



OKLAHOMA WORKFORCE DEVELOPMENT ISSUANCE # 02-2014

TO: Workforce Investment Board Staff

FROM: Deidre D. Myers, Deputy Director
Office of Economic and Workforce Policy

DATE: March 5, 2014

SUBJECT: Data Validation, Program Eligibility and Document Uploader Requirements for the WIA Youth Program

COMMENT PERIOD: This policy was opened September 26, 2013 for a 30-day comment period per action of the Governor's Council for Workforce and Economic Development (GCWED). Comments received were reviewed by the Youth Policy Workgroup. Changes to this policy as a result of the comments received were made with the unanimous consent of the workgroup. The comments and workgroup responses are detailed in Attachment H.

PURPOSE: To provide staff with specific guidelines and policy on eligibility/data element validation (DEV) and subsequent documentation requirements for the Workforce Investment Act (WIA) Youth Program.

REFERENCES:

- a. Training and Employment Guidance Letter (TEGL) No 28-11 "Program Year (PY) 2011/Fiscal Year 2012 Performance Reporting and Data Validation Timelines."
- b. Oklahoma Employment and Training Issuance (OETI) 25-2009 "Veterans Priority of Service."
- c. TEGL No. 17-05 and TEGL 17-05, Change 1, "Common Measures Policy for the Employment and Administration's Performance Accountability System and Related Performance Issues."
- d. TEGL No. 3-03 and subsequent changes 1-3, "Data Validation Policy for Employment and Training Programs."
- e. USDOL WIA DRVS Handbook for DRVS 7.2, April 2009.
- f. TEGL No. 30-10, Youth Program Guidance PY11
- g. TEGL No.5-12, Youth Program Guidance PY12
- h. TEGL No. 33-12, Youth Program Guidance PY13

BACKGROUND: The United States Department of Labor Employment and Training Administration (DOLETA) issued Training and Employment Guidance Letter (TEGL) 27-10 and TEGL 27-10 change 1, aligning more DEV requirements with the type of service given. The DOLETA WIA Data Reporting and Validation System (DRVS) User Handbook (August 2009) substantially reduced the administrative burden of Data Element Validation by allowing documents to be scanned and uploaded to Oklahoma Service Link (OSL) participant files for verification of program eligibility, DEV and service elements. This will allow case file monitoring and DEV to be done electronically and alleviate the unnecessary burden of maintaining paper case files.

MESSAGE: This Oklahoma Workforce Development Issuance (OWDI) is intended to clarify documentation procedures that minimize the burden of validation and monitoring case file documentation, while remaining respectful of the need to ensure integrity of these requirements and report accurate information to the United States Department of Labor (USDOL) regarding the characteristics, activities and outcomes of the participants that are served. In

alignment with President Obama's Green Initiative, this OWDI requires that documents previously copied and kept in paper case files now be electronically scanned and uploaded to OSL participant records to develop a virtual case file.

DEV and Program Eligibility Requirements for the Youth Program

I. General Eligibility/DEV Requirements

All demographic characteristics that apply to the client must be correctly and accurately entered into OSL prior to the program enrollment. Characteristics used to verify program eligibility must be scanned and uploaded to OSL as outlined in **Attachment A** of this policy.

Minimum eligibility verification for the Youth Program consists of:

- Age/Date of Birth (youth applicant must be between 14 and 21 years of age);
- Selective Service Registration (if applicable); and
- Eligibility to Work in the United States.

PLUS

The youth must also fall into and provide document verification for one of the low-income categories listed below:

- Cash Public Assistance;
- Family Income at or below the Poverty Line or 70% of the Lower Living Standard Income Level (LLSIL), whichever is greater;
- Receives Food Stamps or Food Distribution Program on Indian Reservations (FDPIR) or has been determined eligible to receive Food Stamps or FDPIR within the 6-month period prior to application;
- Homeless;
- Publicly Supported Foster Child; **or**
- Individual with a disability whose own income is at or below the Poverty Line or 70% of the Lower Living Standard Income Level (LLSIL), whichever is greater.

AND

The youth must fall within one of the following Barrier categories:

- Basic Skills Deficient;
- School Dropout;
- Homeless, Runaway or Foster Child;
- Pregnant or Parenting;
- Offender; **or**
- **Locally Defined Barriers** - The State allows local areas to further define the "Requires Additional Assistance and Faces Serious Barriers to Employment" eligibility barriers using specific criteria. If utilizing this barrier for program eligibility, the caseworker must indicate on **Attachment B**, WIA Youth Eligibility Form, the specific criteria as defined locally

(i.e. participant has not worked more than 20 hours per week for a period of 12 weeks or more, per local policy).

5% Exception

If the applicant does not meet the “low-income” qualification, the applicant may still qualify under the 5% Exceptions Rule. Not more than 5% of participants assisted in each local area may be individuals who do not meet the minimum income criteria to be considered eligible youth. In order to qualify under the 5% Exceptions Rule, the applicant must fall into one of the following categories and provide a verification source.

- School Dropout;
- Basic Skills Deficient;
- Below Grade Level
- Pregnant or Parenting;
- Individual with a Disability (including learning disability);
- Homeless or Runaway;
- Offender; **or**
- Serious barriers to employment as identified by the Local Board in local policy.

II. Types of Source Documentation

1. **Self-Attestation** prior to the delivery of a program service that includes enrollment into the WIA Youth Program requires that data entered in OSL by the client during the program enrollment process be thoroughly reviewed and verified with the participant’s virtual signature. If the youth is under the age of 18, OSL accommodates a parental, guardian or other authorized adult’s virtual signature for self-attestation. *It is imperative that this information be correct prior to the participant’s self-attestation.* Self-Attestation occurs when:

- Staff and participant will review all basic demographic characteristics recorded in the participant’s OSL Demographic Snapshot prior to the participant’s enrollment into a WIA funded program. The participant then self-attests that the information reviewed prior to the program enrollment is true and correct by entering a “virtual signature.” Staff may at that point proceed to the appropriate WIA Program enrollment and the entry of the first program service.
- If it is determined that the demographic characteristics obtained prior to the virtual signature and program enrollment was not accurate a request for a correction to the snapshot can be made to Local Workforce Investment Area designated staff. ***If the snapshot is corrected or changed after the initial self-attestation, the participant is required to return to the office and virtually resign the OSL Demographic Snapshot in the virtual case file. The virtual signature can’t be done remotely and must be done in the presence of the participant’s case manager.***

2. **Staff Verification** of eligibility and/or source documentation in the form of a detailed case note will be allowed for some program services and will be used to comply with some requirements as indicated in **Attachment A** of this policy when:

- Staff reviews allowable source document to determine accuracy of the data being validated and

ensures the corresponding OSL entry match the information on the source document. Staff then records in OSL Program Notes, as indicated in **Attachment A**. The following information *must* be included:

- a. Specific data element being validated;
- b. Specific source document used for verification;
- c. Date the verification occurred, if different from the data entry date; and
- d. Pertinent information as presented on the source document

NOTE: It is required that the staff person verifying the “source” document and information in OSL be the one entering the Program Note.

3. **Scanned documentation** is required to verify some eligibility/data element validation criteria, as indicated in **Attachment A** of this policy, prior to the participant’s receipt of any program services. Documentation requirements are met when the following procedures are followed:

- Staff reviews and scans a copy of the appropriate source document used to verify the eligibility/DEV item and uploads the scanned document to OSL screens as outlined in **Attachment A**.

4. **Oklahoma Service Link (OSL)** may be used as a source for some criteria if detailed information is provided. For example, OSL may be used to verify the date of the first training service if all of the following information is included in the service entry: actual start date, O*NET-SOC, CIP, Training Agent ID and Training Provider name.

5. **Telephone Verification** is yet another method of documenting eligibility criteria and/or the validity of certain data elements as indicated in **Attachment A**. The information obtained must be documented by completing the sample “Telephone Verification Form for Youth Programs” included as **Attachment D** or a similar board developed form. This form must be scanned and uploaded to the proper OSL screens once complete.

III. Types of Validation Rules

1. **Match** means the document used to verify the information is exactly the same as the source document outlined in **Attachment A** and the information from the source document accurately matches what has been entered in OSL. For example, if the allowable source document is a birth certificate and date of birth is being verified, the date on the birth certificate must be exactly the same date entered as the date of birth in OSL. It should be noted that whenever a date is entered into OSL it must match exactly the date on the document used to verify the information.

2. **Support** means that the information contained in the documentation that was scanned and uploaded to the OSL case file, for instance, provides enough information to support the accuracy of the data in the participant’s OSL record. *For example, information in OSL that indicates a participant is homeless or a high school dropout at the time of WIA program enrollment can be **supported** by a participant’s virtual*

*signature verifying that all demographic characteristics provided at the time of enrollment was true and correct. Another example of support documentation would be verification that a youth was low income at the time of participation. Documents must be provided and uploaded as outlined in **Attachment A** to support the youth's low income status.*

IV. Specific Program Eligibility/Data Element Validation Interpretations

- 1. Selective Service Registration** – A male youth between the ages of 18-21 that cannot provide proof of Selective Service registration at the point of program enrollment is not eligible for participation in the WIA programs and must be referred to the Selective Service for registration. Program enrollment may commence after the registration process has been completed. If a youth is under 18 years of age at the time of enrollment into the WIA Youth Program but turns 18 while still receiving WIA funded services, the Case Manager must verify the youth has registered with Selective Service and document the registration per validation method and OSL requirements outlined in **Attachment A** of this policy. Additional information on the registration process is available at www.sss.gov.
- 2. Veteran Status and Priority of Service** – Service to veteran youth will follow the Priority of Service guidelines as established under the Veteran's Employment and Training Service (VETS) program. There is a discrepancy between the allowed source documents used to validate veteran status under USDOLETA's WIA Data Element Validation policy, and verification requirements for participation in the VETS Program, which significantly hinders service delivery under the WIA Youth Program. Specifically, the VETS Program eligibility allows self-attestation of veteran status with no source documentation to support the claim; whereas a veteran that receives services under WIA Title I programs, including the Youth Program, must provide a DD-214, a letter from the Veterans Administration or cross-match with veteran data. To maintain compliance with WIA Title I Data Element Validation and provide veterans with the priority services they deserve, staff should not deny provision of services to a veteran who does not have a document verifying veteran status at the time the service is provided. The service must be given and a program note entered indicating that service was provided in keeping with the Veterans Priority of Service Policy and that the documentation will be obtained when the veteran returns for additional service.
- 3. Participant Characteristics: Needs and Barriers** – OSL will be used as the verification source for participant self-attestation of all demographic characteristics not used for eligibility determinations. All screens must be reviewed with the individual prior to the receipt of the first staff assisted service. Any characteristics that apply to that individual must be correctly and accurately entered into OSL prior to self-attestation and the entry of a program enrollment. Specific program eligibility and DEV requirements will be documented as reflected in **Attachment A** of this policy.

NOTE: Individuals must have paper or scanned documentation only for the characteristics, income status and needs and barriers used to establish eligibility to receive WIA Youth services. Any characteristics not used to establish eligibility will be verified using OSL self-attestation as the source.

- 4. Disability Status** – Even though OSL inquires about an individual's disability status, additional documentation/validation is not required unless needed for WIA program eligibility. Customers are asked to *voluntarily respond* to a question about their disability status to comply with Equal Employment

Opportunity programmatic eligibility requirements.

- 5. OSL Pending Enrollment Queue** - Oklahoma Service Link generates potential program eligibilities based on demographic characteristics entered by the participant during self-registration and expanded eligibilities based on additional characteristics entered into OSL by the staff during the intake process. The OSL “potential eligibility” determination and the ability to enroll a client into one of these programs remain valid for 45 days. At the end of 45 days, the client is considered ineligible and the ability to enroll expires. In order to re-determine eligibility, the OSL Demographic Characteristics must be reviewed and updated to ensure that any changes in the client’s status are taken into consideration.

