

Attachment B

Part 1: Current youth barriers and acceptable forms of documentation (taken from MassWorkforce Issuance No. 09-20 Attachment F) on which to model description of locally defined barriers.

| ELIGIBILITY CRITERIA | ACCEPTABLE DOCUMENTATION (Only one of the following is required for each criterion) |
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| YOUTH ELIGIBILITY BARRIERS (examples) | |
| Basic Skills Deficient | <ol style="list-style-type: none"> 1. Assessed by a Generally Accepted Standardized Test 2. School Records |
| School Dropout | <ol style="list-style-type: none"> 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 (see Attachment G instruction) 5. Telephone verification if other forms of documentation are not readily available (see Attachment G instruction) <p>Document Inspection if provided document cannot be legally photocopied (see Attachment G instruction)</p> |
| Homeless or Run-away | See “Homeless” in Economic Eligibility above |
| Supported Foster Child | See “Supported Foster Child” in Economic Eligibility above |
| Pregnant or Parenting | <ol style="list-style-type: none"> 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 (see Attachment G instruction) 10. Telephone verification if other forms of documentation are not readily available (see Attachment G instruction) 11. Document Inspection if provided document cannot be legally photocopied (see Attachment G instruction) |
| Offender | <ol style="list-style-type: none"> 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 (see Attachment G instruction) 7. Telephone verification if other forms of documentation are not readily available (see Attachment G instruction) 8. Document Inspection if provided document cannot be legally photocopied (see Attachment G instruction) |
| Disability, Learning Disability | See “Individuals with Disabilities” in Economic Eligibility above – Economic eligibility must also be determined. |

Part 2: Template for Recording “Requires Additional Assistance” Barriers in WIA

| LOCALLY DEFINED YOUTH ELIGIBILITY BARRIERS | |
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| 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. Why is this barrier required to serve youth in the local workforce investment area? What is the objective rationale?
2. How will applicants who have this barrier be identified and recruited to the program?
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?
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” as part of the eligibility determination process?