

***Guide to Workforce Innovation and Opportunity Act  
(WIOA) Title 1  
Eligibility Determination and Documentation***



***Department of Workforce Development  
Division of Employment and Training  
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## **Purpose**

The purpose of this Technical Assistance Guide is to communicate the documentation requirements necessary to support eligibility in the WIOA adult, dislocated worker, and youth programs.

## **Background**

WIOA establishes general and specific program eligibility criteria. As recipients of WIOA Title IB funds, the Department of Workforce Development, Division of Employment and Training (DET) and the local workforce development areas are required to maintain and report accurate program and financial information. This guide lists the types of acceptable documentation to verify eligibility for the WIOA adult, dislocated worker, and youth programs.

## **Requirements**

Local areas must verify or confirm eligibility requirements through an examination of documents.

**Documentation:** Consists of records, certificates, documents, identification cards, and other items which can be photocopied and included in the participants' files. Source documents include documents issued by a governmental entity, i.e., driver's license, library card, and private documents such as utility bills, paycheck stubs, or termination notices. Other evidence would be completed telephone/document inspection forms, and a signed applicant statement, the local application form or Workforce Investment Act (WIA) Registration form.

Documentation may be one of two types, written or oral. Written statements from governmental, educational, judicial, human services or other appropriate sources may be used to document eligibility. Service providers may also document eligibility through oral contact with the same resources that could provide written statements. In documenting oral contact, the following information should be included: a) date of contact; b) person/agency contacted including name, address, and contact phone number; c) information provided ensuring that the potential participant's name is noted; and d) signature/initials of person making contact. See **Attachment 2** for a sample Telephone Verification Form.

**Telephone Verification:** Some eligibility criteria may be verified by telephone contacts with appropriate governmental agencies or by document inspection. The information obtained must be documented by recording the information on a standardized form. The information recorded must be adequate to enable a monitor or auditor to trace back to the cognizant agent or document used. Telephone verification must include the name and title of the agency representative providing the verification information, along with the date and contact information.

**Verification:** Confirmation of eligibility requirements through examination of official documents.

**Applicant Statement:** The key requirements for an acceptable applicant statement are: (a) the participant identifying his or her status for permitted elements; and (b) signing and dating a form attesting to this self-identification. The form and signature can be the local application form or WIOA registration form, or any other form/statement. However, an applicant statement is not considered a primary documentation source. Applicant statements may be used when an item is unverifiable or it is unreasonably difficult for the applicant to obtain.

**Automated System Support for Employment and Training (ASSET):** This system is primarily a vehicle for the collection of participant data for purposes of meeting the reporting and data requirements of the Department of Labor. ASSET does not have the capability to capture, or verify, a lot of the information that is required to document participant eligibility and services

activities. For this reason, ASSET screens are only a part of the participant record – the balance is included in the hard copy participant case files maintained by case managers and other program provider staff.

**Case Notes:** Refers to either paper or online statements (ASSET) by the case manager that identifies a participant’s status for a specific data element, the date on which the information was obtained, and the case manager who obtained the information.

**Photocopying:** It is illegal to photocopy records of vital statistics and certain other official documents identified on the list below. Instead, for these documents, use a form showing that program staff verified a specific document. The form should record pertinent data to identify the document, such as the official identification/serial number of the document, the issuing agency/state and date it was issued, the expiration date (if applicable), where the original document is located, and any other relevant information needed to identify and, if necessary, make it possible to locate the document. **Note:** When using a document verification form, the pertinent identifying data as detailed on the form must be completely entered, and the verification form must be certified by an authorized program staff member (case manager). See **Attachment 1** for a sample Document Verification Form.

It is permissible to photocopy a Social Security card, but do not photocopy the documents listed below (this list is not intended to be all inclusive, and restrictions may exist covering documents in addition to those listed):

birth certificates	divorce/annulment certificates and related records
death certificates	vehicle title
marriage documents	certain Selective Service induction papers
passports	certificates of US citizenship or naturalization
immigration papers	

It is also permissible to photocopy a driver’s license. Per regulation s. Trans 102.205, a driver’s license may be copied if it is intended to be used for the identification of the person to whom the license has been issued and the copy is not sold or transferred to any third person or the driver license photo is not included in any electronic or paper library of images.

**Reminder:** The list of acceptable documents is extensive but other documents may be used if they verify the item in question. Only one document is required (per factor), although some documents may verify multiple factors. The documents should be **current** and **legible**.

**Note:** CARES (TANF/W-2), Unemployment Insurance, IRIS (Division of Vocational Rehabilitation), and other program participant tracking system screens that require authorized access through data sharing agreements are not to be printed and placed in the participant file. Placing these screen prints in the case file can result in unauthorized viewing of documents protected through a data sharing agreement. Identifying data needed from these screens may be reported on either Attachment 1 or 2 of this technical assistance guide. Conversely, if a participant receives documentation directly from any agency documenting their eligibility for and/or receipt of benefits and shares this with their case manager for proof of eligibility/low income, this documentation may be placed in the participant file since it is not protected through a data sharing agreement.

**ADULT PROGRAM – Adults must meet General Eligibility Criteria**

<p><b>GENERAL ELIGIBILITY CRITERIA</b></p> <p>Each criterion must be documented.</p> <p>The General Eligibility criteria for adults is:</p> <ul style="list-style-type: none"> <li>• Date of Birth/age</li> <li>• Citizenship/Authorized to Work</li> <li>• Selective Service Registration (if applicable)</li> </ul>	<p><b>ACCEPTABLE DOCUMENTATION</b></p> <p>Only one document from this column per eligibility criterion is required. Note: Documentation should be in the form of a copy of the relevant document. Documents that may not be photocopied are identified with an asterisk (*). For these documents, use a form showing that program staff verified a specific document. See <b>Attachment 1</b> for a sample Document Verification Form and <b>Attachment 2</b> for a sample Telephone Verification Form.</p>
<p><b>Date of Birth/Age</b></p> <p>Applicants must be age 18 or older at the time of participation to participate in the adult program.</p>	<ul style="list-style-type: none"> <li>• Baptismal/church record (if date of birth shown) or hospital record of birth</li> <li>• *Birth certificate</li> <li>• DD-214, DD-215 Transfer/ Discharge/Disability</li> <li>• Driver's license or picture identification card</li> <li>• Federal, State or local government identification card</li> <li>• Public assistance/social service records</li> <li>• *Passport</li> <li>• School records or ID cards</li> <li>• Selective Service Records</li> <li>• Court records</li> <li>• Native American tribal document</li> <li>• Adoption record</li> <li>• Immigration or Naturalization papers</li> </ul> <p><b>Note:</b> Refer to list of documents on page 3 which cannot be photocopied.</p>

## **ADULT PROGRAM – Adults must meet General Eligibility Criteria**

### **Authorized to Work**

Participation in programs and activities financially assisted in whole or in part under WIOA shall be open to citizens and nationals of the U.S., lawfully admitted permanent resident aliens, lawfully admitted refugees and parolees, and other individuals authorized by the Attorney General to work in the U.S.

- Unexpired Employment Authorization Document issued by the INS
- U.S. social security card issued by the Social Security Administration (other than a card stating it is not valid for employment)
- Permanent Resident Card (**note:** if no expiration date on card use 12/31/9999 for ASSET reporting)
- Unexpired foreign passport stamped "eligible to work"\*
- Unexpired Temporary Resident Card (INS Form I-688)
- Unexpired Employment Authorization Card (INS Form I-688A)
- Unexpired Reentry Permit (INS Form I-327)
- Unexpired Refugee Travel Document (INS Form I-571)
- Alien registration card indicating Right to Work (USCIS forms I-151, I-155, I-94, I-197, I-179)
- One verification source from List A of I-9 Form OR one verification source from List B AND one verification source from List C. See <http://www.uscis.gov/files/form/i-9.pdf> and also Attachment 3.

**Note:** Refer to list of documents on page 3 which cannot be photocopied.

## **ADULT PROGRAM – Adults must meet General Eligibility Criteria**

**U.S. Citizenship**

NOTE: Citizenship is not required for WIOA eligibility. Applicants may present documentation of either citizen status or legal right to work in the United States.