When a client is enrolled in the Youth Program, that enrollment enters into a pending queue for supervisor approval prior to the enrollment becoming finalized. The supervisor should verify the client’s eligibility including uploaded documentation, self-attestation and OSL notes. The supervisor must either approve or deny the enrollment request. When denying the enrollment the supervisor must make a note as to why the enrollment has been denied. The enrollment approval/denial process must take place within 45 days of the enrollment request or the request will be denied by state administrators and eligibility will need to be re-determined. Supervisors should pay special attention to the youth’s date of birth, eligibility date and enrollment date to ensure that the youth has not aged out of eligibility during the time between the determination of eligibility and program enrollment.

- 6. WIA Youth Eligibility Form** – The State of Oklahoma requires that “The WIA Youth Eligibility Form,” **Attachment B**, must be filled out completely indicating what criteria and source documents are being used to verify eligibility. Additionally, the WIA Youth Eligibility Form *must be uploaded into each participant’s virtual case file*.

NOTE: Case managers must *record all applicable needs and barriers* pertaining to a Youth program participant in the OSL Universal Demographics Screen. However, only the items used to verify eligibility require uploaded documentation in the participant virtual case file.

V. OSL Document Uploader for Paperless Case Management

Oklahoma Service Link has been programmed with the ability to store scanned eligibility, DEV and outcome documentation and attach those documents to the virtual case file of a client receiving youth services. As defined in **Attachment A** of this policy, scanned and uploaded documentation will be required to verify eligibility, DEV, and service delivery. Although all participant demographic characteristics will be recorded electronically in Oklahoma Service Link (OSL), scanned and uploaded documentation will be required only to verify criteria used for program eligibility, DEV and any other criteria as outlined in **Attachment A** of this policy. It is the intent of this policy to move all documentation that is normally kept in a paper case file to the client’s virtual case file in Oklahoma Service Link. This will be a process. *As we venture into the world of virtual case management staff will find more and more uses for the document uploader. Attachment A (Documentation Guide) and Attachment B (WIA Youth Eligibility Form) will be updated to add additional source documents as the need arises without requiring new policy issuance. The updates will be indicated by a date change to the policy and a comment.*

Any information documented directly in OSL does not need to be printed out and uploaded. OSL is considered to be the source of the documentation.

RESCISSIONS: This issuance rescinds OETI 22-2009, WIA Youth Program Eligibility and DEV policy issued on December 8, 2009.

ACTION REQUIRED: Workforce Investment Board Staff and Center Managers are requested to widely distribute copies of this issuance to staff and partners within the Workforce Investment Area for immediate implementation. This is official state policy and should be kept in your permanent policy issuance file.

ATTACHMENTS:

- Attachment A – WIA Youth Programs Eligibility and Data Validation
- Attachment B – WIA Youth Eligibility Form
- Attachment C – WIA Youth Support Form
- Attachment D – WIA Youth Telephone Verification Form - SAMPLE
- Attachment E – WIA Income Calculation Worksheet, Part I and Part II
- Attachment F – WIA Youth Dropout Status Form
- Attachment G - List of Acceptable Documents to Verify Eligibility to Work
- Attachment H – Responses to Comments

INQUIRIES: If you have questions pertaining to this issuance, please contact Robyn Coman at robyn.coman@okcommerce.gov, (405) 815-5322.

WIA Youth Programs Eligibility and Data Validation

General Eligibility and Data Validation Documentation Requirements			
Eligibility / Validation Criteria	Eligibility / Validation Requirements	OSL Document Uploader and/or OSL Data Entry Requirements	Acceptable Source Document
<p>Age / Date of Birth</p>	<p>The Youth applicant must be between the ages of 14-21 at the time of participation in WIA Youth Programs.</p>	<p>Verification of Age/Date of Birth (DOB) is required using an acceptable source document to determine age. Staff must make sure that the DOB on the source document matches the OSL Universal Demographics.</p> <p>The acceptable source document must be scanned and uploaded as a Universal Documentation Item with the acceptable source document chosen from the dropdown and Eligibility and Validation both selected as the document type.</p> <p>Add a new document to the "Uploaded Documentation Section" of participant's "Case Details" page. Choose the appropriate acceptable source document from the drop down list and choose "Universal" as the item type. Choose the type of documentation as "Eligibility" and select the data elements that this document upload verifies and upload the document.</p> <p>*Note: Some documents may be source documents for more than one data element and need only to be uploaded one time provided all data elements it verifies are indicated prior to the upload.</p>	<p style="text-align: center;">MATCH</p> <ul style="list-style-type: none"> • Baptismal Record • Birth Certificate • DD-214, Report of Transfer or Discharge Paper • Driver's License • Federal, State, or Local Government ID card • Hospital Record of Birth • Passport • Public Assistance / Social Service Records • School Records or School ID • Work Permit • Cross-match with Department of Vital Statistics • Tribal Records • Court Records

Eligibility / Validation Criteria	Eligibility / Validation Requirements	OSL Document Uploader and/or OSL Data Entry Requirements	Acceptable Source Document
<p>Eligible Veterans Status</p>	<p>The individual is a person who served in the active U.S. military, for a period of less than or equal to 180 days, and who was discharged or released from such service under conditions other than dishonorable.</p> <p style="text-align: center;">Or</p> <p>The individual served on active duty for a period of more than 180 days and was discharged or released with other than a dishonorable discharge; or was discharged or released because of a service connected disability; or as a member of a reserve component under an order to active duty pursuant to section 167 (a), (d), or, (g), 673 (a) of Title 10, U.S.C., served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with other than a dishonorable discharge.</p> <p style="text-align: center;">Or</p> <p>The individual is a person who is (a) the spouse of any person who died on active duty or of a service connected disability, (b) the spouse of any member of the Armed Forces serving on active duty who at the time of application for assistance under this part, is listed, pursuant to 38 U.S.C 101 and the regulations issued there under, by the Secretary concerned, in one or more of the following categories and has been so listed for more than 90 days:</p> <p>(i) missing in action;</p> <p>(ii) captured in the line of duty by a hostile force;</p> <p>(iii) forcibly detained or interned in the line of duty by a foreign government or power; or</p> <p>(c) The spouse of any person who has a total disability permanent in nature resulting from a service-connected disability or the spouse of a veteran who died while a disability so evaluated was in existence.</p>	<p>Verification of the participant's Veterans Status is done by review of the OSL demographics. When verified staff must:</p> <p>Add a new document to the "Uploaded Documentation Section" of participant's "Case Details" page. Choose the appropriate acceptable source document from the drop down list and choose "Universal" as the item type. Choose the type of documentation as "Validation" and select the data elements that this document upload verifies and upload the document. **</p> <p>*Note: Some documents may be source documents for more than one data element and need only be uploaded one time provided the data elements it verifies are indicated prior to the upload.</p> <p>**If a source document is not available at the time a service is provided a program note must be entered indicating that the service was provided in keeping with the Veterans Priority of Service Policy and that the documentation will be obtained when the veteran returns for additional service</p>	<p style="text-align: center;">SUPPORT</p> <ul style="list-style-type: none"> • DD-214 • Letter from the Veterans Administration • Cross-Match with Veterans Data <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> • Program note indicating documentation will be obtained when the veteran returns for additional service.

Eligibility / Validation Criteria	Eligibility / Validation Requirements	OSL Document Uploader and/or OSL Data Entry Requirements	Acceptable Source Document
<p>Selective Service</p> <p>Males only, 18 years and older.</p>	<p>Section 189 (h) of WIA requires that a determination of military Selective Service (SS) registration status be made prior to enrollment in WIA Youth funded programs.</p> <p>All males who are at least 18 years of age and born after December 31, 1959, and who are not in the Armed Services on active duty, must be registered with the SS.</p> <p>Males who cannot provide proof of SS Registration must be referred to the SS for registration.</p> <p>Note: If a youth is under 18 years of age at the time of enrollment into the WIA Youth Program but turns 18 while still receiving WIA funded services, the Case Manager must verify the youth has registered with Selective Service and document the registration per validation method and OSL requirements outlined in this policy.</p>	<p>Verification of Selective Service is required using an acceptable source document to determine Selective Service registration. When verified, staff must:</p> <ol style="list-style-type: none"> 1. Record and/or verify the “SS” in the OSL Universal Demographics screen; and 2. Add a new document to the “Uploaded Documentation Section” of participant’s “Case Details” page. Choose the appropriate acceptable source document from the drop down list and choose “Universal” as the item type. Choose the type of documentation as “Eligibility” and select the data elements that this document upload verifies and upload the document. <p>*Note: Some documents may be source documents for more than one data element and need only be uploaded one time provided the data elements it verifies are indicated prior to the upload.</p>	<p>SUPPORT</p> <ul style="list-style-type: none"> • Selective Service Status Information Letter • Selective Service Registration Card • Selective Service Registration Record (Form 3A) • Selective Service Verification Form • Stamped Post Office Receipt of Registration • US Selective Service Verification (Internet) www.sss.gov
<p>Eligible to Work in the United States</p>	<p>Youth ages 14 and older must be eligible to work in the United States at the time of participation.</p>	<p>Staff reviews eligible to work information with the participant in the OSL Demographic Snapshot. The participant then self-attests that the status is true and correct by entering their virtual signature on the OSL Demographic Snapshot.</p> <p>Staff then adds the appropriate source document as a new document to the “Uploaded Documentation Section” of participant’s “Case Details” page. Choose the appropriate acceptable source document from the drop down list and choose “Universal” as the item type. Choose the type of documentation as “Eligibility” and select the data elements or programs that this document upload verifies and upload the document.</p>	<p>SUPPORT</p> <p>(documents with expiration dates must be reviewed at subsequent enrollments)</p> <ul style="list-style-type: none"> • United States Birth Certificate • Native American Tribal Documentation • US Passport • Verification document(s) from List A of attachment G of this policy • Verification document(s) from Lists B and C of attachment G of this policy • Naturalization Certificate

Eligibility / Validation Criteria	Eligibility / Validation Requirements	OSL Document Uploader and/or OSL Data Entry Requirements	Acceptable Source Document
<p>Homeless Individual</p> <p>Basic Demographic Characteristic Or Eligibility Verification</p>	<p>WIA Section 101 (25)(D) An individual who qualifies as a homeless individual, as defined in subsections (A) AND (C) of the Stewart B. McKinney Homeless Assistance Act. The McKinney-Vento Homeless Education Assistance Act (42 U.S.C. § 11431-11435) defines homeless children or youth as those individuals who lack a fixed, regular and adequate nighttime residence. The Oklahoma State Department of Education states the following definitions may provide guidance:</p> <ol style="list-style-type: none"> 1. Fixed: A fixed residence is one that is stationary, permanent and not subject to change. 2. Regular: A regular residence is one which is used on a regular basis. 3. Adequate: An adequate residence is one that is sufficient for meeting both the physical and psychological needs typically met in home environments. <p>This includes any individual who has a primary night time residence that is a publicly or privately operated shelter for temporary accommodation; an institution providing temporary residence for individuals intended to be institutionalized; or a public or private place not designed for or ordinarily used as a regular sleeping accommodation.</p>	<p>Participant self-attestation to verify homeless status at registration is required prior to enrollment into the WIA Youth Program. Staff reviews the homeless status with the participant in the OSL Demographic Snapshot. The participant then self-attests that the status is true and correct by entering their virtual signature on the OSL Demographic Snapshot prior to proceeding to the enrollment.</p> <p style="text-align: center;">Uploading Documentation for Eligibility</p> <p>Staff then adds the appropriate source document as a new document to the “Uploaded Documentation Section” of participant’s “Case Details” page. Choose the appropriate acceptable source document from the drop down list and choose “Enrollment” as the item type. Choose the type of documentation as “Eligibility” and select the data elements or programs that this document upload verifies and upload the document.</p> <p>*Note: Some documents may be source documents for more than one data element and need only be uploaded one time provided the data elements it verifies are indicated prior to the upload.</p>	<p style="text-align: center;">SUPPORT Basic Demographic Characteristic Requirement</p> <ul style="list-style-type: none"> • Self-Attestation by virtual signature <p style="text-align: center;">Documents for Eligibility Verification</p> <ul style="list-style-type: none"> • Written statement from a Shelter • Written Statement from Social Service agency • Telephone Verification Form documenting current housing status (Attachment D)
<p>Runaway Youth</p> <p>Basic Demographic Characteristic Or Eligibility Verification</p>	<p>A youth under 18 years of age who removes himself/herself from home or place of legal residence without the permission of a parent or guardian.</p>	<p>Participant self-attestation to verify runaway youth status at registration is required prior to enrollment into the WIA Youth Program. Staff reviews the runaway status with the participant in the OSL Demographic Snapshot. The participant then self-attests that the status is true and correct by entering their virtual signature on the OSL Demographic Snapshot prior to proceeding to the enrollment.</p> <p style="text-align: center;">Uploading Documentation for Eligibility</p> <p>Staff adds the appropriate source document as a new document to the “Uploaded Documentation Section” of participant’s “Case Details” page. Choose the appropriate acceptable source document from the drop down list and choose “Enrollment” as the item type. Choose the type of documentation as “Eligibility” and select data elements or programs that document upload verifies and upload.</p>	<p style="text-align: center;">SUPPORT Basic Demographic Characteristic Requirement</p> <ul style="list-style-type: none"> • Self-Attestation by virtual signature <p style="text-align: center;">Documents for Eligibility Verification</p> <ul style="list-style-type: none"> • Written statement from a Shelter • Written statement from Social Service agency • Telephone Verification Form documenting runaway status (Attachment D)

