




**Local Workforce Development Area:
ARIZONA@WORK Pima County One-Stop**

WORKFORCE INNOVATION AND OPPORTUNITY ACT	WIOA TITLE I-B YOUTH PROGRAM Youth Eligibility Determination Guidelines
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I. BACKGROUND AND PURPOSE

These Guidelines provide policy and procedures for the Local Workforce Development Area (LWDA) referred to as the ARIZONA@WORK Pima County One-Stop to use in providing services to eligible WIOA Title I-B Youth program participants, including In-School and Out-of-School Youth.

The WIOA Title I-B Youth program provides a comprehensive array of high-quality services, including career exploration and guidance, continued support of educational attainment, and training in in-demand industries and occupations.

The program's goal is for the youth to obtain employment along a career pathway, enrollment in post-secondary education or a registered apprenticeship prior to the end of participation.

The Youth program provides services to youth with barriers to employment, with a special focus on supporting the educational and career success of Out-of-School Youth.

II. REFERENCES

- Workforce Innovation and Opportunity Act (WIOA) of 2014 (P.L 113- 128);
- Federal Register 20 CFR 681;
- <https://des.az.gov/sites/default/files/media/youthpolicy.pdf>; and
- <http://webcms.pima.gov/cms/One.aspx?portalId=169&pageId=256743>.

III. GENERAL PROGRAM REQUIREMENTS

The ARIZONA@WORK Pima County One-Stop system ensures that the Youth program prepares participants to meet education and career goals. The One-Stop or program provider must provide:

- Preparation for post-secondary education and training opportunities, including registered apprenticeship programs;
- Strong linkages between academic instruction and occupational education;
- Preparation for unsubsidized employment opportunities along career pathways; and
- Strong connections to employers, including small employers, in-demand industry sectors, and occupations of the local and regional labor markets.

IV. YOUTH ELIGIBILITY DETERMINATION GUIDELINES

At the time of eligibility determination, youth must be an In-School Youth (ISY) or Out-of-School Youth (OSY) to participate in WIOA Title I-B Youth program services during any part of the program year.

A. OSY - A youth meets the definition of OSY if he or she is:

1. Not attending school (Adult Education under Title II of WIOA, Job Corps, YouthBuild, high school equivalency programs, and drop out recovery programs are not considered school);
2. Between 16 and 24 years old at the time of enrollment and one or more of the following:
 - a. A school dropout;

- b. A low-income individual with a secondary school diploma or its recognized equivalent and:
 - 1) Basic skills deficient; or
 - 2) An English language learner;
3. An offender;
4. Homeless, i.e. lacks a fixed, regular and adequate nighttime residence;
5. A runaway;
6. In foster care, has aged out of foster care, or has attained the age of 16 years old and left foster care for kinship, guardianship or adoption;
7. A youth who has been removed from his/her home and is in an out-of-home placement;
8. Pregnant or parenting;
9. An individual with a disability; or
10. A low-income individual who requires additional assistance to enter or complete an education program or to secure or hold employment, as defined by the Pima County Workforce Investment Board (WIB).
 - a. Individuals who require additional assistance to complete an educational program, or to secure and hold employment are youth who fall within at least one of the following categories:
 - Is at risk of dropping out of High School due to grades, credits, attendance, not passing proficiency exam, or has had an out-of-school suspension or expulsion from school (ISY).
 - Has a court or agency referral mandating school attendance (ISY).
 - Is attending an alternative school, education program, or has been enrolled in an alternative school within the past 12 months (ISY).
 - Is or was a Ward of the State.
 - Has been referred to or treated by an agency for substance abuse or psychological problems.
 - Parent(s) currently incarcerated.
 - Has neither the work experience nor the credential required for an occupation in demand for which training is necessary and will be provided (OSY).
 - Has been fired from a job within the 6 months prior to application (OSY).

- Has never held a full-time job (30+ hours per week) for more than 13 consecutive weeks (OSY).

Participants may continue to receive services beyond the age of 24 once they are enrolled in the program.

B. ISY - A youth meets the definition of ISY if he or she is:

1. Attending secondary school, including secondary and post-secondary school;
2. Between 14 and 21 years old at the time of enrollment. The age requirement is extended for youth with disabilities because school districts must provide programs and services to eligible youth with disabilities attending secondary school until they turn 22 years old.
3. Youth with a disability who turn 22 years old during the school year must continue to receive services from the school district until the end of the school year (ARS 15-764);
4. A low-income individual and one of the following:
 - a. Basic skills deficient;
 - b. An English language learner;
 - c. An offender;
 - d. Homeless youth, i.e. lacks a fixed, regular and adequate nighttime residence;
 - e. A runaway;
 - f. In foster care, has aged out of foster care, or has attained 16 years old and left foster care for kinship guardianship or adoption;
 - g. A youth who has been removed from his/her home and is in an out-of-home placement;
 - h. Pregnant or parenting;
 - i. An individual with a disability; or
 - j. Requires additional assistance to complete an educational program or to secure and hold employment, as defined above.

- 1) The LWDA must ensure that not more than five percent of ISY enrolled in the program year are eligible only based on the "requires additional

assistance to complete an educational program or to secure and hold employment” criterion.

- 2) Pima County will track the ISY enrolled in the program each year to ensure that no more than five percent are enrolled using the above criterion. The above criterion is also defined in the ARIZONA@WORK Pima County One-Stop System Workforce Development Plan 2016-2020.

The following is from Section 4.b. of the Pima County Workforce Development Plan:

Strategies to Achieve Goals

1. Promote economic development by focusing on targeted sectors and addressing under-represented populations.

The WIB periodically reviews industry expectations to determine which sectors should be emphasized in local workforce programs. During this review, the WIB looks at expectations of performance for Partner programs including employment, retention, and industry recognized credential achievement, as well as the populations served by the public workforce system, such as:

- Veterans and eligible spouses;
- Public assistance recipients;
- Other low-income individuals;
- Individuals who are basic-skills deficient;
- Individuals who lack a secondary school diploma or its equivalent;
- Individuals with disabilities
- Individuals with limited English proficiency;
- Unemployed, long-term unemployed or under employed;
- Dislocated workers;
- Migrant and Seasonal Farm Workers;
- Reemployment Services and Eligibility Assessment (RESEA) participants;
- Homeless individuals;
- Rural residents;
- Ex-offenders;
- Older workers;

- Disconnected youth
 - Native Americans
 - Individuals training for non-traditional employment; and
 - Those with
 - Transportation issues;
 - Legal issues;
 - Child and elder care issues.
5. Youth who are temporarily not attending school because the school is on break (Winter, Spring, Fall or Summer Break) but intends to return to school after the school break are considered to be attending school. The same applies if the youth is planning to attend a different school after the break.
6. Youth who are participating in online secondary and post-secondary school online are considered to be attending school. Likewise, youth who are home schooled, or attending public, private or chartered secondary/post-secondary schools are considered to be attending school.

If a youth turns 21 years old during participation, he or she may continue to receive services.