

INSTRUCTION LETTER

INSTRUCTION NUMBER: WIOA # 18-02
TO: Upstate Workforce Area Youth Contractors
SUBJECT: Guardian Signatures for WIOA Youth Eligibility

DATE ISSUED: August 3, 2018 **DATE EFFECTIVE:** July 24, 2018 **DATE EXPIRES:** Indefinitely

PURPOSE: This instruction is to define the guardian signature requirement for Workforce Innovation and Opportunity Act (WIOA) Youth Applicants. **This policy rescinds State Instruction 11-01 and Local Instruction Letter 11-02.**


BACKGROUND: The board recognizes that many WIOA eligible youth are supported by a person other than parent or legal guardian and has revised the Guardianship Form under WIOA.

POLICY: A parent's or Guardian's signature is required for youth applicants under the age of 18. In an effort to make eligibility more readily accessible for this population, staff must use the following definition of guardian as it applies to the WIOA application and youth eligibility. For WIOA youth applicants, the term "guardian" refer to any adult, 18 years of age or older, who is providing housing and financial support to the youth, regardless of legal status. In order to remain in compliance with WIOA regulations, a Guardianship Form for local use is attached. The form must be completed by the adult guardian at the time of application and maintained in the youth applicant's case file.

NOTE: *The definition of guardian authorized to sign the WIOA youth application differs from the definition of guardian as it relates to family size. According to the WIOA definition of family, a guardian's income should not be included in the family income unless documentation of adoption or legal guardianship is provided.*

ACTION: Program Managers are responsible for ensuring that all appropriate staff receive, understand and implement this policy.

INQUIRIES: Questions may be directed to Dana Wood wood@upstateworkforceboard.org or 864-596-2028 TTY:711.


Ann Angermeier, Director

Source: State Instruction Letter 18-02, Replaces Local Instruction Letter 11-02