Attachment B

Part 1: Current youth barriers and acceptable forms of documentation (taken from MassWorkforce Issuance 100 DCS 19.101.1 Attachment B) on which to model description of locally defined barriers.

YOUTH BARRIERS FOR ELIGIBILITY	
ELIGIBILITY BARRIERS	**ACCEPTABLE DOCUMENTATION** (Only one of the following is required for each criterion)
Basic Skills Deficient	1. Assessed by a Generally Accepted Standardized Test 2. School Records
School Dropout	1. Attendance Letter from school 2. Dropout Letter from school 3. Eligibility Verification Letter from a recognized community or youth organization (if other documents are not available) 4. Applicant Statement if no other forms of documentation are available – must be supported with a corroborative contact or reliable witness 5. Telephone verification if other forms of documentation are not readily available 6. Document Inspection if provided document cannot be legally photocopied
Within Compulsory School Age and has Not Attended School in the Most Recent Complete School Year Calendar Quarter	*Compulsory school age in Massachusetts is 6-16 years of age. 1. Attendance letter from school 2. Letter from school official stating youth school status 3. Applicant Statement if no other forms of documentation are available – must be supported with a corroborative contact or reliable witness 4. Telephone verification if other forms of documentation are not readily available 5. Document Inspection if provided document cannot be legally photocopied
Recipient of Secondary School Diploma or its Recognized Equivalent who is Low-Income and Basic Skills Deficient or an English Language Learner	1. Copy of Secondary School Diploma or equivalent and provide proof of either; a. Basic Skills Deficiency or; b. English Language Learner
Department of Youth Services/Subject to the Juvenile or Adult Justice System (In-School Youth's Own Income Must be Considered)	1. Documentation of Court Contact 2. Court Documentation 3. Verification of Payments made on Behalf of the Child 4. Written Statement from State\Local Agency 5. Agency Telephone verification if other forms of documentation are not readily available 6. Document Inspection if provided document cannot be legally photocopied

Homeless or Run-away	1. Written Statement from an Individual Providing Temporary Residence 2. Written Statement from Shelter/Social Service Agency 3. Mckinney Vento Homeless Act Authorization Form 4. Applicant Statement if no other forms of documentation are available – must be supported with a corroborative contact or reliable witness 5. Telephone verification if other forms of documentation are not readily available 6. Document Inspection if provided document cannot be legally photocopied
Foster Child	1. Court Contact 2. Court Documentation 3. Medical Card 4. Verification of Payments made on Behalf of the Child 5. Written Statement from State\Local Agency 6. Telephone verification if other forms of documentation are not readily available 7. Document Inspection if provided document cannot be legally photocopied
Pregnant or Parenting	1. Birth Certificate 2. Hospital Record of Birth 3. Medical Card 4. Physician's Note 5. Referrals from Official Agencies 6. School Program for Pregnant Teens 7. School Records 8. Statement from Social Services Agency 9. Applicant Statement if no other forms of documentation are available – must be supported with a corroborative contact or reliable witness 10. Telephone verification if other forms of documentation are not readily available 11. Document Inspection if provided document cannot be legally photocopied
Individual with Disabilities (In-School Youth's Own Income Must be Considered)	1. Letter from Drug or Alcohol Rehabilitation Agency 2. Letter from Child Study Team Stating Specific Eligibility 3. Medical Records 4. Observable Condition 5. Physician Statement 6. Psychiatrist's/Psychologist's Diagnosis 7. Rehabilitation Evaluation 8. School Records 9. Sheltered Workshop Certification 10. Social Service Records\Referral 11. Social Security Administration Disability or Veterans Admin. Records 12. Vocational Rehabilitation Letter 13. Workers Compensation Record

	14. Applicant Statement if no other forms of documentation are available – must be supported with a corroborative contact or reliable witness 15. Telephone verification if other forms of documentation are not readily available 16. Document Inspection if provided document cannot be legally photocopied
Offender (In-School Youth's Own Income Must be Considered)	1. Court Documents 2. Halfway House Resident 3. Letter of Parole 4. Letter from Probation Officer 5. Police Records 6. Applicant Statement if no other forms of documentation are available – must be supported with a corroborative contact or reliable witness 7. Telephone verification if other forms of documentation are not readily available 8. Document Inspection if provided document cannot be legally photocopied
Low-Income Individual who Requires Additional Assistance	1. Proof of low-income status and meets the local definition of Requires Additional Assistance.
English Language Learner	1. Letter from school official 2. Statement from recognized community youth organization. 3. School Assessment

LOCALLY DEFINED YOUTH ELIGIBILITY BARRIERS	
ELIGIBILITY CRITERIA	**ACCEPTABLE DOCUMENTATION** (Only one of the following is required for each criterion)
[Barrier1]	[Source1] [Source2] [Source3]
[Barrier2]	[Source1] [Source2] [Source3]
[Barrier3]	[Source1] [Source2] [Source3]
[Barrier4]	[Source1] [Source2] [Source3]
[Barrier5]	[Source1] [Source2] [Source3]

Part 3: Questions to Consider for STANDARD OPERATING PROCEDURES:

1. How does this additional barrier (or barriers) help to serve additional youth not otherwise eligible in the local workforce investment area? What is the objective rationale?

2. If applicants who have this barrier (or barriers) are to be actively identified and recruited to the program, how will that be accomplished?

3. If there is a priority on this population, what is the enrollment target and how is it to be measured?

4. What specific information is necessary to document eligibility based on this barrier(s)?

5. How will individual service strategies be implemented to address the identified barrier(s)?

6. Where does the barrier information get recorded?

7. How often should staff receive training to assure both their knowledge base and consistent adherence to all associated documentation requirements and procedures?

8. Which staff will be responsible for the various procedural elements necessary to implement and carry out this new "additional barrier(s)" as part of the eligibility determination process?