Eligibility / Validation Criteria	Eligibility / Validation Requirements	OSL Document Uploader and/or OSL Data Entry Requirements	Acceptable Source Document
<p>Offender</p> <p>Basic Demographic Characteristic Or Eligibility Barrier</p>	<p>If the individual is a person who either is or has been subject to any stage of the criminal justice process for committing a status offense or delinquent act, or requires assistance in overcoming barriers to employment resulting from a record of arrest or conviction for committing delinquent acts, such as crimes against persons, crimes against property, status offenses, or other crimes.</p> <p>A status offense is the illegal behavior of a child (under the age of 18 years old), that if committed by an adult would not be considered a criminal activity, such as truancy, possession and/or consumption of alcohol, curfew violations, and purchase of cigarettes.</p>	<p>Participant self-attestation to verify offender status at registration is required prior to enrollment into the WIA Youth Program. Staff reviews the offender status with the participant in the OSL Demographic Snapshot. The participant then self-attests that the status is true and correct by entering their virtual signature on the OSL Demographic Snapshot prior to proceeding to the program enrollment.</p> <p>Uploading Documentation for Eligibility</p> <p>Staff then adds the appropriate source document as a new document to the "Uploaded Documentation Section" of participant's "Case Details" page. Choose the appropriate acceptable source document from the drop down list and choose "Enrollment" as the item type. Choose the type of documentation as "Eligibility" and select the data elements or programs that this document upload verifies and upload the document.</p> <p>*Note: Some documents may be source documents for more than one data element and need only be uploaded one time provided the data elements it verifies are indicated prior to the upload.</p>	<p>SUPPORT Basic Demographic Characteristic Requirement</p> <ul style="list-style-type: none"> • Self-Attestation by virtual signature <p>Documents for Eligibility Verification</p> <ul style="list-style-type: none"> • Documents from the Juvenile/Criminal Justice System • Court Documents • Letter of Parole • Letter from Probation Officer • Police Records • Telephone Verification documenting offender status (Attachment D)

Eligibility / Validation Criteria	Eligibility / Validation Requirements	Validation Method and OSL Documentation	Acceptable Source Document
<p>Pregnant Or Parenting Youth</p> <p>Basic Demographic Characteristic Or Eligibility Barrier</p>	<p>An individual who is either under 22 years of age and who is pregnant, or an individual (male or female) who is providing custodial care for one or more dependents under the age of 18.</p> <p>NOTE: Males do not qualify as a parenting youth until the child is born</p>	<p>Participant self-attestation to verify pregnant or parenting youth status at registration is required prior to enrollment into the WIA Youth Program. Staff reviews the pregnant or parenting youth status with the participant in the OSL Demographic Snapshot. The participant then self-attests that the status is true and correct by entering their virtual signature on the OSL Demographic Snapshot prior to proceeding to the program enrollment.</p> <p>Uploading Documentation for Eligibility Staff then adds the appropriate source document as a new document to the "Uploaded Documentation Section" of participant's "Case Details" page. Choose the appropriate acceptable source document from the drop down list and choose "Enrollment" as the item type. Choose the type of documentation as "Eligibility" and select the data elements or programs that this document upload verifies and upload the document.</p> <p>*Note: Some documents may be source documents for more than one data element and need only be uploaded one time provided the data elements it verifies are indicated prior to the upload.</p>	<p>SUPPORT Basic Demographic Characteristic Requirement</p> <ul style="list-style-type: none"> • Self-Attestation by virtual signature <p>Documents for Eligibility Verification</p> <ul style="list-style-type: none"> • Program note stating observation of pregnancy status • Child's birth certificate • Doctor's note confirming pregnancy • Hospital record of live birth • Court order establishing paternity • Legal/formal custody agreement • Child support order and proof of payment • Most Recent Tax Account Transcript obtained through www.irs.gov • Social services agency printout/verification showing that child is on applicant's case • Receipts or other documentation (such as a health insurance or medical card) showing that applicant provides support for child (i.e. food, clothing, shelter, daycare, medical expenses, health insurance, etc.) • Child' school or daycare records • Medical records • Telephone Verification Form with Social Service Agency verifying pregnant/parenting status

Eligibility / Validation Criteria	Eligibility / Validation Requirements	Validation Method and OSL Documentation	Acceptable Source Document
<p>Basic Literacy Skills Deficient</p> <p>Basic Demographic Characteristic Or Eligibility Barrier</p>	<p>An individual that:</p> <ol style="list-style-type: none"> 1. Computes or solves problems, reads, writes or speaks English at or below the 8th (8.9 or below) grade level on a generally accepted standardized test or a comparable score on a criterion reference test. 2. Is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society. <p>Note: Grade level scores below 9.0 (i.e. 8.9) should be considered as "at or below the 8th grade level."</p>	<p>Participant self-attestation to verify basic skills deficient status at registration is required prior to enrollment into the WIA Youth Program. Staff reviews the basic skills deficient status with the participant in the OSL Demographic Snapshot. The participant then self-attests that the status is true and correct by entering their virtual signature on the OSL Demographic Snapshot prior to proceeding to the program enrollment.</p> <p>Uploading Documentation for Eligibility Staff then adds the appropriate source document as a new document to the "Uploaded Documentation Section" of participant's "Case Details" page. Choose the appropriate acceptable source document from the drop down list and choose "Enrollment" as the item type. Choose the type of documentation as "Eligibility" and select the data elements or programs that this document upload verifies and upload the document.</p> <p>*Note: Record Test Scores in the appropriate testing fields in the OSL Enrollment Details screen.</p>	<ul style="list-style-type: none"> • Generally Accepted Standardized Test listed in current federal policy within the 6-month period prior to enrollment • A copy of school records documenting testing within the 6-month period prior to enrollment that includes actual scores from a generally accepted standardized test listed in current federal policy.
<p>School Dropout</p> <p>Basic Demographic Information Or Eligibility Barrier</p>	<p>An individual who is no longer attending any secondary school and who has not received a secondary school diploma or its recognized equivalent.</p> <p>Note: Youth enrolled in alternative schools are not school dropouts.</p>	<p>Participant self-attestation to verify dropout status at registration is required prior to enrollment into the WIA Youth Program. Staff reviews the dropout status with the participant in the OSL Demographic Snapshot. The participant then self-attests that the status is true and correct by entering their virtual signature on the OSL Demographic Snapshot prior to proceeding to the program enrollment.</p> <p>Uploading Documentation for Eligibility Staff adds the appropriate source document as a new document to the "Uploaded Documentation Section" of participant's "Case Details" page. Choose the appropriate acceptable source document from the drop down list and choose "Enrollment" as the item type. Choose the type of documentation as "Eligibility" and select the data elements or programs that this document upload verifies and upload.</p>	<p>SUPPORT</p> <p>Basic Demographic Characteristic Requirement</p> <ul style="list-style-type: none"> • Self-Attestation by virtual signature <p>Documents for Eligibility Verification</p> <ul style="list-style-type: none"> • Enrollment Record/Transcripts • Attendance Report • School Documentation/ Letter • Telephone Verification Form – Attachment D (documenting dropout status) • WIA Youth Dropout Status Form – Attachment F

Eligibility / Validation Criteria	Eligibility / Validation Requirements	Validation Method and OSL Documentation	Acceptable Source Document
<p>Foster Care Child</p> <p>Basic Demographic Characteristic Or Eligibility Barrier</p>	<p>An individual currently in foster care or has been in the Foster Care system at any point during his/her lifetime.</p>	<p>Participant self-attestation to verify foster care status at registration is required prior to enrollment into the WIA Youth Program. Staff reviews the foster care status with the participant in the OSL Demographic Snapshot. The participant then self-attests that the status is true and correct by entering their virtual signature on the OSL Demographic Snapshot prior to proceeding to the program enrollment.</p> <p>Uploading Documentation for Eligibility Staff then adds the appropriate source document as a new document to the "Uploaded Documentation Section" of participant's "Case Details" page. Choose the appropriate acceptable source document from the drop down list and choose "Enrollment" as the item type. Choose the type of documentation as "Eligibility" and select the data elements or programs that this document upload verifies and upload the document.</p>	<p>SUPPORT Basic Demographic Characteristic Requirement</p> <ul style="list-style-type: none"> Self-Attestation by virtual signature <p>Documents for Eligibility Verification</p> <ul style="list-style-type: none"> Confirmation from Social Service Agency Court Documentation Verification of payments made on behalf of the child Written statement from State or Local agency Telephone Verification Form – Attachment D (documenting foster care status)
<p>Requires Additional Assistance</p> <p>(As defined by Local Board policy)</p> <p>SUPPORT Basic Demographic Characteristic Requirement</p> <p>Basic Demographic Information Or Eligibility Barrier</p>	<p>An individual who requires additional assistance to complete an educational program or to secure and hold employment.</p>	<p>Participant self-attestation to verify requires additional assistance status at registration is required prior to enrollment into the WIA Youth Program. Staff reviews the required additional assistance status with the participant in the OSL Demographic Snapshot. The participant then self-attests that the status is true and correct by entering their virtual signature on the OSL Demographic Snapshot prior to proceeding to the program enrollment.</p> <p>Uploading Documentation for Eligibility Staff then adds the appropriate source document as a new document to the "Uploaded Documentation Section" of participant's "Case Details" page. Choose the appropriate acceptable source document from the drop down list and choose "Enrollment" as the item type. Choose the type of documentation as "Eligibility" and select the data elements or programs that this document upload verifies and upload.</p>	<p>SUPPORT Basic Demographic Requirement</p> <ul style="list-style-type: none"> Self-Attestation by virtual signature <p>Documents for Eligibility Verification</p> <ul style="list-style-type: none"> Documentation as required by Local Board Policy

