

WORKFORCESOLUTIONS

G R E A T E R D A L L A S

Policy Number: CM0408	RE: Workforce Investment Act
Rescinds: Customer Services 99-26, change 1	American Recovery and Reinvestment Act
Date issued: 06-18-09	Effective Date: 06-18-09

DOCUMENTATION OF SIXTH CRITERIA FOR IN DETERMINING ELIGIBILITY FOR YOUTH

Background

In accordance with section 101 (13) of the Workforce Investment Act (WIA), the term eligible youth means an individual who:

- (A) is not less than age 14 and not more than age 21;
- (B) is a low-income individual and
- (C) is an individual who is one or more of the following:
 - (1) Deficient in basic literacy skills
 - (2) A school dropout
 - (3) Homeless, a runaway, or a foster child
 - (4) Pregnant or a parent
 - (5) An offender
 - (6) An individual who requires additional assistance to complete an education program, or to secure and hold employment.

Sec. 664.210 envisions that Local Boards will define the sixth criteria for eligibility for youth. Workforce Solutions Greater Dallas must establish policy, which defines and determines how to document the sixth criteria as stated above. These barriers also apply to students enrolled within the American Recovery and Reinvestment Act, youth ages 14-24.

Policy

The sixth criteria for determining eligibility for youth shall include at-risk youth requiring additional assistance to complete their education. These youth may be 1st generation college youth, youth with barriers to employment, etc. and often have low self-esteem, high dropout-rate and high incidence of unemployment. Due to these factors, they may require additional assistance to achieve education and employment goals.

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The following is a list of acceptable documentation for the sixth criteria:

- Applicant statement of family status
- Public assistance/social service agency records
- Divorce decree
- Most recent tax return
- other

Documentation of Performance within the American Recovery and Reinvestment Act

In efforts to define the achievement of job readiness, the Dallas Board area will monitor weekly worksite performance which include via timesheets with the following criteria:

- attendance/punctuality,
- quality of work,
- willingness to learn,
- follows instructions,
- working relationships,
- dependability,
- personal behavior, and
- personal appearance.

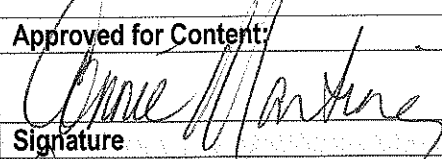
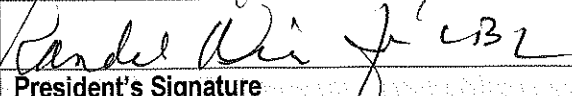
Worksite supervisors will monitor youth enrolled in work experience activities and document weekly achievements. This policy has defined achievement of job readiness based on the accomplishment of four (4) of the eight (8) performance factors indicated with an above average rating. This goal attainment will be documented in TWIST.

Action Required

This policy should be distributed to all affected staff.

Contact

Inquiries regarding this policy should be directed to **Connie Martinez, Vice President, Resource Development and Deployment at 214.290.1008.**

Approved for Content:	
	6/18/09
Signature	Date
	6/18/09
President's Signature	Date