

ATTACHMENT C

WIOA YOUTH PROGRAM

Income Eligibility Requirements and Verifiable Documentation

Before enrollment, eligibility criteria must be met and documented.

- A photocopy of each source of documentation must be retained in the participant's file.
- Applicant Statements are not to be used as the primary method of verification. The Applicant Statement should only be used when the preferred options of documentation or third-party corroboration are not available.

ELIGIBILITY CRITERIA	ACCEPTABLE VERIFIABLE DOCUMENTATION
<p>CASH PUBLIC ASSISTANCE</p> <p>Note: The applicant receives or is a member of a family that receives cash payments under a federal, state, or local income-base public assistance program.</p>	<ul style="list-style-type: none"> • Authorization to receive cash public assistance/SSI • Public assistance records or printout • Refugee assistance records or printout • Signed statement from health & welfare office • Telephone verification with county welfare office • Cross-match with public assistance database
<p>FOOD STAMPS</p> <p>Note: The documentation listed must show the applicant is listed or is a member of a household that is listed on the Food Stamp Grant for the month of application or within the 6-month income period, or that the individual has been determined eligible for Food Stamps.</p>	<ul style="list-style-type: none"> • Authorization to obtain food stamps • Food stamp card with current date • Food stamp receipt • Postmarked food stamp mailer with applicable name and address • Statement from county welfare office • Public assistance records or printout • Telephone verification with county welfare office
<p>FREE/REDUCED SCHOOL LUNCH</p>	<ul style="list-style-type: none"> • Verification of free meals from school
<p>INDIVIDUAL/FAMILY INCOME</p> <p>Note: Documentation should be provided for each applicable income source received by the applicant and each family member for the six-month income period immediately preceding the determination date.</p> <p>It is necessary to verify family size when utilizing family income eligibility.</p> <p>An applicant who claims little or no income must submit an applicant statement that little or no income was received during the past six months, the reason why, and how he was supported during this time.</p>	<ul style="list-style-type: none"> • Accountant statement • Alimony agreement • Award letter from the Veterans Administration office • Bank statements (direct deposit) • Compensation award letter • Court award letter • Employer statement • Farm or business financial records • Housing authority verification • Pay stubs • W-2 • Pension statement • Public assistance records • Applicant statement • Quarterly estimated tax for self-employed persons • Profit/loss statement • Social security benefits records • Telephone verification with employer (by staff) • Unemployment insurance documents and/or printout • Other: _____
<p>FAMILY SIZE/INDIVIDUAL STATUS</p> <p>Note: In addition to documentation of family size, additional documentation may be required to establish that the family is living in a single residence.</p> <p>Persons ordinarily included in the definition</p>	<ul style="list-style-type: none"> • Lease/rental agreement • Birth/baptismal certificates or church/hospital • Records of birth • Decree of court • Divorce decree • Landlord statement • Marriage certificate • Public assistance/social service agency records

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<p>of family, but claiming to be no longer dependent, must attest to their individual status. The head of household, in which that person resides, if possible, should corroborate such statement. Individual must also show source of support.</p>	<ul style="list-style-type: none">• Written statement from a 24-hour care facility or institution (e.g. Mental, prison)• Most recent tax return supported by IRS• document form letter #1722• Applicant Statement (last resort)
<p>RESIDENT OF HIGH POVERTY AREA</p>	<ul style="list-style-type: none">• Printout of census data showing poverty level of 30% or greater based on address.