

**POLICIES AND PROCEDURES
For Implementation of
WIA TITLE I-B FORMULA FUNDS, RECOVERY ACT FUNDS,
AND OTHER FUNDING SOURCES AS MAY BECOME AVAILABLE**

**LWIA #5 Kane County Department of Employment & Education
And
River Valley Workforce Investment Board**

TO:	WIA Title 1-B staff WIA Title1-B Sub-Recipients Recovery Act Staff & Sub-Recipients	SUBJECT AREA: Youth Barrier Definitions	
FROM:	KCDEE Administration		
APPROVAL DATE:	Youth Council approval June 2, 2009 RVWIB approval June 17, 2009	EFFECTIVE DATE:	May 1, 2009

SUBJECT: WIA YOUTH PROGRAM ELIGIBILITY DEFINITIONS - Summer Youth and Year-Round Programming

REFERENCES:

*DCEO WIA Policy Letter No. PL-00-12, Change 2 dated 2/22/2002 WIA Eligibility
DCEO WIA Policy Letter No. 08-ARRA-01, Change 1 and references found within.*

PURPOSE: To update the locally approved definition for the "Youth Requiring Additional Assistance" barrier.

BACKGROUND: Under WIA eligibility policy, in order to provide services under the youth funding stream, the student must: 1) meet the general eligibility requirements, 2) meet the age requirements, 3) be a low income individual, and 4) a person who has one or more barriers to employment. The WIA eligibility policy defines 8 of the 9 barriers to employment, and allows for the 9th barrier, Youth Requiring Additional Assistance, to be locally defined by the WIB.

With the influx of Recovery Act funds and the major emphasis on summer youth job opportunities and work experiences, this policy is being updated to broaden the definition to ensure the local WIA area is able to identify and serve as many low-income eligible youth as possible.

The updated definition within this policy is being established for use in determining youth eligibility for the summer Recovery Act work experience programs as well as for utilization in all youth programs funded through WIA Title I-B formula funds, Recovery Act funds, or other funding sources as may become available.

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POLICY:

Below is the current WIB definition for a youth that “requires additional assistance to complete an educational program, or to secure and hold employment.” The wording in bold represents the changes being made in the definition for implementation under this policy:

For In-School Youth: An individual who is in need of, who is enrolled in, or who has participated within the last 12 months in a school-based program or curriculum designed to provide additional supports for school-verified, at risk youth; **or an individual who for the lack of meaningful work experience and/or general job search, basic entry level or employment readiness skills is unable to obtain or retain employment.**

For Out-of-School Youth: an individual who for lack of **meaningful** work experience and/or general job search, **basic entry level** or employment readiness skills is unable to obtain or retain employment.

APPROVAL PROCESS:

Any WIA Title I-B staff or sub-recipient staff conducting WIA youth eligibility must establish that all 4 conditions of eligibility have been determined and met, including appropriate verification and documentation of the youth’s barrier(s) to employment. Proof of barriers must be documented, and may include school or counselor verification from information obtained via school records or through an assessment conducted by a workforce specialist. Eligibility and barrier identification are also addressed in the initial case note for entry into the state-wide management information system.

EFFECTIVE DATE:

May 1, 2009

EXPIRATION:

On-going.