Eligibility / Validation Criteria	Eligibility / Validation Requirements	OSL Document Uploader and/or OSL Data Entry Requirements	Acceptable Source Document
<p>Low Income</p>	<p style="text-align: center;">“Low Income Individual” Definition</p> <p>An individual who—</p> <p>(A) receives, or is a member of a * family that receives, cash payments under a Federal, State, or local income-based public assistance program;</p> <p>(B) received an income, or is a member of a family *that received a total family income, for the 6-month period prior to application for the program involved (exclusive of UI compensation, child support payments, payments described in subparagraph (A) , and old-age and survivors insurance benefits received under section 202 of the SS Act that, in relation to family size, does not exceed the higher of—</p> <p>(i) the poverty line, for an equivalent period; or</p> <p>(ii) 70 percent of the lower living standard income level, for an equivalent period;</p> <p>(C) Is a member of a household that receives (or has been determined within the 6-month period prior to application for the program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977;</p> <p>(D) Qualifies as a homeless individual, as defined in subsections (a) and (c) of section 103 of the Stewart B. McKinney Homeless Assistance Act;</p> <p>(E) Is a foster child on behalf of whom State or local government payments are made; or</p> <p>(F) In cases permitted by regulations promulgated by the Secretary of Labor, is an individual with a disability whose own income meets the requirements of a program described in subparagraph (A) or (B), but who is a member of a family whose income does not meet such requirements.</p> <p>* (WIA § 101(15) The term “family” means two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories:</p> <p>(A) A husband, wife, and dependent children.</p> <p>(B) A parent or guardian and dependent children.</p> <p>(C) A husband and wife.</p> <p>Any individual not meeting the above definition of family is considered to be a family of one.</p> <p>Dependent Youth– Includes those children under the age of 18 or any youth attending secondary school, regardless of age, living with parent(s)/guardian or other responsible adult unless they have children of their own or are legally married.</p>	<p>Participant self-attestation to verify low income status at registration is required prior to enrollment into the WIA Youth Program. Staff reviews the low income status with the participant in the OSL Demographic Snapshot. The participant then self-attests that the status is true and correct by entering their virtual signature on the OSL Demographic Snapshot prior to proceeding to the program enrollment.</p> <p>Uploading Documentation for Eligibility The Low Income Monetary Determination” in the OSL Demographic Snapshot must be completed showing 6 months of income per family member when determining Low Income Eligibility based on part (B) or (F) of the Low Income Definition.</p> <p>The acceptable source document supporting Low Income is scanned and uploaded to appropriate program by choosing “Enrollment” as the item type. Choose the type of documentation as “Eligibility” and select the data elements or programs that this document upload verifies and upload the document.</p> <p>NOTE: Excludable income must be documented but supporting source documents are not required.</p>	<p style="text-align: center;">SUPPORT</p> <p><u>For Part (A), (C),(E) of Definition: (TANF, SSI, SNAP, Tribal Commodities or Foster Child)</u></p> <ul style="list-style-type: none"> • Public Assistant or Tribal Assistant Records or • Telephone Verification, Attachment D <p><u>For Part (D) of Definition: Homelessness</u></p> <ul style="list-style-type: none"> • See page 4 of Attachment A <p><u>For parts (B) and (F) of Definition: (Income below guidelines)</u></p> <ul style="list-style-type: none"> • .Family Size via Self Attestation by Virtual Signature or, if seeking eligibility as a Disabled Family of One, see page 10 of Attachment A; And • WIA Youth Support Form, Attachment C (if applicable to determine Family Size) And • WIA Income Calculation Worksheet, Attachment E, with supporting document(s) from list below to <u>document the family’s INCLUDABLE income</u>: • Alimony Agreement, • Bank Statements • Workers Compensation Award Letter • Employer Statement • Family or Business Financial records • Pay stubs • Pension/Retirement Benefit Statement • Quarterly Estimated Tax for Self-Employed Persons • Social Security Disability Insurance Records (SSDI) • Union Benefit Records • Award Letter from Veterans Administration • Insurance or Annuity Statement • Statement of Dividends, Interest, Net Rental, Royalties and/or Lottery/Gambling Winnings

Eligibility / Validation Criteria	Eligibility / Validation Requirements	OSL Document Uploader and/or OSL Data Entry Requirements	Acceptable Source Document
<p>Individual with a Disability</p> <p>Note: This is used solely to determine eligibility for program services. If participant is just identifying a characteristic, only self-attestation is required.</p>	<p>An individual that:</p> <ol style="list-style-type: none"> Has a physical or mental impairment that substantially limits one or more major life activities; Has a record of such impairment; or Is regarded as having such impairment. <p>Can be a disabled youth whose family does not meet income eligibility criteria under the Act be eligible for youth services?</p> <p>Yes, even if the family of a disabled youth does not meet the income eligibility criteria, the disabled youth may be considered a low-income individual if the youth's own income (a) meets the income criteria established in WIA section 101(25) (B); or (b) meets the income eligibility criteria for cash payments under any Federal, State or Local public assistance program (WIA Section 101(25) (F)).</p> <p>Individual with a Disability – Applicants whose family income exceeds the low-income limit may still qualify for participation in the WIA program provided that the applicant is an individual with a disability as defined by the Americans with Disabilities Act and has an individual income that does not exceed the greater of the Poverty Line or 70 percent of the Lower Living Standard Income Level.</p> <p><i>Use of Individualized Education Plan (IEP) to Document Disability Status</i> – The State of Oklahoma allows for the use of an Individualized Education Plan (IEP) to document disability status for a youth provided that:</p> <ul style="list-style-type: none"> The IEP used to document is the most current and is not more than 3 years old; <p style="text-align: center;">And</p> <ul style="list-style-type: none"> The IEP clearly documents the individual has a disability; and the disability documented is one that meets the definition set forth by Section 3 of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. 12102). (This definition is also listed in the State policy <i>WIA Youth Glossary</i>). 	<p>Characteristic Identification</p> <p>Participant self-attestation to verify disability status is required prior to enrollment into the WIA Youth Program. Staff reviews the disability status with the participant in the OSL Demographic Snapshot. The participant then self-attests that the status is true and correct by entering their virtual signature on the OSL Demographic Snapshot prior to proceeding to the program enrollment.</p> <p>Program Eligibility Requirements</p> <p>Verification of the individual's disability status for program participation is required using an acceptable source document. When verified, staff must:</p> <p>Scan and upload supporting Disability Status document as an “Enrollment” item type. Choose the type of Documentation as “Eligibility” and select the data elements or programs that this document upload verifies and upload the document.</p>	<p>SUPPORT</p> <p>Basic Demographic Characteristic Requirement</p> <ul style="list-style-type: none"> Self-Attestation by virtual signature <p>Program Eligibility Documentation</p> <ul style="list-style-type: none"> Letter from Drug or Alcohol Rehab Agency Medical Records Physician's Statement Psychiatrist's Diagnosis Social Security Disability Records Department of Veteran's Affairs Letter Vocational Rehabilitation Letter Worker's Compensation Record Psychologist's Diagnosis School Records / IEP Sheltered Workshop Certification OSDE form 9 <p>Income Documentation</p> <ul style="list-style-type: none"> May use source documents listed above under “Low Income”

Eligibility / Validation Criteria	Eligibility / Validation Requirements	OSL Document Uploader and/or OSL Data Entry Requirements	Acceptable Source Document										
<p>Other Public Assistance/ General Assistance</p> <p>Note: This is used solely to determine a characteristic of a participant and is NOT meant to be part of a low income determination</p>	<p>Participant that <i>has received in the previous six months</i>, cash assistance or other support services from one of the following:</p> <ul style="list-style-type: none"> Refugee Cash Assistance (RCA); Supplemental Security Income (SSI-SSA Title XVI); or Food Stamp Assistance. General Assistance (GA) (State/local government) 	<p>Program Eligibility Requirements</p> <p>Verification of the individual's public assistance status for program participation is required using an acceptable source document. When verified, staff must:</p> <p>Scan and upload supporting public assistance document as an "Enrollment" item type. Choose the type of Documentation as "Eligibility" and select the data elements or programs that this document upload verifies and upload the document.</p>	<p>SUPPORT</p> <ul style="list-style-type: none"> Copy of Public Assistance Check State Issued Medical Card Refugee Assistance Records Authorization to Receive Public Assistance TANF Public Assistance Records Telephone Verification Form Attachment D 										
<p>Youth 5% Exception</p> <p>Not more than 5% of participants assisted under Section 129 in each local area may be individuals who do not meet the minimum income criteria to be considered eligible youth, if such youth falls within one or more of these categories: Basic Skills Deficient, School Dropout, Below Grade Level, Pregnant or Parenting Youth, Individuals with Disabilities, Homeless or Runaway Youth, Offender, and/or Serious Barriers to Employment.</p>	<p>Below Grade Level</p> <p>An individual with educational attainment that is one or more grade levels below the grade level appropriate to the age of the individual.</p> <p>Appropriate grade levels by age on or before:</p> <table data-bbox="520 906 911 1013"> <tr> <td>September 1</td> <td><u>14</u></td> <td><u>15</u></td> <td><u>16</u></td> <td><u>17</u></td> </tr> <tr> <td>Grade Level</td> <td><u>9</u></td> <td><u>10</u></td> <td><u>11</u></td> <td><u>12</u></td> </tr> </table> <p>OR</p> <p>Has one of the following barriers:</p> <p>Basic Skills Deficient School Dropout Individual with One or More Disabilities Serious Barriers to Employment as Identified by Local Board Homeless Runaway Youth Pregnant or Parenting Youth Offender</p>	September 1	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	Grade Level	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<p>Staff must indicate that the youth meets the requirements for the 5% exception by answering "yes" that the youth falls within the 5% exception category</p> <p style="text-align: center;">And</p> <p>Is below grade level or falls within one of the identified categories and that category is documented in the OSL Needs and Barriers screen.</p> <p style="text-align: center;">And</p> <p>Ensures the acceptable source document supporting the applicable barrier is scanned and uploaded to appropriate program by choosing "Enrollment" as the item type. Choose the type of Documentation as "Eligibility" and select the data elements that this document upload verifies and upload the document.</p>	<p>SUPPORT</p> <p>Below Grade Level</p> <ul style="list-style-type: none"> Report Card School Records Telephone Verification Form Attachment D <p>Barriers</p> <p>Acceptable source documents for identified barrier must be uploaded as outlined in this policy.</p> <p>Local Board defined barrier must have document uploaded as outlined by local policy.</p>
September 1	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>									
Grade Level	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>									

Eligibility / Validation Criteria	Eligibility / Validation Requirements	OSL Document Uploader and/or OSL Data Entry Requirements	Acceptable Source Document
School Status at Participation	<p>Education Status at Participation can be one of five options:</p> <ol style="list-style-type: none"> 1. An individual who is attending any school – including middle (junior high) school, – or is being home-schooled but has not yet received a diploma or its recognized equivalent. 2. An individual who is attending alternative school, – but has not yet received a diploma or its recognized equivalent. 3. An individual who is not attending school but has received a secondary school diploma or its recognized equivalent. 4. An individual who has received a secondary school diploma or its recognized equivalent and is attending a post-secondary school or program, or is between school terms and intends to return to school. 5. Dropout – An individual who is not attending any school and has not received a secondary school diploma or its recognized equivalent. 	<p>Participant self-attestation to verify school status at participation is required prior to enrollment into the WIA Youth Program. Staff reviews the school status with the participant in the OSL Demographic Snapshot. The participant then self-attests that the status is true and correct by entering their virtual signature on the OSL Demographic Snapshot prior to proceeding to the program enrollment.</p>	<p>SUPPORT</p> <p>Participant self-attestation to school status at participation is required prior to enrollment into the WIA Youth Program.</p>
Date of Program Enrollment/ First Youth Service	<p>The date of program enrollment must be the same as the date that the participant began receiving any staff assisted services in a physical location funded by the program following the determination of eligibility.</p>	<p>The Program Enrollment Date must be recorded on the OSL Enrollment screen at the time of the first staff assisted service.</p> <p>Staff must ensure that the program enrollment date recorded in OSL reflects the actual date the first staff assisted service was provided and recorded in OSL Service and Training Plan or Quick Service. No further documentation outside of OSL is required.</p>	<p>MATCH</p> <ul style="list-style-type: none"> • OSL Service & Training Plan • OSL Quick Service • OSL Enrollment Screen
Gap in Service	<p>A participant shall not be considered exited if there is a gap in service of greater than 90 days but no more than 180 days due to one of the following circumstances:</p> <ul style="list-style-type: none"> • A delay before the beginning of training; • Health/medical condition or providing care for a family member with a health/medical condition; or • Temporary move from the area that prevents the individual from participating in services, including National Guard or other related military service. <p>The gap must be related to one of the above circumstances and can last no longer than 180 days. A consecutive gap in service of up to 180 days following the initial 180 days may be entered if the gap is utilized to resolve the issues that prevented the participant from completing program services that lead to employment.</p>	<p>Staff enters the gap start date and the gap end date in the “Schedule a Service Gap” screen in the program enrollment. Staff must also enter a detailed reason for the gap in service. A “scheduled” service in the OSL service and training plan must reflect the scheduled service for which the gap was initiated.</p>	<p>SUPPORT</p> <ul style="list-style-type: none"> • Schedule a Service Gap Link <li style="padding-left: 40px;">And • Detailed program note(s) <li style="padding-left: 40px;">And • Scheduled Service in the Service and Training Plan

