lower Living Standard Income Level (LLSIL) (Attachment A).
- A homeless individual. **or**
- An individual with a disability whose own income does not exceed the income requirement but is a member of a family whose total income does.

The low-income guidelines and poverty guidelines are used to establish low-income status for WIOA Title I programs. Lane Workforce Partnership uses the LLSIL to determine low-income eligibility as required for ISY and certain categories of OSY applicants. Income received during the six-month period immediately prior to the individual's application for WIOA funded services is used for income determination. Applicant's actual family income during the six-month income determination period must be compared with the six-month figures on the Lower Living Standard Income Level table to determine eligibility.

HOUSEHOLD INCOME CALCULATION METHODOLOGY

Calculating household income methodology includes the following:

1) Establish Household Size:

- To determine total family income, intake staff must calculate income received by all members of the individual's family for the previous six months prior to WIOA participation. (Household members include all individuals in the household related by blood or marriage as defined by WIOA.)
- To determine total income for an individual with a disability, an intake staff must calculate income received by the individual (only) for the previous six months prior to WIOA participation, regardless of the income level of his/her family.

2) Computing and Documenting Family Income:

- Documentation should be provided for each included and excluded income source received by the applicant, and each family member, for the six-month income period immediately preceding the application and eligibility determination date.
- An applicant or family member who claims little or no income must submit an applicant statement that attests that little or no income was received during the past six months, and/or that they were unemployed for that period.
 - a. In this situation, they should be included as a family member and \$0 income may be listed.
- The following items should be documented, verified, computed, and included with the eligibility documentation:
 - a. Eligibility determination period: Enter dates of the six-month period.
 - b. Family Members: List all family members (as defined by WIOA) and the income they have received within the last six months prior to application. In addition to documentation of family size, additional documentation may be required to establish that the family is living in a single residence.
 - c. Dates: List the dates of receipt of the income. The whole determination period should be covered. During periods when no income was received, means of support must be explained and verified (e.g., applicant has been supported by parent(s) or friend(s) or living on savings from previous earnings, etc.).
 - d. Source of Income: Indicate how the income was earned, and/or the source that generated the income.

- e. Amount of Income: Indicate the dollar amount received during the six-month period. This may require adding up several pay stubs submitted for that period to arrive at the six-month amount.
- f. Documents Inspected: Indicate the document(s) submitted to verify the source of income. The document(s) must be photocopied, and a copy retained in the individual's file.

Sources of includable income are:

- Child Support Payments
- Monetary compensation for services, including wages, tips, salary, commissions, or fees before any deductions, and including overtime pay, bonuses, etc.
- Net receipts from non-farm self-employment (receipts from a person's own unincorporated business, professional enterprise, or partnership, after deductions for business expense)
- Net receipts from farm self-employment (receipts from a farm which one operates as an owner, renter, or sharecropper, after deductions for farm operating expenses)
- Regular payments from railroad retirement, strike benefits from union funds, worker's compensation, and training stipends (e.g., Conservation Corp)
- Alimony, active military family allotments directly received, or other regular support from an absent family member or someone not living in the household, but included in the family size
- Private pensions, government employee pensions (including military retirement pay)
- Regular insurance or annuity payments (including state disability insurance)
- College or university scholarships grants, fellowships, and assistantships (not needs-based)
- Net gambling or lottery winnings
- Severance payments
- Terminal leave pay
- Social Security Disability insurance payments
- WIOA Title I – OJT Wages
- Generally, if an income source is not listed in the “Excluded Income” categories below, then it must be considered as “Included Income.”

Sources of excluded income are:

- Unemployment Insurance
- Foster care payments
- Need-based Public Assistance payments (including TANF, Supplemental Security Income Emergency Assistance, and non-federally funded general assistance or general relief money payments)
- Social Security Old Age and Survivors' Insurance benefit payments

- Financial assistance under Title IV of the Higher Education Act, i.e., Pell Grants, federal Supplemental Educational Opportunity Grants and Federal Work Study (needs-based)
- Needs-based scholarship assistance
- Loans
- Veterans Benefits
- Income earned while the veteran was on active military duty and certain other Veterans benefits, i.e., compensation for service-connected disability, compensation for service-connected death, vocational rehabilitation, and education assistance
- Capital gains
- Any assets drawn down as withdrawals from a bank, the sale of property, a house, or a car
- Tax refunds, gifts, loans, lump-sum inheritances, one-time insurance payments, or insurance compensation for injury
- Non-cash benefits such as employer paid or union-paid portion of health insurance or other fringe benefits, food or housing received in lieu of wages
- The value of food and fuel produced and consumed on farms
- The imputed value of rent from owner occupied non-farm or farm housing
- Medicare, Medicaid, food stamps, school meals, and housing assistance
- Allowances, earnings, and payments to individuals participating in programs under this Act (except OJT wages)

REQUIRED DOCUMENTS TO UPLOAD TO EBRIDGE AS APPLICABLE:

- Supporting documentation for eligibility
- WIOA Youth Services Application
- WIOA Youth Registration Form
- WIOA Youth Self-Attestation Form
- DHS Eligibility Information Form
- Statement of Information
- Equal Opportunity
- Social Security Number Disclosure
- Disability Verification Form if applicable
- Proof of Selective Service Registration
- Intake Sheet
- CASAS Reading/Math Test Verification
- Partner Agencies
- Initial Assessment for WIOA Youth Mandated Services

REQUIRED ACTION:

Lane Workforce Partnership's funded service provider(s) shall follow this policy when determining participant eligibility for enrollment in a WIOA funded service. This policy will remain in effect from the date of issue until such time as a revision is required.

