

501 BACKGROUND

This section provides policy and procedures for the ARIZONA@WORK Coconino County Youth Program to use in providing services to WIOA Title IB Youth Program participants. The Youth Program provides services to youth with barriers to employment, with a special focus on supporting the educational and career success of out-of-school youth.

The WIOA Title IB Youth Program provides a comprehensive array of services, including career exploration and guidance, continued support of educational attainment, and training in in-demand industries and occupations. The program's goal is for qualified youth to obtain employment along a career pathway, enrollment in postsecondary education or a Registered Apprenticeship prior to the end of participation.

Program services are delivered by contracted providers selected by the Coconino County Local Workforce Development Board (WDB) and approved by the Coconino County Board of Supervisors. These contracted providers are referenced in this policy as "Youth Program Providers".

502 AUTHORITY

- Workforce Innovation and Opportunity Act (WIOA) of 2014 (P.L. 113-128)
- Code of Federal Register 20 Part 681
- Training and Employment Guidance Letter (TEGL) 9-00
- Training and Employment Guidance Letter (TEGL) 28-11
- Training and Employment Guidance Letter (TEGL) 5-12
- Training and Employment Guidance Letter (TEGL) 5-14
- Training and Employment Guidance Letter (TEGL) 23-14
- Training and Employment Guidance Letter (TEGL) 8-15
- Training and Employment Guidance Letter (TEGL) 21-16

503 PROGRAM REQUIREMENTS

ARIZONA@WORK Coconino County Youth Program providers must ensure the Youth Program prepares participants to meet education and career goals. The Youth Program provider must provide:

- Preparation for postsecondary education and training opportunities, including Registered Apprenticeship Programs;
- Strong linkages between academic instruction and occupational education;
- Preparation for unsubsidized employment opportunities along career pathways; and
- Strong connections to employers, including small employers, in-demand industry sectors, and occupations of the local and regional labor markets.

503.1 LINKAGES TO COMMUNITY PARTNERS

The Youth Program provider must provide linkages to community partners to:

- A. Ensure that parents, youth participants, and members of the community with experience in youth programs are involved in the design and implementation of the WIOA Title IB Youth Program;
- B. Make opportunities available to individuals who have successfully participated in the Youth Program to volunteer and provide assistance to participants in the form of mentoring, tutoring and/or other services;
- C. Provide appropriate connections between the Youth Program and the ARIZONA@WORK Coconino County workforce delivery system that will foster participation with local youth and include:
 1. Local area justice and law enforcement officials;
 2. Local public housing authorities;
 3. Local education agencies;
 4. Local human service agencies;
 5. WIOA Title II adult education providers;
 6. Local disability-servicing agencies;
 7. Job Corps representatives;
 8. Representatives of other area youth initiatives, including those that serve the homeless and private youth initiatives;
 9. Coordination and provision of youth services;
 10. Linkages to the job market and employers;
 11. Access for eligible youth to information and the services listed in section 504 of this policy; and
 12. Other activities designed to meet the purposes of the Youth Program and youth services.

503.2 OUT-OF-SCHOOL PRIORITY

Youth Program providers must dedicate at least 75% of WIOA Title IB Youth Program funds to provide services for Out-of-School Youth (OSY). The provider must verify and document the youth's dropout status at the time of program enrollment. An individual who is out-of-school at the time of enrollment, and subsequently placed in any school, is an OSY for the purposes of the 75% expenditure requirement for out-of-school youth throughout his/ her participation in the program.

503.3 REFERRALS

Youth Program providers must ensure all youth who meet the eligibility criteria for the youth program receive information about the full array of services available through the partner programs that comprise ARIZONA@WORK Coconino County, eligible youth service providers, as well as referrals to appropriate training and educational programs with the capacity to serve the applicant either on a sequential or concurrent basis. In order to meet the basic skill needs and training needs of applicants who do not meet the eligibility requirements of a particular program or cannot be served by the program, each youth provider must ensure these youth are referred:

- A. For further assessment, as necessary, and
- B. To appropriate training and education programs that have the capacity to serve them either on a sequential or concurrent basis.

504 YOUTH SERVICES

Youth Program providers must provide Design Framework services. The providers must describe the design framework (20 CFR § 681.420) for youth services and how the required 14 program elements (See Section 505) will be provided within the design framework in the ARIZONA@WORK Coconino County Local Workforce Development Area Plan. WIOA Title IB funds may be used to provide design framework services prior to an eligibility determination.

Design Framework services include:

- A. Outreach and recruitment
- B. Intake and eligibility determination;
- C. Objective assessment
 - 1. The Youth Program provider must provide an objective assessment of the academic and occupational skill levels as well as needs and strengths of each participant to identify appropriate services and career pathways for each participant and to collect information for the Individual Service Strategy (ISS).
 - 2. A new objective assessment is not required if a partner program has completed an objective assessment with the participant in the last six months and its use is deemed appropriate by the LWDA.
 - 3. The objective assessment must include a review of:
 - a. Basic Skills (see Section 507.6);
 - b. Occupational skills;
 - c. Prior work experience;
 - d. Employability;
 - e. Interests (including interest and aptitudes for nontraditional jobs);
 - f. Supportive service needs; and
 - g. Developmental needs.
- D. Development of an Individual Service Strategy

The Youth Program provider must develop an Individual Service Strategy (ISS), based on the objective assessment that specifies which of the 14 program elements are necessary to assist the participant in meeting his/her educational and career goals. The objective assessment may be directly linked to one or more performance accountability measures for youth as specified in 34 CFR 463.155.

- 1. The ISS must include identification of appropriate career pathways including:
 - a. Educational goals;
 - b. Employment goals, including non-traditional employment, taking into consideration career planning and the results of the objective assessment; and
 - c. Appropriate achievement objectives and services for the participant.

2. The ISS is a living document and must be updated with each contact to reflect progress, status, and changes. The ISS must coincide with case notes and services.
3. ISS updates/revisions should not occur more than 90 days apart to ensure continued engagement of the participant.
4. A new ISS is not required if a partner program has completed an ISS with the participant in the last six months and its use is deemed appropriate by the LWDB.
5. The ISS is to be reviewed and revisions to the service strategy must be documented in case notes during each contact with the program staff (see Section 504 (E)(4)).
6. ISS must remain open in AJC until all planned services are complete.

E. Case Management

Youth Program providers must provide case management of youth. Case management uses a client-centered approach in the delivery of services designed to:

1. Prepare and coordinate the ISS for participants and ensure access to workforce development activities and supportive services;
2. Provide job and career counseling during program participation and after job placement; and
3. Provide service to participants for the amount of time necessary to enter postsecondary education and/ or unsubsidized employment. While there is no minimum or maximum time a youth can be served in the WIOA Title IB youth program, programs must link participation to the ISS and not the timing of the youth service provider contracts or program years.
4. Contact between Youth Program staff and program participants is not to exceed 30 days in duration to ensure contact is maintained between the program and the participant.

F. Follow up Services

All youth participants must be provided a minimum of 12 months of follow-up services after the completion of participation (see Section 505.9).

- G. The following design framework services must be added to the Service and Training Plan in the Arizona Job Connection in order to document that design framework services have been provided to the participant:
1. Eligibility determination;
 2. Objective Assessment; and
 3. ISS.

505 YOUTH PROGRAM ELEMENTS

- A. The contracted providers must make 14 youth program elements available to participants; however, the provider does not have to provide all 14 program elements with WIOA Title IB funds when resources are leveraged through partner programs that already provide readily available resources. Providers are encouraged to partner with existing local, state, or national entities that can provide program element(s) at no cost, as described at 20 CFR § 681.460(c).
- B. Youth Program providers must ensure there is an agreement in place with a partner organization to ensure a program element is offered when a specific element is not offered utilizing allocated ARIZONA@WORK Coconino County Youth Program funds. Providers must also ensure the element is closely connected and coordinated with the ARIZONA@WORK Coconino County Youth Program.
- C. The 14-program elements must not be provided to participants prior to eligibility determination.
- D. Justification must be entered into case notes providing sufficient reason as to why the particular element was selected, including expected outcomes resulting from participation.

505.1 PROGRAM ELEMENT 1: TUTORING, STUDY SKILLS TRAINING, INSTRUCTION, DROP OUT PREVENTION SERVICES

Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements of secondary school diploma or High School Equivalency (HSE), including certificate of attendance or similar documentation for individuals with a disabilities), or a recognized postsecondary credential. Tutoring, study skill can be provided to individuals who have a high school diploma or HSE and are in postsecondary education.

A. Tutoring, study skills, instruction that lead to a high school diploma are reported under this element. These services include:

1. Providing academic support;
2. Helping youth identify areas of academic concern;
3. Assisting overcoming learning obstacles; and
4. Providing tools and resources to develop learning strategies.

Secondary school dropout prevention strategies that lead to a high school diploma are also reported under this element. This service is provided to individuals who are still in school. Secondary dropout prevention strategies include services and activities that keep a young person in-school and engaged in formal learning/ or training activity. Strategies, include but are not limited to:

1. Tutoring;
2. Literacy development;
3. Active Learning experiences;
4. After-school opportunities; and
5. Individualized instruction.

505.2 PROGRAM ELEMENT 2: ALTERNATIVE SECONDARY SCHOOL SERVICES OR RECOVERY SERVICES

Alternative secondary school services and dropout recovery services are provided with the goal of helping youth to re-engage and persist in education that leads to the completion of a recognized credential.

- A. Alternative secondary school services, such as basic education skills training, individualized academic instruction, and English as a Second Language, are provided to assist youth who have struggled in traditional secondary education.
- B. Dropout recovery services are provided to youth who have dropped out of school: Services include credit recovery; counseling; and educational plan development.

505.3 PROGRAM ELEMENT 3: WORK EXPERIENCES

Work experiences (WEX) are planned, structured learning experiences that take place in a workplace for a limited period of time. WEX provide the youth participant an opportunity for career exploration and skill development.

A. Work Experience Requirements

1. WEX are:

- a. Paid or unpaid;
 - b. Designed to provide youth with opportunities for career exploration and skill development; and
 - c. Allowed to take place in the private or public sector.
- 2. Labor standards apply in any WEX where an employee/employer relationship exists, as defined by the Fair Labor Standards Act or applicable state laws.**
- 3. WEX must have an academic and occupational component that encompasses contextual learning and is intended to help the participant learn information necessary to work in specific industries or occupations.**
- a. The academic and educational component may occur concurrently or sequentially with the WEX.
 - b. The academic and educational component may occur inside or outside of the work site.
 - c. The academic and educational component may be provided by the WEX provider or may be provided separately in a classroom.
 - d. Youth Program providers have flexibility in determining appropriate types of academic and occupational education necessary for a WEX. However, prior to initiating the WEX, the program staff must document what the academic and educational component is and how it will be provided in the WEX contract.
 - e. Contextual learning does not include attending high school classes or their equivalent that will lead to attainment of a High School Diploma or equivalent.
 - f. Contracts are the mechanism to deliver a WEX to In-School Youth (ISY) and OSY. *When the academic and educational component is not provided directly by the employer, an additional contract with the training providers is required.*
- 4. ARIZONA@WORK Coconino County Youth Program providers may provide the following types of WEX:**

- a. Summer employment opportunities and other employment opportunities available throughout the school year.
 - i. Summer employment opportunities must provide direct linkages to academic and occupational learning, including leadership development opportunities, tutoring, occupational skills training, etc., and may provide other elements and strategies as appropriate to serve the needs and goals of the participants.
 - ii. The summer employment administrator does not have to select employers through a competitive process for summer employment opportunities.
- b. Pre-apprenticeship programs
A pre-apprenticeship program is designed to prepare individuals to enter and succeed in an apprenticeship program registered under the National Apprenticeship Act and includes:
 - i. Training and curriculum that aligns with the skill needs of employers in Arizona or region involved;
 - ii. Access to educational and career counseling and other supportive services, directly or indirectly;
 - iii. Hands-on meaningful learning activities that are connected to education and training activities such as exploring career options and understanding how skills acquired through the coursework can be applied toward a future career;
 - iv. Opportunities to attain at least one industry recognized credential; and
 - v. A partnership with at least one or more Registered Apprenticeship programs that assists in placing individuals who complete the pre-apprenticeship in a registered apprenticeship program.

Youth Program providers must verify and maintain information on the type of credential offered and the pre-apprenticeship program's documented partnerships with registered apprenticeship programs.

- c. Internships and job shadowing
Job shadowing is designed to increase career awareness, help model youth behavior through examples, and reinforce the youth

and young adult link between academic learning and occupational work requirements. It includes the youth conducting interviews with people in their prospective professions to learn more about those fields or participating in an expanded informational interview in the workplace.

- d. On-the-job training (OJT) opportunities
OJT is provided under a contract with an employer who is reimbursed a percentage of the wage rate of the participant being trained while engaged in productive work in a job. For more information on OJT, refer to ARIZONA@WORK Coconino County Training Services Policy Section 404(A)(10)(b)(i).

