

ATTACHMENT 16. Youth Barriers
Eligibility Policy – OSY ISY additional
assistance barrier



**KANSAS CITY & VICINITY
WORKFORCE DEVELOPMENT BOARD**



Serving the city of Kansas City, Mo. and Cass,
Clay, Platte, and Ray counties.

The Full Employment Council, Inc. (FEC) is the fiscal
agent and workforce support organization for the
Kansas City & Vicinity Workforce Development Board.

Workforce Innovation and Opportunity Act (WIOA) Policy

**WORKFORCE INNOVATION AND OPPORTUNITY (WIOA) YOUTH ELIGIBILITY
POLICY**

POLICY NUMBER: 2023-07

EFFECTIVE DATE: July 31, 2023

APPROVED BY

A handwritten signature in black ink, appearing to read 'Clyde McQueen', written over a horizontal line.

Clyde McQueen, President/CEO
Full Employment Council, Inc.,
Managing Entity/Fiscal Agent
Kansas City and Vicinity Workforce Development Board

INQUIRIES

Questions about this issuance should be addressed by email to Andrea Robins, Senior Director of Planning, Compliance, and Management Systems, at arobins@feckc.org, who shall disseminate the agency response after consulting with Full Employment Council Officers.

PURPOSE

The purpose of this issuance is to provide technical assistance eligibility and documentation requirements for the WIOA Youth.

This policy is based upon OWD must current issuance: Workforce Innovation & Opportunity Act Youth Program Eligibility and Documentation Technical Assistance Guidance.

**WORKFORCE INNOVATION AND OPPORTUNITY (WIOA) YOUTH ELIGIBILITY
POLICY**

POLICY NUMBER: 2023 - 07

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**Attachment A: Missouri Division of Workforce Development Issuance
Workforce Innovation and Opportunity Act Youth Programs Eligibility and
Documentation Technical Assistance Guideline**

Attachment B: WIOA Youth Eligibility Technical Assistance Guide

Attachment C: Youth Eligibility Checklist

POLICY

This Issuance will follow the most recent OWD issuance [Workforce Innovation & Opportunity Act Youth Program Eligibility and Documentation Technical Assistance Guidance](#), [Youth Program Eligibility and Documentation Technical Assistance Guide](#), or other current guidance on the topic located at jobs.mo.gov/dwdissuances.

Youth Program participants must meet general eligibility requirements, including having a youth barrier or being low-income and having a youth barrier.

Additionally, for Out-of-School Youth, the Workforce Development Board has locally defined barriers, as the law allows. These barriers are selected given the community's demographic characteristics, based upon local poverty, family characteristics of many Youth applicants, limited access to transportation for many Youth applicants, and similar indicators indicating a Youth needs additional assistance to succeed in career development. The attached Technical Guidance Assistance Guide outlines requirements for eligibility as established by the State of Missouri.

I. ELIGIBILITY CRITERIA FOR OUT-OF-SCHOOL YOUTH, AGES 16-24,

NO INCOME REQUIREMENTS NEEDED

For Documentation required to support these, please see Attachment D, Youth Eligibility Checklist

- Not attending any school
 - Attending Title-II funded AEL, Job Corps, YouthBuild activities, high school equivalency programs, or dropout re-engagement programs are not recognized by DOL as schools. Participants in these activities are considered Out-of-School.
 - Exception: Youth attending high school equivalency (HSE) programs, including those considered to be dropout re-engagement programs funded by the public K-12 school system that are classified by the school as still enrolled in school are considered In-School Youth (ISY).
- 16-24 years of age
- At least one of these Barriers:
 - A High School Dropout
 - Supposed to be in school but did not attend the last calendar quarter (Compulsory Attendance)
 - Offender or Homeless or a runaway,
 - Foster child, or aged out of foster system
 - Pregnant or parenting

II. ELIGIBILITY CRITERIA FOR OUT-OF-SCHOOL YOUTH, AGES 16-24,

INCOME REQUIREMENTS NEEDED

For Documentation required to support these, please see Attachment D, Youth Eligibility Checklist

- Not attending any school
- 16-24 years of age

And at least one of the barriers below:

Low Income High School Graduate Who is Basic Skills Deficient

- o Low Income High school Graduate Who is English Language Learner
- o Long-term unemployed for twenty-six (26) weeks with unsuccessful job search;
- o Little if any exposure to successfully employed adults;
- o Has been fired from a job in the last six (6) months;
- o Has below average grades;
- o Previously dropped out of an educational program;
- o Significant personal or family problems;
- o Limited access to reliable transportation, i.e. public transportation is beyond one walkable mile from residence;
- o Is an individual who is a first-generation college student
- o Is a child of an incarcerated parent
- o Is placed at least one grade level behind given age;
- o Individual with a disability

(NOTE: Income must be annualized based on the last 180 days. Guidelines for income eligibility are featured in Table 1, below.

