

**PEE DEE WIA INSTRUCTION NUMBER:** WIA 11-003

**TO:** Pee Dee LWIA Youth Grantees

**SUBJECT:** State WIA Instruction Number 11-01 – Guardian Signatures

**ISSUANCE DATE:** July 11, 2011

**EFFECTIVE DATE:** Immediately

**PURPOSE:** The purpose of this instruction is to transmit the revised state policy regarding the requirement for guardian signatures for WIA youth applicants.

**ACTION:** As outlined in attached State Instruction 11-01, effective immediately the revised term for “guardian” should be utilized when considering guardianship for the purpose of the required guardian signature on the WIA youth application for applicants under 18 years of age. However, for determination of family size and family income, grantees should continue to follow the previous definition for family provided in the WIA eligibility training package during state-sponsored eligibility training.

**INQUIRIES:** Questions regarding this instruction may be directed to Judy Gaymon at [jgaymon@peedeecog.org](mailto:jgaymon@peedeecog.org) or 843-669-3138.

  
Vickie P. Tyner  
Workforce Development Director

PO Box 995  
1550 Gadsden Street  
Columbia, SC 29202  
www.dew.sc.gov



Nikki R. Haley  
Governor

John L. Finan  
Executive Director

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**STATE WIA INSTRUCTION NUMBER:** 11-01

**TO:** Local Workforce Investment Area Administrators

**SUBJECT:** Guardian Signatures

**ISSUANCE DATE:** July 11, 2011

**EFFECTIVE DATE:** Immediately

**PURPOSE:** This State Instruction redefines the guardian signature required for Workforce Investment Act (WIA) Youth applications.

**BACKGROUND:** The previous policy on the definition of guardian places undue hardship on youth applicants who require a parent or legal guardian signature. The State recognizes that many WIA eligible youth are supported by persons other than the parent or legal guardian. In an effort to make eligibility more efficient for this population, the State has revised the definition of guardian as it relates to the WIA application.


**POLICY:** The following definition and documentation should be used when determining guardianship as it relates to a parent/guardian signature for youth eligibility.

A **Parent/Guardian Signature** is required for applicants under the age of 18. The term "guardian," for a WIA Youth application, refers to any adult (at least 18 years of age or older) who is providing housing and financial support to the youth, regardless of legal status. In order to remain in compliance with WIA regulations, a Guardianship Form for local WIA use is attached. The form must be completed by the adult guardian at the time of application and maintained in the applicant's case file.

**NOTE:** The definition of guardian authorized to sign the WIA application differs from the definition of guardian as it relates to family size. According to the WIA definition of family, a guardian's income should not be included in the family income unless documentation of legal guardianship or adoption can be provided.

**ACTION:** You are responsible for the distribution and implementation of this policy within your local workforce system.

**INQUIRY:** Questions may be directed to Mary Jo Schmick at (803) 737-2708 or [mschmick@dew.sc.gov](mailto:mschmick@dew.sc.gov).

  
Margaret Torrey  
Assistant Executive Director  
Employment and Training

Attachment

**LWIA Guardianship Form**

On \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_ PERSONALLY appeared before  
*(adult petitioner)*

me, \_\_\_\_\_, to establish guardianship for \_\_\_\_\_ and  
*(LWIA representative)* *(youth applicant)*

attest to the following:

1. I am a resident of South Carolina residing at

\_\_\_\_\_  
*(physical address)*

2. The child, \_\_\_\_\_, born \_\_\_\_\_, has resided with me since  
*(youth applicant)*

\_\_\_\_\_, 20\_\_\_\_. The child's relationship to me is \_\_\_\_\_.

3. I have been providing shelter and financial support to \_\_\_\_\_  
*(youth applicant)*  
since \_\_\_\_\_, 20\_\_\_\_.

4. The child resides with me as a result of

- \_\_\_ a. the death, serious illness or incarceration of a parent/legal guardian
- \_\_\_ b. the relinquishment by a parent/legal guardian of the complete control of the child as evidenced by the failure to provide substantial financial support and parental guidance
- \_\_\_ c. abuse or neglect by a parent/legal guardian
- \_\_\_ d. the physical or mental condition of the a parent/legal guardian is such that he/she cannot provide adequate care and supervision of the child
- \_\_\_ e. the child or the child's parent/legal guardian does not have a fixed, regular and adequate nighttime residence or the nighttime residence is a shelter or institution that provides temporary living accommodations

5. The specific circumstances which led to this living arrangement are as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_  
*(adult petitioner)*

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
*(LWIA representative)*

Date: \_\_\_\_\_