B. Work Experience Expenditure Requirements

The Youth Program provider must spend at least 20 percent of all funds allocated to the Youth Program on paid and unpaid WEX.

1. Allowable WEX expenditures include the following:
 - a. Wages/ stipends paid for participation in a WEX;
 - b. Staff time working to identify and develop a work experience opportunity, including staff time spent working with employers to identify and develop the WEX;
 - c. Staff time working with employers to ensure a successful WEX, including staff time managing the WEX;
 - d. Staff time spent evaluating the WEX;
 - e. Participant WEX orientation sessions;
 - f. Classroom training or the required academic educational component directly related to the WEX;
 - g. Incentive payments directly tied to the completion of the WEX (see Section 509); and
 - h. Employability skills/ job readiness training to prepare the youth for the WEX.
2. The provider must track the program funds spent on paid and unpaid WEX, including wages and staff costs for the development and management of work experiences, and report such expenditures to the ARIZONA@WORK Coconino County WIOA Business Manager.

3. Providers must track the percentage of funds spent on WEX by calculating the total local area youth funds expended on WEX rather than by calculating the funds expended separately for ISY and OSY Youth.
 4. Administrative costs are not subject to the 20 percent minimum WEX requirement.
 5. Leveraged resources must not be used to fulfil any part of the 20 percent minimum.
- C. Youth Program providers must ensure there is a written Work Experience Agreement or contract between each employer offering the WEX to ensure compliance with WIOA and applicable regulations. *The agreement must be maintained in the participant's file and include at a minimum:*
1. The duration of the WEX;
 2. Remuneration;
 3. Specific tasks and duties;
 4. Specific skills to be attained and how attainment will be measured, including targeted timeframes;
 5. Identification of the academic and educational component, including how it will be provided;
 6. Supervision;
 7. Health and safety standards;
 8. Other conditions of the WEX, such as consequences of not adhering to the agreement; and
 9. A termination clause.

505.4 PROGRAM ELEMENT 4: OCCUPATIONAL SKILLS TRAINING

Occupational skills training is an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by a certain occupational field at entry, intermediate or advanced levels.

- A. ARIZONA@WORK Coconino County Youth Program providers must offer priority consideration to training programs that offer postsecondary credentials that are aligned with in-demand industry sectors or occupations in the local area. Such training must:
1. Be outcome oriented and focused on an occupational goal specified in the ISS;
 2. Be of sufficient duration to impact the skills needed to meet the occupational goal; and
 3. Result in the attainment of a recognized postsecondary credential.

- B. The training program must meet requirements listed in ARIZONA@WORK Coconino County Training Services Policy (Chapter 400).
- C. Occupational skills training must be competitively procured by contract or grant. *However, OSY ages 16-24 may be issued an Individual Training Account (ITA) with a specified dollar amount to provide training using WIOA Title IB Youth Program funds based on the needs identified in the ISS.* ITAs allow participants the opportunity to choose the training provider that best meets their needs.
 - 1. If an ITA is used to pay for the training, the training program must be listed as an approved program on the Eligible Training Provider List (ETPL). ***For more information on ITA requirements, see Training Services Chapter 400, Section 410.***
 - 2. ISY must not use youth funded ITAs. However, ISY between the ages of 18 and 21 may co-enroll in the WIOA Title IB Adult Program if the youth's needs, knowledge, skills and interests align with the WIOA Title IB Adult Program and may receive training services through an ITA funded by the Adult Program.

505.5 PROGRAM ELEMENT 5: EDUCATION OFFERED CONCURRENTLY WITH WORKFORCE PREPARATION AND TRAINING FOR A SPECIFIC OCCUPATION

Education offered concurrently with workforce preparation and training for a specific occupation is reflective as an integrated training model. Program providers must ensure the service is only added to the Service and Training Plan in Arizona Job Connection when the following services are provided at the same time:

- A. Workforce participation activities;
- B. Basic academic skills; and
- C. Hands-on occupational skills training connected to a specific occupational cluster, or career pathway.

505.6 PROGRAM ELEMENT 6: LEADERSHIP DEVELOPMENT OPPORTUNITIES

Leadership development encourages responsibility, confidence, employability, self-determination, and other positive social behaviors such as:

- A. Exposure to postsecondary educational possibilities;
- B. Community and service-learning projects;
- C. Peer-centered activities, including peer mentoring and tutoring;
- D. Organizational and teamwork training, including team leadership training;
- E. Training in decision-making, including determining priorities and problem solving;
- F. Citizenship training, including life skills training such as parenting skills and work behavior training;
- G. Civic engagement activities, which promote the quality of life in a community; and
- H. Other leadership activities that place the youth in a leadership position such as serving on the standing youth committee.

NOTE: *Calling a youth to advise the youth to come into the ARIZONA@WORK Coconino County job center or affiliate site **does not meet** the definition of leadership development.*

505.7 PROGRAM ELEMENT 7: SUPPORTIVE SERVICES

Supportive services for youth are services that enable an individual to participate in WIOA activities. For additional information, refer to ARIZONA@WORK Coconino County Supportive Services Policy Chapter 300.

505.8 PROGRAM ELEMENT 8: ADULT MENTORING

Program providers must make adult mentoring available, which may include a youth being matched with an adult mentor, an employer, or an employee of an employer.

- A. Program providers must ensure that adult mentoring for youth:
 - 1. Is a formal relationship between a youth participant and an adult mentor that includes structured activities where the mentor offers guidance, support, and encouragement to develop the competence and character of the participant;

2. Lasts at least 12 months and may occur during the program year and following exit from the program; and
3. Matches the youth with an individual mentor with whom the youth interacts on a face-to-face basis. In addition to the face-to-face interaction, group mentoring activities and mentoring through electronic means are allowable as part of mentoring activities.

- B. Providers must ensure appropriate procedures are in place to adequately screen and select mentors.

NOTE: *Additional policy is under consideration regarding procedures to meet this requirement.*

- C. Attempts to find a suitable mentor in the community who is not program staff must be documented in the participant's case notes. In the event that a suitable community-based mentor cannot be found, program staff may serve as mentors when adult mentors in the community are not available.

505.9 PROGRAM ELEMENT 9: FOLLOW-UP SERVICES

The purpose of follow-up services is to ensure the youth is successful in employment and/ or postsecondary education and training after exiting from the program. *Follow-up services must include more than an attempt to contact the individual or contact made only to secure documentation in order to report a performance outcome.*

All youth participants must be provided an opportunity to receive follow-up services for a minimum of 12 months after the completion of participation, unless the participant declines to receive follow-up services or the participant cannot be contacted or located. Follow-up services may begin immediately following the last expected date of service in the ARIZONA@WORK Coconino County Youth Program (and other ARIZONA@WORK Coconino County partner programs in which the participant is co-enrolled when no futures services are scheduled).

- A. Follow-up services may not be provided beyond 12 months. This does not preclude individuals from accessing ARIZONA@WORK Coconino County services for which they are determined eligible.

- B. The type and duration of follow-up services must be determined based on the needs of the youth participant and may vary among participants.
- C. Follow-up services for youth may include:
 - 1. Supportive Services, with the exception of needs-related payments;
 - 2. Adult Mentoring;
 - 3. Financial literacy education;
 - 4. Services that provide labor market information and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling and career exploration services;
 - 5. Services necessary to ensure success of the youth employment and/ or postsecondary education.
- D. Follow-up services must be accurately recorded in case notes at the time they are provided to ensure expediency of services. Case notes must contain documentation substantiating follow-up contact with the youth, including follow-up attempts. This may include but is not limited to:
 - 1. A letter;
 - 2. An e-mail message or
 - 3. Case notes based on an actual conversation, either in person or by telephone.Follow-up attempts with the participant must be made and documented in case notes on a monthly basis during the 12-month period.
- E. If it becomes necessary during the follow-up period to utilize WIOA services beyond those available through the follow-up component, *re-enrollment into WIOA is required*. A waiting period for re-enrollment shall not be imposed on a participant.

505.10 PROGRAM ELEMENT 10: COMPREHENSIVE GUIDANCE AND COUNSELING

Comprehensive guidance and counseling provide individualized counseling to participants.

- A. Comprehensive guidance and counseling include:
 - 1. Drug and alcohol abuse counseling;
 - 2. Mental health counseling; and
 - 3. Referrals to partner programs, as appropriate.

- B. When referring participants to necessary counseling that cannot be provided by the ARIZONA@WORK Coconino County Youth Program provider, the program provider must coordinate with the organization it refers to in order to ensure continuity of service.
- C. When funds exist with the ARIZONA@WORK Coconino County Youth Program provider, it is allowable to provide counseling services directly to participants rather refer the youth to partner programs.

505.11 PROGRAM ELEMENT 11: FINANCIAL LITERACY ACTIVITIES

Financial literacy education may include the following activities:

- A. Support the ability of participants to create budgets, initial checking and saving accounts at banks, and make informed financial decisions;
- B. Support participants in learning how to effectively manage spending, credit, and debt, including student loans, consumer credit, and credit cards;
- C. Teach participants about the significance of credit reports and credit scores; what their rights are regarding their credit and financial information; how to determine accuracy of a credit report and how to correct inaccuracies and how to improve or maintain good credit;
- D. Support the participant's ability to understand, evaluate, and compare financial products, services, and opportunities and to make informed financial decisions;
- E. Educate participants about identity theft, ways to protect themselves from identity theft; how to resolve cases of identity theft and in other ways understand their rights and protections related to personal identity;
- F. Support activities that address the particular financial literacy needs of non-English speakers, including providing support through the development of and distribution of multilingual financial literacy and education materials;
- G. Support activities that address the particular financial needs of youth with disabilities, including connecting them with benefits planning and work incentives counseling;

- H. Provide financial education that is age appropriate, timely and provides an opportunity to put lessons into practice, such as access to safe and affordable financial products that enable money management and savings; and
- I. Implement other approaches to help participants gain the knowledge, skills, and confidence to make informed financial decisions that enable them to attain greater financial health and stability by using high-quality age-appropriate, and relevant strategies and channels, including where possible, time and customized information, guidance, tools, and instruction.

505.12 PROGRAM ELEMENT 12: ENTREPRENEURIAL SKILLS TRAINING

Entrepreneurial skills training addresses the basics of starting and operating a small business.

- A. ARIZONA@WORK Coconino County Youth Program providers must ensure that entrepreneurial skills training develops the skills associated with starting and operating a small business. Such skills may include, but are not limited to, the ability to:
 - 1. Take initiative;
 - 2. Creatively seek out and identify business opportunities;
 - 3. Develop budgets and forecast resource needs;
 - 4. Understand various options for acquiring capital and tradeoffs associated with each option; and
 - 5. Communicate effectively and market oneself and one's ideas.
- B. Among the approaches that may be used to teach youth entrepreneurial skills are the following:
 - 1. Entrepreneurial education programs that provide an introduction to the values and basics of starting and running a business, including guiding youth through the development of a business plan and using simulations of business start-up and operation.
 - 2. Enterprise development which provides support and services that incubate and help youth develop their own businesses. Enterprise development programs go beyond entrepreneurial education by helping youth access loans or grants that are needed begin business operations and by providing more individualized attention to the development of viable business ideas.
 - 3. Experiential programs that provide youth with the ability to gain experience in the day-to-day operation of a business. These programs may involve the development of a youth-run business, or they may facilitate placement in

apprenticeship or internship positions with adult entrepreneurs in the community.

505.13 PROGRAM ELEMENT 13: SERVICES THAT PROVIDE LABOR MARKET INFORMATION

The ARIZONA@WORK Coconino County Youth Program provider must provide services that make available labor market and employment information about in-demand industry sectors or occupations in the Coconino County, such as career awareness, career counseling, and career exploration services.

- A. ARIZONA@WORK Coconino County Youth Program Provider staff must be familiar with state and federal Labor Market Information (LMI) data and LMI tools.
- B. Career awareness begins the process of developing knowledge of a variety of careers and occupations available, their skill requirements, working conditions and training prerequisites; and job opportunities across industry sectors. Career pathway models are to be introduced and explored with each participant.
- C. Career exploration is described as the process in which a youth choose an educational path, training or a job which fits their interests, skills, and abilities.
- D. Career counseling or guidance provides advice and support in making decisions about what career paths to take. Career counseling services may include:
 - 1. Providing information on resume preparation and available workshops;
 - 2. Interviewing skills and available workshops;
 - 3. Potential opportunities for job shadowing; and
 - 4. Long-term benefits of postsecondary education and training (e.g. increased earning power and career mobility).

505.14 PROGRAM ELEMENT 14: POSTSECONDARY PREPARATION AND TRANSITION ACTIVITIES

Postsecondary preparation and transition activities prepare in-school and out-of-school youth for advancement to postsecondary education after attaining a high school diploma or high school- equivalency. The services include exploring postsecondary education options including technical training schools, community colleges, four-year colleges, universities and registered apprenticeships. Additional services, include but are not limited to:

- A. Assisting youth prepare of SAT/ ACT testing;
- B. Assisting with college admission applications;
- C. Searching and applying for scholarships and grants’;
- D. Filling out Financial Aid applications and adhering to changing guidelines; and
- E. Connecting youth to postsecondary education programs.

