

**INSTRUCTION LETTER**

**INSTRUCTION NUMBER:** WIOA 15-11 Amendment 1

**TO:** To Upstate WB Youth Contractors

**SUBJECT:** WIOA Youth Locally Defined Characteristics

**DATE**

**ISSUED:** January 25, 2018

**DATE**

**EFFECTIVE:** Immediately

**DATE**

**EXPIRES:** Indefinitely

**PURPOSE:** to outline the Upstate Workforce Board (Upstate WB) policy for youth contractors staff regarding the WIOA Locally Defined Characteristics.

**POLICY:**

**Out of School Youth is defined as the following:**

An individual who is:

- (a) Not attending any school (as defined under State law);
- (b) Not younger than age 16 or older than age 24 at time of enrollment. Because age eligibility is based on age at enrollment, participants may continue to receive services beyond the age of 24 once they are enrolled in the program; and
- (c) One or more of the following:
  - (1) A school dropout;
  - (2) A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter. School year calendar quarter is based on how a local school district defines its school year quarters. In cases where schools do not use quarters, local programs must use calendar year quarters;
  - (3) A recipient of a secondary school diploma or its recognized equivalent who is a low income individual and is either basic skills deficient or an English language learner;
  - (4) An offender;
  - (5) A homeless individual aged 16 to 24 who meets the criteria defined in sec. 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), a homeless child or

youth aged 16 to 24 who meets the criteria defined in sec. 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)) or a runaway;

(6) An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under sec. 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement;

(7) An individual who is pregnant or parenting;

(8) An individual with a disability; or

(9) A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

**After meeting a minimum of one of the barriers listed above, youth may also be considered using the following list of additional local characteristics:**

(a) A youth who is college/advance training program dropout and/or who has not attended the most recent quarter, semester, or term of college;

(b) A youth who lacks work readiness skills as documented by a pre-test;

(c) A youth who was fired from a job within the recent 6 months;

(d) A youth who lacks work experience, meaning that the individual has not worked a fulltime job (30+ hours a week) for four (4) or more consecutive months;

(e) A youth of an incarcerated parent(s).

**\*As applicable to the barrier, staff are required to document the barrier(s) appropriately.**

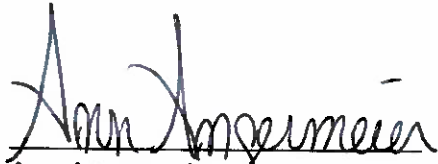
**Items that are acceptable include but are not limited to the following:**

- School records/reports;
- Assessments;
- Online verification of parent's incarceration;
- and employment verification or corroboration statement.

**In School Youth:** Enrollment of an in school youth must first be approved by the Upstate WB Associate Director.

**ACTION:** All youth contractor staff should become familiar with this policy and immediately follow the aforementioned policies regarding WIOA Youth.

**INQUIRIES:** Questions may be directed to Dana Wood [wood@upstaterworkforceboard.org](mailto:wood@upstaterworkforceboard.org) or 864-596-2028 TTY:711.



Ann Angermeier, Director

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Source: Local Instruction 15-11 and WIOA regulation 681.210, Replaces 15-11, Amendment 1