Individuals meeting the requirements set forth in TEGL 02-14: Eligibility of Deferred Action for Childhood Arrivals Participants for WIA and Wagner-Peyser Act Programs are granted relief under the Deferred Action for Childhood Arrivals (DACA) Initiative with employment authorization documents.

WIOA Section 188(a)(5) specifies that participation in WIOA is available to citizens and nationals of the U.S.; lawfully admitted permanent resident aliens, refugees, asylees and parolees; and other immigrants authorized by Attorney General to work in U.S. Individuals with employment authorization qualify as "immigrants authorized by the Attorney General to work in the United States." Therefore, DACA participants with employment authorization may access any WIOA services for which they otherwise would qualify. Appropriate documentation of employment authorization for DACA participants must include self-attestation at a minimum.

DACA information and resources are available at [www.uscis.gov/childhoodarrivals](http://www.uscis.gov/childhoodarrivals)

- \*U.S. Passport (unexpired or expired)
- \*Certificate of U.S. Citizenship (INS Form N-560 or N-561)
- \*Certificate of Naturalization (INS Form N-550 or N-570)
- \*Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States
- Native American tribal document
- Consular Report of Birth Abroad or Certification of Birth
- Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)
- DD-214 Report of Transfer or Discharge (if place of birth is indicated)

## **ADULT PROGRAM – Adults must meet General Eligibility Criteria**

### **Selective Service Registrant**

Each male registrant 18 years of age or older born on or after January 1, 1960, must present evidence that he has complied with *Section 3* of the Military Selective Service Act.

See TEGL 8-98 for guidance on the eligibility of males over age 26 who did not register -

[http://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=1322](http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=1322)

See WIA Policy 13-04, Change 1: Selective Service Registration Requirements for additional guidance.

[http://dwd.wisconsin.gov/dwdwia/PDF/policy\\_update1304\\_change1.pdf](http://dwd.wisconsin.gov/dwdwia/PDF/policy_update1304_change1.pdf)

- Selective Service System letter/registration letter
  - Form DD-214, DD-215 Transfer/ Discharge Disability
  - Screen printout from the Selective Service Verification Internet site: <https://www.sss.gov/RegVer/wfVerification.aspx>
  - 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
  - For males who did not register – Status Information Letter and written self-statement
- \*\* Since January 1995, Selective Service has been issuing “Status Information Letters” in lieu of previous “Advisory Opinion Letter”

## ADULT PROGRAM – Priority of Service

**Priority of Service** – Priority **must** be given at all times to recipients of public assistance and/or low-income individuals and/or individuals who are basic skills deficient for receipt of individualized career services and training services (see TEGL 03-15 for priority order). In addition, priority of service to veterans/eligible spouses also applies (see Administrator's Memo 10-02, TEGL 10-09, and Veterans Program Letter 07-09).

**Public assistance recipient**

See page 20 of this guide for acceptable documentation.

**Low income individual**

See pages 19-23 of this guide for documenting family size and income.

**Basic skills deficient**

See page 25

**Veteran** (see Administrator's Memo 10-02, TEGL 10-09, and Veterans Program Letter 07-09)

Military Form DD-214 (Report of Transfer or Discharge). This form can be obtained through the county veterans' service officer ([www.wicvso.org/locate-your-cvso/](http://www.wicvso.org/locate-your-cvso/)) or the Wisconsin Dept. of Veteran Affairs with the written consent of the veteran. Local Veterans Employment Representative may assist in obtaining this documentation. Also see [http://dva.state.wi.us/Webforms/WDVA\\_1045\\_Request\\_for\\_Military\\_Separation\\_Records.pdf](http://dva.state.wi.us/Webforms/WDVA_1045_Request_for_Military_Separation_Records.pdf)

**Note:** It is only necessary that an individual meet *one* of the priority categories. For example, if it is determined that an individual is low-income, it is not necessary to verify receipt of public assistance or test the participant to determine basic skills deficiency. An individual who does not fall within one of the priority categories may still be provided with WIOA services, if deemed appropriate by the One-Stop Operator.



**DISLOCATED WORKER PROGRAM – Dislocated Workers must meet General Eligibility Criteria, State Eligibility Criteria and Federal Eligibility Criteria**

<p><b>GENERAL ELIGIBILITY CRITERIA</b> Each criterion must be documented.</p> <p>With the exception of date of birth/age, the general eligibility criteria for dislocated workers are the same as for adults and youth:</p> <ul style="list-style-type: none"> <li>• Citizenship/Authorized to Work</li> <li>• Selective Service Registration</li> </ul>	<p><b>ACCEPTABLE DOCUMENTATION</b></p> <p>Acceptable documentation for these criteria is the same as adults and youth.</p>
<p><b>STATE DISLOCATED WORKER ELIGIBILITY CRITERIA – Must meet all 3 criteria</b></p>	
<p>1. Dislocated from employment within the last five years; <b>AND</b></p>	<ul style="list-style-type: none"> <li>• Worker Adjustment and Retraining Notification Act (WARN) notice</li> <li>• Media article or announcement describing the layoff; must include name of medium in which published and date of publication</li> <li>• Employer or union representative letter or statement</li> <li>• Applicant statement</li> </ul>
<p>2. Either previous work history of two years if age 22 or older; previous work history of four years if age 21 or younger; <b>OR</b> a dislocation that is a result of a permanent plant or facility closing or substantial layoff (i.e., at least 25 workers affected) regardless of work history; <b>AND</b>,</p>	<p><u>Work History</u></p> <ul style="list-style-type: none"> <li>• Pay check stubs</li> <li>• W-2 and/or tax returns</li> <li>• Unemployment Insurance (UI) records</li> <li>• Statement by the employer or union representative</li> <li>• Statement by an UI representative</li> <li>• Applicant statement</li> </ul> <p><u>Permanent Plant or Facility Closing</u></p> <ul style="list-style-type: none"> <li>• Bankruptcy documents (Chapter 7, Title 11 U.S.C.). Foreclosure notice or similar document provided by financial institution if it clearly shows that closure or mass layoff will occur due to its issuance</li> <li>• Media article/announcement describing closure/mass layoff, which includes name of the medium and date of publication</li> <li>• Statement/list from the employer or union representative</li> <li>• WARN notice provided by the employer or authorized representative</li> <li>• Telephone verification</li> <li>• Applicant statement</li> </ul>

**DISLOCATED WORKER PROGRAM – Dislocated Workers must meet General Eligibility Criteria, State Eligibility Criteria and Federal Eligibility Criteria**

3. No specific recall date from employer

- WARN notice provided by the employer or authorized representative
- Media article or public notice describing the layoff. It must include the name of the medium in which published and the date of publication
- Employer or union representative letter or statement
- Applicant statement

**FEDERAL DISLOCATED WORKER CRITERIA – must meet 1 of 7 criteria**

**Criteria 1 – Regular Dislocated**

Has been terminated or laid off, **OR** who has received a notice of termination or layoff, from employment; **AND**

- WARN notice
- Media article or announcement describing the layoff. It must include the name of the medium in which published and the date of publication
- Employer or union representative letter or statement
- Trade Act eligibility documents
- Applicant statement

Is eligible for or has exhausted entitlement to UI, **OR**

- UI records
- Statement by an UI representative
- Verification of re-employment services from ASSET/Manage Customers/Job Center of Wisconsin tab

Has been employed for a duration sufficient to demonstrate attachment to the workforce, but is not eligible for UI due to insufficient earnings or having performed services for an employer not covered under a State UI law; **AND**

- Pay check stubs
- W-2 and/or tax returns
- UI records
- Statement by the employer or union representative
- Statement by an UI representative
- Applicant statement

**DISLOCATED WORKER PROGRAM – Dislocated Workers must meet General Eligibility Criteria, State Eligibility Criteria and Federal Eligibility Criteria**

Is unlikely to return to a previous industry or occupation.