506 ELIGIBILITY DETERMINATION

At the time of eligibility determination, youth must be an In-School Youth (ISY) or Out-of-School Youth (OSY) to participate in ARIZONA@WORK Coconino County (WIOA Title IB) Youth Program services during any part of the program year.

506.1 OUT-OF-SCHOOL YOUTH

A youth meets the definition of Out-of-School Youth if he or she is:

- A. Not attending school (*see Section 506.4*);
- B. Between 16 and 24 years old at the time of enrollment and one or more of the following:
 - 1. A school dropout;
 - 2. A low-income individual with a secondary school diploma or its recognized equivalent and:
 - a. Basic skills deficient; or
 - b. An English language learner;
 - 3. An offender;
 - 4. Homeless, i.e. lacks a fixed, regular and adequate nighttime residence;
 - 5. A runaway;
 - 6. In foster care, has aged out of foster care, or has attained the age of 16 years old and left foster care for kinship, guardianship or adoption;
 - 7. A youth who has been removed from his/her home and is in an out-of-home placement;

8. Pregnant or parenting;
 9. An individual with a disability; or
 10. A low-income individual who requires additional assistance to enter or complete an education program or to secure or hold employment. (*See Exhibit 500A*)
- C. Participants may continue to receive services beyond the age of 24 if they are enrolled in the program prior to reaching the age of 24.

NOTE: Being a recipient of high school diploma or high school equivalency (HSE) does not cancel the other barriers in the definition of out-of-school youth. A youth between 16-24 years, who is not attending school only need meet one of the barriers above to qualify as an out-of-school youth. For instance, if a youth with a high school diploma or HSE does not meet barrier #2 above, but has an additional barrier on the list, he or she would qualify as out out-of-school youth.

506.2 IN-SCHOOL YOUTH

A youth meets the definition of In-School Youth if he or she is:

- A. Attending secondary school, including secondary and postsecondary school;
- B. Between 14 and 21 years old at the time of enrollment.
- C. The age requirement is extended for youth with disabilities because school districts must provide programs and services to eligible youth with disabilities attending secondary school until they turn 22 years old. Youth with a disability who turn 22 years old during the school year must continue to receive services from the school district until the end of the school year (ARS 15-764);
- D. A low-income individual **and one of the following:**
 1. Basic skills deficient;
 2. An English language learner;
 3. An offender;
 4. Homeless youth, i.e. lacks a fixed, regular and adequate nighttime residence;
 5. A runaway;
 6. In foster care, has aged out of foster care, or has attained 16 years old and left foster care for kinship guardianship or adoption;

7. A youth who has been removed from his/her home and is in an out-of-home placement;
8. Pregnant or parenting;
9. An individual with a disability; or
10. Requires additional assistance to complete an educational program or to secure and hold employment, (See Exhibit 500A)

E. If a youth turns 21 years old during participation, he/she may continue to receive services.

NOTE: Individuals who are 22 years and older attending postsecondary education do not meet the age requirement for ISY (14-21 years old) and do not meet the ARIZONA@WORK Coconino County (WIOA Title IB) Youth Program eligibility requirements. These individuals may be served by the ARIZONA@WORK Coconino County (WIOA Title IB) Adult Program.

506.3 ELIGIBILITY BARRIER DEFINITIONS

A. A youth is **basic skills deficient** when one of the following definitions applies:

1. The youth performs any of the following at or below an 8.9 grade level:
 - a. Compute or solve math problems;
 - b. Read English;
 - c. Write English; or
 - d. Speak English.
2. The youth is unable to:
 - a. Compute or solve problems,
 - b. Read, write or speak English at a level necessary to function on a job, in the individual's family, or in society, as determined in local policy.
3. Case notes must clearly document the assessment tool used to determine basic skills deficiency. Documented evidence including version of assessment and date completed must be included in the notes.

B. **English Language Learner (ELL)** is defined as an individual who has limited ability in reading, writing, speaking or comprehending the English Language, and whose:

1. Native language is other than English; or

2. Lives in a family or community environment where a language other than English is the dominant language.
 3. Case notes must clearly document how ELL status was determined.
- C. **Dropout** is defined as an individual who is no longer attending school and who has not received a secondary diploma or its recognized equivalent. Individuals who have dropped out of postsecondary education are not considered “drop out” for purposes of WIOA Title IB Youth Program eligibility.

NOTE: For the definition of out-of-school youth, youth who have dropped out of school must not be required to wait until they have not attended school for at least the most recent complete school calendar quarter or calendar quarter to be enrolled in the ARIZONA@WORK Coconino County (WIOA Title IB) Youth Program.

- D. **Offender** is defined as an adult or juvenile who:
1. Is or has been subject to any stage of the criminal justice process, and for whom services under this act may be beneficial; or
 2. Requires assistance overcoming artificial barriers to employment resulting from a record of arrest or conviction.
- E. **Parenting** includes either a custodial or non-custodial mother or father. When a youth is within the ARIZONA@WORK Coconino County (WIOA Title IB) Youth Program age eligibility requirements, the age the youth became a parent does not factor in to the definition of parenting.
- F. A **pregnant individual** only includes the expectant mother.

506.4 SCHOOL STATUS

School status is determined *at the time of enrollment*. The enrollment process may occur over a period of time, as such *program staff must determine school status during the time the eligibility determination portion of the program enrollment is made*.

In Arizona, youth must attend school until their 16th birthday. Since the minimum age for out-of-school youth in the ARIZONA@WORK Coconino County (WIOA Title IB) Youth Program is 16 years old, and the compulsory age is until the individual turns 16 year old, the requirement of a youth to have not attended school for at least the most recent complete school calendar quarter or calendar quarter to be enrolled in the ARIZONA@WORK Coconino County (WIOA Title IB) Youth Program does not apply.

Once the school status of the youth is determined that school status remains the same throughout the youth's participation.

- A. Youth who are temporarily not attending school because the school is on break (Winter, Spring, Fall or Summer Break) but are enrolled to continue school after the school break are considered to be attending school and may only be enrolled as ISY. The same applies if the youth is planning to attend a different school after the break.
- B. When a youth is in the ARIZONA@WORK Coconino County (WIOA Title IB) Youth Program between high school graduation and postsecondary education, the youth is considered *in-school if they have registered for classes*, even if the youth has not yet begun postsecondary classes at the time of the Youth Program enrollment.

However, if the youth graduates' high school and registers for postsecondary education but does not ultimately follow through with attending postsecondary education, then such a youth would be considered an OSY.

- C. For purposes of ARIZONA@WORK Coconino County (WIOA Title IB) Youth Program the following are not considered schools for purposes of determining school status:
 - 1. Providers of adult education under WIOA Title II;
 - 2. YouthBuild programs;
 - 3. Job Corp program;
 - 4. Dropout re-engagement program; and
 - 5. HSE programs.

NOTE: An exception exists for HSE programs, including dropout re-engagement funded by the public K-12 school system that are classified by the school system as still enrolled in school are considered ISY.

- D. Youth who are participating in online secondary and postsecondary school are considered to be attending school. Likewise, youth who are homeschooled, or attending public, private or chartered secondary/ postsecondary schools are considered to be attending school.
- E. When a youth is enrolled in any credit-bearing postsecondary education classes including credit-bearing community college classes and credit-bearing continuing education classes, then they are considered attending postsecondary education and therefore, an ISY. If the youth is only enrolled in non-credit bearing postsecondary classes, he or she would not be considered to be attending postsecondary school, and therefore is an OSY.

506.5 NEEDS ADDITIONAL ASSISTANCE CRITERION

The ARIZONA@WORK Coconino County (WIOA Title IB) Youth Program provider must ensure that an ISY enrolled in a program year based solely on eligibility because he or she “requires additional assistance to complete an educational program or to secure and hold employment” criterion is *limited to five percent of ISY*. Providers must track ISY enrolled in the program each year to ensure that no more than five percent are enrolled using this criterion.

See Exhibit 500A for the criterion to be used to determine whether an applicant meets the definition of “*requires additional assistance to complete an educational program or to secure and hold employment*” for both ISY and OSY.

506.6 LOW-INCOME REQUIREMENTS

- A. All In-School Youth must be low-income unless included in the five percent low-income exception.
- B. Low-income eligibility requirements apply to Out-of-School Youth *only if*:
 - 1. They are recipients of secondary school diplomas or its recognized equivalent *and are at least one of the following*:
 - a. Basic skills deficient;
 - b. An English language learner; or
 - 2. In need of additional assistance to enter an educational program or to secure employment. (*See Exhibit 500A*)

506.7 NON-LOW-INCOME YOUTH

The ARIZONA@WORK Coconino County Youth Program provider **must not** serve more than five percent of youth who do not meet low income requirements but who meet all of the other eligibility requirements. The five percent is calculated using the combined total of In-School and Out-of-School youth.

NOTE: The percentage of non-low income youth will be calculated based on the percent of newly enrolled youth in the ARIZONA@WORK Coconino County (WIOA Title IB) Youth Program in a given program year who would ordinarily be required to meet the low-income criteria.

507 DOCUMENTATION FOR ELIGIBILITY

- A. The ARIZONA@WORK Coconino County (WIOA Title IB) Youth Program must ensure timely documentation is collected in regard to eligibility determination. Attempts to secure documentation and the outcome must be recorded in the case notes promptly and accurately.
- B. Uploading documents to AJC in lieu of retaining hard copies in a participant's file is acceptable (see Section 507.1(A)).

507.1 GENERAL REQUIREMENTS

- A. ARIZONA@WORK Coconino County Youth Program providers must use the "WIOA Eligibility and Verification Checklist" (See Exhibit 500B) for program eligibility determinations and data validation.

The checklist identifies source documents, which are documents used to verify eligibility requirements. *All eligibility documents may be uploaded into AJC.* If documents are not upload documents into AJC, the program provider must retain original documentation in the participant's program file.

- B. The program provider must ensure that reasonable attempts have been made to secure source documentation as identified in the checklist.

- C. The “WIOA Applicant Statement” (*See Exhibit 500C*) may be used as permitted on the “WIOA Eligibility and Verification Checklist” when the information is unverifiable or it is unreasonably difficult for the applicant to obtain
1. For high-risk Out-of-School youth, the “WIOA Applicant Statement” is acceptable to allow upfront enrollment of the youth.
 2. High risk Out-of-School youth means not having a high school diploma or HSE, and meeting the eligibility criteria as listed Section 506.1.

NOTE: An exception includes out-of-school school youth who meet the “Requires additional assistance to enter or complete an education program or to secure or hold employment” eligibility criteria (*see Exhibit 500A*), as they are **not considered high risk**. As such, the WIOA Applicant statement may not be used for upfront enrollment for youth that meet this eligibility criteria.

3. If additional documentation is required on the “WIOA Eligibility and Verification Checklist” (*See Exhibit 500B*) for data validation purposes, the program staff may request the documentation from the youth after the youth has begun to receive Youth services.
- D. ARIZONA@WORK Coconino County Youth Program providers **must ensure all youth who are less than 18 years old have a “WIOA Applicant Statement” (See Exhibit 500C) signed by the youth’s parent, guardian, or a responsible adult/collaborating witness.** By signing the form, the youth’s parent, guardian, or a responsible adult/collaborating witness gives permission for the youth to participate in the program and verifies the information on the form is accurate.

507.2 DETERMINING LOW-INCOME STATUS

- A. A low-income youth is an individual who:
1. Receives, is a member of a family that receives, or has received in the past six months, cash payments under a federal, state, or local income-based public assistance program (e.g. Temporary Assistance to Needy Families (TANF));
 2. Receives annual income in relation to family size that does not exceed the higher of the federal poverty guidelines or 70 percent of the United States Department of Labor (USDOL) Lower Living Standard Income Level (LLSIL) for each program year (*see Exhibit 500D*);

3. Receives, is a member of a family that receives, or has received in the past six months, assistance through the Supplemental Nutrition Assistance Program (SNAP);
 4. Qualifies as a homeless individual who lacks a fixed, regular and adequate nighttime residence;
 5. Is a foster child for whom state or local government payments are made;
 6. Is a member of a family whose income does not meet low-income requirements, but is an individual with a disability, and therefore can be counted as a family of one so that individual income meets the low-income requirement;
 7. Receives Supplemental Security Income (SSI) or Social Security Disability Insurance (SSDI);
 8. Receives, is a member of a family that receives, or has received within the past six months, assistance through the Refugee Cash Assistance (RCA), a federally funded need-based cash benefit for refugees and other eligible beneficiaries, who are not eligible for other cash assistance programs, such as TANF.
 9. Receives, or is eligible to receive, a free or reduced-price lunch under the Richard Russell National School Lunch Act (NSLA); or
 10. Is a youth who lives in a high poverty area, as determined by the American Community Survey
- B. Family is defined as two or more 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:
1. A married couple and dependent children;
 2. A parent or guardian and dependent children; or
 3. A married couple (20 CFR 675.300).
- NOTE:** When an individual is not living in a single residence with other family members the individual is not considered a member of the family for the purpose of WIOA Title IB income calculation.
- C. For the definition of family-
1. Dependent is defined as a child who is:
 - a. Age 18 and under at the end of the previous calendar year; or
 - b. Age 18 and under at the end of the previous calendar year and was a student.
 2. Regardless, of residence and/or citizenship, anyone claimed as a dependent on another person's Federal income tax return for the previous year must be

presumed part of the person's family for the current year. To negate this assumption the person who was claimed as the dependent for income tax purposes is required to provide information that demonstrates the person is no longer financially dependent.