Type of Service	Definition	OSL Entry and Uploader Requirements	Acceptable Source Documents
<p>Adult Mentoring</p>	<p>The purpose of mentoring is to provide a participant with the opportunity to develop a positive relationship with an adult. The adult mentor should provide a positive role model for educational, work skills, or personal or social development. Mentoring for youth must be categorized as either:</p> <ul style="list-style-type: none"> • Academic (primarily provided to assist youth in achieving academic success); • Employment-related (primarily provided to assist youth in achieving employment-related success); or • Personal or social development-related (primarily provided to assist youth in achieving personal and decision-making skills necessary to become successful members of communities and workplaces. <p>Adult Mentoring is one of the required ten program elements and must be for duration of at least twelve months, which may occur both during and after program participation. Mentoring can be a paid or unpaid activity.</p> <p><i>Note: Adult mentors must be appropriately screened and trained (case managers and youth workers are not considered mentors for purposes of meeting the mentoring requirement).</i></p> <p><i>Adult Mentoring services provided to youth participants must be appropriate to the needs of the individual youth as defined in their Individual Service Strategy and documented in program notes.</i></p>	<p>All source document(s) supporting adult mentoring must be scanned and uploaded as needed to the appropriate program by choosing “Enrollment” as the item type. Choose the type of documentation as “Supporting” and proceed to upload document(s).</p>	<p>Service and Training entry with Detailed Program Note(s)</p> <p>And</p> <p>Support documentation as defined by local policy/procedure must be uploaded to OSL.</p>
<p>Alternative Secondary School Offering</p>	<p>Specialized, structured curriculum offered inside or outside of the school system which may provide work/study and/or General Educational Development (GED) preparation for youth. Alternative secondary school offerings may:</p> <p>Lead to a GED; Provide academically rigorous preparation for work and/or post-secondary education; Assist with the transition to work and/or post-secondary education; Be related to the career and/or educational goals of the youth; or Address the youth’s barriers to work and/or education.</p> <p><i>Note: Alternative Secondary School Offerings provided to youth participants must be appropriate to the needs of the individual youth as defined in their Individual Service Strategy and documented in program notes.</i></p>	<p>All source document(s) supporting alternative secondary school offerings must be scanned and uploaded as needed to the appropriate program by choosing “Enrollment” as the item type. Choose the type of documentation as “Supporting” and proceed to upload document(s).</p>	<p>Service and Training entry with Detailed Program Note(s)</p> <p>And</p> <p>Support documentation as defined by local policy/procedure must be uploaded to OSL.</p>

Eligibility / Validation Criteria	Eligibility / Validation Requirements	Validation Method and OSL Documentation	Acceptable Source Document
<p>Career Planning</p>	<p>A system in which individuals evaluate their abilities and interest, consider alternative career opportunities, establish career goals, and plan practical development activities.</p>	<ul style="list-style-type: none"> • OSL Service and Training • Detailed Program Note <p style="text-align: center;">And</p>	<p>Service and Training entry with Detailed Program Note(s)</p> <p style="text-align: center;">And</p> <p>Support documentation as defined by local policy/procedure must be uploaded to OSL.</p>
<p>Community & Service Learning Projects</p>	<p>Structured workplace or community-based learning experience, through which participants learn and develop by participating in organized community service work activities that meet identified community needs. Community and Service Learning Projects are designed collaboratively by the program and participant(s) to further understanding of course content, acquire a broader appreciation of the discipline, enrich the learning experience, and promote a lifelong civic engagement and enhanced sense of civic responsibility.</p> <p><i>Note: Services provided to youth participants must be appropriate to the needs of the individual youth as defined in their Individual Service Strategy and documented in program notes.</i></p>	<ul style="list-style-type: none"> • OSL Service and Training • Detailed Program Note <p style="text-align: center;">And</p> <p>All source document(s) supporting community and service learning projects must be scanned and uploaded as needed to the appropriate program by choosing "Enrollment" as the item type. Choose the type of documentation as "Supporting" and proceed to upload document(s).</p>	<p>Service and Training entry with Detailed Program Note(s)</p> <p style="text-align: center;">And</p> <p>Support documentation as defined by local policy/procedure must be uploaded to OSL.</p>
<p>Comprehensive Guidance and Counseling</p>	<p>Primarily provided to assist a youth in achieving success in school and at the workplace. Assistance may include drug & alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth. Services may be provided on an individual or group basis, using a variety of processes and techniques. Is on-going and interactive between both parties and can be a key ingredient for a successful outcome.</p> <p><i>Note: Comprehensive guidance and counseling, drug & alcohol abuse counseling, and referral to counseling must be provided by an appropriately trained and credentialed/licensed counselor. All counseling referrals, and related follow-up, must be appropriate to the needs of the individual youth as defined in their Individual Service Strategy and documented in program notes.</i></p>	<ul style="list-style-type: none"> • OSL Service and Training • Detailed Program Note <p style="text-align: center;">And</p> <p>All source document(s) supporting comprehensive guidance and counseling must be scanned and uploaded as needed to the appropriate program by choosing "Enrollment" as the item type. Choose the type of documentation as "Supporting" and proceed to upload document(s).</p>	<p>Service and Training entry with Detailed Program Note(s)</p> <p style="text-align: center;">And</p> <p>Support documentation as defined by local policy/procedure must be uploaded to OSL.</p>

Eligibility / Validation Criteria	Eligibility / Validation Requirements	Validation Method and OSL Documentation	Acceptable Source Document
<p>Exposure to Postsecondary Education Opportunities</p>	<p>Exposure to post-secondary education is part of the Leadership Development Opportunity Element, and can be accomplished through tours and by explaining the opportunities available through, (i.e.):</p> <ul style="list-style-type: none"> • Colleges • Technical Schools • Career Pathways Exploration • Oklahoma Career Information System (OKCIS) • Financial Aid Opportunities 	<ul style="list-style-type: none"> • OSL Service and Training • Detailed Program Note <p style="text-align: center;">And</p> <p>All acceptable source document(s) supporting exposure to postsecondary education opportunities must be scanned and uploaded as needed to the appropriate program by choosing "Enrollment" as the item type. Choose the type of Documentation as "Supporting" and proceed to upload document(s).</p>	<p>Detailed Program Note(s)</p> <p style="text-align: center;">And</p> <p>Support documentation as defined by local policy/procedure must be uploaded to OSL.</p>
<p>Individual Service Strategy</p>	<p>The Individual Service Strategy (ISS) is an ongoing strategy jointly developed by the participant and the case manager, which identifies an age-appropriate employment / career goal, appropriate achievement objectives, and appropriate combination of services for the participant to reach these objectives.</p>	<p>Enter as appropriate:</p> <ul style="list-style-type: none"> • OSL Service and Training Plan • OSL Program Notes • OSL Goals and Interests • OSL Test Screens <p style="text-align: center;">And</p> <p style="text-align: center;">Upload Signed Statement from the ISS Policy</p>	<p>Detailed Program Note(s)</p> <p style="text-align: center;">And</p> <p>Support documentation as defined by local policy/procedure in addition to the signed statement must be uploaded to OSL.</p>
<p>Internship</p>	<p>A period of time spent in business, industry, or other agency for the purpose of providing a student with opportunities to gain insight and direct experience related to one or more functions of the organization. Internships give a student paid or unpaid work experience in a specific career field of study.</p> <p> Note: Services provided to youth participants must be appropriate to the needs of the individual youth as defined in their Individual Service Strategy and documented in program notes.</p>	<ul style="list-style-type: none"> • OSL Service and Training • Detailed Program Note <p style="text-align: center;">And</p> <p>The acceptable supporting source document(s) is scanned and uploaded as needed to the appropriate program by choosing "Enrollment" as the item type. Choose the type of documentation as "Supporting" and proceed to upload document(s).</p>	<p>Detailed Program Note(s)</p> <p style="text-align: center;">And</p> <p>Support documentation as defined by local policy/procedure must be uploaded to OSL.</p>

Eligibility / Validation Criteria	Eligibility / Validation Requirements	Validation Method and OSL Documentation	Acceptable Source Document
<p>Job Shadowing</p>	<p>Job shadowing is typically a part of career exploration activities. A youth follows an employee at a firm for one or more days to learn about a particular occupation or industry. Youth spend time, one-on-one, with employees doing their job. Businesses and employees who host Job Shadowing go about their regular work while discussing it with the youth. A youth observes the daily routine of an employee and then “interviews” the employee about his/her work and education. Job shadowing can help youth explore a range of careers and specific career objectives in order to select a career pathway. Participating several times a year, youth experience firsthand a variety of careers choices so they can:</p> <ul style="list-style-type: none"> • Understand the daily duties and activities involved with each job and career • Ask questions about the job and workplace • Identify their career interests • Become aware of the technical and academic skills they would need to enter each career • Develop communication skills • Apply a connection between academic classroom work and their career goals. <p> Note: This is a short-term, one or more days observation type activity. The program could include more than one profession to be shadowed to allow for participant choice.</p> <p>Services provided to youth participants must be appropriate to the needs of the individual youth as defined in their Individual Service Strategy and documented in program notes.</p>	<ul style="list-style-type: none"> • OSL Service and Training • Detailed Program Note <p style="text-align: center;">And</p> <p>The acceptable source document(s) supporting job shadowing is scanned and uploaded as needed to the appropriate program by choosing “Enrollment” as the item type. Choose the type of documentation as “Supporting” and proceed to upload document(s).</p>	<p>Detailed Program Note(s)</p> <p style="text-align: center;">And</p> <p>Support documentation as defined by local policy/procedure must be uploaded to OSL.</p>
<p>Life Skills Training</p>	<p>Activities and/or training that assist youth to develop marketable work habits. May include modules/training/curriculum instruction in: (a) personal finance and budgeting, (b) computers, (c) parenting/pregnancy prevention, (d) self-leadership (e.g. conflict resolution, public speaking, and anger management), (e) work behavior training, (f) banking, and other training that develops independent living skills.</p> <p> Note: Services provided to youth participants must be appropriate to the needs of the individual youth as defined in their Individual Service Strategy and documented in program notes.</p>	<ul style="list-style-type: none"> • OSL Service and Training • Detailed Program Note <p style="text-align: center;">And</p> <p>The acceptable source document(s) supporting life skills training is scanned and uploaded as needed to the appropriate program by choosing “Enrollment” as the item type. Choose the type of documentation as “Supporting” and proceed to upload document(s).</p>	<p>Detailed Program Note(s)</p> <p style="text-align: center;">And</p> <p>Support documentation as defined by local policy/procedure must be uploaded to OSL.</p>