- Record of unsuccessful job search (lack of job offers or rejection letters from employer in prior industry or occupation)
- Internet site showing lack of industry/occupation availability
- Screen print of Labor Market Information showing primary occupation is not in demand (i.e., job listings, analysis of skill sets of worker, work history, educational attainment, and training certifications)
- Doctor statement indicating applicant's inability to return to previous industry/occupation due to physical limitations
- Vocational rehabilitation counselor's statement indicating applicant's inability to return to previous industry/occupation due to physical limitations
- Newspaper articles regarding layoffs by various companies within the same industry
- Letters from employers stating that certain skills are required for a job and/or what skills are no longer usable
- Documentation of the limited number of employers in the State in a certain industry
- Other documents to support the local workforce development board's (WDB) definition of "unlikely to return to previous industry or occupation"
- Applicant statement

**DISLOCATED WORKER PROGRAM – Dislocated Workers must meet General Eligibility Criteria, State Eligibility Criteria and Federal Eligibility Criteria**

**Criteria 2 – Plant Closure/Substantial Layoff**

Has been terminated or laid off, **OR** has received a notice of termination or layoff, from employment as a result of any permanent closure (number affected does not matter) of, or any substantial layoff (at least 25 workers affected) at, a plant, facility, or enterprise.

**Note:** If the individual has a specific date of layoff, even it is greater than 180 days the individual is eligible for the full range of services regardless of the amount of time prior to the layoff date.

Notice of layoff or laid-off:

- WARN notice
- Employer or union representative letter or statement
- Other specific notice to employee of intent to lay-off
- Telephone verification form
- Applicant statement

Permanent closure or substantial layoff:

- Bankruptcy documents (Chapter 7, Title 11 U.S.C.). Notice of foreclosure or a similar document provided by a financial institution if it clearly shows that a closure or mass layoff will occur as a result of its issuance
- Media article/announcement describing the closure/mass layoff which includes the name of the medium and date of publication
- Statement/list from the employer or union representative
- WARN notice provided by the employer or authorized representative
- Statement from employer's bank official, attorney, supplier, accountant, or other knowledgeable individual
- Telephone verification
- Applicant statement

**DISLOCATED WORKER PROGRAM – Dislocated Workers must meet General Eligibility Criteria, State Eligibility Criteria and Federal Eligibility Criteria**

**Criteria 3 – General Announcement of Closure**

Is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or for purposes of eligibility to receive services other than training services, career services, or support services, is employed at a facility at which the employer has made a general announcement that such facility will close.

**Note:** If an employer has made a general announcement about a facility closure, but the closure date is either not specified or is more than 180 days out, an individual employed at a facility under such circumstances is not eligible for training, career services, or supportive services until such time that the specified closure date is within 180 days. If the announced closure is within 180 days, affected workers are eligible for the full range of services.

- Bankruptcy documents, if declared under *Chapter 7*, Title 11, U.S.C.
- Notice of foreclosure or a similar document provided by financial institution; document must clearly show that a closure or mass layoff will occur as a result of its issuance
- Media article/announcement describing closure/mass layoff; it must include name of medium in which published and date of publication
- Statement/phone verification from the employer or union representative
- Statement from the employer’s bank official, attorney, supplier, accountant, or another knowledgeable individual
- WARN Notice
- Applicant statement

**NOTE:** WARNs are specific to an employer and may identify a specific date when the worker will be laid off or a two week period in which the layoff may occur. Date of dislocation is subject to data validation. In cases where a specific date is stated in the WARN, a date of dislocation up to one week prior and one week following that date is considered to be valid.

**DISLOCATED WORKER PROGRAM – Dislocated Workers must meet General Eligibility Criteria, State Eligibility Criteria and Federal Eligibility Criteria**

**Criteria 4 – Self-employed**

Was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters. This includes individuals working as independent contractors or consultants but not technically employees of a firm.

*General economic conditions* in the area in which the individual resides means any of the following:

- Failure of one or more businesses to which the individual provides a substantial proportion of products or services;
- Failure of one or more businesses from which the individual obtained a substantial proportion of products or services;
- Large scale layoff(s) from, or permanent closure(s) of, one or more plants or facilities that support a significant portion of the state or local economy;
- Lack of demand for products or services as demonstrated by labor market information
- Substantial change in marketplace that negated need for product or service (i.e., internalization of process which might have been done by external contractor; automation of a process which eliminated need for contract labor; or change in legislation or policy which eliminated a required service or product)
- Depressed price(s) or market(s) for the article(s) produced (or services provided) by the individual or generally high level of unemployment in the local area.

*Natural disaster* is defined as a hurricane, tornado, storm flood, high water, wind driven water, tidal wave, tsunami, earthquake, or other catastrophe identified by DET.

- Bankruptcy documents listing both name of business and applicant
- Bank records indicating outstanding loans or inability to obtain loans
- Copy of completed federal income tax return (Schedule SE) for most recent tax year
- Business license
- Monthly profit and loss statements
- Proof of failure to return a profit during preceding 12 months
- Statement from accountant, bookkeeper or tax preparer
- Notice of foreclosure or intent to foreclose
- Media article/announcement describing closure which includes name of medium in which published and publication date
- Articles of incorporation for the business listing the applicant as a principal
- Proof of inability to make payments on loans secured by tangible business assets
- Inability to obtain capital necessary to continue operations
- Debt to asset ratio is sufficiently high to be indicative of likely insolvency
- Applicant statement

**DISLOCATED WORKER PROGRAM – Dislocated Workers must meet General Eligibility Criteria, State Eligibility Criteria and Federal Eligibility Criteria**

**Criteria 5 – Displaced Homemaker**

An individual who has been providing unpaid services to family members in the home and who:

- a. has been dependent on the income of another family member but is no longer supported by that income; or
- b. is the dependent spouse of a member of the Armed Forces on active duty and whose family income is significantly reduced because of a deployment, a call or order to active duty, a permanent change of station, or the service-connected death or disability of the member; and
- c. is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

**Note:** for purposes of (b) above, significantly reduced means: a) if the household income is above 250% of the Federal Poverty Level, then a decrease in income to 250% or below of the Federal Poverty Level; or b) if the household income is currently at or below 250% of the Federal Poverty Level, then any decrease in household income is considered significant.

**Note:** for purposes of (c) above, underemployed means a worker is either: (1) working full-time and has an earned income, which if annualized, would be equal to or below self-sufficiency; or (2) working part-time and seeking full-time work. (Currently, self-sufficiency is defined by the WDB in its Local Plan).

- Pay stubs or records
- Court records
- Divorce documents
- Bank records
- Notice of eligibility and benefits from public assistance agency
- Spouse’s layoff notice
- Spouse’s disability check
- Spouse’s death notice
- Employer verification
- Notice of deployment, call or order to active duty
- Official notice issued by Department of Defense documenting eligibility of an individual, based on the missing or detained status of that individual's active duty spouse
- Official notice issued by Department of Veterans Affairs that establishes entitlement to a disability rating or award of compensation to a qualified dependent
- Official notice that documents veteran status of spousal rights
- Verification of job search
- Applicant statement

**DISLOCATED WORKER PROGRAM – Dislocated Workers must meet General Eligibility Criteria, State Eligibility Criteria and Federal Eligibility Criteria**

<p><b>Criteria 6 – Spouse of an Armed Forces Member</b></p>	
<p>Is the spouse of a member of the Armed Forces on active duty, and has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such members; <u>or</u> is the spouse of a member of the Armed Forces on active duty and is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.</p>	<ul style="list-style-type: none"> <li>• Military service member's transfer notice</li> <li>• Military service member's DD214 form</li> <li>• Work history</li> <li>• Documentation of permanent change in duty station</li> <li>• Applicant statement</li> </ul>
<p><b>Criteria 7 – Separated Service Member</b></p>	
<p>A separated service member with a discharge other than dishonorable, who has received a notice of separation from the Department of Defense and is unlikely to return to a previous industry or occupation.</p>	<ul style="list-style-type: none"> <li>• DD-214 form</li> <li>• Active military service member's ID card with planned discharge date</li> <li>• Letter from active military service member's command center indicating tentative date of separation</li> <li>• Other appropriate documentation showing separation or imminent separation from the Armed Forces</li> </ul>



## **YOUTH PROGRAM – All youth must meet General Eligibility Criteria**

### **General Eligibility Criteria**

Each criterion must be documented.

