



LOS ANGELES COUNTY

WIA YOUTH DIRECTIVE

Number: WIA YD 10-05

Subject: Waiver Application Process for
5% Income Eligibility Categories

Date: 09/30/10

Effective Date: Immediately

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TO: ALL WIA YOUTH CONTRACTORS

PURPOSE

This directive provides guidance for approval of income waivers that exceeds the 5% income limit.

BACKGROUND

The Workforce Investment Act provides that up to five percent of youth participants served in a local area may be individuals who do not meet the income criteria for eligible youth, but meet one or more of the criteria specified in the Act [WIA Section 129(c)(5)].

Effective immediately, service providers must have a process in place to track the use of the 5% income waiver and have the ability to monitor for compliance on a consistent basis.

WAIVER TO EXCEED 5% WAIVER CAP

In cases where an agency has reached the 5% income limit, prior approval must be obtained from Community and Senior Services.

APPROVAL PROCESS

The agency must complete the Supplementary 5% Waiver Request Form (Attachment A).

The approval request needs to contain the following:

- Indicate date form was e-mail to the County.
- Identify agency and agency staff generating the request.
- Provide Applicant name **and** last 4 digits of Social Security Number.
- Indicate the amount over the income guideline.
- Indicate the barrier.

- Indicate the documentation of the barrier that will appear in the youth's case file.

Approval request can be submitted via e-mail to Barbara Banck at Bbanck@css.lacounty.gov. A response will be generated to the agency within three (3) business days.

REFERENCES:

- ARRA/WIA D09-05.
- LACOD-WIA D08-12.
- WIA Section 129(c)(5)

ACTION:

Los Angeles County WIA contractors should ensure that the policies and procedures described herein are communicated to all front line staff responsible for determining eligibility and throughout the operations, management and governance structure of the contractor organization. Contractors must also ensure that this Directive is appropriately maintained until further notice. For questions regarding the Youth Program, please contact Barbara Banck at (213) 351-8924 or bbanck@css.lacounty.gov.

INQUIRIES:

Inquiries regarding this directive and the policies and procedures described herein should be directed to Barbara Banck via email at bbanck@css.lacounty.gov


JOSIE MARQUEZ, Assistant Director
Workforce and Community Services Branch

Attachment



**COMMUNITY AND SENIOR SERVICES
OF LOS ANGELES COUNTY**

**Supplementary 5% Waiver
Request**

Date Request Sent: _____

Requesting Agency: _____

Agency Staff _____

Contract Information: _____

Print Applicant Name (As it appears on MIS/JTA System)	Last Four Digits of SS#	Amount Over the Income Guideline
Barrier	Documentation of Barrier in client File	

FOR OFFICE USE ONLY			
CSS Comments			
	<input type="checkbox"/> Approved <input type="checkbox"/> Rejected		
CSS Signature		Date	