

<b>YOUTH PROGRAM ELIGIBILITY</b>	
<b>Department:</b> Office of Economic & Workforce Development	<b>Effective Date:</b> January 1, 2011
<b>Policy/Procedure #:</b> 101Y	<b>Supersedes:</b> October 1, 2009

### **Overview**

Determination of program eligibility is required prior to enrollment in OEWD youth services. Eligibility criteria is established according to federal, state and local laws, regulations and guidelines. Workforce Investment Act (WIA) criteria is the most comprehensive according to federal law, followed by Community Development Block Grant (CDBG) and local General Fund criteria. OEWD conducts program monitoring to ensure that all eligibility criteria is met and supporting documentation is provided to remain in compliance with all applicable funding requirements. If participant is enrolled in programs utilizing multiple funding streams, please contact OEWD for additional information.

### **WIA Eligibility Requirements**

The basic requirements for WIA eligibility are as follows:

- 14 -21 years of age (14 -24 for ARRA funded services)—individual youth programs may require that youth participants are at least 17 years of age; and
- U.S. citizenship or authorization to work in the U.S. if non-citizen, in accordance with I-9 Employment Eligibility Verification; and
- Meet Military Selective Service registration requirements (males only). All males who are at least 18 years of age and born after December 31, 1959, and who are not in armed services on active duty, must be registered for Selective Service; and
- Low income (*see WIA Income Criteria and Technical Assistance Guide for additional information*); and
  - Proof of an “Additional Barrier”, including one (1) of the following:
    - deficient in basic literacy skills;
    - a school dropout;
    - homeless, a runaway, or a foster child;
    - pregnant or a parent;
    - an offender; OR



- an individual who *requires additional assistance* to complete an educational program, or to secure an hold employment, including one (1) of the following:
  - a student enrolled in special education
  - a student maintaining less than a “C” average;
  - a truant (one who stays out of school without permission);
  - a person with Limited English Proficiency;
  - a single parent;
  - a non-custodial parent;
  - a person with substance abuse and alcohol problems;
  - a member of family receiving public assistance or only Medi-Cal or food stamps;
  - a resident of a Targeted Employment Area;
  - a public housing resident or member of family receiving section 8 voucher;
  - an emancipated youth;
  - a youth who has never held a job for more than 13 weeks in the last 12 months;
  - a former foster youth.

### Acceptable Support Documentation

Eligibility determination must be accompanied by supportive documentation. Acceptable documentation is finite and very specific for each eligibility criteria. Acceptable documentation can be found in the ***WIA Technical Assistance Guide*** (TAG). Participants must make reasonable efforts to document eligibility. If such efforts create undue hardship or documentation is unreasonably difficult to obtain, in some cases, the participant may provide an Applicant Statement form, which must be approved by OEWD. Allowable use of the Applicant Statement form can be found in the *WIA Technical Assistance Guide*, pages 47-51.

### Selective Service—WIA only

*For Transgender participants--* Participants born male and who have gone through and completed a medical transition procedure to become female during the course of their life are still required to register with the Selective Service Administration, unless they can produce documentation proving they are not required to register with Selective Service.

Participants born female and who have gone through a medical transition to become male prior to their 18th birthday, will be asked to prove that they are exempt. An exemption letter from the Selective Service is acceptable documentation to prove such exemption. To request a Status Information Letter (SIL) that shows a participant is exempt, either download an SIL request form from the Selective Service website: [http://www.sss.gov/PDFs/SilForm\\_Instructions.pdf](http://www.sss.gov/PDFs/SilForm_Instructions.pdf) or call 1-888-655-1825. This service is free and the exemption letter they will receive does not specify why they are exempt. The Selective Service does, however, require a copy of a birth certificate showing birth-assigned sex. If the sex on the birth certificate has been changed, attach any documentation to that affect. Once a participant receives a Status Information Letter, it must be kept in the participant’s file.

### **CDBG Funding Basic Eligibility Requirements**

The basic requirements for CDBG eligibility are as follows:



- Youth aged 17-24 (for youth programs only)
- Proof of low to moderate income
- San Francisco Residency ***preferred***

#### Acceptable Support Documentation

The participant must complete the *Family Income Verification Form*, provide proof of low to moderate income (please see Family Income Verification Form Instructions for acceptable documentation and definitions).

The original Family Income Verification Form and copies of supporting documentation must be kept within the participant's file as proof of eligibility.

#### **General Funding Basic Eligibility Requirements**

The basic requirements for General Fund eligibility are as follows:

- Youth aged 17-24
- Resident of San Francisco

#### Acceptable Support Documentation

The participant must provide one of the following forms of documentation to demonstrate that s/he is a resident of San Francisco:

Option 1: A government-issued photo ID with San Francisco address OR

Option 2: A government-issued photo ID that does not have a San Francisco Address  
AND one of the following:

- A utility bill addressed to the participant at a San Francisco address within the last 6 months,  
OR
- A postmarked envelope from within the last six months addressed to the participant at a San Francisco address
- A letter from a housing shelter indicating that the participant is currently homeless.

A photo copy of the government issued ID and/or supporting documentation must be kept within the participant's file as proof of eligibility.