3. Runaway youth, emancipated youth and court adjudicated youth separated from family through an involuntary temporary residence elsewhere (e.g. institutionalized, incarcerated, placed as result of court order) must not be classified as a dependent.

NOTE: The individual was a student if he or she was enrolled as a full-time student during any of the 5 months of the previous calendar year. The course must have been provided by a school, state, county or local government. *A school includes technical and mechanical schools but **does not include OJT.***

- D. Unemployment Insurance compensation and child support are **not excluded** from income calculations in determining low-income status. They are to be included in the calculation as income.

507.3 HIGH POVERTY AREAS

Youth living in high poverty areas are automatically considered low income individuals.

- A. WIOA defines a high poverty area as:

1. A census tract;
2. Set of continuous census tracts;
3. An American Indian reservation;
4. Oklahoma Tribal Statistical area (as defined by U.S. Census Bureau);
5. Alaska Native Village, or Alaska Native Regional Corporation Area;
6. Native Hawaiian Village Homeland Area; or
7. Other tribal land as defined by the USDOL Secretary in guidance or county with a poverty rate of at least 25 percent, as set every five years using the American Community Survey five-year data.

- B. ARIZONA@WORK Coconino County Youth Program providers must use *Determining High Poverty Census Tracts in Arizona (See Exhibit 500E)* and the *High Poverty Census Tracts Spreadsheet (See Exhibit 500F)* to determine if a youth lives in a high poverty area by census tract.

507.4 INCOME VERIFICATION

ARIZONA@WORK Coconino County Youth Program staff must attempt to gather information such as other public assistance the individual may receive, (e.g., TANF and SNAP), and verify if the individual receives monetary support. Attempts include calls to the participant, letters, e-mail messages, etc. **Low-income verification attempts must be documented in case notes.**

- A. Documentation related to income verification as outlined on the *WIOA Eligibility and Verification Checklist (Exhibit 500A)* may be collected and uploaded into AJC. If the documentation is not uploaded to AJC, the documentation must be retained in the participant's program file.
- B. Income that is being used to determine income eligibility should be identified using the *WIOA Eligibility and Verification Checklist (Exhibit 500B)*.
- C. When a verification document cannot be obtained, the *WIOA Applicant Statement (Exhibit 500B)* with signatures by the individual and a witness who has knowledge of the information provided may be accepted as a last resort as permitted by the *WIOA Eligibility and Verification Checklist*.

NOTE: The program staff or other ARIZONA@WORK Coconino County program/partner staff do not qualify as witnesses and must not sign as the witness.

- D. When a participant is receiving child support, the witness is the parent providing the child support or an individual that has knowledge of the applicant receiving child support. The attempts used to gather information needed for verification must be documented in case notes.
- E. ARIZONA@WORK Coconino County Youth Program staff may verify Social Security benefits through Social Security Consent-Based SSN Verification Services. Fees associated with this verification are an allowable cost under WIOA Title IB Youth Program funds. *Applicants are not to be charged for this verification.*
- F. Individuals who are recipients of TANF, SNAP, or SSI *may* automatically be income eligible and require no further income verification *if* the individual has provided acceptable documentation utilizing the *WIOA Eligibility and Verification Checklist (See Exhibit 500B)*.

- G. TANF documentation must be current and indicate that the individual is receiving or is a member of a family that is receiving, or has received in the past six months, TANF assistance at the time of application to the WIOA Title IB Youth Program.
- H. SNAP documentation must be current and indicate that the individual is receiving, or is a member of a family that is receiving, or has received in the past six months, SNAP assistance at the time of application to the ARIZONA@WORK Coconino County (WIOA Title IB) Youth Program.
- I. SSI/SSDI documentation must be current and indicate that payments were made to a single recipient. The individual applying to the ARIZONA@WORK Coconino County (WIOA Title IB) Youth Program must be the recipient at the time of application to a in order to be considered as a family of one.
- J. Refugee Cash Assistance documentation must be current and indicate that payments were made to a single recipient. The individual applying to the ARIZONA@WORK Coconino County (WIOA Title IB) Youth Program must be the recipient at the time of application in order to be considered as receiving public assistance.
- K. Individuals who receive, or are eligible to receive free or reduced lunch through the Richard B. Russell National School Lunch Program must provide:
 - 1. School documentation of a free or reduced lunch;
 - 2. A letter from TANF documenting approval; or
 - 3. A letter from SNAP that documents approval.

NOTE: Individuals who receive free lunch through the Summer Food Service Program (SFSP) and students that attend schools that are eligible for the Community Eligibility Provision (CEP) of the Healthy, Hunger Free Kids Act of 2012 schools *are not automatically considered low income.*

- L. High poverty area verification must include case notes in that indicate the name of the high poverty areas (county) or census track number that was used on making the determination that youth lives in a high poverty area. The poverty rate for a high poverty area must also be included in case notes.

507.5 SELECTIVE SERVICE REQUIREMENTS

Determination of the Selective Service status of male youth must be conducted prior to program enrollment.

- A. Every male citizen, or any male residing in the United States, born on or after January 1, 1960, unless exempt, is required to register with the Selective Service System (SSS) between their 18th and 26th birthdays. Registration with SSS can occur within 30 days of a male's 18th birthday and prior to attaining his 26th birthday.
- B. Male youth participants who turn 18 years old while enrolled in the program must complete a Selective Service Registration within 30 days of their 18th birthday. If a participant does not register for Selective Services within 30 days of his 18th birthday, he is no longer eligible to receive WIOA services. Youth denied services must be advised of available WIOA grievance procedures.
- C. A detailed list of Selective Service registration requirements may be found online at <https://www.sss.gov/Registration-Info/WhoRegistration>.
- D. Selective Service registration can be verified online at <https://www.sss.gov/Home/Verification>. The applicant's name, date of birth, and social security number is needed to verify registration.

507.6 BASIC SKILL ASSESSMENT FOR OBJECTIVE ASSESSMENT

It is not required to use tests approved by the National Reporting System (NRS), nor are they required to determine the youth's grade level or Educational Functioning Level (EFL) when determining basic skills for the objective assessment. The ARIZONA@WORK Coconino County (WIOA Title IB) Youth Program is not prohibited from using these tools.

Information in this section does not apply to the determining educational functioning level for the measurable skill gain performance accountability measure.

Program staff may use the following methods to measure basic skill for the objective assessment:

- A. Other formalized testing instruments designed to measure skill-related gains. The formal testing must be:
 - 1. Valid and reliable;
 - 2. Appropriate for the target audience;
 - 3. Fair;
 - 4. Cost effective;
 - 5. Well-matched to test administrator's qualification's; and
 - 6. Easy to administer.
- B. Less formal alternative assessment techniques such as observation, folder reviews or interviews may be used for individual with disabilities, as described in TEGL 21-16.
- C. Use previous basic skill assessment result if such previous assessments have conducted in the past 6 months is allowable.

508 REGISTRATION, ENROLLMENT AND DATA ENTRY

WIOA addresses an important distinction between registration in AJC and enrollment into the WIOA Title IB Youth Program, which includes the circumstances when a youth must be registered in AJC and when youth must be enrolled in the WIOA Title IB Youth Program.

508.1 REGISTRATION, ENROLLMENT AND DATA ENTRY REQUIREMENTS

- A. Registration in AJC occurs when a youth creates an account that includes a complete data demographics and work history. However, documentation or verification of income is not required.
- B. Registration in AJC must occur when a youth has taken action that demonstrates an intent to use program services and who meets specific reporting criteria for the program including youth who:
 - 1. Provide identifying information;
 - 2. Use the self-service system;
 - a. Self-service system includes the youth independently accessing any workforce development system program's information either in a physical location, such as a One-Stop resource room or partner agency or remotely via use of electronic technologies.

- b. Virtual services that provide a level of service beyond independent job search or information seeking on the part of a youth would qualify as not self-service.
 - 3. Receive information-only services or activities;
Informational-only services are activities or services that are readily available information that does not require assessment by a staff member of the individual's skills, education, and career objective. Examples of informational services include providing:
 - a. Labor market information;
 - b. The unemployment rate;
 - c. Information on businesses that are hiring or reducing their workforce;
 - d. Information on high growth industries; and
 - e. Referrals other than referrals to employment.
- C. Enrollment must occur when a youth requires services beyond self-service, or informational only services and activities. The program enrollment will depend on the participant's eligibility (*See Section 506*). Examples of services that require significant staff involvement include the staff member's assessment of the youth's skills, education, or career objectives in order to achieve any of following:
 - 1. Assisting the youth in deciding appropriate next steps in the search for employment, training, and related services, including job referral;
 - 2. Assisting the youth in assessing barriers to employment; or
 - 3. Assisting the youth in accessing other related services necessary to enhance their employability and individual employment needs.
- D. Enrollment into the Youth Program includes:
 - 1. The collection of documentation to support eligibility determination;
 - 2. The provision of an objective assessment;
 - 3. Development of an individual service strategy; and
 - 4. Participation in any of the 14 program elements (*See Section 505*).
- E. Enrollments are pending in AJC until they are approved by designated staff. Pending enrollments **must be approved within 30 days** to ensure expediency of services.

All pending enrollments must be resolved no later than 15 days from initial eligibility determination. The Youth Program provider must run the WIOA No Participation report in AJC to monitor the timeliness of the pending client record. Extenuating circumstances must

be noted in case notes to extend the enrollment beyond the 15 days. No extension is to be made beyond 30 days from date of initial eligibility determination.

NOTE: When pending enrollments are not approved within 30 calendar days, the AJC system requires that the youth's eligibility be re-determined. This includes collecting new/updated verification documentation for eligibility determination

- F. Transactions relating to program-provided activities and services must be entered or updated in AJC promptly and accurately to ensure expediency of services.
- G. Youth Program providers must run the AJC "Report 8" on a monthly basis to ensure timely follow-ups and accurate data recording.

508.1 CO-ENROLLMENT

Co-enrollment means enrollment in more than one program at a time. Co-enrollment allows for the leveraging of additional resources for training and financial support, enhanced service delivery and increased customer support which results in greater participant outcomes.

- A. Youth age 18 and older may be co-enrolled in the ARIZONA@WORK Coconino County Adult or Dislocated Worker Programs. Program providers must:
 - 1. Ensure the youth meets eligibility criteria for both the Youth and Adult Program or the Youth and Dislocated Worker Program to co-enroll participants;
 - 2. Determine the appropriate level of service and combination of program services that will be provided to youth age 18-24 based on the service needs of the participant and if the participant is career-ready based on the objective assessment of the occupational skills, prior work experience, employability and participant's needs;
 - 3. Identify and track the funding streams for youth who are enrolled concurrently in the ARIZONA@WORK Coconino County Youth/Adult Program or the Youth/Dislocated Worker Program;
 - 4. Ensure services are not duplicated; and
 - 5. Ensure previous foster care youth who have been co-enrolled in WIOA Title IB Youth Program and Adult/Dislocated Worker Program and are now adults continue to remain eligible for both the Youth Program and Adult Program services and do not require re-determination of eligibility.

- B. ARIZONA@WORK Coconino County (WIOA Title IB) Youth Program participants may also have be co-enrolled with the following partner programs:
1. Employment Service (Wagner-Peyser)
 2. Vocational Rehabilitation
 3. Adult Education and Literacy Programs;
 4. Migrant Seasonal Farm Workers Program (MFSWs) at the point of entry to the One-Stop system to assure equity of services is provided;
 5. Jobs Program (TANF Work Program);
 6. Youth Build;
 7. Job Corps;
 8. Supplemental Nutrition Assistant Employment and Training (SNA E&T); or
 9. Other required ARIZONA@WORK Coconino County partner programs.
- C. When youth are co-enrolled, services provided by partner programs must be added to the Service and Training plan in AJC under partner provided services. When a service is provided by a partner that uses the AJC system (such as Employment Service or TAA) the services do not need to be added to partner provided services on the Service and Training plan because the AJC system automatically considers the individual co-enrolled when he/she is receiving services from more than one program that uses AJC.

509 INCENTIVE PAYMENTS

Youth Program providers may use incentive payments for recognition and achievements *directly related to training activities and work experiences*. Specific program goals, outlined in the ISS, including the amount of the incentive must be entered into the participant’s file case notes. All incentives are based on the availability of funding.