Eligibility / Validation Criteria	Eligibility / Validation Requirements	Validation Method and OSL Documentation	Acceptable Source Document
<p>Objective Assessment</p>	<p>A process that identifies service needs, academic levels, goals, interests, skill levels, abilities, aptitudes, and supportive service needs, and measures barriers and strengths. It includes a review of basic and occupational skills, prior work experience, employability potential and developmental needs. The result of an objective assessment is an individual service strategy.</p>	<p>Enter as appropriate:</p> <ul style="list-style-type: none"> • OSL Service and Training Plan • OSL Program Notes • OSL Goals and Interests • OSL Test Screens 	<p>Detailed Program Note(s)</p> <p style="text-align: center;">And</p> <p>Support documentation as defined by local policy/procedure must be uploaded to OSL.</p>
<p>Occupational Skills Training</p>	<p>Basic or advanced training for acquiring skills in a specific occupation. Instruction conducted in an institutional or work site setting designed to provide or upgrade the technical skills and information required to perform a specific job or group of jobs such as auto mechanics, health services, or clerical training. Occupational Skills Training includes job specific competency training and pre-apprenticeship training. Training institutions such as career techs, community colleges, universities, and private training providers provide such training.</p> <p> Note: Services provided to youth participants must be appropriate to the needs of the individual youth as defined in their Individual Service Strategy and documented in program notes.</p>	<ul style="list-style-type: none"> • OSL Service and Training • Detailed Program Note <p style="text-align: center;">And</p> <p>The acceptable source document(s) supporting occupational skills training is scanned and uploaded as needed to the appropriate program by choosing “Enrollment” as the item type. Choose the type of documentation as “Supporting” and proceed to upload document(s).</p>	<p>Support documentation must include each applicable document.</p> <ul style="list-style-type: none"> • Coordination of Training Funds form • Acceptance Letter to Training or other proof of enrollment • Individual Training Account Voucher • Agreement/Contract with participant • Other LWIB defined documents <p>ITA contract modification (if applicable)</p>

Eligibility / Validation Criteria	Eligibility / Validation Requirements	Validation Method and OSL Documentation	Acceptable Source Document
<p>On-the-Job Training</p>	<p>Training by an employer that is provided to a paid participant while engaged in productive work in a job that: provides knowledge or skills essential to the full and adequate performance of the job;</p> <p>Provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, for the extraordinary costs of providing the training and additional supervision related to the training; and</p> <p>Is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate.</p> <p> Note: In most cases, on-the-job training is not an appropriate work experience activity for youth participants under age 18.</p> <p>Services provided to youth participants must be appropriate to the needs of the individual youth as defined in their Individual Service Strategy and documented in program notes.</p>	<ul style="list-style-type: none"> • OSL Service and Training • Detailed Program Note <p style="text-align: center;">And</p> <p>The acceptable supporting source document(s) supporting on the job training is scanned and uploaded as needed to the appropriate program by choosing “Enrollment” as the item type. Choose the type of documentation as “Supporting” and proceed to upload document(s).</p>	<p>Detailed Program Note(s)</p> <p style="text-align: center;">And</p> <p>All support documentation as defined by local policy/procedure must be uploaded to OSL.</p>
<p>Organizational and Team Work Training</p>	<p>Training that fosters the development of group or team interaction skills.</p> <p> Note: Services provided to youth participants must be appropriate to the needs of the individual youth as defined in their Individual Service Strategy and documented in program notes.</p>	<ul style="list-style-type: none"> • OSL Service and Training • Detailed Program Note <p style="text-align: center;">And</p> <p>The acceptable supporting source document(s) is scanned and uploaded as needed to the appropriate program by choosing “Enrollment” as the item type. Choose the type of documentation as “Supporting” and proceed to upload document(s).</p>	<p>Detailed Program Note(s)</p> <p style="text-align: center;">And</p> <p>Support documentation as defined by local policy/procedure must be uploaded to OSL.</p>
<p>Peer Centered Activities</p>	<p>Peer-centered activities consist of activities such as peer mentoring or peer tutoring. Youth learn leadership skills as peer mentors, assistant crew leaders, and receive additional training in leadership.</p> <p> Note: Services provided to youth participants must be appropriate to the needs of the individual youth as defined in their Individual Service Strategy and documented in program notes.</p>	<ul style="list-style-type: none"> • OSL Service and Training • Detailed Program Note <p style="text-align: center;">And</p> <p>The acceptable supporting source document(s) is scanned and uploaded as needed to the appropriate program by choosing “Enrollment” as the item type. Choose the type of documentation as “Supporting” and proceed to upload document(s).</p>	<p>Detailed Program Note(s)</p> <p style="text-align: center;">And</p> <p>Support documentation as defined by local policy/procedure must be uploaded to OSL.</p>

Eligibility / Validation Criteria	Eligibility / Validation Requirements	Validation Method and OSL Documentation	Acceptable Source Document
<p>Pre-Employment Skills/Job Readiness</p>	<p>Pre-Employment Skills/Job Readiness includes but is not limited to creating a resume, job seeking and interviewing skills, understanding employer and workplace expectations, positive work habits (e.g. coming to work on time, getting along with coworkers, etc.), understanding behaviors and attitudes necessary to compete in the labor market, effective coping and problem-solving skills, and other skills as identified that will develop the individual’s capacity to move toward employment.</p> <p> Note: Services provided to youth participants must be appropriate to the needs of the individual youth as defined in their Individual Service Strategy and documented in program notes.</p>	<ul style="list-style-type: none"> • OSL Service and Training • Detailed Program Note <p style="text-align: center;">And</p> <p>The acceptable supporting source document(s) is scanned and uploaded as needed to the appropriate program by choosing “Enrollment” as the item type. Choose the type of documentation as “Supporting” and proceed to upload document(s).</p>	<p>Detailed Program Note(s)</p> <p style="text-align: center;">And</p> <p>Support documentation as defined by local policy/procedure must be uploaded to OSL.</p>
<p>Stipend Payment</p>	<p>A Stipend is a fixed regular monetary payment made to a WIA Youth participant during his/her enrollment to encourage participation in certain activities (seat time payments). The stipend can be used for activities such as classroom instruction. Stipends may be paid based on actual hours of attendance. The guidelines providing stipend payments to youth participants must be described in local policy.</p>	<ul style="list-style-type: none"> • OSL Service and Training • Detailed Program Note <p style="text-align: center;">And</p> <p>The acceptable supporting source document(s) is scanned and uploaded as needed to the appropriate program by choosing “Enrollment” as the item type. Choose the type of documentation as “Supporting” and proceed to upload document(s).</p>	<p>Detailed Program Note(s)</p> <p style="text-align: center;">And</p> <p>Support documentation as defined by local policy/procedure must be uploaded to OSL.</p>
<p>Study Skills Training</p>	<p>Study skills are strategies and methods of purposeful learning. Study skills training is designed to improve learning ability and may include but is not limited to learning styles, time management, study habits, and listening and writing skills.</p> <p> Note: Services provided to youth participants must be appropriate to the needs of the individual youth as defined in their Individual Service Strategy and documented in program notes.</p>	<ul style="list-style-type: none"> • OSL Service and Training • Detailed Program Note <p style="text-align: center;">And</p> <p>The acceptable supporting source document(s) is scanned and uploaded as needed to the appropriate program by choosing “Enrollment” as the item type. Choose the type of documentation as “Supporting” and proceed to upload document(s).</p>	<p>Detailed Program Note(s)</p> <p style="text-align: center;">And</p> <p>Support documentation as defined by local policy/procedure must be uploaded to OSL.</p>

Eligibility / Validation Criteria	Eligibility / Validation Requirements	Validation Method and OSL Documentation	Acceptable Source Document
<p>Summer Employment Opportunities</p>	<p>A program for youth operated during the summer months as part of a comprehensive strategy for addressing the youth's employment and training needs. The summer youth employment opportunity element is not intended to be a stand-alone program. It provides summer employment opportunities that link academic and occupational learning as part of the required Youth Program elements. Summer youth employment must provide direct linkages to academic and occupational learning, such as coordinating with school systems and may provide other elements and strategies as appropriate to serve the needs and goals of the participants.</p> <p> Note: Services provided to youth participants must be appropriate to the needs of the individual youth as defined in their Individual Service Strategy and documented in program notes.</p>	<ul style="list-style-type: none"> • OSL Service and Training • Detailed Program Note <p style="text-align: center;">And</p> <p>The acceptable supporting source document(s) is scanned and uploaded as needed to the appropriate program by choosing "Enrollment" as the item type. Choose the type of documentation as "Supporting" and proceed to upload document(s).</p>	<p>Detailed Program Note(s)</p> <p style="text-align: center;">And</p> <p>Support documentation as defined by local policy/procedure must be uploaded to OSL.</p>
<p>Supportive Service General</p> <p>Linkages to Community Services</p> <p>Supportive Service Transportation Assistance</p> <p>Supportive Service Work Clothing, Equipment, Tools</p>	<p>Services that are necessary to enable an individual to participate in activities authorized by WIA. These services may include if allowable by local policy:</p> <ul style="list-style-type: none"> • Linkages to community services; • Assistance with transportation costs; • Referrals to medical services; and • Assistance with uniforms or other appropriate work attire and work-related tool costs, including such items as eyeglasses and protective eye gear. <p> Note: Supportive Services WIA services provided to youth participants must be appropriate to the needs of the individual youth as defined in their Individual Service Strategy and documented in program notes.</p>	<ul style="list-style-type: none"> • OSL Service and Training • Detailed Program Note <p style="text-align: center;">And</p> <p>The acceptable supporting source document(s) is scanned and uploaded as needed to the appropriate program by choosing "Enrollment" as the item type. Choose the type of documentation as "Supporting" and proceed to upload document(s).</p>	<p>Detailed Program Note(s)</p> <p style="text-align: center;">And</p> <p>Support documentation as defined by local policy/procedure must be uploaded to OSL.</p>
<p>Supportive Service Child Care</p>	<p>Services that are necessary to enable an individual to participate in activities authorized by WIA. These services may include if allowable by local policy:</p> <p>Assistance with childcare and dependent care costs.</p> <p> Note: Supportive Services WIA services provided to youth participants must be appropriate to the needs of the individual youth as defined in their Individual Service Strategy and documented in program notes.</p>	<ul style="list-style-type: none"> • OSL Service and Training • Detailed Program Note <p style="text-align: center;">And</p> <p>The acceptable supporting source document(s) is scanned and uploaded as needed to the appropriate program by choosing "Enrollment" as the item type. Choose the type of documentation as "Supporting" and proceed to upload document(s).</p>	<p>Detailed Program Note(s)</p> <p style="text-align: center;">And</p> <p>Support documentation as defined by local policy/procedure must be uploaded to OSL.</p>

Eligibility / Validation Criteria	Eligibility / Validation Requirements	Validation Method and OSL Documentation	Acceptable Source Document
<p>Supportive Service Emergency Short Term Housing</p>	<p>Services that are necessary to enable an individual to participate in activities authorized by WIA. These services may include if allowable by local policy:</p> <p>Assistance with housing costs.</p> <p><i>Note:</i> Supportive Services WIA services provided to youth participants must be appropriate to the needs of the individual youth as defined in their Individual Service Strategy and documented in program notes.</p>	<ul style="list-style-type: none"> • OSL Service and Training • Detailed Program Note <p style="text-align: center;">And</p> <p>The acceptable supporting source document(s) is scanned and uploaded as needed to the appropriate program by choosing “Enrollment” as the item type. Choose the type of documentation as “Supporting” and proceed to upload document(s).</p>	<p>Detailed Program Note(s)</p> <p style="text-align: center;">And</p> <p>Support documentation as defined by local policy/procedure must be uploaded to OSL.</p>
<p>Training in Decision Making</p>	<p>Includes but is not limited to determining priorities and setting goals.</p> <p><i>Note:</i> Services provided to youth participants must be appropriate to the needs of the individual youth as defined in their Individual Service Strategy and documented in program notes.</p>	<ul style="list-style-type: none"> • OSL Service and Training • Detailed Program Note <p style="text-align: center;">And</p> <p>The acceptable supporting source document(s) supporting training in decision making is scanned and uploaded as needed to the appropriate program by choosing “Enrollment” as the item type. Choose the type of documentation as “Supporting” and proceed to upload document(s).</p>	<p>Detailed Program Note(s)</p> <p style="text-align: center;">And</p> <p>Support documentation as defined by local policy/procedure must be uploaded to OSL.</p>
<p>Tutoring</p>	<p>Instruction designed to increase basic skills level. Tutoring can be provided as a group activity, one-on-one service or via computer based programs through partnering agencies or workforce centers.</p> <p><i>Note:</i> Services provided to youth participants must be appropriate to the needs of the individual youth as defined in their Individual Service Strategy and documented in program notes.</p>	<ul style="list-style-type: none"> • OSL Service and Training • Detailed Program Note <p style="text-align: center;">And</p> <p>The acceptable supporting source document(s) supporting tutoring is scanned and uploaded as needed to the appropriate program by choosing “Enrollment” as the item type. Choose the type of documentation as “Supporting” and proceed to upload document(s).</p>	<p>Detailed Program Note(s)</p> <p style="text-align: center;">And</p> <p>Support documentation as defined by local policy/procedure must be uploaded to OSL.</p>

