

Attachment B

WIOA TITLE I YOUTH ELIGIBILITY SOURCE DOCUMENTATION

ELIGIBILITY CRITERIA	<p style="text-align: center;">SOURCES OF DOCUMENTATION</p> <p>Staff may verify eligibility documentation through livestream (video sharing) such as Zoom, WebEX, or Adobe Connects or other virtual media platform. Eligibility documentation may also be verified via secure email. When documents are verified through live stream or via email staff must include the verified documentation in the customer file along with a completed Documentation Inspection Form (Attachment F).</p> <p>The use of electronic signatures on eligibility documentation is permissible.</p> <p>(Only one of the following is required for each criterion. See also alternate forms.) This document listing may not be exhaustive. Should you encounter a document that is not listed here, please contact your MDCS Field Management and Oversight representative for assistance in discerning the document’s validity for the purpose of WIOA Title I eligibility.</p>
YOUTH ELIGIBILITY REQUIREMENTS	
In-School Youth	<ol style="list-style-type: none"> 1. School Records/Identification Card 2. Letter from School Official 3. Report Card/ Transcript
Out-of-School Youth	<ol style="list-style-type: none"> 1. Copy of HS Diploma/ HiSET/ GED 2. Verification of Enrollment in High School Equivalency Program (not funded by the public K-12 school system) 3. Verification of Enrollment in Dropout Re-Engagement Program 4. Verification of Enrollment in the YouthBuild Program 5. Verification of Enrollment in the Job Corps Program 6. Verification of Enrollment in Adult Education Programs funded by Title II 7. Certificate of Attainment (Received by students that do not pass the grade 10 MCAS and satisfactory complete all other school requirements.)
Birth Date/Age	<ol style="list-style-type: none"> 1. Baptismal Record 2. Birth Certificate 3. DD-214, Report of Transfer or Discharge Paper 4. Driver’s License (with Photo and Date of Birth) 5. Federal, State or Local Government Identification Card that includes a birth date 6. Selective Service Card 7. Hospital Record of Birth 8. Passport (as long as the passport includes the date of birth) 9. Public Assistance\Social Service Records

	<ul style="list-style-type: none"> 10. School Records\Identification Card 11. Letter from Commonwealth of Massachusetts EOHHS Agency (for Foster Child and State Custody Youth, only) 12. Unexpired Alien Registration Card/Documents indicating authorization to work in the United States I-179, I-197, I-551, I-688, I-688A, I-688B, I-766, Certificate of Naturalization (Form N-550 or N-570), I-94 Arrival/Departure Form
U.S. Citizenship or Authorization to Work in the United States if a non-U.S. Citizen	<ul style="list-style-type: none"> 1. U.S. Baptismal Certificate (if place of birth is shown) 2. U.S. Birth Certificate 3. U.S. Hospital Record of Birth 4. U.S. Passport (either current or expired) 5. U.S. Passport Card (either current or expired) 6. Non-Restricted Social Security Card AND Government Issued Identification containing a photograph or information such as name, date of birth, gender, height, eye color, and address. 7. Certificate of Naturalization (Form N-550 or N-570) 8. Unexpired Alien Registration Card/Documents indicating authorization to work in the United States (INS Forms I-179, I-197, I-327, I-551, I-571, I-688, I-688A, I-688B, I-766, an unexpired I-94 Arrival/Departure form that includes an endorsement (stamped) of the individual's status as authorized to work in the United States when accompanied with an unexpired temporary foreign passport that has the same name as the I-94, an unexpired temporary foreign passport stamped with an I-155 Work Authorization stamp 9. Native American Tribal Document 10. Printout from the Systematic Alien Verification for Entitlements Program (SAVE) AND a Government Issued Identification containing a photograph or information such as name, date of birth, gender, height, eye color, and address.
Selective Service Registrant*	<ul style="list-style-type: none"> 1. DD-214, Report of Transfer or Discharge 2. Selective Service Online Verification at http://www.sss.gov (printout) 3. Selective Service Registration Acknowledgement Card 4. Selective Service Status Information Letter 5. Selective Service Registration Record (Form 3A) 6. Stamped Post Office Receipt of Registration 7. Certificate of Naturalization (Form N-565 or N-570; indicates compliance with all Selective Service requirements) 8. U.S. Passport (for non-U.S. born customers, only)
YOUTH ECONOMIC ELIGIBILITY	
ELIGIBILITY CRITERIA	ACCEPTABLE DOCUMENTATION
Individual/Family Income (Individual/Family Income must be documented within 6	<ul style="list-style-type: none"> 1. Alimony Agreement 2. Award letter from Veterans Administration 3. Bank Statements (Direct Deposits) 4. Compensation Award Letter 5. Court Award Letter 6. Employer Statement/Contact