- A. Providers must ensure incentive payments are tied to the goals of a specific program and are outlined in writing before the commencement of the program that may provide incentive payments. **See Exhibit 500G** for a list of qualifying incentives.
- B. Awarding of incentive payment must align with the local program’s organization policies, as well as Code of Federal Regulations Part 200 and 2900- Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (2 CFR parts 200), and WIOA Fiscal Policies (Chapter 3, Section 100).

510 PROGRAM EXITS

Youth who have not received a service funded by the ARIZONA@WORK Coconino County (WIOA Title IB) Youth Program or funded by a partner program for 90 consecutive calendar days, from the date of last service and is not scheduled for future services is considered to have exited the program. The provider may re-enroll participants in at any time if they remain eligible. There shall be no waiting period prior to re-enrollment.

A. Exits Excluded from Participation

The date of exit is the last date a service was provided to a participant. Case notes in AJC must include the reason for exit and documentation may be uploaded into AJC. When documentation is not uploaded into AJC, the documentation must be retained in the participant's program file.

1. The participant will not be counted in performance if they exit the program for any of the following reasons:
 - a. *Deceased*: participant died during participation in the program;
 - b. *Institutionalized*: participant is residing in an correctional institution or facility providing 24-hour support, such as a prison or hospital, and is expected to remain institutionalized for at least 90 calendar days;
 - c. *Health/Medical*: participant is receiving medical treatment that precludes entry into unsubsidized employment or continued participation in a WIOA program. This does not include temporary conditions expected to last for less than 90 calendar days;
 - d. *Entered into Active Military Duty*: participant who is a reservist and has been called to active duty or participant enlists and reports for active duty which prevents participation in the program; and
 - e. *Foster Care*: participant is in the foster care system as defined in 45 CFR 1355.20(a), and exits the program because the participant has moved from the Coconino County as part of such a program or system.
2. When a participant receives services from multiple programs, the most recent service end date is the date of exit.
3. Follow-up services provided to youth do not extend the exit date.

B. Gaps in Service

A youth participant may be placed in a "Gap in Service" when a situation arises that will temporarily prevent program participation for greater than 90 consecutive calendar

days. Gaps in Service are limited to a total of 180 consecutive days. The gap in service will provide time for youth to address barriers to continued participation without exiting the program. *Eligibility does not need to be re-determined at the end of the gap in service.*

1. A gap in service extends a participant's exit date for 90 calendar days from the time he or she is placed into the gap. *The gap in service must be related to:*
 - a. A delay before the beginning of training;
 - b. A health/medical condition, or providing care for a family member with a health/medical condition; or
 - c. A temporary move from the area that prevents the individual from participation in services, including National Guard or other related military service.
2. A gap in service may be extended for an additional 90 consecutive calendar days (for a total of 180 consecutive calendar days) to resolve the issue that is preventing a participant from completing program services. The extended gap in service must be related to:
 - a. A health/medical condition, or providing care for a family member with a health/medical condition; or
 - b. A temporary move from the area that prevents the individual from participation in services, including National Guard or other related military service.
3. All gaps in service must be referenced in case notes detailing the reason for the gap in service.
4. Program staff must ensure that timely documentation resulting from communication with the participant results in accurately recording the gap in service and does not exceed the agreed upon time frame of the gap.

Youth Who Requires Additional Assistance

ARIZONA@WORK Coconino County defines the “youth who requires additional assistance” as an individual who needs additional assistance to complete an educational program, or to secure and hold employment. Not more than five percent of all In-school enrolled in the program each year are eligible **only** based on the “requires additional assistance” criterion.

(Note: All In-School/Out-of-school Youth must be low income unless included in the 5% low-income exception)

Out of School Youth (OSY)		
In addition to meeting the low-income eligibility criteria, a youth who needs additional assistance may be eligible for WIOA Title 1B Youth Services <i>if one of the following criteria is met under this category:</i>		
Section	Policy Provision	Documentation Needed
Poor Work History/Underemployed	Has poor, limited or no work history and/or sporadic employment and is no longer employed or is seeking employment for the last 2 months, but remains unemployed or underemployed.	<ul style="list-style-type: none"> ▪ Work History Form ▪ Case notes
Has Incarcerated Parent(s)	One or both parents is incarcerated	<ul style="list-style-type: none"> ▪ Legal Document ▪ Self-Attestation ▪ Case Note
Occupational Skills/ Further Education Deficiency	Lack of educational, occupational and/or technical training that reduces opportunities for gainful employment and causes income poverty; poor access to quality education and job opportunities	<ul style="list-style-type: none"> ▪ Work History Form ▪ Self-Attestation ▪ Case Note
Counseling Services	Is receiving or has received additional services through a licensed Counseling/Rehabilitation Agency.	☑ Referral/Letter from Agency
In School Youth (ISY)		
In addition to meeting the low-income eligibility criteria, a youth who needs additional assistance may be eligible for WIOA Title 1B Youth Services <i>if one of the following criteria is met under this category:</i>		
Section	Policy Provision	Documentation Needed
Poor School Attendance	Has displayed chronic poor attendance within the last school quarter and/or has an attendance rate of less than 85%.	☑ School Record
Alternative Schooling	Is currently attending an alternative school/education program that leads to a High School Diploma or High School Equivalency.	☑ School Record
At Risk of Drop Out	Is currently at risk of dropping out of school, as determined by referral from a school staff person, probation officer, or other responsible person with proper documentation and/or possesses unsatisfactory grades, GPA, and/or amount of credits.	☑ School Record
School Disciplinary	Has received or is receiving continuous disciplinary actions and/or is under a type of academic probation.	☑ School Record
Counseling Services	Is receiving or has received additional services through a licensed Counseling/Rehabilitation Agency.	☑ Referral/Letter from Agency

ARIZONA DEPARTMENT OF ECONOMIC SECURITY
Workforce Administration
Workforce Innovation and Opportunity Act

WIOA TITLE IB ELIGIBILITY CHECKLIST

CRITERIA	ACCEPTABLE VERIFICATION AND DOCUMENTATION Only one document from this column per eligibility criterion is required, unless otherwise stated.* Documentation must be collected prior to providing individualized or training services to participants in the WIOA Adult or DW program and prior to enrollment for participants in the WIOA Youth program.	YOUTH	ADULT	DW
SOCIAL SECURITY NUMBER <input type="checkbox"/> Documentation <u>MUST</u> be in file <input type="checkbox"/> N/A	<input type="checkbox"/> DD-214 (if name and SSN is shown) <input type="checkbox"/> Letter from social services agency (if name and SSN is shown) <input type="checkbox"/> Social Security benefits letter/notice (if name and SSN is shown) <input type="checkbox"/> Social Security card issued by SSA <input type="checkbox"/> Unemployment Insurance records(GUIDE 01 screen, wage statement) <input type="checkbox"/> Pay stub (if name and SSN is shown) <input type="checkbox"/> W-2 (if name and SSN is shown)	X	X	X
DATE OF BIRTH / AGE VERIFICATION <input type="checkbox"/> Documentation <u>MUST</u> be in file	<input type="checkbox"/> Baptismal record (if date of birth is shown) <input type="checkbox"/> Birth certificate <input type="checkbox"/> Certificate of Release or Discharge from Active Duty (DD-214), <input type="checkbox"/> Driver's license/state ID <input type="checkbox"/> Federal, state or local government ID card <input type="checkbox"/> Hospital record of birth <input type="checkbox"/> Passport <input type="checkbox"/> Public assistance/social service agency records (if name and DOB is shown) <input type="checkbox"/> School records/identification card (if name and DOB is shown) <input type="checkbox"/> Tribal records <input type="checkbox"/> Work permit <input type="checkbox"/> Cross match with Dept. of Vital Statistics	X	X	X
CITIZENSHIP OR ELIGIBLE TO WORK <input type="checkbox"/> Documentation <u>MUST</u> be in file <input type="checkbox"/> N/A All documents must be unexpired.	<input type="checkbox"/> Baptismal certificate that indicates birthplace <input type="checkbox"/> One verification source from List A on I-9 form (http://www.uscis.gov/sites/default/files/files/form/i-9.pdf) <input type="checkbox"/> One verification source from List B AND one verification source from List C (http://www.uscis.gov/sites/default/files/files/form/i-9.pdf)	X	X	X
SELECTIVE SERVICE STATUS <input type="checkbox"/> Documentation <u>MUST</u> be in file <input type="checkbox"/> N/A	<input type="checkbox"/> Telephone verification (1-847-688-6888) <input type="checkbox"/> DD-214 <input type="checkbox"/> Selective Service registration record (Form 3A) <input type="checkbox"/> Selective Service verification form <input type="checkbox"/> Stamped post office receipt of registration	X	X	X

CRITERIA	ACCEPTABLE VERIFICATION AND DOCUMENTATION Only one document from this column per eligibility criterion is required, unless otherwise stated.* Documentation must be collected prior to providing individualized or training services to participants in the WIOA Adult or DW program and prior to enrollment for participants in the WIOA Youth program.	YOUTH	ADULT	DW
	<input type="checkbox"/> Internet www.sss.gov <input type="checkbox"/> Selective Service registration card <input type="checkbox"/> Selective Service advisory opinion letter <input type="checkbox"/> Exempt based on Selective Service guidance			
INDIVIDUALS WITH DISABILITIES <input type="checkbox"/> Documentation MUST be in file when an individual claims they have a disability. <input type="checkbox"/> N/A	<input type="checkbox"/> Letter from drug or alcohol rehabilitation agency <input type="checkbox"/> Medical records <input type="checkbox"/> Doctor’s diagnosis/statement (physician, psychiatrist, or psychologist) <input type="checkbox"/> Rehabilitation evaluation <input type="checkbox"/> School records <input type="checkbox"/> Sheltered workshop certification <input type="checkbox"/> Social Security Administration disability records <input type="checkbox"/> Social service records/referral <input type="checkbox"/> Veteran’s Administration letter/records <input type="checkbox"/> Vocational rehabilitation letter <input type="checkbox"/> Workers’ compensation record	X	X	X
VETERAN STATUS OR SPOUSE OF A VETERAN <input type="checkbox"/> Documentation MUST be in file <input type="checkbox"/> N/A	<input type="checkbox"/> DD-214 <input type="checkbox"/> Cross Match with veterans data Spouse of a veteran: <input type="checkbox"/> Cross Match with veterans data <input type="checkbox"/> Military document (ID, other DD Form) indicating dependent spouse <input type="checkbox"/> Documentation (such as DD214) that indicates status of veteran that meets the requirement for “spouse of a veteran.” Adults/DW/DWG exiters who received only basic career services (not individualized career or training services): <input type="checkbox"/> State MIS <input type="checkbox"/> WIOA Applicant Statement w/corroborating witness signature <input type="checkbox"/> AJC case notes	X	X	X
EMPLOYMENT STATUS AT PARTICIPATION <input type="checkbox"/> Documentation MUST be in file <input type="checkbox"/> N/A	<input type="checkbox"/> Pay stub <input type="checkbox"/> AJC case notes showing information collected from participant Adults/DW/DWG exiters who received only basic career services (not individualized career or training services): <input type="checkbox"/> State MIS <input type="checkbox"/> WIOA Applicant statement w/corroborating witness signature <input type="checkbox"/> AJC case notes	X	X	X

CRITERIA	ACCEPTABLE VERIFICATION AND DOCUMENTATION Only one document from this column per eligibility criterion is required, unless otherwise stated.* Documentation must be collected prior to providing individualized or training services to participants in the WIOA Adult or DW program and prior to enrollment for participants in the WIOA Youth program.	YOUTH	ADULT	DW
UI COMPENSATION PROGRAMS <input type="checkbox"/> Documentation <u>MUST</u> be in file <input type="checkbox"/> N/A	<input type="checkbox"/> UI Records (GUIDE 01 screen or 07 screen, letter from administration)	X	X	X
PELL GRANT <input type="checkbox"/> Documentation <u>MUST</u> be in file <input type="checkbox"/> N/A	<input type="checkbox"/> Copy of check <input type="checkbox"/> Letter from school <input type="checkbox"/> Student aid report	X	X	X
HOMELESS INDIVIDUAL OR RUNAWAY YOUTH <input type="checkbox"/> Documentation <u>MUST</u> be in file <input type="checkbox"/> N/A	<input type="checkbox"/> Written statement from a shelter or social service agency <input type="checkbox"/> Written statement from an individual providing temporary residence <input type="checkbox"/> WIOA Applicant statement w/corroborating witness signature <input type="checkbox"/> WIOA Application (signed by applicant)	X	X	X
OFFENDER <input type="checkbox"/> Documentation <u>MUST</u> be in file <input type="checkbox"/> N/A	<input type="checkbox"/> Documentation from Juvenile or Adult Criminal Justice System <input type="checkbox"/> Documentation phone call with court representatives <input type="checkbox"/> WIOA Applicant Statement w/corroborating witness signature <input type="checkbox"/> WIOA Application (signed by applicant)	X	X	X
INDIVIDUAL STATUS / FAMILY SIZE <input type="checkbox"/> Documentation <u>MUST</u> be in file <input type="checkbox"/> N/A	<input type="checkbox"/> Court decree <input type="checkbox"/> Divorce decree <input type="checkbox"/> Disabled (Family of 1) <input type="checkbox"/> Landlord statement <input type="checkbox"/> Lease (if family size is given) <input type="checkbox"/> Native American tribal document <input type="checkbox"/> Public assistance/social service agency records <input type="checkbox"/> Public housing authority (if resident or on waiting list) <input type="checkbox"/> Written statement from publicly supported 24-hour facility <input type="checkbox"/> Most recent tax return <input type="checkbox"/> Birth Certificates <input type="checkbox"/> WIOA Applicant Statement w/corroborating witness signature	X	X	
INDIVIDUAL / FAMILY INCOME VALIDATION <input type="checkbox"/> Documentation <u>MUST</u> be in file <input type="checkbox"/> N/A	<input type="checkbox"/> Alimony agreement <input type="checkbox"/> Award letter from Veterans Administration <input type="checkbox"/> Compensation award letter <input type="checkbox"/> Court award letter <input type="checkbox"/> Employer statement/contact	X (when income determination is required by policy)	X	

