

**PEE DEE LWIA INSTRUCTION NUMBER: WIA-11-001**

**TO:** Pee Dee LWIA Youth Grantees

**SUBJECT:** Verification of Eligibility Certification for WIA Youth Applicants

**ISSUANCE DATE:** July 7, 2011

**EFFECTIVE DATE:** July 1, 2011

**EXPIRATION DATE:** Indefinite

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**Purpose:** The purpose of this instruction is to establish Eligibility Verification procedures for WIA youth applicants.

**Background:** Beginning July 1, 2010 (PY 2010) eligibility determinations for WIA youth applicants became the responsibility of the WIA youth grantees. Monthly, grantees were required to submit an eligibility verification package to the LWIA for 100% of certifications completed during the month. Upon review of the verification documentation, an eligibility review report was completed and sent to the grantee which identified any discrepancies noted in the review and provided instructions for corrective action necessary.

**Policy:** Effective July 1, 2011 (PY 2011), eligibility verification documentation for WIA youth applicants will be reviewed quarterly via a random 25% sample of participants certified during the quarter. Eligibility items requiring documentation include:

- Social Security Number
- Address
- Date of Birth/Age
- Citizenship
- If male 18 and over, selective service registration
- Employment
- Education Level and School Status
- Public Assistance Recipient
- Family Size
- Family Income
- Disability

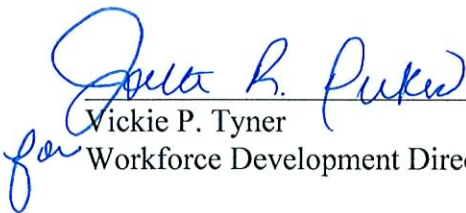
- Individual Barriers, to include
  - 1) Basic Skills Deficient (computes math, reads, writes below the 9<sup>th</sup> grade level);
  - 2) School dropout (not attending ANY school. Alternative education students are considered in-school youth);
  - 3) Homeless, runaway, or foster child;
  - 4) Pregnant or parenting;
  - 5) Offender; or
  - 6) An individual (including youth with disabilities) who requires additional assistance to complete an educational program or secure and hold employment.

**Action:** Following the end of each quarter, the LWIA will compile a list youth applicants who were certified during the previous quarter. A random 25% sample will be selected from this list and provided to the grantee. Supportive documentation obtained during eligibility certification must be submitted to the LWIA for individuals selected in the 25% sample. A cover letter accompanying the list will specify the deadline for submission of the eligibility verification packages. The eligibility verification package shall include:

- The Verification Summary for the WIA application printed from VOS;
- A copy of the WIA Program Application signed by the applicant and parent or guardian if applicant is under 18 years of age; and
- Supporting documentation as specified on the WIA Application Verification Summary for the eligibility items requiring documentation as specified above.

If the quarterly 25% review reveals a pattern of mistakes, the LWIA may require a more extensive review of up to 100%.

**Inquiries:** Questions pertaining to this instruction should be directed to Judy Gaymon at (843) 669-3138 or [j-gaymon@peedeecog.org](mailto:j-gaymon@peedeecog.org).

  
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for Workforce Development Director