ISSUED:

Revision Date: July 1, 2025

LWP Director of Workforce Programs

2025 Oregon Income Schedule
Combined 70% Lower Living Standard Income Level (LLSIL) and Poverty Guidelines
Workforce Innovation and Opportunity Act (WIOA) Title I

Metropolitan Areas: Includes Benton, Clackamas, Columbia, Deschutes, Jackson, Josephine, Lane, Linn, Marion, Multnomah, Polk, Washington, and Yamhill counties:

Family Size	1	2	3	4	5	6
Annual Income	\$15,650	\$23,551	\$32,334	\$39,915	\$47,100	\$55,090
Six Month Income	\$7,825	\$11,775	\$16,167	\$19,957	\$23,550	\$27,545

For families larger than 6 people: Add \$7,990 (annual) or \$3,995 (six month) to the family of six income for each additional person in the family.

Non-Metropolitan Areas: Includes Baker, Clatsop, Coos, Crook, Curry, Douglas, Gilliam, Grant, Harney, Hood River, Jefferson, Klamath, Lake, Lincoln, Linn, Malheur, Morrow, Sherman, Tillamook, Umatilla, Union, Wallowa, Wasco, and Wheeler counties.

Family Size	1	2	3	4	5	6
Annual Income	\$15,650	\$23,101	\$31,716	\$39,148	\$46,203	\$54,036
Six Month Income	\$7,825	\$11,550	\$15,858	\$19,574	\$23,101	\$27,018

For families larger than 6 people: Add \$7,833 (annual) or \$3,916 (six month) to the family of six income for each additional person in the family.

Applicable Federal Register notices, LLSIL tables, and HHS poverty levels are available at:
<https://www.dol.gov/agencies/eta/llsil>

**WIOA Out-of-School Youth
Intake Sheet**

NAME		DATE OF APPLICATION	45 DAY REVIEW	
ELIGIBILITY ITEM	VERIFICATION SOURCE / DOCUMENT TO SUPPORT ELIGIBILITY	✓	30 DAY	✓
1. Not attending school				
2. Date of Birth/Age at Enrollment				
3. Qualifying barrier: (list below)				
4. Requires Additional Assistance:				
Low Income				
Qualifying barrier: (list below)				
5. Selective Service Registration (if applicable)				

ELIGIBILITY DETERMINATION WITHIN 45 DAYS OF APPLICATION: Yes No

**WIOA In-School Youth
Intake Sheet**

NAME		DATE OF APPLICATION	45 DAY REVIEW	
ELIGIBILITY ITEM	VERIFICATION SOURCE / DOCUMENT TO SUPPORT ELIGIBILITY	✓	30 DAY ✓	
1. Attending school				
2. Date of Birth/Age at Enrollment				
3. Low-Income				
3. Qualifying barrier: (list below)				
4. Requires Additional Assistance:				
Qualifying barrier: (list below)				
5. Selective Service Registration (if applicable)				

ELIGIBILITY DETERMINATION WITHIN 45 DAYS OF APPLICATION: Yes No

ELIGIBILITY ACCEPTABLE DOCUMENTATION FOR YOUTH

It is the policy of Lane Workforce Partnership to follow TEGL 23-19 Change 1 when determining allowable documentation for eligibility and outcome verification. The collection of documentation shall not create a barrier to enrollment of a participant into WIOA services.

The following table contains a list of allowable documentation for WIOA youth eligibility. The use of Self-Attestation is acceptable for eligibility determination. Please note that youth who do not have documents required to satisfy the I-9 for employment purposes or verification of work authorization in the US, shall be supported through program services in attaining the needed document(s).

Item to be Verified	Acceptable Documentation Options
Date of Birth	<ul style="list-style-type: none"> ✓ Driver's License ✓ Baptismal Record ✓ Birth Certificate ✓ DD-214 ✓ Report of Transfer or Discharge Paper ✓ Federal, State, Local, or Tribal Identification Card ✓ Passport ✓ Hospital Record of Birth ✓ Public Assistance/Social Service Records ✓ School Records or ID Cards ✓ Work Permit ✓ Family Bible ✓ Crossmatch with State Agency Records ✓ Justice System Records ✓ Selective Service Registration ✓ Signed Letter from a parent or guardian ✓ Medical Records ✓ Self-Attestation
Family Income (For previous 6 months from date of signing application)	<ul style="list-style-type: none"> ✓ Paycheck stubs ✓ Employer statement of earnings ✓ LWP wage verification form completed by employer/applicant ✓ Social Security Benefit statement ✓ Compensation award letters ✓ Pension statement

	<ul style="list-style-type: none"> ✓ Alimony agreements ✓ Award letter from Veterans Affairs ✓ Unemployment Insurance documents ✓ DHS letter verifying food stamps/TANF ✓ Self-Attestation/Signed/dated applicant statement
Family Size	<ul style="list-style-type: none"> ✓ Agency letter ✓ DHS letter ✓ Self-Attestation/Signed/dated applicant statement
Family of 1 Status	<ul style="list-style-type: none"> ✓ Agency letter ✓ Signed/dated LWP Disability Verification Form ✓ Foster care verification ✓ Ward of court verification ✓ Self-Attestation/Signed/dated applicant statement
Disability	<ul style="list-style-type: none"> ✓ School 504 Record Provided by Student ✓ Assessment Test Results ✓ School Individualized Education Program (IEP) Record ✓ Self-Attestation/Signed/dated applicant statement
Employment Barriers	<ul style="list-style-type: none"> ✓ Agency records for teen parent, offender status, homelessness, high school dropout, runaway, foster child ✓ CASAS Pre-tests indicating basic skills deficiency ✓ DHS letter for teen parent, homelessness ✓ Signed/dated Applicant Statement for dropout, homelessness, runaway status, teen parent, offender status ✓ Self-Attestation/Signed/dated applicant statement