CRITERIA	<p align="center">ACCEPTABLE VERIFICATION AND DOCUMENTATION</p> <p align="center">Only one document from this column per eligibility criterion is required, unless otherwise stated.*</p> <p align="center">Documentation must be collected prior to providing individualized or training services to participants in the WIOA Adult or DW program and prior to enrollment for participants in the WIOA Youth program.</p>	YOUTH	ADULT	DW
	<ul style="list-style-type: none"> <input type="checkbox"/> Family or business financial records <input type="checkbox"/> Housing authority verification <input type="checkbox"/> Pay stubs <input type="checkbox"/> Pension/annuity statement <input type="checkbox"/> Public assistance records <input type="checkbox"/> Quarterly estimated tax for self-employed persons <input type="checkbox"/> Social Security benefits <input type="checkbox"/> UI records (GUIDE 07 screen printout, wage statement) <input type="checkbox"/> Bank statements <input type="checkbox"/> WIOA Applicant Statement w/ corroborating witness signature <p>Adults exiters who received only basic career services (not individualized or training services):</p> <ul style="list-style-type: none"> <input type="checkbox"/> State MIS <input type="checkbox"/> WIOA Applicant Statement w/ corroborating witness signature <input type="checkbox"/> AJC case notes 			
<p>TEMPORARY ASSISTANCE TO NEEDY FAMILILES (TANF)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Documentation <u>MUST</u> be in file <input type="checkbox"/> N/A 	<ul style="list-style-type: none"> <input type="checkbox"/> Cross-match with TANF public assistance records <p>Individual applying must be listed on current grant.</p> <p>Adults/DW/DWG exiters who received only basic career services (not individualized career or training services):</p> <ul style="list-style-type: none"> <input type="checkbox"/> State MIS <input type="checkbox"/> WIOA Applicant statement w/corroborating witness signature <input type="checkbox"/> AJC case notes 	X	X	
<p>OTHER PUBLIC ASSISTANCE RECIPIENT OR LOW-INCOME STATUS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Documentation <u>MUST</u> be in file <input type="checkbox"/> N/A <p>A. General Assistance - state/local government</p>	<p><i>The applicant is receiving or has received cash assistance or other support services from the following sources (items A-D) in the last six months prior to participation in the program and must be listed on current grant or show dates of eligibility for benefits or lives in a high poverty area.</i></p> <p>A. General Assistance</p> <ul style="list-style-type: none"> <input type="checkbox"/> Authorization to receive cash public assistance <input type="checkbox"/> Copy of public assistance check <input type="checkbox"/> Medical card showing cash grant status <input type="checkbox"/> Public assistance records/printout <input type="checkbox"/> Agency award letter <input type="checkbox"/> Cross-match with public assistance database 	X	X	

CRITERIA	<p align="center">ACCEPTABLE VERIFICATION AND DOCUMENTATION</p> <p align="center">Only one document from this column per eligibility criterion is required, unless otherwise stated.* Documentation must be collected prior to providing individualized or training services to participants in the WIOA Adult or DW program and prior to enrollment for participants in the WIOA Youth program.</p>	YOUTH	ADULT	DW
<p>B. Refugee Cash Assistance (RCA)</p> <p>C. Supplemental Nutrition Assistance Program (SNAP)</p> <p>D. Supplemental Security Income (SSI/SSA Title XVI)</p> <p>E. High-Poverty Area Note: Does not include foster care payments.</p>	<p>B. Refugee Cash Assistance</p> <ul style="list-style-type: none"> <input type="checkbox"/> Refugee assistance records/printout <input type="checkbox"/> Authorization to receive cash public assistance <input type="checkbox"/> Copy of public assistance check <input type="checkbox"/> Medical card showing cash grant status <input type="checkbox"/> Public assistance records/printout <input type="checkbox"/> Cross-match with public assistance database <input type="checkbox"/> Agency award letter <p>C. Nutrition Assistance (formerly Food Stamp Program)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Tribal commodity program records/printout <input type="checkbox"/> Public assistance records/printouts <input type="checkbox"/> Cross-match with public assistance database <input type="checkbox"/> Agency award letter <p>Individual applying must be listed on current grant or show dates of eligibility within previous 6 months for benefits.</p> <p>D. Supplemental Security Income</p> <ul style="list-style-type: none"> <input type="checkbox"/> Authorization to receive cash public assistance <input type="checkbox"/> Copy of public assistance check <input type="checkbox"/> Medical card showing cash grant status <input type="checkbox"/> Public assistance records/printout <input type="checkbox"/> Agency award letter <input type="checkbox"/> Cross-match with public assistance database <p>Adults/DW/DWG exiters who received only basic career services (not individualized career or training services):</p> <ul style="list-style-type: none"> <input type="checkbox"/> State MIS <input type="checkbox"/> WIOA Applicant Statement w/corroborating witness signature <input type="checkbox"/> AJC case notes <p>E. High-Poverty Area (for individuals in WIOA Youth program)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Printout from U.S. Census Bureau using the youth's address at http://factfinder.census.gov/faces/nav/jsf/pages/searchresults.xhtml?ref=addr&refresh=t 			
<p>PREGNANT OR PARENTING YOUTH</p> <ul style="list-style-type: none"> <input type="checkbox"/> Documentation MUST be in file <input type="checkbox"/> N/A 	<ul style="list-style-type: none"> <input type="checkbox"/> Child's baptismal record <input type="checkbox"/> Case notes regarding observable condition <input type="checkbox"/> Child's birth certificate <input type="checkbox"/> Doctor's note confirming pregnancy <input type="checkbox"/> WIOA Applicant Statement w/corroborating witness signature 	X		

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YOUTH WHO NEED ADDITIONAL ASSISTANCE <input type="checkbox"/> Documentation <u>MUST</u> be in file <input type="checkbox"/> N/A	<input type="checkbox"/> Case notes <input type="checkbox"/> Individual Service Strategy <input type="checkbox"/> See LWDA policy and plan <input type="checkbox"/> State MIS <input type="checkbox"/> WIOA Applicant Statement w/corroborating witness signature <input type="checkbox"/> WIOA Application (signed by applicant)	X		
YOUTH IN FOSTER CARE <input type="checkbox"/> Documentation <u>MUST</u> be in file <input type="checkbox"/> N/A	<input type="checkbox"/> Court Records <input type="checkbox"/> Letter from group home <input type="checkbox"/> Arizona Department of Child Safety records <input type="checkbox"/> Telephone Verification <input type="checkbox"/> Verification of payments made on behalf of the child <input type="checkbox"/> WIOA Applicant Statement w/corroborating witness signature	X		
EDUCATION STATUS AT TIME OF PARTICIPATION <input type="checkbox"/> Documentation <u>MUST</u> be in file <input type="checkbox"/> N/A	<u>Enrolled at time of participation</u> <input type="checkbox"/> School transcripts <input type="checkbox"/> Attendance records <input type="checkbox"/> School documentation <u>Out of School at time of participation</u> <input type="checkbox"/> High School Equivalency (HSE) diploma <input type="checkbox"/> High School diploma <input type="checkbox"/> Dropout letter <input type="checkbox"/> WIOA Applicant Statement w/corroborating witness signature <input type="checkbox"/> WIOA Application (signed by applicant) <input type="checkbox"/> State MIS	X		
BASIC SKILLS DEFICIENCY <input type="checkbox"/> Documentation <u>MUST</u> be in file <input type="checkbox"/> N/A	<input type="checkbox"/> School records <input type="checkbox"/> TABE 9/10 Adult who received only basic career services (not individualized career or training services): <input type="checkbox"/> State MIS <input type="checkbox"/> WIOA Applicant statement w/corroborating witness signature <input type="checkbox"/> AJC case notes	X	X	
ENGLISH LANGUAGE LEARNER <input type="checkbox"/> Documentation <u>MUST</u> be in file <input type="checkbox"/> N/A	<input type="checkbox"/> School records <input type="checkbox"/> TABE CLAS-E <input type="checkbox"/> AJC Case notes	X	X	

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<p>DISLOCATED WORKER (CATEGORY I)*</p> <p><input type="checkbox"/> Documentation MUST be in file</p> <p><input type="checkbox"/> N/A</p> <p>A. An individual, including recently separated U.S. veterans within 48 months after discharge or release from active duty, who has been terminated or laid off, or has received a notice of termination or layoff from employment; AND</p> <p>1. Is eligible for or has exhausted entitlement to Unemployment Insurance (UI) compensation, OR</p> <p>2. Has been employed for a duration sufficient to demonstrate attachment to the workforce (determined on a case-by-case basis by the LWDA), but is not eligible for unemployment compensation due to insufficient earning or having performed services for an employer that was not covered under state unemployment compensation law; AND</p> <p>3. Is unlikely to return to a previous industry or occupation.</p>	<p><i>*One document each from item A, A (1) or A (2), AND A (3) is required.</i></p> <p><u>A</u></p> <p><input type="checkbox"/> DD-214</p> <p><input type="checkbox"/> National Guard Report of Separation and Record of Service (NGB22)</p> <p><input type="checkbox"/> Military orders</p> <p><input type="checkbox"/> Veterans Administration letter or records</p> <p><input type="checkbox"/> Worker Adjustment and Retraining Notification Act (WARN) notice</p> <p><input type="checkbox"/> Photocopy of a printed media article announcing layoff and must include the name of the media source and date of publication</p> <p><input type="checkbox"/> Employer or union representative letter or statement</p> <p><input type="checkbox"/> WIOA Applicant Statement</p> <p><u>A (1) or A (2)</u></p> <p><input type="checkbox"/> UI records, including continued claim form (GUIDE 07 screen)</p> <p><input type="checkbox"/> Verification of UI eligibility by UI office</p> <p><input type="checkbox"/> DD-214</p> <p><input type="checkbox"/> National Guard Report of Separation and Record of Service (NGB22)</p> <p><input type="checkbox"/> Military orders</p> <p><input type="checkbox"/> Pay check stubs</p> <p><input type="checkbox"/> W-2 and/or tax returns</p> <p><input type="checkbox"/> Statement by the employer or union representative</p> <p><input type="checkbox"/> WIOA Applicant Statement</p> <p><u>A (3)</u></p> <p><input type="checkbox"/> Labor market information that shows zero or negative growth rate for the industry or occupation</p> <p><input type="checkbox"/> Employment Service confirms that in the previous sixty days there was a lack of job order for the occupation to qualified job seekers</p> <p><input type="checkbox"/> The local Chamber of Commerce, Economic Development representative, or other credible sources of regional economic information confirms that occupation or industry has shown a significant employment decline in the local labor marker area</p> <p><input type="checkbox"/> Notice that a plant closure or substantial layoff, within the labor market area in the same industry or occupation, has occurred in the last six months</p> <p><input type="checkbox"/> WIOA Applicant Statement, stating that the individual has been actively seeking, but unable to find employment in their previous industry or occupation for a period of ninety days or more</p>			X

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	<input type="checkbox"/> DD-214, showing the individual was “separated” from active military duty under conditions other than dishonorable <input type="checkbox"/> Documentation from an employer or WIOA Applicant Statement stating the individual was laid off from their job due to lack of certification for the job from which they were laid off.			
DISLOCATED WORKER (CATEGORY II) <input type="checkbox"/> Documentation MUST be in file <input type="checkbox"/> N/A 1. Has been terminated or laid off, or has received a notice of termination or layoff from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise; or 2. Is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or 3. For purposes of eligibility to receive services other than training services, career services, or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close.	<input type="checkbox"/> Photocopy of a printed media article announcing layoff and must include the name of the media source and date of publication <input type="checkbox"/> Employer or union representative statement <input type="checkbox"/> Worker Adjustment and Retraining Notification Act (WARN) notice <input type="checkbox"/> Verification from employer <input type="checkbox"/> WIOA Applicant Statement w/corroborating witness signature			X
DISLOCATED WORKER (CATEGORY III) <input type="checkbox"/> Documentation MUST be in file <input type="checkbox"/> N/A	<input type="checkbox"/> Bankruptcy documents listing both the name of the business and applicant’s name <input type="checkbox"/> Business license <input type="checkbox"/> Completed Federal Income Tax Return (Schedule SE) for the most recent tax year <input type="checkbox"/> Photocopy of a printed media article announcing layoff and must include the name of the media source and date of publication			X