The general eligibility criteria for youth are the same as for adults:

- Date of birth/age
- Citizenship/Authorized to Work
- Selective Service Registration

In-School youth must be age 14 – 21 and out-of-school youth must be age 16-24 at the time of participation to be eligible to participate in the youth program. **NOTE:** If the youth turns age 24 prior to the date of first youth service they must be served in the Adult program.

### **Acceptable Documentation**

Acceptable documentation for these criteria is the same as for adults.

***IN-SCHOOL YOUTH*** – All in-school youth must meet the General Eligibility Criteria. In order to participate as an in-school youth an individual must be attending any school (as defined by State law), not younger than age 14 or (unless an individual with a disability attending school under State law) older than age 21, a low income individual, and in one or more of the following categories:

- Basic skills deficient;
- English language learner;
- Offender;
- Homeless, runaway, in foster care or has aged out of the foster care system, eligible for assistance under §477 of the Social Security Act, or in an out-of-home placement;
- Pregnant parenting;
- Individual with a disability; or
- Requires additional assistance to complete an educational program or to secure or hold employment (as defined by the local board).

**Note:** Youth enrolled in adult education provided under Title II of WIOA, YouthBuild programs, and Job Corps programs are considered out-of-school.

***OUT-OF-SCHOOL YOUTH*** – All out-of-school youth must meet the General Eligibility Requirements. In order to participate as an

## **YOUTH PROGRAM – All youth must meet General Eligibility Criteria**

*out-of-school youth an individual must not be attending any school (as defined under State law), not younger than age 16 or older than age 24, and is in one or more of the following categories:*

- School dropout (a youth attending an alternative school at time of enrollment is not considered a dropout);
- Within the age of compulsory school attendance but has not attended school for at least the most recent complete school year's calendar quarter;
- Recipient of a secondary school diploma or its recognized equivalent who is low income **and**
  - Is basic skills deficient; **or**
  - An English language learner;
- Subject to the juvenile or adult justice system;
- Homeless, runaway, in foster care or has aged out of the foster care system, eligible for assistance under §477 of the Social Security Act, or in an out-of-home placement;
- Pregnant or parenting;
- Individual with a disability; or
- Low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

**Note:** Youth enrolled in adult education provided under Title II of WIOA, YouthBuild programs, and Job Corps programs are considered out-of-school.

## **YOUTH PROGRAM – All youth must meet General Eligibility Criteria**

### **Income Eligibility**

“Low-income individual” includes:

1. Receives, or in the past six months has received, or is a member of a family that is receiving or in the past six months has received, assistance through FoodShare, Temporary Assistance for Needy Families (TANF), or the Supplemental Security Income (SSI) program, or State or local income-based public assistance;
2. Family income that does not exceed the higher of:
  - Federal Poverty Line (FPL); or
  - 70% of the Lower Living Standard Income Level (LLSIL);

**Note:** These rates are updated annually)

3. Homeless;
4. Receives or is eligible to receive a free or reduced-price lunch under the Richard B. Russell National School Lunch Act;
5. Foster child on behalf of whom State or local government payments are made; or
6. Individual with a disability whose own income meets the FPL or 70% of LLSIL, but who is a member of a family that does not meet those requirements.

**Note:** Youth living in a high-poverty area are automatically considered low-income.

<b>Low Income Eligibility Criteria</b>	<b>Acceptable Documentation</b>
Only one economic eligibility criterion in this column needs to be documented.	Only one document from this column per eligibility criterion is required. Note: Documentation should be a copy of relevant document; a form showing that staff verified a specific document is also acceptable.
<b>FoodShare</b> Applicant is a member of a household that receives (or has been determined within the six-month period prior to application for the program involved to be eligible to receive) food stamps pursuant to the Food and Nutrition Act of 2008.	<ul style="list-style-type: none"> <li>• Current authorization to obtain Food Stamps ("Positive Notice" letter from Department of Human Services)</li> <li>• Food Stamp receipt (a participant can receive a receipt at a store that reflects their balance. This can be done through the purchase of food, or a specific request for the balance at the point of sale. The receipt would need to show the participant's name and the date of the purchase).</li> <li>• Statement/telephone verification from Food Stamp or W-2 Office</li> <li>• Documentation of information from "Check My Benefits" tool (must be obtained by participant). The client may print out documentation from this website.</li> </ul>

## YOUTH PROGRAM – All youth must meet General Eligibility Criteria

	<p>A screen shot from this website will also suffice, as long as it contains the participant's name and whether that individual is currently receiving FoodShare. See <a href="https://access.wisconsin.gov/access/">https://access.wisconsin.gov/access/</a></p> <p><b>Note:</b> A copy of the participant's FoodShare (Quest) card is <u>not</u> acceptable documentation.</p> <p><b>Note:</b> It is <u>not</u> allowable to use screen prints from CARES to document FoodShare.</p>
<p><b>Temporary Assistance for Needy Families (TANF)</b></p> <p>TANF cash assistance is a federally-funded program providing temporary financial assistance for pregnant women and families with one or more dependent children.</p>	<ul style="list-style-type: none"> <li>• Notice of eligibility and benefits from public assistance agency</li> <li>• Copy of check</li> <li>• Signed statement or telephone verification from Human Services Agency</li> </ul> <p><b>Note:</b> It is <u>not</u> allowable to use screen prints from CARES to document TANF.</p>
<p><b>Supplemental Security Income (SSI)</b></p> <p>A federal Social Security Administration program that pays benefits to disabled adults and children who have limited income and resources. SSI benefits also are payable to people 65 and older without disabilities who meet the financial limits.</p>	<ul style="list-style-type: none"> <li>• Notice of eligibility and benefits from Social Security Administration</li> <li>• Signed statement or telephone verification from Social Security Administration</li> </ul>
<p><b>State or Local Income-based Public Assistance</b></p> <p><i>General Assistance:</i> A cash assistance program operated by county agencies in a number of Wisconsin counties.</p> <p><i>Refugee Cash Assistance:</i> Welfare and medical assistance provided to financially needy, recently arrived refugees and asylees who are ineligible for other programs.</p>	<ul style="list-style-type: none"> <li>• Notice of eligibility and benefits from public assistance agency</li> <li>• Copy of check/voucher</li> <li>• Signed statement or telephone verification from Human Services Agency</li> </ul> <p><b>Note:</b> It is <u>not</u> allowable to use screen prints from CARES to document public assistance.</p>
<p><b>Family Income At or Below the Current Federal Poverty Level or 70% of the Lower Living Standard Income Level (LLSIL)</b></p> <p>Documentation should be provided for <u>each</u> applicable includable income source received by the applicant and each family member for the six-month income period immediately preceding the determination date (see</p>	<ul style="list-style-type: none"> <li>• Accountant statement</li> <li>• Alimony agreement</li> <li>• Award letter from Veterans Administration</li> <li>• Bank statements (Direct Deposit)</li> <li>• Court Award Letter/Decree of Court</li> <li>• Earnings report or statement from employer (including business</li> </ul>

## YOUTH PROGRAM – All youth must meet General Eligibility Criteria

[http://dwd.wisconsin.gov/dwdwia/PDF/policy\\_update1303.pdf](http://dwd.wisconsin.gov/dwdwia/PDF/policy_update1303.pdf) for further guidance regarding definition of family and determining dependent status). The composition of the family is determined as of the date of the application/registration. Therefore, the income of prior family members who may have comprised part of the family during the past six months, but are no longer members of the household (i.e., a divorced, separated or deceased spouse, or other family member) would not be counted for income determination purposes. The six-month income is doubled to arrive at the annualized family income.

An applicant who claims no income must submit a statement that no income was received during the past six months; that he or she was **unemployed** for that period; and was supported by donations/contributions from relatives and friends.