Eligibility / Validation Criteria	Eligibility / Validation Requirements	Validation Method and OSL Documentation	Acceptable Source Document
<p>Work Experience</p>	<p>Work experiences for youth are planned, structured learning experiences that take place in a workplace for a limited amount of time. A work experience may be paid or unpaid, and be in the private, non-profit, or public sectors. They are designed to enable youth to gain exposure to the working world and its requirements, and to help youth acquire the personal attributes, knowledge and skills needed to obtain a job and advance in employment. The purpose is to provide the youth participant with the opportunities for career exploration and skill development and is not to benefit the employer, although the employer may, in fact, benefit from the activities performed by the youth. Work experiences may include the following:</p> <p>Instruction in employability skills or generic workplace skills; Exposure to various aspects of a particular industry; Progressively more complex tasks; Internships and job shadowing; Integration of basic academic skills into work activities; Supported work, work adjustment, and other transition activities; Entrepreneurship; Service learning; Paid and unpaid community service; and Other elements designed to achieve the goals of work experience.</p> <p> Note: Should be age appropriate and in compliance with the Child Labor Laws. Work Experience activities must be appropriate to the needs of the individual youth as defined in their Individual Service Strategy</p>	<ul style="list-style-type: none"> • OSL Service and Training • Detailed Program Note <p style="text-align: center;">And</p> <p>The acceptable source document(s) supporting work experience activities is scanned and uploaded as needed to the appropriate program by choosing "Enrollment" as the item type. Choose the type of documentation as "Supporting" and proceed to upload document(s).</p>	<p>Support documentation must include each of the following documents</p> <ul style="list-style-type: none"> • Worksite Agreement • Trainee Plan • I-9 and W-4 forms • Timesheets • Supervisor Orientation • Trainee Evaluations • Proof of payment (s) to participant

Eligibility / Validation Criteria	Eligibility / Validation Requirements	Validation Method and OSL Documentation	Acceptable Source Document
<p>Follow-up Services</p>	<p>One year of follow-up is required by the Workforce Investment Act and enables service providers to help each enrollee to work steadily and advance to better jobs, to maintain regular attendance in post-secondary education and/or training and to continue to grow, mature, and acquire adulthood competencies through participation in youth development activities for a longer period of time. The type(s) of follow-up provided is determined based on the needs of the participant. Follow-up services may include:</p> <ul style="list-style-type: none"> a) Leadership development opportunities; b) Supportive services; c) Regular contact with a youth participant's employer, including assistance in addressing work-related problems that may arise; d) Assistance in securing better paying jobs, career development and further education; e) Work-related peer support groups; f) Adult mentoring; and g) Tracking the progress of youth in employment after training. <p>Follow-up services should begin at the point of the last Youth Program service even if the program exit has not occurred and must be appropriate to the needs of the individual youth and documented in program notes and the service and training plan</p>	<ul style="list-style-type: none"> • OSL Service and Training • Detailed Program Note <p style="text-align: center;">And</p> <p>All acceptable source document(s) supporting follow-up services must be scanned and uploaded as needed to the appropriate program by choosing "Enrollment" as the item type. Choose the type of documentation as "Supporting" and proceed to upload document(s).</p>	<p style="text-align: center;">Detailed Program Notes OSL Service and Training Plan</p> <p style="text-align: center;">And</p> <p>Support documentation as defined by local policy/procedure must be uploaded to OSL.</p>

Program Outcome Documentation Requirements

Outcome	Data Screen Location in OSL	Point at Which Outcome is Documented	Validation Method and OSL Documentation Required	Acceptable Source Document
Date of Exit	Program Details, Exit Questions	The date of the last service (based on the 90-day exit rule).	Staff must accurately record in OSL all services received and the end date(s) associated with all services. When the individual's OSL record indicates that no service funded by any program (WP, WIA, TAA, VETS) or self-service was recorded for a period of greater than 90 days and there is no gap in service recorded, OSL will automatically exit the individual from the WIA program (and any other common enrollment program) recording the date of the last service received as the common exit date of all programs.	OSL automatically captures/ records the Exit Date on the program enrollment record.
Other Reasons for Exit	Program Details, Exit Questions	The code is entered when a participant is not expected to return in 90 days or more.	Staff must record in OSL Exit Questions Screen the Other Reason for Exit when participant did not return to the program for 90 days due to circumstances beyond their control. (This screen is not available for input until the participant has exited the program). Staff must record detailed backup information in OSL Program notes. Example: Participant exited due to need to provide care for critically ill child.	<ul style="list-style-type: none"> • OSL Exit Questions Screen <p align="center">And</p> <ul style="list-style-type: none"> • OSL Program Note
Degree Type of Recognized Educational/ Occupational/ Certificate/ Diploma/ Degree Attained	Program Details, Outcomes	This must be recorded when participant has achieved any recognized degree type. This can occur anytime during active program participation or up to 3 quarters after the participant has exited.	<p>OSL Outcomes screen when a participant receives any Type of Recognized Educational/ Occupational/ Certificate/ Diploma/ Degree.</p> <p>The acceptable source document(s) supporting the attainment must be scanned and uploaded as needed to the appropriate program by choosing "Enrollment" as the item type. Choose the type of Documentation as "Supporting" and proceed to upload document(s).</p>	<ul style="list-style-type: none"> • OSL Outcomes Screen <p align="center">And</p> <ul style="list-style-type: none"> • Certificate • Diploma • Degree

DATA ELEMENT Validation Requirements

Data Element	Data Screen Location in OSL	Point at Which Data Validation is Required	Validation Method and OSL Documentation Required	Allowable Data Source Document
Entered Training-Related Employment	Program Details, Exit Questions (This screen is not available for input until the participant has exited the program.)	When participant has exited the program of enrollment	Staff must answer all questions applicable to the participant in the "Upon Exit and Job Placement" section of the Exit Questions Screen	<ul style="list-style-type: none"> OSL Exit Questions

WIA Youth Eligibility Form

IDENTIFYING INFORMATION

Applicant's Name: _____
Last First MI

Participant ID: _____ Application Date: _____

*Acceptable source documents for eligibility items can be found in the *WIA Youth Program Eligibility and Data Validation* policy Attachment A.
 **You must list the Local Board criteria being used for the categories "Requires Additional Assistance" and "Serious Barrier to Employment."

General Eligibility – Verify all of the following criteria.

CRITERIA	IDENTIFY SOURCE DOCUMENT(S)
1. Age / Date of Birth	
2. Citizenship / Eligible to Work	
3. Selective Service Registration ¹	<input type="checkbox"/> N/A – female <input type="checkbox"/> N/A – male under 18

Income Eligibility – Verify one of the following criteria.

CRITERIA	IDENTIFY SOURCE DOCUMENT(S)
1. Family Size and Low Income	
2. Public Assistance	
3. Food Stamps/Tribal Commodities	
4. Homeless	
5. Publicly Supported Foster Child	
6. Disability and Low Income	

Barriers – Verify one of the following criteria if income eligibility is met.

CRITERIA	IDENTIFY SOURCE DOCUMENT(S)
1. Basic Skills Deficient	
2. School Dropout	
3. Pregnant / Parenting	
4. Offender	
5. Homeless / Runaway / Foster Child	
6. Indicate Local Criteria and Source Document Used	

5% Exceptions Barriers – Verify one of the following criteria if income eligibility is not met.

CRITERIA	IDENTIFY SOURCE DOCUMENT(S)
1. Basic Skills Deficient	
2. School Dropout	
3. Below Grade Level	
4. Pregnant / Parenting	
5. Offender	
6. Homeless / Runaway	
7. Disability	
8 Indicate Local Criteria and Source Document Used	

WIA Youth Income Eligibility Form: Part I

IDENTIFYING INFORMATION

Applicant's Name: _____
Last First MI

Participant ID: _____ Application Date: _____

Income Period – From (6 months prior to application): _____ **To (application date):** _____

NOTE – Family Income Calculation: Complete and attach Part II: Income Calculation, for each family member with earned income during the 6 month income review period. **Documentation of income source(s), family size, and Parts I & II of this form must be in the participant paper case file.**

Family Composition: List each family member. Refer to *WIA Youth Program Eligibility and Data Validation Policy* for help in determining dependent status of applicant. If applicant lives with parents but claims family size of 1 due to providing more than 50 percent of his/her support, then the appropriate section of Attachment C, WIA Youth Support Form, must also be completed.

Family Member	Name	Relationship	Date of Birth	Age	Income Source(s)	6-Month Income
1		Self/Applicant				
2						
3						
4						
5						
6						
7						
8						
Income Review	Family Size:	Income Limit: <small>* to be taken from 'at or below Poverty Line or 70% LLSIL'</small>			Total 6-Month Income:	
					6-Month Income X 2: <small>* to be compared to INCOME LIMIT</small>	
Certification	I attest that to the best of my knowledge the above information is true and correct.					

Applicant Signature _____ Date

Parent/Guardian or Other Responsible Adult Signature (if applicant is under 18) _____ Date

Case Manager Signature _____ Date

Family income calculations INCLUDE the following:	Family income calculations EXCLUDE the following:
<ul style="list-style-type: none"> Gross wages and salaries before deductions Net income (gross income minus operating expenses) from a business or other non-farm enterprise Net income from farm self-employment (income from a farm which operates as an owner, renter, or sharecropper, after deductions from farm operating expenses) Social Security Disability Insurance (SSDI) Governmental and non-governmental pensions (including military retirement pay) Regular payments from railroad retirement benefits, strike benefits from union funds, worker's compensation and training stipends Alimony Merit based scholarships, fellowships, and assistantships i.e. the recipient may be determined by students' athletic, academic, artistic or other abilities Dividends, interest, net rental income, net royalties, periodic receipts from estates or trusts, and net gambling or lottery winnings Terminal leave pay, severance pay, or a cash out of accrued vacation leave Disaster Relief Employment wages On-the-Job Training (OJT) wages 	<ul style="list-style-type: none"> Unemployment compensation Child support payments and foster child care payments Old age and survivors' insurance benefits received under section 202 of the Social Security Act (42 U.S.C. 402) Income earned while the veteran was in Active Military Duty, and certain other Veteran's Benefits Federal non-cash benefits such as: Medicare, Medicaid, food stamps, school lunches, and housing assistance Assets drawn down as withdrawals from a bank Public Assistance payments: TANF, SSI, GA, and RCA One time cash payment, which includes: tax refunds, loans, one-time insurance payments or compensation for injury, gifts and lump sum inheritances Job Corps payments Cash value of employer-paid or union-paid portion of health insurance or other employee fringe benefits Cash value of food or housing received in lieu of wages Payments received under the Trade Readjustment Act of 1974 Needs-based scholarship assistance Financial assistance under Title IV of the Higher Education Act Stipends received from the following programs: VISTA, Peace Corps, Foster Grandparents Program, Retired Senior Volunteer Program, Youth Works/AmeriCorps Program All WIA payments except OJT

WIA Income Calculation Worksheet: Part II

IDENTIFYING INFORMATION			
Applicant's Name:	_____	_____	_____
	Last	First	MI
Participant ID:	_____	Application Date:	_____

Income Period – From (6 months prior to application): _____ **To (application date):** _____

Family Member: _____ **Relationship:** _____

Straight Pay Method: Use this method if family member provides all income documents covering income review period.

