

**Workforce Development Board  
Administrative Policy #5**

Effective Date: July 1, 2016  
Updated: 9-13-17

**Purpose:** Eligibility determination for the WIOA Youth Program

**Policy:** To ensure that applicants are eligible for WIOA services, they must be determined suitable and eligible for those services.

**Procedure:** All participants must be determined eligible for program services prior to commencing any program activity. All established eligibility standards are to be adhered to.

When a youth wants to apply for funding for training through WIOA, they will attend a WIOA orientation. This process will include completing all necessary paperwork for their WIOA application, Summary of Complaint Rights, Career Services, 12 Challenges, and TABE test.

To participate in the WIOA Youth Program, applicants must provide documentation of:

- Driver's license
- Birth certificate
- Address (current household utility)
- Social Security number
- Individual/household income for the last 6 months
- School attendance status or Receipt of high school diploma or equivalent
- Selective Service registration (as applicable)
- Those under the age of 18 must also be accompanied by a parent or legal guardian.

In addition, proof of disability, Veteran status and any other requested pertinent information must be presented at time of application.

After the application is completed, it will be reviewed and assigned to a CCMEP case manager who will call the interested party in for a face to face meeting. Here they will review the application and complete the CCMEP assessment and IOP.

No participation in the program can occur without being determined eligible prior.

**Distribution:** CCMEP staff  
WIOA staff  
WIOA/CCMEP Supervision