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<p>An individual who was self-employed (including employment as a farmer, rancher, or fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Copy of Articles of Incorporation for the business listing the applicant as a principal <input type="checkbox"/> WIOA Applicant Statement 			
<p>DISLOCATED WORKER (CATEGORY IV)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Documentation <u>MUST</u> be in file <input type="checkbox"/> N/A <p>An individual is a displaced homemaker (see definition of displaced homemaker at WIOA Section 3 (16)).</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Bank records <input type="checkbox"/> Court records <input type="checkbox"/> Divorce decree <input type="checkbox"/> Public assistance records/printout <input type="checkbox"/> Spouse’s layoff notice <input type="checkbox"/> Spouse’s death certificate <input type="checkbox"/> WIOA Applicant Statement w/corroborating witness signature <p>DW/DWG exiters who received only basic career services (not individualized career or training services):</p> <ul style="list-style-type: none"> <input type="checkbox"/> State MIS <input type="checkbox"/> WIOA Applicant Statement w/corroborating witness signature <input type="checkbox"/> AJC Case Notes 			<p>X</p>

Equal Opportunity Employer/Program • Under Titles VI and VII of the Civil Rights Act of 1964 (Title VI & VII), and the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008; the Department prohibits discrimination in admissions, programs, services, activities or employment based on race, color, religion, sex, national origin, age, disability, genetics and retaliation. The Department must make a reasonable accommodation to allow a person with a disability to take part in a program, service or activity. Auxiliary aids and services are available upon request to individuals with disabilities. For example, this means if necessary, the Department must provide sign language interpreters for people who are deaf, a wheelchair accessible location, or enlarged print materials. It also means that the Department will take any other reasonable action that allows you to take part in and understand a program or activity, including making reasonable changes to an activity. If you believe that you will not be able to understand or take part in a program or activity because of your disability, please let us know of your disability needs in advance if at all possible. To request this document in alternative format or for further information about this policy, contact your local office manager; TTY/TDD Services: 7-1-1. • Free language assistance for DES services is available upon request. • Ayuda gratuita con traducciones relacionadas a los servicios de DES está disponible a solicitud del cliente.

WIOA TITLE IB APPLICANT STATEMENT

Applicant Statement – Write a statement on the back of this page if you cannot provide documentation to verify specific categories (see list on back).

APPLICANT INFORMATION

Applicant's Name _____ Participant ID _____ Date of Birth _____

ALL WIOA TITLE IB PROGRAMS (ADULT, DISLOCATED WORKER, AND YOUTH)
– Complete this section for all individuals entering the WIOA Youth, Adult, Or Dislocated Worker Program and self-attesting to the approved element below:

Homeless Individual/Runaway Youth I am a homeless individual/runaway youth

WIOA YOUTH AND ADULT PROGRAMS – Complete this section for all individuals entering the WIOA Youth Or Adult Programs and self-attesting to the approved element below:

Family Size – Complete this section when determining family size for individuals entering WIOA Adult or Youth programs and self-attesting to family size.

NUMBER IN FAMILY	FAMILY MEMBER NAMES	RELATIONSHIP

YOUTH – Complete this section for youth entering the WIOA Youth Program and self-attest to the approved element(s) found below:

Youth Offender I am a youth offender Incarcerated: Yes No Probation: Yes No

Youth Needing Assistance

- I am a youth who needs additional assistance to complete an educational program.
- I am a youth who requires assistance to secure and hold employment.

Education Status at Participation

- In-School – H.S. or less
- In-School – Alternative H.S.
- In-School – Post-Secondary
- Not attending school – H.S. dropout
- Not attending school – H.S. graduate or received a HSE diploma

Pregnant/Parenting Youth I am a pregnant or parenting youth

Foster Care I am in foster care

DISLOCATED WORKER/DISPLACED HOMEMAKER – Complete this section for adults entering the WIOA Dislocated Worker Program and self-attest to the approved elements found below.

- Terminated or Laid-Off
- Plant closure or Substantial layoff
- Was Self-Employed
- Displaced Homemaker

Date of Dislocation _____

I certify that the information given on this document is true and accurate to the best of my knowledge and belief. I understand that such information is subject to verification and I further realize that falsified or fraudulent information may result in the rejection of this document, subsequent termination from the WIOA program, and/or prosecution under the law.

Applicant's Signature _____ Date _____

I understand my signature grants permission for the youth named above to participate in the WIOA Youth program.

Parent/Guardian/Responsible Adult/Corroborating Witness Signature _____ Date _____
(Required If applicant is under age 18)

Case Manager's Signature _____ Date _____

Instructions for Completing WIOA Applicant Statement

The WIOA Applicant Statement is acceptable verification when no other form of verification is available for:

- Youth Who Need Additional Assistance
- Education Status at Time of Registration
- Homeless/Runaway Youth
- Pregnant/Parenting Youth
- Foster Care Youth
- Displaced Homemaker
- Date of Dislocation
- Address
- DW who has been employed for a duration sufficient to demonstrate attachment to the workforce but is not eligible for unemployment due to insufficient earnings or having performed services for an employer not covered under state unemployment compensation law.

The WIOA Applicant Statement is acceptable verification in limited cases and may require further documentation for:

- **Offender**- In limited cases, the Applicant Statement is acceptable verification if no other form of verification is available.
- **Family Size** - The Applicant Statement is acceptable verification that an individual lives independently, or in a household with one or more additional individuals.
- **Not Employed/Lack of Income** - The Applicant Statement is acceptable verification when an individual claims to have been employed during the six-month period prior to eligibility. The Applicant Statement must indicate the means of support for the previous six-month period.
- **Individual Status/Self-Supported** - The Applicant Statement is acceptable when an individual claims: (a) he/she lives independently and is not dependent upon the income of another person; or (b) the individual, though living with others, is not dependent upon the income of other residents in the household. In either case, the individual must produce documentation indicating his/her source of support.

Applicant Statement – this is a self-certifying document and is to be used as an alternative only when no other documentation can be provided.

ARIZONA DEPARTMENT OF ECONOMIC SECURITY

State

HHS Poverty Guidelines, 70% and 100%
LLSIL INCOME MATRIX FOR 2020

FAMILY SIZE	HHS Poverty Guidelines	70% LLSIL NON-METRO AREA	100% LLSIL NON-METRO AREA	70% LLSIL METRO AREA	100% LLSIL METRO AREA
1	\$12,760	\$11,422	\$16,318	\$11,609	\$16,584
2	\$17,240	\$18,720	\$26,742	\$19,025	\$27,178
3	\$21,720	\$25,702	\$36,717	\$26,121	\$37,315
4	\$26,200	\$31,724	\$45,319	\$32,245	\$46,064
5	\$30,680	\$37,441	\$53,487	\$38,050	\$54,357
6	\$35,160	\$43,788	\$62,555	\$44,504	\$63,577
7	\$39,640	\$50,135	\$71,623	\$50,958	\$72,797
8	\$44,120	\$56,482	\$80,691	\$57,412	\$82,017
Additional Per Person > 8	\$4,480	\$6,347	\$9,068	\$6,454	\$9,220

* All figures represent annual figures.

Poverty Effect Date:01/14/2020
LLSIL Effective Date:04/30/2020
Revised: 06/02/2020

ARIZONA DEPARTMENT OF ECONOMIC SECURITY

NEAZIWS

70% LLSIL and Self-Sufficiency
INCOME MATRIX FOR 2020

FAMILY SIZE	HHS Poverty Guidelines	70% LLSIL* NON-METRO AREA	SELF-SUFFICIENCY for Adults* 200% LLSIL NON-METRO AREA	SELF-SUFFICIENCY for Dislocated Workers* 200% LLSIL NON-METRO AREA
1	\$12,760	\$11,422	\$32,636	\$32,636
2	\$17,240	\$18,720	\$53,484	\$53,484
3	\$21,720	\$25,702	\$73,434	\$73,434
4	\$26,200	\$31,724	\$90,638	\$90,638
5	\$30,680	\$37,441	\$106,974	\$106,974
6	\$35,160	\$43,788	\$125,110	\$125,110
7	\$39,640	\$50,135	\$143,246	\$143,246
8	\$44,120	\$56,482	\$161,382	\$161,382
Additional Per Person > 8	\$4,480	\$6,347	\$18,136	\$18,136

* All figures represent annual figures.

ARIZONA DEPARTMENT OF ECONOMIC SECURITY

SEAZWC

70% LLSIL and Self-Sufficiency
INCOME MATRIX FOR 2020

FAMILY SIZE	HHS Poverty Guidelines	70% LLSIL* METRO AREA	SELF-SUFFICIENCY for Adults* 300% LLSIL METRO AREA	SELF-SUFFICIENCY for Dislocated Workers* 300% LLSIL METRO AREA
1	\$12,760	\$11,609	\$49,752	\$49,752
2	\$17,240	\$19,025	\$81,534	\$81,534
3	\$21,720	\$26,121	\$111,945	\$111,945
4	\$26,200	\$32,245	\$138,192	\$138,192
5	\$30,680	\$38,050	\$163,071	\$163,071
6	\$35,160	\$44,504	\$190,731	\$190,731
7	\$39,640	\$50,958	\$218,391	\$218,391
8	\$44,120	\$57,412	\$246,051	\$246,051
Additional Per Person > 8	\$4,480	\$6,454	\$27,660	\$27,660

* All figures represent annual figures.

ARIZONA DEPARTMENT OF ECONOMIC SECURITY

Coconino

70% LLSIL and Self-Sufficiency
INCOME MATRIX FOR 2020

FAMILY SIZE	HHS Poverty Guidelines	70% LLSIL* METRO AREA	SELF-SUFFICIENCY for Adults* 400% LLSIL METRO AREA	SELF-SUFFICIENCY for Dislocated Workers* 400% LLSIL METRO AREA
1	\$12,760	\$11,609	\$66,336	\$66,336
2	\$17,240	\$19,025	\$108,712	\$108,712
3	\$21,720	\$26,121	\$149,260	\$149,260
4	\$26,200	\$32,245	\$184,256	\$184,256
5	\$30,680	\$38,050	\$217,428	\$217,428
6	\$35,160	\$44,504	\$254,308	\$254,308
7	\$39,640	\$50,958	\$291,188	\$291,188
8	\$44,120	\$57,412	\$328,068	\$328,068
Additional Per Person > 8	\$4,480	\$6,454	\$36,880	\$36,880

* All figures represent annual figures.

ARIZONA DEPARTMENT OF ECONOMIC SECURITY

Gila

70% LLSIL and Self-Sufficiency
INCOME MATRIX FOR 2020

FAMILY SIZE	HHS Poverty Guidelines	70% LLSIL* NON-METRO AREA	SELF-SUFFICIENCY for Adults* 200% LLSIL NON-METRO AREA	SELF-SUFFICIENCY for Dislocated Workers* 200% LLSIL NON-METRO AREA
1	\$12,760	\$11,422	\$32,636	\$32,636
2	\$17,240	\$18,720	\$53,484	\$53,484
3	\$21,720	\$25,702	\$73,434	\$73,434
4	\$26,200	\$31,724	\$90,638	\$90,638
5	\$30,680	\$37,441	\$106,974	\$106,974
6	\$35,160	\$43,788	\$125,110	\$125,110
7	\$39,640	\$50,135	\$143,246	\$143,246
8	\$44,120	\$56,482	\$161,382	\$161,382
Additional Per Person > 8	\$4,480	\$6,347	\$18,136	\$18,136

* All figures represent annual figures.

ARIZONA DEPARTMENT OF ECONOMIC SECURITY

Pinal

70% LLSIL and Self-Sufficiency
INCOME MATRIX FOR 2020

FAMILY SIZE	HHS Poverty Guidelines	70% LLSIL* METRO AREA	SELF-SUFFICIENCY for Adults* 159% LLSIL METRO AREA	SELF-SUFFICIENCY for Dislocated Workers* 159% LLSIL METRO AREA
1	\$12,760	\$11,609	\$26,369	\$26,369
2	\$17,240	\$19,025	\$43,213	\$43,213
3	\$21,720	\$26,121	\$59,331	\$59,331
4	\$26,200	\$32,245	\$73,242	\$73,242
5	\$30,680	\$38,050	\$86,428	\$86,428
6	\$35,160	\$44,504	\$101,087	\$101,087
7	\$39,640	\$50,958	\$115,747	\$115,747
8	\$44,120	\$57,412	\$130,407	\$130,407
Additional Per Person > 8	\$4,480	\$6,454	\$14,660	\$14,660

* All figures represent annual figures.