**TABLE 1
ECONOMICALLY DISADVANTAGED (Adults and Youth)**

Family Size	Kansas City Area Income
1	\$15,060
2	\$20,440
3	\$25,820
4	\$31,200
5	\$36,580
6	\$42,277

Note: For each additional family member, add \$6,128

III. ELIGIBILITY CRITERIA FOR IN-SCHOOL YOUTH

LOW INCOME DOCUMENTATION AND YOUTH BARRIER REQUIRED

For Documentation required to support these, please see Attachment D, Youth Eligibility Checklist

Criteria for In-School Youth. Income Requirements Needed

Attending the following School – High School, Community College, 4-year College or University; Vocational School.
14–21 Years of Age;

Low Income and:

One of These Barriers:

- Basic Skills Deficient
- English Language Learner
- Offender
- Homeless or Runaway as defined by 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434 A (2))
- Foster Child, or Aged out of Foster System as defined by Section 477 of the Social Security Act
- Pregnant or Parenting
- Individual with a Disability

Locally Defined Barriers

- Long-term unemployed for twenty-six (26) weeks with unsuccessful job search;
- Little, if any, exposure to successfully employed adults.
- Has been fired from a job in the last six (6) months;
- Has below average grades;
- Previously dropped out of an educational program;
- Significant personal or family problems;
- Limited access to reliable transportation, i.e. public transportation is beyond one walkable mile from residence;
- Is an individual who is a first-generation college student
- Is a child of an incarcerated parent
- Is placed at least one grade level behind the given age;

(NOTE: Income must be annualized based on the last 180 days. Guidelines for income eligibility are featured in Table 1, below.)

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IV. WIOA DEFINITION OF LOW-INCOME INDIVIDUAL

WIOA Definition of Low-Income Individual

In general, the term “low-income individual” means an individual who:

1. 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 established under the Food and Nutrition Act of 2008, the program of block grants to States for temporary assistance for needy families program under Part A of Title IV of the Social Security Act, or the supplemental security income program established under Title XVI of the Social Security Act, or the State or local income-based public assistance;
2. Is in a family with total family income that does not exceed the higher of the two:
 - The poverty line, or
 - 70 percent of the Lower Living Standard Income Level (LLSIL)

(NOTE: Income must be annualized based on the last 180 days. Guidelines for income eligibility are featured in Table 1, below.

**TABLE 1
ECONOMICALLY DISADVANTAGED (Adults and Youth)**

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Note: For each additional family member, add \$6,128

3. Is a homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C 1404e-2(6)), or a homeless child or youth as defined under section 725 (2) of the McKinny-Vento Homeless Assistance Act (42 U.S.C. 1143a(2)00);

4. Receives or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act (42 U.S.C 1751 et seq.);

5. Is a foster child on behalf of whom State or local government payments are made; or

6. Is an individual with a disability whose own income meets the income requirement of clause 2, but who is a member of a family whose income does not meet this requirement.

7. Is a youth who lives in a high poverty area (Census tract, a set of contiguous Census tracts, or county that has a poverty rate of at least 30 percent).

Determining Family Size and Income

Determined when an individual received an income or is a member of a family that received an income for the six-month period prior to application for the program that in relation to family size does not exceed the higher of the poverty line or 70 percent of the lower living standard income.

“Family” under WIOA is defined as two or more individuals related by blood, marriage, or decree of court, which are living in a single residence, and are included in one or more of the following categories:

- A married couple and dependent children;
- A parent or guardian and dependent children; or
- A married couple.

NOTE: Even if the family of a disabled individual does not meet the income eligibility criteria, the disabled individual may be considered a low-income individual if their own income meets the income criteria. The disabled individual would be considered a family of one and only the individual's income would be considered when determining low-income.

Defining Dependent

WIOA does not define dependent. To avoid uncertainty in making eligibility decisions regarding family size and income, the state has identified four examples in which a youth must be considered as a dependent of parent(s) or guardian(s), for determining family size for Youth Program eligibility. These four instances are:

- Youth not yet 18, who are not emancipated youth or runaway youth, living “at home” with their parents or guardians, including individuals in the temporary care of another individual or household (but not claimed as a dependent by that household).
- Youth age 18-21 who are full-time students in a secondary school or post-secondary school, and are living “at home” with their parents or guardians.
- Youth age 18-21 who are not full-time students, and are living “at home” with their parents or guardians, and who are primarily supported by their parents.
- A guardian is a blood relative (e.g., grandparent, aunt or uncle) or another legally recognized relative (e.g., decree of court) who claims the youth as a dependent. The key factors are:
 - o Relationship by blood or decree of court;
 - o Living in a single residence; and
 - o The youth is claimed as a dependent.

Income Eligibility

In order to determine income eligibility, use the following guidelines for family income, family composition and family size.

Family Income:

The term “family” means, two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories:

- A husband, wife, and dependent children.
- A parent or guardian and dependent children.
- A husband and wife.

A stepchild or stepparent shall be considered to be related by marriage. The income period for the applicant is from six months prior to application to the date of application.

Family Composition:

If the applicant lives with parents but claims family size of one due to providing more than 50 percent of his/her support, then the following must be documented:

- Name (Including Self/Applicant)
- Relationship
- Date of Birth
- Age
- Income Source(s)
- Six-Month Income

Family Size:

Determine the family size (number) and use the “at or below Poverty Line or 70 percent LLSIL” to calculate the total six-month income (times two) and compare it to the income limit for eligibility. The applicant must certify that the information is true and correct by signing and dating the form. The Parent/Guardian must also sign and date if the applicant is under 18 years of age. The Case Manager must sign and date the form.

Attachment A:

**Missouri Division of Workforce Development Issuance No. 09-2018,
Workforce Innovation and Opportunity Act Youth Programs Eligibility
and associated Frequently Asked Questions**

Attachment B:

WIOA Youth Eligibility Technical Assistance Guideline

Attachment C:

**Training and Employment Guidance Letter No. 11-11, Change 2,
Selective Service Registration Requirements for Employment and Training Administration
Funded Programs**

Attachment D:
Youth Eligibility Checklist