months prior to enrollment)	<ol style="list-style-type: none"> 7. Business Financial Records 8. Housing Authority Verification 9. Pay Stubs 10. Pension Statement 11. Quarterly Estimated Tax for Self-Employed Persons 12. Social Security Benefits 13. Unemployment Insurance Documents 14. Written statement from other Federal, State or Local agency 15. Applicant Statement if no other forms of documentation are available – must be supported with a corroborative contact or reliable witness (see Attachment C instruction) 16. Telephone verification if other forms of documentation are not readily available (see Attachment C instruction) 17. Document Inspection if provided document cannot be legally photocopied (see Attachment C instruction)
Individual Status/Family Size	<ol style="list-style-type: none"> 1. Birth Certificate 2. Decree of Court 3. Disabled (See “Individuals with Disabilities” below) 4. Divorce Decree 5. Lease or Landlord Statement 6. Marriage Certificate 7. Medical Card 8. Public Assistance/Social Service/Public Housing Agency Records 9. Applicant Statement if no other forms of documentation are available – must be supported with a corroborative contact or reliable witness (see Attachment C instruction) 10. Telephone verification if other forms of documentation are not readily available (see Attachment C instruction) 11. Document Inspection if provided document cannot be legally photocopied (see Attachment C instruction)
Income–Based Public Assistance	<ol style="list-style-type: none"> 1. Copy of Authorization to Receive Cash Public Assistance 2. Medical Card showing Cash Grant Status 3. Public Assistance Identification Card showing Cash Grant Status 4. Public Assistance Records/Printout/Master File 5. Verification of Enrollment in MassHealth 6. Verification of Fuel Assistance
Supplemental Nutrition Assistance Program (SNAP)	<ol style="list-style-type: none"> 1 Current authorization to obtain SNAP 2. SNAP Card with current date 3. Public Assistance Records/Printout
Free or Reduced School Lunch	<ol style="list-style-type: none"> 1. Verification from School
High Poverty Area	<ol style="list-style-type: none"> 1. Poverty Threshold Census Tract Database Print Out
Homeless	<ol style="list-style-type: none"> 1. Written Statement from an Individual Providing Temporary Residence

(Income verification not required)	<ol style="list-style-type: none"> 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 (see Attachment C instruction) 5. Telephone verification if other forms of documentation are not readily available (see Attachment C instruction) 6. Document Inspection if provided document cannot be legally photocopied (see Attachment C instruction)
Foster Child – Department of Children and Family Services (Income verification not required)	<ol style="list-style-type: none"> 1. Documentation of 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 (see Attachment C instruction) 7. Document Inspection if provided document cannot be legally photocopied (see Attachment C instruction)
YOUTH BARRIERS for ELIGIBILITY	
ELIGIBILITY BARRIERS	ACCEPTABLE DOCUMENTATION (Only one of the following is required for each criterion)
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 C instruction) 5. Telephone verification if other forms of documentation are not readily available (see Attachment C instruction) 6. Document Inspection if provided document cannot be legally photocopied (see Attachment C instruction)
Within Compulsory School Age and has Not Attended School in the Most Recent Complete School Year Calendar Quarter	<p>*Compulsory school age in Massachusetts is 6-16 years of age.</p> <ol style="list-style-type: none"> 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 (see Attachment C instruction) 4. Telephone verification if other forms of documentation are not readily available (see Attachment C instruction)

	5. Document Inspection if provided document cannot be legally photocopied (see Attachment C instruction)
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; <ul style="list-style-type: none"> 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 (see Attachment C instruction) 6. Document Inspection if provided document cannot be legally photocopied (see Attachment C instruction)
Homeless or Run-away	See "Homeless" in Economic Eligibility above
Foster Child	See "Foster Child" in Economic Eligibility above
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 (see Attachment C instruction) 10. Telephone verification if other forms of documentation are not readily available (see Attachment C instruction) 11. Document Inspection if provided document cannot be legally photocopied (see Attachment C instruction)
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

	<ol style="list-style-type: none"> 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 (see Attachment C instruction) 15. Telephone verification if other forms of documentation are not readily available (see Attachment C instruction) 16. Document Inspection if provided document cannot be legally photocopied (see Attachment C instruction)
Offender (In-School Youth's Own Income Must be Considered)	<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 C instruction) 7. Telephone verification if other forms of documentation are not readily available (see Attachment C instruction) 8. Document Inspection if provided document cannot be legally photocopied (see Attachment C instruction)
Low-Income Individual who Requires Additional Assistance	<ol style="list-style-type: none"> 1. Proof of low-income status and meets the local definition of Requires Additional Assistance.
English Language Learner	<ol style="list-style-type: none"> 1. Letter from school official 2. Statement from recognized community youth organization. 3. School Assessment
<p>5% Exception – for youth who do not meet the minimum income criteria. Not more than 5% of “Covered Individuals” in each local area may be individuals who do not meet the income criteria.</p>	
Covered Individuals	<ol style="list-style-type: none"> 1. In-School Youth who is not low-income. 2. Out-of-School Youth who meet one of the following conditions: <ul style="list-style-type: none"> • Recipient of a secondary school diploma or its recognized equivalent who is basic skills deficient or an English language learner who is not low-income. • Individual who requires additional assistance to enter or complete an educational program or to secure or hold employment who is not low-income.