

ATTACHMENT B

YOUTH ELIGIBILITY DOCUMENTATION

ELIGIBILITY CRITERIA	SOURCES OF DOCUMENTATION (Only one of the following is required for each criterion. See also alternate forms.)
YOUTH ELIGIBILITY 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 10. School Records\Identification Card 11. 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-565 or N-570), I-94 Arrival/Departure Form
U.S. Citizenship <i>or</i> Authorization to Work in the United States if a non-U.S. Citizen	<ol 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. Certificate of Naturalization (Form N-565 or N-570) <p>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</p>
Selective Service Registrant*	<ol 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 (indicates compliance with all Selective Service requirements)

	8. U.S. Passport (for non-U.S. born customers, only)
YOUTH ECONOMIC ELIGIBILITY	
Cash Public Assistance NOTE: The listed items of documentation are acceptable for any individual listed on grant.	1. Copy of Authorization to Receive Cash Public Assistance 2. Copy of Public Assistance Check 3. Medical Card showing Cash Grant Status 4. Public Assistance Identification Card showing Cash Grant Status 5. Public Assistance Records/Printout/Master File
Individual/Family Income	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 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	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)

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
Homeless	<ol style="list-style-type: none"> 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 (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	<ol style="list-style-type: none"> 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 (see Attachment C instruction) 7. Document Inspection if provided document cannot be legally photocopied (see Attachment C instruction)
Individual with Disabilities	<ol style="list-style-type: none"> 1. Letter from Drug or Alcohol Rehabilitation Agency 2. Letter from Child Study Team Stating Specific Eligibility 3. Observable Condition 4. Physician Statement 5. Psychiatrist's/Psychologist's Diagnosis 6. Rehabilitation Evaluation 7. School Records 8. Sheltered Workshop Certification 9. Social Service Records\Referral 10. Social Security Administration Disability or Veterans Admin. Records 11. Vocational Rehabilitation Letter 12. Workers Compensation Record 13. Applicant Statement if no other forms of documentation are available – must be supported with a corroborative contact or reliable witness (see Attachment C instruction) 14. Telephone verification if other forms of documentation are not readily available (see Attachment C instruction) 15. Document Inspection if provided document cannot be legally photocopied (see Attachment C instruction)
State Custody Youth	<ol style="list-style-type: none"> 1. Court Contact

	<ol style="list-style-type: none"> 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)
ELIGIBILITY CRITERIA	ACCEPTABLE DOCUMENTATION (Only one of the following is required for each criterion)
YOUTH ADDITIONAL CONDITIONS FOR ELIGIBILITY	
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)
Homeless or Run-away	See “Homeless” in Economic Eligibility above
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	<ol style="list-style-type: none"> 1. Copy of Secondary School Diploma or equivalent and provide proof of either; <ol style="list-style-type: none"> a. Basic Skills Deficiency or; b. English Language Learner
Foster Child	See “Supported Foster Child” in Economic Eligibility above
Pregnant or Parenting	<ol style="list-style-type: none"> 1. Birth Certificate

	<ol style="list-style-type: none"> Hospital Record of Birth Medical Card Physician's Note Referrals from Official Agencies School Program for Pregnant Teens School Records Statement from Social Services Agency Applicant Statement if no other forms of documentation are available – must be supported with a corroborative contact or reliable witness (see Attachment C instruction) Telephone verification if other forms of documentation are not readily available (see Attachment C instruction) Document Inspection if provided document cannot be legally photocopied (see Attachment C instruction)
Offender	<ol style="list-style-type: none"> Court Documents Halfway House Resident Letter of Parole Letter from Probation Officer Police Records Applicant Statement if no other forms of documentation are available – must be supported with a corroborative contact or reliable witness (see Attachment C instruction) Telephone verification if other forms of documentation are not readily available (see Attachment C instruction) Document Inspection if provided document cannot be legally photocopied (see Attachment C instruction)
Disability, Learning Disability	See "Individuals with Disabilities" in Economic Eligibility above – Economic eligibility must also be determined
Low-Income Individual who Requires Additional Assistance	<ol style="list-style-type: none"> Proof of low-income status and meets the local definition of Requires Additional Assistance.
English Language Learner	<ol style="list-style-type: none"> Letter from school official Statement from recognized community youth organization.
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.	
Covered Individuals	<ol style="list-style-type: none"> In-School Youth who is not low-income.

	<p>2. Out-of-School Youth who meet one of the following conditions:</p> <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.
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