



LOS ANGELES COUNTY WORKFORCE DEVELOPMENT DIVISION DIRECTIVE

NUMBER: D-WD-YTH-05-06

SUBJECT: PY 2005-06 ELIGIBILITY
DEFINITIONS AND DOCUMENTATION


DATE: 10-11-05

EFFECTIVE DATE: IMMEDIATELY

TO: ALL WIA FOSTER YOUTH SERVICE PROVIDERS

The purpose of this directive is to provide clarification on eligibility criteria and the corresponding required documentation for the WIA Foster Youth Program. Eligibility requirements are based on WIA guidelines (See Attachment A). As a reminder, the WIA Foster Youth Program is designed to target services to eligible youth, ages 14-18, with an emphasis on pregnant and parenting foster youth and foster youth in need of work experience. Also, all agencies are required to obtain proper documentation to verify eligibility for participant (See Attachment B).

If you have questions or need further clarification on this policy, please contact Marion Lambert at (213) 738-2100. All questions regarding MIS forms and procedures should be directed to Humberto Chariez at (213) 738-2928.


JOSIE MARQUEZ, Director
Workforce Development Branch

Attachments (3)

**COUNTY OF LOS ANGELES WORKFORCE INVESTMENT ACT
FOSTER YOUTH SPECIAL NEEDS PROGRAM
ELIGIBILITY DEFINITIONS AND DOCUMENTATION**

I. Eligibility for WIA Services

Eligibility for services in the WIA Foster Youth Special Needs Program is limited to low-income youth (as defined by the 70% Lower Living Standard Income Level (LLSIL) Income Standards or Poverty Guidelines issued by the State and Federal Government) who are:

1. A citizen of the United States or an eligible non-citizen;
2. Between the ages of 14 and 18 years old;
3. Have fulfilled the requirements of Selective Service (if applicable);
4. A resident of an area served by the County Workforce Investment Areas, and;
5. A foster youth, with an emphasis on pregnant or parenting youth.

**See “WIA Special Needs Eligibility Requirements and Documentation”
(Attachment C)**

Criteria for Out-of-School Youth:

1. An eligible youth who is a school dropout; OR
2. An eligible youth who has received a secondary school diploma or its equivalent, but is basic skills deficient, unemployed, or underemployed.

PLEASE NOTE: THE DEFINITION OF AN OUT-OF-SCHOOL YOUTH MAY CHANGE IF THE REAUTHORIZATION BILL IS SIGNED. ALL SUCCESSFUL APPLICANTS MUST DEMONSTRATE THE CAPABILITY TO MODIFY THEIR PROGRAM DESIGN TO COMPLY WITH THE NEW REGULATIONS.

II. Foster Youth Eligibility

In the absence of an expanded definition of “foster youth” in the Workforce Investment Act, for purposes of operating the WIA Foster Youth Special Needs Program, a youth is considered an eligible foster youth if he/she is referred by one of the following:

1. Independent Living Program (ILP) Coordinator from the Department of Children and Family Services (DCFS) or the Department of Probation;
2. The Community College Foundation;
3. A Transitional Resource Center;
4. A group home;

5. An ILP Skills Center;
6. The DCFS Please Unit.

III. Acceptable Foster Youth Eligibility Documentation

In order to verify foster youth eligibility for the WIA Foster Youth Special Needs Program, the Agency Referral Verification Form (Attachment B) is required. This form must be completed by the service provider at the time the youth is referred. Additionally, a copy must be kept in the file for monitoring purposes. As this form verifies the participant as a foster youth, no additional income verification is needed.

ATTACHMENT B

Criteria		Most Common Documentation	Action	
"Right to Work"	U.S. Citizenship	<ol style="list-style-type: none"> Social Security Card with Driver's License or picture ID Birth Certificate U.S. Passport Hospital Birth Record Naturalization Certificate 	<p>YES</p> <p>Document citizenship or eligibility to work in the U.S.</p>	<p>NO</p> <p>Refer to other appropriate service provider</p>
	Non-citizen, Eligible to Work in the U.S.	<ol style="list-style-type: none"> Alien Registration Card indicating right to work (INS Form I-151, I-94, I-688A) Social Security Card Stamped "Work Eligible" (Non-citizens only) with Driver's License or picture ID Citizenship/Alien Status Authorization to Work Form Foreign Passport Stamped "Eligible to Work" 		
Age	Age 14 to 18 years old	<ol style="list-style-type: none"> Driver's License or picture ID Government Identification Card (Federal, State, or Local Birth Certificate Hospital Birth Record ILP Referral School Records/Identification Card 	<p>YES</p> <p>Document age.</p>	<p>NO</p> <p>Refer to other appropriate service provider</p>
Selective Service Registration	<ol style="list-style-type: none"> Male Born on or after January 1, 1960 	<ol style="list-style-type: none"> Selective Service Letter/Registration Letter Board/State Registration Process Stamped Post Office Receipt of Registration Internet Verification/Registration (www.sss.gov) Telephone Verification (847) 688-6888 	<p>YES</p> <p>Document Selective Service Registration.</p>	<p>NO</p> <p>Refer to appropriate agency for registration or workforce area; contractor can register</p>

**WIA Foster Youth
Special Needs
Agency Referral Verification Form**

Attachment C

WIA Agency: _____

WIA Agency Staff _____

Name of Foster Youth:	
Date of Birth:	Age:

Verification of Identity

State ID Number:
Social Security Number:

Referral Information

Youth Referred by:
Referring Agency:
Contact Person:
Phone Number:
Date of Referral:

COMMENTS

WIA Agency Staff Signature: _____ **Date** _____

WIA Foster Youth
Special Needs 8/5/04