Individuals claiming financial independence (for example, a youth living at home with their parents) must complete a statement attesting to their financial status. If possible, such statements are to be corroborated by the heads of households in which applicant lives. Such individuals are also required to indicate their sources of income.

See **Attachment 4** for a list of includable and excludable income.

### Homeless

An individual who lacks a fixed, regular, and adequate nighttime residence; including:

- Sharing housing of other persons due to loss of housing, economic hardship, or a similar reason;
- Living in a motel, hotel, trailer park, or campground due to lack of alternative adequate accommodations;
- Living in an emergency or transitional shelter;
- Abandoned in a hospital; or
- Awaiting foster care placement;
- Primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; or
- Migratory child living in circumstances described above.

name, contact person and telephone number)

- Telephone verification with employer
- Farm or business financial records
- Dated pay check stubs
- Pension statement
- Quarterly Estimated Tax for Self-employed Persons (Schedule C)
- Social Security Benefits records
- Unemployment Insurance documents and/or printout
- Compensation Award letter
- Lease or landlord statement
- Housing Authority verification
- Most recent tax return supported by IRS documents
- Notice of eligibility and benefits from public assistance agency
- Applicant statement

- Statement or telephone verification from a Social Service agency
- Statement or telephone verification from an individual providing temporary residence
- Statement or telephone verification from a shelter
- Verification from school
- Applicant statement

## **YOUTH PROGRAM – All youth must meet General Eligibility Criteria**

*Migratory child:* A child who is, or whose parent or spouse, is a migratory agricultural worker, including a migratory dairy worker, or a migratory fisher, and who, in the preceding 36 months, in order to obtain, or accompany such parent or spouse, in order to obtain, temporary or seasonal employment in agricultural or fishing work – has moved from one school district to another or resides in a school district of more than 15,000 square miles, and migrates a distance of 20 miles or more to a temporary residence to engage in a fishing activity.

**Receiving or Eligible to Receive Free of Reduced Price Lunch under the Richard B. Russell School Lunch Act** (applies only to the applicant/student, not other family members)

- Documentation from school
- Documentation that individual is "eligible for" free lunch by having family income at or below 130% of the Federal income poverty guidelines (see documentation requirements for family income)
- Documentation that individual is "eligible for" reduced-price meals by having family income at or below 185% of the Federal income poverty guidelines (see documentation requirements for family income)

## **YOUTH PROGRAM – All youth must meet General Eligibility Requirements**

### **Foster Child (or Aged Out of Foster Care)**

Foster care means 24-hour substitute care for children placed away from their parents or guardians and for whom a State agency has placement and care responsibility. This includes, but is not limited to, placement in licensed foster family homes, foster homes of relatives, group homes (licensed group living arrangements), emergency shelters, residential facilities, Child Caring Institutions (CCIs), Residential Care Centers (RCCs), placement in licensed, larger facilities (not a secured detention facility), treatment foster care (placements with specialized types of foster parents) and pre-adoptive homes. A child is in foster care in accordance with this definition regardless of whether the foster care facility is licensed and payments are made by the State or local agency for the care of the child, whether adoption subsidy payments are being made prior to the finalization of an adoption, or whether there is a Federal matching of any payments that are made.

- Court records/documentation
- Verification of payments made on behalf of the child
- Written statement or telephone verification from cognizant agency or official (school counselor, social worker, court, etc.)
- Applicant statement
- Case notes

### **Individual with a Disability Whose Own Income Meets the Income Requirements, but who is a Member of a Family Whose Income Does not Meet Those Requirements**

The term "disability" means, with respect to an individual:

- (a) a physical or mental impairment that substantially limits one or more major life activities of such individual;
- (b) a record of such impairment; or
- (c) being regarded as having such an impairment.

An individual with a disability shall be considered a family of one for eligibility purposes.

- Letter from Drug or Alcohol Rehabilitation Agency
- Medical records
- Physician, Psychiatrist or Psychologist diagnosis/statement
- Rehabilitation evaluation
- School records/official statement
- Sheltered Workshop certification
- Social Security Administration Disability records
- Social Service records/referral
- Veterans Administration letter/records
- Vocational Rehabilitation letter/statement
- Worker's Compensation records/statement
- Applicant statement
- Case notes regarding observable condition

## **YOUTH PROGRAM – All youth must meet General Eligibility Requirements**

### **High Poverty Area**

A youth living in a high poverty area automatically meets the low-income criterion. A high poverty area is a Census tract or county that has a poverty rate of at least 30 percent, as set every five years using American Community Survey five-Year data. See **Attachment 5** for a list of Wisconsin's Census tracts and counties with a poverty rate greater than 30%.

The U.S. Census Bureau provides an individual address search tool to find the census tract number that corresponds with an address. This tool is located on the middle right side of the screen at <http://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml>

### Residency

- Written statement from individual providing residence
- Letter from shelter
- Letter from social service agency
- Driver's license
- Housing authority verification
- Landlord statement and/or lease
- School records/school identification card
- Library card
- Postmarked mail addressed to applicant
- Public assistance records
- Utility bill
- Voter registration card
- Applicant statement

### Census Tract

- Screen print from U.S. Census Bureau website (see link in left column) showing participant's address and Census Tract number



## **YOUTH PROGRAM – All youth must meet General Eligibility Criteria**

### **Eligibility Criteria for In-School Youth (ISY) and Out-of-School Youth (OSY)**

#### **Basic Literacy Skills Deficient (applies to ISY and OSY)**

Reading or computing at or below an 8th grade level (i.e., score of 8.9 or below)

- Standardized assessment test (dated and scored)
- School records
- Statement from school official

**Note:** Only the TABE and CASAS tests are acceptable tests for out-of-school youth.

#### **English Language Learner (applies to ISY and OSY)**

An individual who has limited ability in reading, writing, speaking, or comprehending the English language, and whose native language is a language other than English; or who lives in a family or community environment where a language other than English is the dominant language.

- Standardized assessment test (dated and scored)
- School records
- Statement from school official
- Statement from Adult Basic Education provider
- Applicant statement

#### **Runaway (applies to ISY and OSY)**

A person under the age of 18 who absents himself or herself from home or a place of legal residence without the permission of parents or a legal guardian.

- Statement or telephone verification from a Social Service agency
- Statement or telephone verification from an individual providing temporary residence
- Statement or telephone verification from a shelter
- Applicant statement

#### **Foster Child or Aged out of Foster Care (applies to ISY and OSY)**

See page 23

#### **Child Eligible for Assistance under Section 477 of the Social Security Act (John H. Chafee Foster Care Independence Program) (applies to ISY and OSY)**

This program provides services such as:

- Identifying children likely to remain in foster care until age 18 and to helping them transition to self-sufficiency by providing a variety of services
- Helping children likely to remain in foster care until age 18 to receive the education, training, and services necessary to obtain employment

- Statement from foster care agency
- Applicant statement

## **YOUTH PROGRAM – All youth must meet General Eligibility Criteria**

- Helping children likely to remain in foster care until age 18 prepare for and enter postsecondary training and education institutions
- Providing personal and emotional support to children aging out of foster care, through mentors and promotion of interactions with dedicated adults
- Providing financial, housing, counseling, employment, education, and other appropriate support and services to former foster care recipients between 18 and 21 years of age to complement their own efforts to achieve self-sufficiency...
- Making available vouchers for education and training, including postsecondary training and education, to youths who have aged out of foster care
- Providing these services to children who, after attaining age 16, have left foster care for kinship guardianship or adoption.