Employer or Income Source	Pay Date	# Weeks in Time Frame	=	Pay Period Gross Pay
1			=	
2			=	
3			=	
4			=	
5			=	
6			=	
7			=	
8			=	
a) 6-Month Income: Sum of all Pay Period Gross Pays			=	

Average Pay Method: Use this method if family member provides at least 2 income documents from each source

Employer or Income Source	Pay Date	Gross Pay	÷	# Weeks in Time Frame*	=	Weekly Gross Income
1			÷		=	
2			÷		=	
3			÷		=	
a) Average Weekly Gross: Sum of Weekly Gross Income ÷ # of Pay Stubs					=	
b) 6-Month Income: Average Weekly Gross x # Weeks Included During Income Review					=	

* Time Frame: weekly = 1; bi-weekly = 2; monthly = 4.3

Year-to-Date Method: Use this method if the family member provides a recent pay stub or income source with the cumulative year-to-date gross income indicated on it.

Employer or Income Source	Pay Date	Cumulative Gross Pay	÷	# Cumulative Weeks	=	Weekly Gross Income
1			÷		=	
2			÷		=	
3			÷		=	
a) Average Weekly Gross: Sum of Weekly Gross Income ÷ # of Income Document					=	
b) 6-Month Income: Average Weekly Gross x # Weeks Included During Income Review					=	

Intermittent Work/Other Income Method: Use this method if the family member has not had steady income from one or more sources during the review period.

Employer	Description of Work	Start Date	End Date	Total Gross Income
1				
2				
a) 6-Month Income: Sum of all Total Gross Incomes				=

WIA Youth Dropout Status Form

IDENTIFYING INFORMATION			
Applicant's Name:	_____	_____	_____
	Last	First	MI
Participant ID:	_____	Application Date:	_____

I HEREBY CERTIFY UNDER PENALTY OF PERJURY, THAT I AM NO LONGER ATTENDING ANY SCHOOL AND THAT I HAVE NOT RECEIVED A SECONDARY SCHOOL DIPLOMA OR ITS RECOGNIZED EQUIVALENT.

Last School Attended: _____

Location: _____

Dates of Attendance: _____

Highest Grade Level Completed: _____

I ATTEST THAT THE INFORMATION STATED ABOVE IS TRUE AND ACCURATE, AND UNDERSTAND THAT THE ABOVE INFORMATION, IF MISREPRESENTED, OR INCOMPLETE, MAY BE GROUNDS FOR IMMEDIATE TERMINATION FROM THE PROGRAM, REPAYMENT OF ANY FUNDS EXPENDED ON THE PARTICIPANT, AND/OR OTHER PENALTIES AS SPECIFIED BY LAW.

Applicant Signature

Date

Parent/Guardian or Other Responsible Adult Signature (if applicant is under 18)

Date

CERTIFICATION	
I certify that the information recorded on this form was provided by the individual whose signature appears above.	
_____ Case Manager Signature	_____ Date

List of Acceptable Documents to Verify Eligibility to Work
All documents must be unexpired

LIST A: Documents That Establish Both Identity and Employment Authorization

1. U.S. Passport or Passport Card
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa (MRIV)
4. Employment Authorization Document (Card) that contains a photograph (Form I-766)
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI

OR

LIST B: Documents That Establish Identity

For individuals 18 years of age or older:

1. Driver's license or ID card issued by a state or outlying possession of the United States, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
2. ID card issued by federal, state, or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
3. School ID card with a photograph
4. Voter's registration card
5. U.S. military card or draft record
6. Military dependent's ID card
7. U.S. Coast Guard Merchant Mariner Card
8. Native American tribal document
9. Driver's license issued by a Canadian government authority

For persons under age 18 who are unable to present a document listed above:

10. School record or report card
11. Clinic, doctor, or hospital record
12. Day-care or nursery school record

AND

LIST C: Documents That Establish Employment Authorization

1. U.S. Social Security account number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States.
NOTE: A copy (such as a metal or plastic reproduction) is not acceptable.
2. Certification of Birth Abroad issued by the U.S. Department of State (Form FS-545)
3. Certification of Report of Birth issued by the U.S. Department of State (Form DS-1350)
4. Original or certified copy of a birth certificate issued by a state, county, municipal authority, or outlying possession of the United States bearing an official seal
5. Native American tribal document
6. U.S. Citizen Identification Card (Form I-197)
7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
8. Employment authorization document issued by Department of Homeland Security

COMMENTS ON YOUTH DATA VALIDATION/ELIGIBILITY POLICY

1. If documentation has been provided to validate changes in the demographic snapshot will a supervisor have the ability to make changes and check the box “documentation was provided by the participant to verify all information and self-attestation is therefore not required,” without having to require the participant to return and virtually resign?
Yes, if documentation provided by the participant substantiates changes to the demographic snapshot an individual with director rights may make the necessary changes to the snapshot. In such a case, the documentation for the characteristic(s) change provided must be uploaded as outlined in Attachment A of this policy. Note: the policy clearly states that the staff person and participant will review all of the demographic characteristics prior to the participant’s virtual signature and enrollment into the program. Adherence to this procedure should prevent the situation outlined in the question above.
2. The WIA Income Calculation Worksheet appears to be required even for youth determined eligible under a different low income criteria, e.g., good stamps, foster child, etc. Since the income calculation would have no bearing on the youth’s eligibility, I’m curious why the form is required.
The need for the WIA Income Calculation Worksheet has been adjusted to specify exactly when the document must be used.
3. Can the receipt of tribal commodities fall under the definition of receiving food stamps?
Yes, the Food Distribution Program on Indian Reservations (FDPIR) is similar to the SNAP program in that households are certified based on income and must be recertified at least every 12 months. Recipients of FDPIR would be considered to be low income. Documentation of receipt of tribal commodities has been added as a source document in verifying low income.
4. Can the telephone verification form be revised to accommodate third-parties?
The form has been amended with a third party signature relationship added.
5. Is it possible that the Low Income eligibility be broken down into categories as it was done in previous policies?
The Low Income eligibility instructions in Attachment A of this policy have been revamped to indicate category of low income and the documentation required for each category.
6. Some of the attachments in the policy are not labeled as referenced in the table.
This has been corrected.
7. The scope of the OWDI is such that it will have an impact on the public. It establishes boundaries and guidelines that help to define who will be eligible for the services of the WIA Youth Program. Consequently, pursuant to the State’s Administrative Procedures Act, this policy should be properly issued as an agency rule – otherwise, it should not be issued in its present form at all.
The Oklahoma Department of Commerce as the designated recipient of the WIA funds has the authority to administer the federal funds and issue guidance based upon the underlying federal legislation. In general, OWDI’s are not appropriate to be promulgated as rules given that they are often amended rapidly as guidance or rulings from the United States Department of Labor mandate their immediate amendment or repeal.
8. Attachment A creates a list of Acceptable Source Documents for validating an individual’s status as a person with a disability. The list of documents is contrary to the guidance of the U.S. Department of Labor. TEGL No. 28-11 has no requirements to validate this item beyond the individual’s own self-identification as a person with a disability.
The documentation required to verify an individual’s disability status is required only when that status is a part of the determination of eligibility. TEGL No.28-11 is specific to data validation requirements only.
9. The definition of “Dependent Youth” appears completely arbitrary, does not follow any requirement of the WIA Law or Regulation and differs from previous guidance. Why not let our local workforce boards develop a definition?
WIA does not define “Dependent Youth,” so the workgroup has. Lack of definition leads to uncertainty in making eligibility decisions regarding family size and income for youth living “at home” with parents or guardians.

10. There is not a family size verification form. How do you “prove” family size?
Attachment E, Income Eligibility Worksheet, has been amended to include a section to assist in determining Family Composition.
11. The policy states that “documents previously copied and kept in paper case files now be electronically scanned and uploaded to OSL participant records to develop a virtual case file.” This may cause a problem because local board internal auditors may not have access to the virtual system. Does this mean there are not to be any more paper case files?
No, Local Workforce Boards may continue to require paper case files, as long as the state’s requirement to develop virtual case files are met. Normally temporary access to virtual case files for local auditors can be given by state administrators upon the request of LWIB staff.
12. The directions or example used for the local defined barriers list leads me to believe that Attachment B should require the definition of the locally defined barrier be included in addition to attaching the source document to verify the barrier.
Attachment B has been modified to include requirement for documentation of criteria used.
13. Where is the definition of “other responsible adult” found?
Each Local Workforce Investment Board may wish to define “other responsible adult.” The workgroup offers the following as an example: An authorized adult is a person eighteen years of age or older, paid or unpaid, who supervises or has responsibilities for oversight of youth participants.
14. Why are specific details from the source document asked to be included in a program note when the document will be uploaded anyway?
When detailed staff case notes are allowed as the source, uploading the document is not usually required. Situations where a case note is allowed are clearly outlined under the acceptable source document column in Attachment A of this policy. When a case note is used the note must include specific information from the source document.
15. Who decides when information from Oklahoma Service Link will be allowed as the source?
Situations where information entered in Oklahoma Service Link may be used as the source were determined by the workgroup and are clearly outlined under the acceptable source document column in Attachment A of this policy.
16. The policy states that documents are to be uploaded to the “proper Oklahoma Service Link” screen. Please change this to state “load as directed in Attachment A of this policy.” This will eliminate confusion because staff often fails to read all instructions resulting in documents uploaded incorrectly.
Wording has been changed to state documents must be uploaded as outlined in Attachment A of this policy.
17. Please add the word “male” to the instructions for selective service registration.
The word “male” has been added to that paragraph. Attachment A also indicates that this criterion is validated for the male population only.
18. Are basic eligibility requirements still supposed to be listed in a program note? I did not see a reference to a note for these items?
Eligibility requirements are to be documented as outlined in Attachment A of this policy. The requirements for listing basic eligibility in a note applied to adult programs only, but may be required by local policy.
19. Attachment A, Pregnant/Parenting Youth states that a program note stating observation of pregnancy status is acceptable. What if the participant is not pregnant but just appears to be and is documented as such?
Any barrier that may qualify youth for participation in the WIA youth program should be discussed with the youth when reviewing their application. Observation of pregnancy status is only one way to document this barrier and should be used only if staff is confident they are correct in their observation.

20. Instructions for entry into OSL of basic skills deficient for older/out of school youth, entry of degrees or certificate should be included because these have to be entered in a specific place.
This policy addresses only data validation and program eligibility documentation for the youth program and is not intended to be procedure manual for data entry.
21. Can youth self-attest that they are or were a foster child to fulfill eligibility requirements for the youth program?
No, self-attestation is not allowed to document program eligibility. Self-attestation, when allowable, may be used only to support a basic demographic characteristic that is not being used as part of an eligibility determination. This is outlined in the "Acceptable Source Document" column of Attachment A.
22. Is there a reason to include excludable income when determining low income status?
Documenting excludable income ensures that all sources of income have been reported when determining a participant's low income status.
23. Attachment letters are off in the Low Income Section, Acceptable Source Document Column.
This has been corrected
24. What is an OSDE Form 9?
This is an Oklahoma State Department of Education form that notifies parents of the school districts intent to evaluate or re-evaluate a child to determine the need for special education services and related services needed.
25. What is a Sheltered Workshop Certification?
A certification issued by Office of Disability Concerns verifying that an individual meets the criterion for employment in a sheltered workshop.
26. Does a GED class that meets a couple of evenings a week count as "Alternative Secondary School Offerings?"
Yes, classes that offer curriculum that is intended to result in attainment of a GED is considered "Alternative Secondary School Offerings."
27. Will there be a follow-up policy that states in writing that it is OK to spend WIA funds on youth during follow-up?
It is the intent of the workgroup to issue policy regarding WIA youth follow-up.
28. Will there be another policy that shows what documentation is required in Oklahoma Service Link as far as case notes and length of service durations.
The workgroup determines and prioritizes the need for policy updates.

Attachment H