



**INSTRUCTION LETTER**

**INSTRUCTION NUMBER:** 15-11

**TO:** Upstate Workforce Investment Board Youth Contractors

**SUBJECT:** WIOA Youth Locally Defined Characteristic—PY15

<b>DATE</b>	<b>DATE</b>	<b>DATE</b>
<b>ISSUED:</b> <u>October 29, 2015</u>	<b>EFFECTIVE:</b> <u>Immediately</u>	<b>EXPIRES:</b> <u>Indefinitely</u>

**PURPOSE:** The purpose of this instruction letter is to outline the Upstate Workforce Investment Board's (Upstate WIB) policy for ACHIEVE and YouthStop staff regarding the WIOA Youth Locally Defined Characteristic for PY15

**POLICY:**

An individual who requires additional assistance to enter or complete an educational program or to secure and hold employment definition must be low-income and meet one or more of the following categories with appropriate documentation.

**In-school Youth**

In-school youth possessing one or more of the following characteristics:

- a) A youth who was attending an educational/vocational training program at the time of eligibility and is not making a passing grade(s) for the evaluation time period (semester/quarter/term) or who has an overall cumulative GPA less than 3.0 based upon a 4.0 grading scale;
- b) A youth who has poor attendance at an educational/vocational training program based upon the training provider's attendance policy/requirements;
- c) A youth who has been retained for one or more grade levels (and is older than the customary age for the grade level);
- d) A youth of an incarcerated parent(s).

**Out-of-School Youth**

Out-of-school youth possessing one or more of the following characteristics:

- a) A youth who is a 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 on an approved 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 full-time 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 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 collaboration statement.

**ACTION:** All Youth Contractor staff should become familiar with this policy and immediately follow the aforementioned policies regarding In-school and Out-of-School Youth.

**INQUIRIES:** Should you have any questions concerning this instruction, please contact Ms. Dana Wood at (864) 596-2028.



**Ann Angermeyer**  
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**Upstate Workforce Investment Board**