## YOUTH PROGRAM – All youth must meet General Eligibility Criteria

<p><b>Pregnant or Parenting (applies to ISY and OSY)</b> An individual under age 24 who is pregnant, or is providing custodial care for one or more dependents under age 18.</p>	<ul style="list-style-type: none"> <li>• Child’s birth certificate*, hospital record of birth, baptismal record</li> <li>• Medical card</li> <li>• Statement from physician</li> <li>• Statement from school program for pregnant youth</li> <li>• School records</li> <li>• Written statement or phone verification from Social Services Agency</li> <li>• Applicant statement</li> <li>• Case notes regarding observable condition</li> </ul>
<p><b>Attending School as defined by State law (applies to ISY)</b> Enrolled in either secondary or post-secondary school. This includes alternative schools.</p>	<ul style="list-style-type: none"> <li>• School records</li> <li>• School identification card</li> <li>• Applicant statement</li> </ul>
<p><b>Low-Income Individual Who Requires Additional Assistance to Complete an Educational Program or to Secure or Hold Employment (applies to ISY)</b></p> <p><b>Note:</b> This criterion is defined locally by the WDB in their Local Plan.</p>	<p>Documentation to verify WDB's definition (in addition to documentation of low income), such as:</p> <ul style="list-style-type: none"> <li>• Individual Service Strategy (ISS)</li> <li>• Test results</li> <li>• Case notes</li> <li>• School records</li> <li>• Locally-developed form</li> <li>• Applicant statement</li> </ul>
<p><b>Offender (applies to ISY) and Individual who is Subject to the Juvenile or Adult Justice System (applies to OSY)</b></p> <p>Individual who is, or has been, subject to any stage of criminal justice process or requires assistance in overcoming artificial barriers to employment from a record of arrest or convictions for committing delinquent acts, such as crimes against persons or property, status offenses, or other crimes.</p> <p>Juvenile status offenses cannot be committed by an adult, i.e., possession of a firearm by a minor and may include underage drinking, consumption of alcohol or tobacco, truancy, running away from home, and the general inability to be controlled by adults.</p> <p><b>Speeding tickets or traffic court is typically <u>not</u> included in this definition.</b></p>	<ul style="list-style-type: none"> <li>• Documentation from juvenile or adult criminal justice system</li> <li>• Court records</li> <li>• Letter of Parole</li> <li>• Police records</li> <li>• Statement from Halfway House</li> <li>• Statement from Probation Officer</li> <li>• Newspaper (must include dates and name of publication)</li> <li>• Applicant statement</li> </ul>

## **YOUTH PROGRAM – All youth must meet General Eligibility Criteria**

<p><b>School Dropout (applies to OSY)</b></p> <p>An individual who is no longer attending any school and has not received a secondary school diploma or its recognized equivalent</p>	<ul style="list-style-type: none"> <li>• School statement/records</li> <li>• Applicant statement</li> </ul>
<p><b>Youth who is Within the Age of Compulsory School Attendance, but has not Attended School for at least the Most Recent Complete School Year Calendar Quarter (applies to OSY)</b></p> <p>The youth is at an age where they are required to attend school, do not have an exception to the regular school attendance as outlined in Wis. Stat. sec 118.15(3), or have not graduated. However, the WDB must make school attendance a priority and provide services outside of the regular school day. Through the Individual Service Strategy (ISS), the WDB makes school attendance a priority by providing services that direct a youth back to school. The first goal of the ISS must be to have the youth return to school. The board can also provide services that encourage regular school attendance, such as counseling, tutoring, or exploring career options.</p>	<ul style="list-style-type: none"> <li>• Verification from school</li> <li>• Applicant statement</li> </ul>
<p><b>Low-income Individual who Requires Additional Assistance to Enter or Complete an Educational Program or to Secure or Hold Employment (applies to OSY)</b></p> <p><b>Note:</b> This criterion is locally defined by the WDB</p>	<p>See page 25</p>

## **YOUTH PROGRAM – All youth must meet General Eligibility Requirements**

### **Non-Low Income (5% exception)**

The 5% exception applies to "covered individuals". A covered individual is: 1) an in-school youth; or 2) an out-of-school youth with a secondary school diploma or equivalent **and** is basic skills deficient or an English Language Learner **or** requires additional assistance to enter or complete an educational program or to secure or hold employment. If a youth is a covered individual and is not low income, this youth qualifies for the 5% exception. However, WIOA places a limitation on in-school youth served under this exception: no more than 5% of in-school youth served as non-low income can fall within the "requires additional assistance" category.

**Note:** If an out-of-school youth falls within a category other than the criteria in 2) above, regardless of whether they are not low-income, they are eligible as an out-of-school youth without having to use the 5% exception.

- Relevant documentation of barrier

## Document Verification Form

The purpose of this form is to record that the following documents were examined to verify eligibility.

Check  next to item examined. For each document examined show identifier information (document date, reference number, issuer, expiration date and source, as applicable)

Participant Name	Social Security Number
1. Date of Birth	Verified By: <input type="checkbox"/> Birth Certificate* <input type="checkbox"/> Driver's License (must include identifier information) <input type="checkbox"/> ID Card <input type="checkbox"/> SSN verification documented in ASSET <input type="checkbox"/> Other (describe):
2. Residence	Verified By: <input type="checkbox"/> Driver's License (must include identifier information) <input type="checkbox"/> ID Card <input type="checkbox"/> Letter/document addressed to applicant <input type="checkbox"/> Other (describe):
3. Eligible to Work in United States: <input type="checkbox"/> Yes <input type="checkbox"/> No	Verified By: <input type="checkbox"/> Driver's License (must be used in addition to SSN Card) <input type="checkbox"/> Social Security Card (must be used in addition to a Driver's License) <input type="checkbox"/> Birth Certificate* <input type="checkbox"/> Citizenship Record* <input type="checkbox"/> Passport* <input type="checkbox"/> Immigrant/Resident Alien Card*
4. Social Security Number:	Verified By: <input type="checkbox"/> Social Security Card <input type="checkbox"/> Tax Form <input type="checkbox"/> Pay Check Stub <input type="checkbox"/> SSN verification documented in ASSET <input type="checkbox"/> Other (describe):
5. Selective Service Number:	Verified By: <input type="checkbox"/> Internet ( <a href="http://www.sss.gov">www.sss.gov</a> ) <input type="checkbox"/> Telephone (847) 688-6888 <input type="checkbox"/> Card
6. Veteran Status:	Verified By: <input type="checkbox"/> DD-214 (issued when exiting military service) <input type="checkbox"/> Eligibility card for VA benefits <input type="checkbox"/> Other (describe):
Documents examined by:	Date:

\*Items that cannot be photocopied

## Telephone Verification Form

Identifying Information	
Applicant's Name	Social Security Number
Eligibility Verification by Telephone	
Name and/or Number of Document	
Eligibility Items to be Verified	
Information Verified	
Agency Providing Verification	
Agent Verifying Eligibility Item	
Date and Time of Verification	
Area Code and Telephone Number of Agency Providing Verification	

I attest that the information recorded by me on this document was obtained through telephone contact on the above date. As indicated by the agent, all information was obtained from data previously determined and recorded in the applicant's records at the agency providing the eligibility verification.

\_\_\_\_\_  
Agent's Signature

\_\_\_\_\_  
Date Signed

## List of Acceptable Documents Used for INS Form I-9 to Determine Identity and Employment Eligibility

List A Documents that establish both identity and employment eligibility	List B Documents that establish identity	List C Documents that establish employment eligibility
<ol style="list-style-type: none"> <li>1. US Passport (unexpired or expired)</li> <li>2. Certificate of US Citizenship (INS Form N-560 or N-561)</li> <li>3. Certificate of Naturalization (INS Form N-550 or N-570)</li> <li>4. Unexpired foreign passport with I-551 stamp or attached form INS I-94 indicating unexpired employment authorization</li> <li>5. Permanent Resident Card or Alien Registration receipt Card with photograph (INS Form I-151 or I-551)</li> <li>6. Unexpired Temporary resident Card (INS Form I-688)</li> <li>7. Unexpired Employment Authorization Card (INS Form I-688A)</li> <li>8. Unexpired Reentry Permit (INS Form I-327)</li> <li>9. Unexpired Refugee Travel Document (INS Form I-571)</li> <li>10. Unexpired Employment Authorization issued by INS which contains a photograph (INS Form I-688B)</li> </ol>	<ol style="list-style-type: none"> <li>1. Driver's license or ID card issued by a state or US territory that contains a photograph and information that includes: name, date of birth, eye color, gender, height and address.</li> <li>2. ID card issued by federal, state or local government agency that contains a photograph and information that includes: name, date of birth, eye color, gender, height and address.</li> <li>3. School ID card with photograph.</li> <li>4. Voter Registration Card</li> <li>5. US Military Card or draft record</li> <li>6. Military Dependent's ID Card</li> <li>7. US Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> </ol> <p style="text-align: center;">For persons under age 18 who are unable to present a document listed above:</p> <ol style="list-style-type: none"> <li>10. School record or report card</li> <li>11. Clinic, doctor or hospital record</li> <li>12. Day-care record</li> </ol>	<ol style="list-style-type: none"> <li>1. US Social Security Card issued by the Social Security Administration (other than a card stating it is not valid for employment)</li> <li>2. Certification of Birth Abroad issued by the Dept. of State (Form FS-545 or Form DS-1350)</li> <li>3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the US bearing an official seal</li> <li>4. Native American tribal document</li> <li>5. US Citizen ID Card (INS Form I-197)</li> <li>6. ID Card for use of resident Citizen in the United States (INS Form I-179)</li> </ol>



