



INSTRUCTION LETTER

INSTRUCTION NUMBER: 15-12

TO: Upstate Workforce Investment Board Youth Contractors

SUBJECT: Youth Eligibility and Suitability

DATE ISSUED: November 20, 2015 DATE EFFECTIVE: November 25, 2015 DATE EXPIRES: Indefinitely

PURPOSE: This instruction is to convey the process to be used by the Upstate Workforce Board (Upstate WIB) Youth Programs for determining suitability and "need" of WIOA Youth Services.

POLICY: The WIOA program is designed to provide employment and training opportunities to those who can benefit from and who are most in need of such opportunities. However, WIOA is not an entitlement program. This requires that eligible individuals are determined to be suitable for program enrollment based upon a consistent and equitable assessment that is relevant to the level of services for which the individuals are applying.

Selection of customers for Youth WIOA services is based on both need and suitability. While persons may be fully eligible and in need of services, they may not be suitable, pending resolution of an immediate problem or a personal barrier. Suitability is determined by staff and the participant during orientations and other activities.

ASSESSMENT POLICY:

The Upstate WIOA Youth Programs currently use TABE 9&10 testing to provide a solid foundation for effectively assessing the skills and knowledge of youth. When considering educational levels for WIOA Youth participants, the following guidelines should be followed. When TABE 11/12 is released, the levels listed below may be revisited.

GED Track Participants: A GED track participant is defined as a participant who is enrolled or agrees to be enrolled in an educational program leading to attainment of a GED.

Math- 6.0 or above
Reading 8.0 or above

OR

Math and Reading average of 8.0 or above

Diploma Track Participants: A diploma track participant is defined as a participant who is enrolled or agrees to be enrolled in an educational program leading to attainment of a South Carolina high school diploma from an accredited secondary institution.

Math-5.0 or higher
Reading-5.0 or higher

Graduate Participants: A graduate participant is defined as a participant who has received a high school diploma or GED

Reading- 7.0 or higher
Math- 6.0 or higher

**Interested participants not scoring within the guidelines listed above should be referred to partner agencies/programs.*

SUITABILITY POLICY:

Suitability must be determined through the assessed ability and the perceived personal commitment of the participant to attend activities, to successfully complete these activities and to acquire employment and/or post-secondary/advanced skill placement. While persons may be fully eligible and in need of WIOA services, they may not be suitable pending resolution of immediate issues (academic, personal, etc.) or barriers. TABE scores, combined with assessment data collected during interviews (such as a review of barriers, dependency, employment history, interests, etc.), help determine suitability or need for training assistance.

Further suitability factors may include...

1. Are immediate goals too ambitious for their current situation?
2. What is the customer's history of completing goals?
3. If barriers are present, what are they and how difficult are they to overcome?
4. How many agencies will be needed to provide interventions?
5. What is the length of time needed to provide interventions?
6. Will WIOA and other agencies make a significant difference in the customer's ability to attain credentials, employment and/or post-secondary/advanced skills training?

Considering the above, circumstances that may make a person not suitable for WIOA include...

1. Ineligible WIA applicants (automatically not suitable)
2. Persons requiring extensive support beyond the ability of WIOA to provide
3. Persons whose training needs are served more appropriately by another agency
4. Persons whose training desires cannot be met by WIOA funding
5. Persons whose lives are in immediate crisis and cannot participate in WIOA

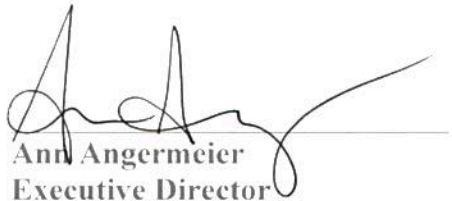
activities at this time

6. Persons who cannot allocate sufficient time for the required commitment to the WIOA program
7. Consistent failure to show for scheduled appointments
8. Persons who require or insist on services sooner than WIOA can provide them
9. Persons who are admitted active substance abusers who show no interest in rehabilitation to overcome their dependency

All interested applicants will be given a certification appointment. After eligibility is determined, staff must assess suitability. Should an applicant be eligible for WIOA and not suitable for the program, there must be proper documentation on why the applicant was denied access to the program. All denials must be maintained in a file for two (2) program years. There should also be case notes that support suitability determination.

ACTION: All Youth Eligibility staff are responsible for the implementation of this policy.

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



Ann Angermeier
Executive Director
Upstate Workforce Investment Board

Source: Policy in response to PY14 SCDEW Monitoring