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October 12, 2000

Workforce Investment Act Memorandum Number E&T 00-07

Topic: Services to Youth

Subject: Youth Eligibility Criteria

Purpose: To change the Youth eligibility criteria issued in Tennessee's Workforce Investment Guide for Administrative Entities.

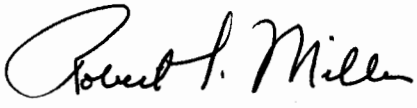
Background: On June 15, 2000, the eligibility criterion for the Youth, Adults and Dislocated Worker programs was issued in the Technical Guide for Administrative Entities. The eligibility criterion emphasized basic skill as a first priority. This has become an obstacle to several program operators. Based on requests from local program operators the State has adjusted the eligibility criterion, addressing all the barriers the youth face including basic skills to be considered when determining the eligibility of youth for WIA Title I services.

Instructions: Attached is the changed policy, please insert the new issue in your Technical Assistance guide for Administrative Entities (Page 15). Additionally, if there were youth declined access to the program based on the prior eligibility criterion, effort should be made to contact them and determine their eligibility under the revised criterion.

Contact: For questions regarding this policy, please contact Susan Cowden, Director, Employment and Training Section, at 1-800-255-5827.

Effective Date: Immediately

Expiration Date: Indefinite



Robert E. Miller, Administrator
Employment and Workforce Development

REM/SC/RT

Attachment: Insert the attached Eligibility policy form to the Technical Assistance Guide for Administrative Entities, and

ICMAT Eligibility form

Eligible Youth

Individuals must meet the following criteria:

Youth age 14-21
Economically disadvantaged (Up to five percent of the funds allocated to a local workforce area may be used for youth that do not meet the income criterion.)

And meet at least one of the following criteria

Deficient in basic literacy skills
School dropout
Homeless, a runaway, or a foster child
Pregnant or a parent
Offender
Requires additional assistance to complete an education program or to secure employment (as defined in the LWIA's plan)

Out-of-School Youth

An out-of-school youth is an eligible youth (as described above) who is:

A school dropout, or
A high school graduate or holder of a GED but is one of the following:
Basic skills deficient
Unemployed, or
Underemployed.

Priority:

Tennessee's broad strategic goals for its youth are to establish as the first priority the attainment of educational skills. This goal as delineated in Tennessee's Five Year Plan encompasses the attainment of credits required for a high school diploma for any eligible youth and/or the attainment of credits toward an equivalency for out-of-school youth. To this end Tennessee is designating eligible youth that are deficient in basic literacy skills as a priority for all WIA funded youth programs. Youth determined to be deficient in basic literacy skills must constitute at least 50% of the total youth served by the LWIA.

Dislocated Workers:

WIA Section 101 (9) defines dislocated workers as:

Individuals who have been terminated or laid off, or who have received a notice of termination or layoff from employment; are eligible for or have exhausted entitlement to unemployment compensation; have been employed for a duration sufficient to demonstrate attachment to the workforce but is not eligible for unemployment compensation due to insufficient earning or having performed services for an employer that were not covered under State unemployment compensation law; and are unlikely to return to a previous industry or occupation

WIA TITLE I Eligibility
I-CMATS

SSN: _____ NAME: _____

Adults

Disadvantaged (Priority)	Y___N___
Age 19 and over	Y___N___

Youth

(Basic Requirement)	(2 of 2)
Disadvantaged	Y___N___
Age 14-21	Y___N___
(And Must be One of the below)	(1 of 6)
Homeless, runaway, or foster child	Y___N___
Offender	Y___N___
Pregnant or parenting youth	Y___N___
School dropout	Y___N___
Deficient in Basic literacy skills	Y___N___
Needs additional assistance to complete an educational program or secure employment	Y___N___

Out-of-school Youth

Basic Requirement	(2of 2)
Disadvantaged	Y___N___
Age 14-21	Y___N___
One of the following is required:	(1 of 4)
Dropout	Y___N___
HS Grad or has GED and is	
Deficient in Basic literacy skills	Y___N___
Unemployed or	Y___N___
Underemployed	Y___N___

5% Youth not meeting Income Guidelines

Basic Requirement	
Age 14-21	Y___N___
One of the following is required:	(1of 8)
Deficient in Basic literacy skills	Y___N___
School Dropout	Y___N___
Pregnant or Parenting	Y___N___
Has a Disability	Y___N___
Homeless or Runaway	Y___N___
Offender	Y___N___
Has Serious Barriers to employment	Y___N___
1 or More Grades Below that appropriate for age	Y___N___

Dislocated Workers (1 of 4)
Refer to Section 101 (WIA)

1. Un-Employment	(2of 3)
Terminated or laid off or received notice of such action.	Y___N___
Eligible for UI, has exhausted UI benefits or has demonstrated attachment to the workforce but is not eligible for UI.	Y___N___
and	
Is unlikely to return to previous industry or occupation	Y___N___
2. Permanent Closure	(1 of 3)
Terminated or laid off or received notice of such due to a permanent closure	Y___N___
Employed at a facility at which the employer has made a general announcement that such facility will close within 180 days	Y___N___
General announcement of closure (no date - limited WIA services)	Y___N___
3. Displaced Homemaker	Y___N___
4. Self-Employed	
Was self-employed but is unemployed due to general economic conditions.	Y___N___

Eligibility Reasons

Cash Welfare	Y___N___
Food Stamps	Y___N___
LLSIL	Y___N___
Individual with Disability	Y___N___
5% Exception (Youth Only)	Y___N___
LWIA Priority	Y___N___
Carryovers	Y___N___

Staff Signature: _____

Date: _____