## Inclusions and Exclusions for Determining Family Income

### Included in Family Income

- Any monetary compensation for services, including wages, tips, salary, commissions, piece rate payments, cash bonuses or fees before any deductions. **Note:** Miscellaneous earnings from children that do not contribute to the household support need not be included in computing family income. Examples include, but are not limited to, part-time babysitting, lawn mowing, newspaper routes, and temporary summer jobs between school semesters.
- Wages received while on reserve duty in the Armed Forces
- Net receipts from nonfarm self-employment (receipts from a person's own unincorporated business, professional enterprise, or partnership, after deductions for business expense)
- Net receipts from farm self-employment (receipts from a farm which one operates as an owner, renter, or sharecropper, after deductions for farm operating expenses)
- Money received under the Agricultural Crop Stabilization Program
- Regular payments from pension and retirement systems including private, government, railroad, and military retirement pay
- Non-Social Security retirement, disability or death benefits
- Severance pay or a cash out of accrued vacation leave
- Strike benefits from union funds
- Worker's compensation
- Training stipends
- Alimony (excludes one-time property settlements)
- Military family allotments (voluntary/automatic deduction from military member's pay check which is sent home to family members)
- Financial assistance from outside of the household – regular payments received from non-household members or absent family members (excludes child support, gifts or sporadic assistance)
- Pensions, whether private, government employee (including military retirement pay), law enforcement firefighters (LEF) disability income
- Regular insurance or annuity (IRAs, KEOUGH, 401(k) plans, etc.) payments
- Accident, health and casualty insurance proceeds, unless lump sum
- Merit-based (i.e., recipient receives funds based on students' athletic, academic, artistic or other abilities) college or university scholarships, grants (excluding Pell grants), fellowships, and assistantships
- Dividends, interest, net rental income, net royalties, periodic receipts from estates or trusts
- Tribal per capita payments from gaming revenue
- Judgments of Indian Claim Commission of U.S. Court of Federal Claims. These funds are held in trust for a specified amount of time for minors to come of age. Up to \$2,000 per year is excluded when calculating income for assistance under any Federal program.
- Net gambling or lottery winnings
- Armed Forces terminal leave pay
- Disaster Relief Employment wages
- On-the-Job Training (OJT) wages

## **Not Included in Family Income**

- Unemployment compensation
- Needs-based scholarship assistance
- Financial assistance under Title IV of the Higher Education Act (i.e., Pell Grants, Federal Supplemental Educational Opportunity Grants and Federal Work Study)
- PLUS, Stafford and Perkins loans (for educational purposes)
- Child support payments
- Earned income credit
- Cash payments under a Federal, State, or local income based public assistance program (e.g., Temporary Assistance to Needy Families (TANF), Supplemental Security Income (SSI), Refugee Cash Assistance (RCA), General Assistance (GA), Emergency Assistance), and non-federally funded general assistance or general relief money payments)
- Kinship care payments
- Payments received under the Trade Readjustment Act of 1974
- Social Security payments (including Social Security Retirement, Survivors Insurance, Social Security Disability Insurance (SSDI))
- Foster child care payments
- Adoption subsidies
- Jury duty pay
- Non-cash benefits such as employer-paid or union-paid fringe benefits, food or housing received in lieu of wages
- Medicare, Medicaid, food stamps, school meals, and fuel or other housing assistance
- Any assets drawn down as withdrawals from a bank; an employee exclusive 401(K), sale of a home, property or car
- Capital gains
- Allowances received while serving on active duty (cost of living, overseas cost of living, clothing, dislocation, housing, overseas housing, travel, per diem, and subsistence)
- Any amounts received as pay or allowances while serving on active military duty as well as the following veterans benefits: service-connected disability payments, Montgomery GI Bill, training/rehabilitation benefits for service-connected disabilities, apprenticeship/OJT training payments and correspondence course benefits, dependent compensation for service-connected death payments, Veterans Administration survivor's and dependent's educational benefits, educational assistance for enlisted members of the Selected Reserve or the Ready Reserve
- Tax refunds, gifts, loans, Reverse Mortgage Loan proceeds, IRA withdrawals, lump-sum inheritances, one-time insurance payments, or compensation for injury
- Allowances, earnings and payments to individuals participating in WIA or WIOA programs (except On-the-Job Training wages)
- Cash payments under Title V of the Older Americans Act
- Job Corps payments, or readjustment allowances issued when Job Corps participant leaves program
- Stipends received in the following programs: VISTA, Peace Corps, Foster Grandparents Program, Retired Senior Volunteer Program, and the YouthWorks/Americorps Program
- The value of food and fuel produced and consumed on farms
- The value of assistance received under the Child Nutrition Act of 1966
- The imputed value of rent from owner occupied non-farm or farm housing
- Black Lung payments received under the Benefits Reform Act of 1977
- Reverse mortgage payments

- HUD rental assistance subsidies
- Federally-funded benefits, including:
  - Agent Orange Settlement Fund
  - Radiation Exposure Compensation Act
  - Crime Victims Funds
  - National Flood Insurance Program
  - Benefits for Children of Vietnam Veterans born with Spina Bifida and other than Spina Bifida
  - Nutrition programs
  - Miscellaneous Federal benefits (Housing Act of 1949, Uniform Relocation Assistance & Real Property Acquisition Policies Act of 1970, Robert T. Stafford Disaster Relief & Emergency Act, Low Income Energy Assistance Act of 1981, Old Age Assistance Claims Settlement Act)
- Tribal per capita payments from natural resources, farming, ranching, fishing, leases or royalties from land designated as Indian trust land by the Department of Interior (including reservations and former reservations)
- Money from selling Indian items that have cultural significance

**Note:** When a federal statute specifically provides that income or payments received under such statute shall be excluded in determining eligibility for the level of benefits received under any other federal statute, such income or payments shall be excluded in WIOA eligibility determination.

## Wisconsin Census Tracts with Poverty Rate Greater than 30%

<b>WDA</b>	<b>Census Tract</b>	<b>Percentage</b>
<b>Southeast</b>	Census Tract 9, Kenosha County	32.9
	Census Tract 11, Kenosha County	43.6
	Census Tract 16, Kenosha County	33.1
	Census Tract 21, Kenosha County	33.8
	Census Tract 1, Racine County	43
	Census Tract 3, Racine County	43.9
	Census Tract 4, Racine County	46.9
	Census Tract 5, Racine County	40.7
	Census Tract 10.01, Racine County	38
	Census Tract 13.02, Racine County	31.4
	Census Tract 5.01, Walworth County	62.6
	Census Tract 5.02, Walworth County	34.1
<b>Milwaukee Area</b>	Census Tract 2.01, Milwaukee County	41.5
	Census Tract 5.02, Milwaukee County	30.9
	Census Tract 9, Milwaukee County	32.4
	Census Tract 12, Milwaukee County	40.4
	Census Tract 14, Milwaukee County	35.8
	Census Tract 15, Milwaukee County	34.7
	Census Tract 18, Milwaukee County	49.6
	Census Tract 19, Milwaukee County	39.4
	Census Tract 20, Milwaukee County	32.5
	Census Tract 21, Milwaukee County	31.5
	Census Tract 24, Milwaukee County	43.5
	Census Tract 25, Milwaukee County	42.5
	Census Tract 26, Milwaukee County	33.3
	Census Tract 28, Milwaukee County	39.4
	Census Tract 29, Milwaukee County	39.5
	Census Tract 34, Milwaukee County	30.8
	Census Tract 37, Milwaukee County	33.3
	Census Tract 40, Milwaukee County	35.4
	Census Tract 41, Milwaukee County	30.7
	Census Tract 42, Milwaukee County	50.3
	Census Tract 43, Milwaukee County	34.7

<b>WDA</b>	<b>Census Tract</b>	<b>Percentage</b>
<b>Milwaukee Area</b>	Census Tract 44, Milwaukee County	33.6
	Census Tract 45, Milwaukee County	51.8
	Census Tract 46, Milwaukee County	31.8
	Census Tract 47, Milwaukee County	30.4
	Census Tract 48, Milwaukee County	45.8
	Census Tract 51, Milwaukee County	31.7
	Census Tract 60, Milwaukee County	48.6
	Census Tract 62, Milwaukee County	41.2
	Census Tract 63, Milwaukee County	39
	Census Tract 64, Milwaukee County	57.5
	Census Tract 65, Milwaukee County	56.5
	Census Tract 66, Milwaukee County	67.3
	Census Tract 67, Milwaukee County	46.5
	Census Tract 68, Milwaukee County	44.4
	Census Tract 69, Milwaukee County	63.7
	Census Tract 70, Milwaukee County	37.7
	Census Tract 71, Milwaukee County	33.9
	Census Tract 73, Milwaukee County	37.1
	Census Tract 74, Milwaukee County	30.7
	Census Tract 77, Milwaukee County	35
	Census Tract 78, Milwaukee County	56.4
	Census Tract 80, Milwaukee County	37.7
	Census Tract 81, Milwaukee County	49.1
	Census Tract 84, Milwaukee County	47.2
	Census Tract 85, Milwaukee County	63.3
	Census Tract 86, Milwaukee County	39.5
	Census Tract 87, Milwaukee County	46.1
	Census Tract 88, Milwaukee County	45.5
	Census Tract 89, Milwaukee County	63.4
	Census Tract 90, Milwaukee County	55
Census Tract 91, Milwaukee County	48.6	
Census Tract 96, Milwaukee County	56.2	
Census Tract 97, Milwaukee County	33	
Census Tract 98, Milwaukee County	59.2	
Census Tract 106, Milwaukee County	54.1	
Census Tract 122, Milwaukee County	56.5	
Census Tract 123, Milwaukee County	33.6	
Census Tract 134, Milwaukee County	45.9	
Census Tract 135, Milwaukee County	54.8	
Census Tract 136, Milwaukee County	40.1	
Census Tract 137, Milwaukee County	51.3	
Census Tract 141, Milwaukee County	42.1	

<b>WDA</b>	<b>Census Tract</b>	<b>Percentage</b>
<b>Milwaukee Area</b>	Census Tract 146, Milwaukee County	74.7
	Census Tract 147, Milwaukee County	88.4
	Census Tract 148, Milwaukee County	52.8
	Census Tract 149, Milwaukee County	58.9
	Census Tract 157, Milwaukee County	49.2
	Census Tract 158, Milwaukee County	43.8
	Census Tract 159, Milwaukee County	41.7
	Census Tract 160, Milwaukee County	44.3
	Census Tract 162, Milwaukee County	33.8
	Census Tract 163, Milwaukee County	46.4
	Census Tract 164, Milwaukee County	50.7
	Census Tract 165, Milwaukee County	42.2
	Census Tract 166, Milwaukee County	47.8
	Census Tract 167, Milwaukee County	41.1
	Census Tract 168, Milwaukee County	45.7
	Census Tract 169, Milwaukee County	57.5
	Census Tract 170, Milwaukee County	38
	Census Tract 173, Milwaukee County	38.1
	Census Tract 174, Milwaukee County	45.2
	Census Tract 175, Milwaukee County	48
	Census Tract 176, Milwaukee County	37.9
	Census Tract 186, Milwaukee County	31.5
	Census Tract 187, Milwaukee County	39.6
	Census Tract 188, Milwaukee County	48.1
	Census Tract 1854, Milwaukee County	43
	Census Tract 1855, Milwaukee County	53.5
	Census Tract 1856, Milwaukee County	37.9
	Census Tract 1857, Milwaukee County	47.1
	Census Tract 1858, Milwaukee County	31.1
	Census Tract 1859, Milwaukee County	53.4
Census Tract 1860, Milwaukee County	55.3	
Census Tract 1861, Milwaukee County	50	
Census Tract 1862, Milwaukee County	39.2	
Census Tract 1864, Milwaukee County	58.5	
Census Tract 1865, Milwaukee County	38.7	
Census Tract 1866, Milwaukee County	40.1	
Census Tract 1868, Milwaukee County	54.7	
<b>WOW</b>	None	
<b>Fox Valley</b>	Census Tract 405, Fond du Lac County	32
	Census Tract 5, Winnebago County	41.1

<b>WDA</b>	<b>Census Tract</b>	<b>Percentage</b>
<b>Fox Valley</b>	Census Tract 7, Winnebago County	72.2
<b>Bay Area</b>	Census Tract 1, Brown County	34
	Census Tract 10, Brown County	38.2
	Census Tract 11, Brown County	33.6
	Census Tract 17.01, Brown County	31.8
	Census Tract 9401.01, Menominee County	47.9
	Census Tract 2.01, Sheboygan County	31.1
<b>North Central</b>	Census Tract 1, Marathon County	38.1
	Census Tract 9603, Portage County	34.3
	Census Tract 9604, Portage County	40.8
	Census Tract 9610, Portage County	32.5
<b>Northwest</b>	Census Tract 9400, Ashland County	35.9
	Census Tract 203, Douglas County	36
	Census Tract 211, Douglas County	34
	Census Tract 9400, Sawyer County	35.5
<b>West Central</b>	Census Tract 9708, Dunn County	31.2
	Census Tract 11.01, Eau Claire County	53.8
	Census Tract 12, Eau Claire County	63.5
	Census Tract 17, Eau Claire County	35.5
<b>Western</b>	Census Tract 4, La Crosse County	62.4
	Census Tract 5, La Crosse County	69.6
<b>South Central</b>	Census Tract 6, Dane County	34
	Census Tract 9.02, Dane County	46.9
	Census Tract 11.01, Dane County	81.7
	Census Tract 11.02, Dane County	78.3
	Census Tract 12, Dane County	42.1
	Census Tract 14.01, Dane County	35.4
	Census Tract 16.03, Dane County	87.3
	Census Tract 16.04, Dane County	73.8
	Census Tract 16.05, Dane County	52.5
	Census Tract 16.06, Dane County	76.2
	Census Tract 17.05, Dane County	30.9
	Census Tract 24.02, Dane County	33.5
	Census Tract 25, Dane County	36.8

<b>WDA</b>	<b>Census Tract</b>	<b>Percentage</b>
<b>Southwest</b>	Census Tract 9609, Grant County	38.9
	Census Tract 3, Rock County	43
	Census Tract 15, Rock County	33.2
	Census Tract 16, Rock County	36.8
	Census Tract 18, Rock County	39.2
<b>Tribal</b>	Bad River Reservation	40.4
	Ho-Chunk Nation Reservation & Off-Reservation Trust Land	34.3
	Lac Courte Oreilles Reservation & Off-Reservation Trust Land	38.2
	Menominee Reservation & Off-Reservation Trust Land	35.4
	Red Cliff Reservation & Off-Reservation Trust Land	44.1
	St. Croix Reservation & Off-Reservation Trust Land	38
	Sokaogon Chippewa Community & Off-Reservation Trust Land	38.8

Source: American Community Survey 5-year data (2009-2013 5-year estimates) released 12/4/14