ARIZONA DEPARTMENT OF ECONOMIC SECURITY

Graham

70% LLSIL and Self-Sufficiency
INCOME MATRIX FOR 2020

FAMILY SIZE	HHS Poverty Guidelines	70% LLSIL* NON-METRO AREA	SELF-SUFFICIENCY for Adults* 300% LLSIL NON-METRO AREA	SELF-SUFFICIENCY for Dislocated Workers* 300% LLSIL NON-METRO AREA
1	\$12,760	\$11,422	\$48,954	\$48,954
2	\$17,240	\$18,720	\$80,226	\$80,226
3	\$21,720	\$25,702	\$110,151	\$110,151
4	\$26,200	\$31,724	\$135,957	\$135,957
5	\$30,680	\$37,441	\$160,461	\$160,461
6	\$35,160	\$43,788	\$187,665	\$187,665
7	\$39,640	\$50,135	\$214,869	\$214,869
8	\$44,120	\$56,482	\$242,073	\$242,073
Additional Per Person > 8	\$4,480	\$6,347	\$27,204	\$27,204

* All figures represent annual figures.

ARIZONA DEPARTMENT OF ECONOMIC SECURITY

Greenlee

70% LLSIL and Self-Sufficiency
INCOME MATRIX FOR 2020

FAMILY SIZE	HHS Poverty Guidelines	70% LLSIL* NON-METRO AREA	SELF-SUFFICIENCY for Adults* 300% LLSIL NON-METRO AREA	SELF-SUFFICIENCY for Dislocated Workers* 300% LLSIL NON-METRO AREA
1	\$12,760	\$11,422	\$48,954	\$48,954
2	\$17,240	\$18,720	\$80,226	\$80,226
3	\$21,720	\$25,702	\$110,151	\$110,151
4	\$26,200	\$31,724	\$135,957	\$135,957
5	\$30,680	\$37,441	\$160,461	\$160,461
6	\$35,160	\$43,788	\$187,665	\$187,665
7	\$39,640	\$50,135	\$214,869	\$214,869
8	\$44,120	\$56,482	\$242,073	\$242,073
Additional Per Person > 8	\$4,480	\$6,347	\$27,204	\$27,204

* All figures represent annual figures.

ARIZONA DEPARTMENT OF ECONOMIC SECURITY

Maricopa

70% LLSIL and Self-Sufficiency
INCOME MATRIX FOR 2020

FAMILY SIZE	HHS Poverty Guidelines	70% LLSIL* METRO AREA	SELF-SUFFICIENCY for Adults* 450% LLSIL METRO AREA	SELF-SUFFICIENCY for Dislocated Workers* 450% LLSIL METRO AREA
1	\$12,760	\$11,609	\$74,628	\$74,628
2	\$17,240	\$19,025	\$122,301	\$122,301
3	\$21,720	\$26,121	\$167,918	\$167,918
4	\$26,200	\$32,245	\$207,288	\$207,288
5	\$30,680	\$38,050	\$244,607	\$244,607
6	\$35,160	\$44,504	\$286,097	\$286,097
7	\$39,640	\$50,958	\$327,587	\$327,587
8	\$44,120	\$57,412	\$369,077	\$369,077
Additional Per Person > 8	\$4,480	\$6,454	\$41,490	\$41,490

* All figures represent annual figures.

ARIZONA DEPARTMENT OF ECONOMIC SECURITY

Mohave

70% LLSIL and Self-Sufficiency
INCOME MATRIX FOR 2020

FAMILY SIZE	HHS Poverty Guidelines	70% LLSIL* METRO AREA	SELF-SUFFICIENCY for Adults* 200% LLSIL METRO AREA	SELF-SUFFICIENCY for Dislocated Workers* 200% LLSIL METRO AREA
1	\$12,760	\$11,609	\$33,168	\$33,168
2	\$17,240	\$19,025	\$54,356	\$54,356
3	\$21,720	\$26,121	\$74,630	\$74,630
4	\$26,200	\$32,245	\$92,128	\$92,128
5	\$30,680	\$38,050	\$108,714	\$108,714
6	\$35,160	\$44,504	\$127,154	\$127,154
7	\$39,640	\$50,958	\$145,594	\$145,594
8	\$44,120	\$57,412	\$164,034	\$164,034
Additional Per Person > 8	\$4,480	\$6,454	\$18,440	\$18,440

* All figures represent annual figures.

ARIZONA DEPARTMENT OF ECONOMIC SECURITY

LaPaz

70% LLSIL and Self-Sufficiency
INCOME MATRIX FOR 2020

FAMILY SIZE	HHS Poverty Guidelines	70% LLSIL* NON-METRO AREA	SELF-SUFFICIENCY for Adults* 200% LLSIL NON-METRO AREA	SELF-SUFFICIENCY for Dislocated Workers* 200% LLSIL NON-METRO AREA
1	\$12,760	\$11,422	\$32,636	\$32,636
2	\$17,240	\$18,720	\$53,484	\$53,484
3	\$21,720	\$25,702	\$73,434	\$73,434
4	\$26,200	\$31,724	\$90,638	\$90,638
5	\$30,680	\$37,441	\$106,974	\$106,974
6	\$35,160	\$43,788	\$125,110	\$125,110
7	\$39,640	\$50,135	\$143,246	\$143,246
8	\$44,120	\$56,482	\$161,382	\$161,382
Additional Per Person > 8	\$4,480	\$6,347	\$18,136	\$18,136

* All figures represent annual figures.

ARIZONA DEPARTMENT OF ECONOMIC SECURITY

COP

70% LLSIL and Self-Sufficiency
INCOME MATRIX FOR 2020

FAMILY SIZE	HHS Poverty Guidelines	70% LLSIL* METRO AREA	SELF-SUFFICIENCY for Adults* 450% LLSIL METRO AREA	SELF-SUFFICIENCY for Dislocated Workers* 450% LLSIL METRO AREA
1	\$12,760	\$11,609	\$74,628	\$74,628
2	\$17,240	\$19,025	\$122,301	\$122,301
3	\$21,720	\$26,121	\$167,918	\$167,918
4	\$26,200	\$32,245	\$207,288	\$207,288
5	\$30,680	\$38,050	\$244,607	\$244,607
6	\$35,160	\$44,504	\$286,097	\$286,097
7	\$39,640	\$50,958	\$327,587	\$327,587
8	\$44,120	\$57,412	\$369,077	\$369,077
Additional Per Person > 8	\$4,480	\$6,454	\$41,490	\$41,490

* All figures represent annual figures.

ARIZONA DEPARTMENT OF ECONOMIC SECURITY

Pima

70% LLSIL and Self-Sufficiency
INCOME MATRIX FOR 2020

FAMILY SIZE	HHS Poverty Guidelines	70% LLSIL* METRO AREA	SELF-SUFFICIENCY for Adults* 130% LLSIL METRO AREA	SELF-SUFFICIENCY for Dislocated Workers* 130% LLSIL METRO AREA
1	\$12,760	\$11,609	\$21,559	\$21,559
2	\$17,240	\$19,025	\$35,331	\$35,331
3	\$21,720	\$26,121	\$48,510	\$48,510
4	\$26,200	\$32,245	\$59,883	\$59,883
5	\$30,680	\$38,050	\$70,664	\$70,664
6	\$35,160	\$44,504	\$82,650	\$82,650
7	\$39,640	\$50,958	\$94,636	\$94,636
8	\$44,120	\$57,412	\$106,622	\$106,622
Additional Per Person > 8	\$4,480	\$6,454	\$11,986	\$11,986

* All figures represent annual figures.

ARIZONA DEPARTMENT OF ECONOMIC SECURITY

Santa Cruz

70% LLSIL and Self-Sufficiency
INCOME MATRIX FOR 2020

FAMILY SIZE	HHS Poverty Guidelines	70% LLSIL* NON-METRO AREA	SELF-SUFFICIENCY for Adults* 130% LLSIL NON-METRO AREA	SELF-SUFFICIENCY for Dislocated Workers* 130% LLSIL NON-METRO AREA
1	\$12,760	\$11,422	\$21,213	\$21,213
2	\$17,240	\$18,720	\$34,765	\$34,765
3	\$21,720	\$25,702	\$47,732	\$47,732
4	\$26,200	\$31,724	\$58,915	\$58,915
5	\$30,680	\$37,441	\$69,533	\$69,533
6	\$35,160	\$43,788	\$81,322	\$81,322
7	\$39,640	\$50,135	\$93,110	\$93,110
8	\$44,120	\$56,482	\$104,898	\$104,898
Additional Per Person > 8	\$4,480	\$6,347	\$11,788	\$11,788

* All figures represent annual figures.

ARIZONA DEPARTMENT OF ECONOMIC SECURITY

Yavapai

70% LLSIL and Self-Sufficiency
INCOME MATRIX FOR 2020

FAMILY SIZE	HHS Poverty Guidelines	70% LLSIL* METRO AREA	SELF-SUFFICIENCY for Adults* 250% LLSIL METRO AREA	SELF-SUFFICIENCY for Dislocated Workers* 250% LLSIL METRO AREA
1	\$12,760	\$11,609	\$41,460	\$41,460
2	\$17,240	\$19,025	\$67,945	\$67,945
3	\$21,720	\$26,121	\$93,288	\$93,288
4	\$26,200	\$32,245	\$115,160	\$115,160
5	\$30,680	\$38,050	\$135,893	\$135,893
6	\$35,160	\$44,504	\$158,943	\$158,943
7	\$39,640	\$50,958	\$181,993	\$181,993
8	\$44,120	\$57,412	\$205,043	\$205,043
Additional Per Person > 8	\$4,480	\$6,454	\$23,050	\$23,050

* All figures represent annual figures.

ARIZONA DEPARTMENT OF ECONOMIC SECURITY

Yuma

70% LLSIL and Self-Sufficiency
INCOME MATRIX FOR 2020

FAMILY SIZE	HHS Poverty Guidelines	70% LLSIL* METRO AREA	SELF-SUFFICIENCY for Adults* 200% LLSIL METRO AREA	SELF-SUFFICIENCY for Dislocated Workers* 200% LLSIL METRO AREA
1	\$12,760	\$11,609	\$33,168	\$33,168
2	\$17,240	\$19,025	\$54,356	\$54,356
3	\$21,720	\$26,121	\$74,630	\$74,630
4	\$26,200	\$32,245	\$92,128	\$92,128
5	\$30,680	\$38,050	\$108,714	\$108,714
6	\$35,160	\$44,504	\$127,154	\$127,154
7	\$39,640	\$50,958	\$145,594	\$145,594
8	\$44,120	\$57,412	\$164,034	\$164,034
Additional Per Person > 8	\$4,480	\$6,454	\$18,440	\$18,440

* All figures represent annual figures.

ARIZONA DEPARTMENT OF ECONOMIC SECURITY
Nineteen Tribal Nations (NTN)
 70% LLSIL and Self-Sufficiency
 INCOME MATRIX FOR 2020

FAMILY SIZE	HHS Poverty Guidelines	70% LLSIL* NON-METRO AREA	SELF-SUFFICIENCY for Adults* 300% LLSIL NON-METRO AREA	SELF-SUFFICIENCY for Dislocated Workers* or the 80% 300% LLSIL NON-METRO AREA
1	\$12,760	\$11,422	\$48,954	\$48,954
2	\$17,240	\$18,720	\$80,226	\$80,226
3	\$21,720	\$25,702	\$110,151	\$110,151
4	\$26,200	\$31,724	\$135,957	\$135,957
5	\$30,680	\$37,441	\$160,461	\$160,461
6	\$35,160	\$43,788	\$187,665	\$187,665
7	\$39,640	\$50,135	\$214,869	\$214,869
8	\$44,120	\$56,482	\$242,073	\$242,073
Additional Per Person > 8	\$4,480	\$6,347	\$27,204	\$27,204

* All figures represent annual figures.

Determining High Poverty Census Tract in Arizona

Youth living in high poverty areas are automatically considered low income individuals. The Workforce Innovation and Opportunity Act of defines a high poverty area as a census tract, set of continuous census tracts, an American Indian reservation, Oklahoma Tribal Statistical area (as defined by U.S. Census Bureau), Alaska Native Village, or Alaska Native Regional Corporation Area, Native Hawaiian Village Homeland Area, or other tribal land as defined by the USDOL Secretary in guidance or county with a poverty rate of at least 25 percent, as set every five years using the American Community Survey five-year data.

To determine, if a youth lives in a high poverty area by census tract follow these steps:

1. Look up the youth's address on the United States Census Bureau American Factfinder webpage.

<http://factfinder.census.gov/faces/nav/jsf/pages/searchresults.xhtml?ref=addr&refresh=t>

2. Enter the youth's address and select the Go button. Select the blue Geographies Box on the left side of the screen.

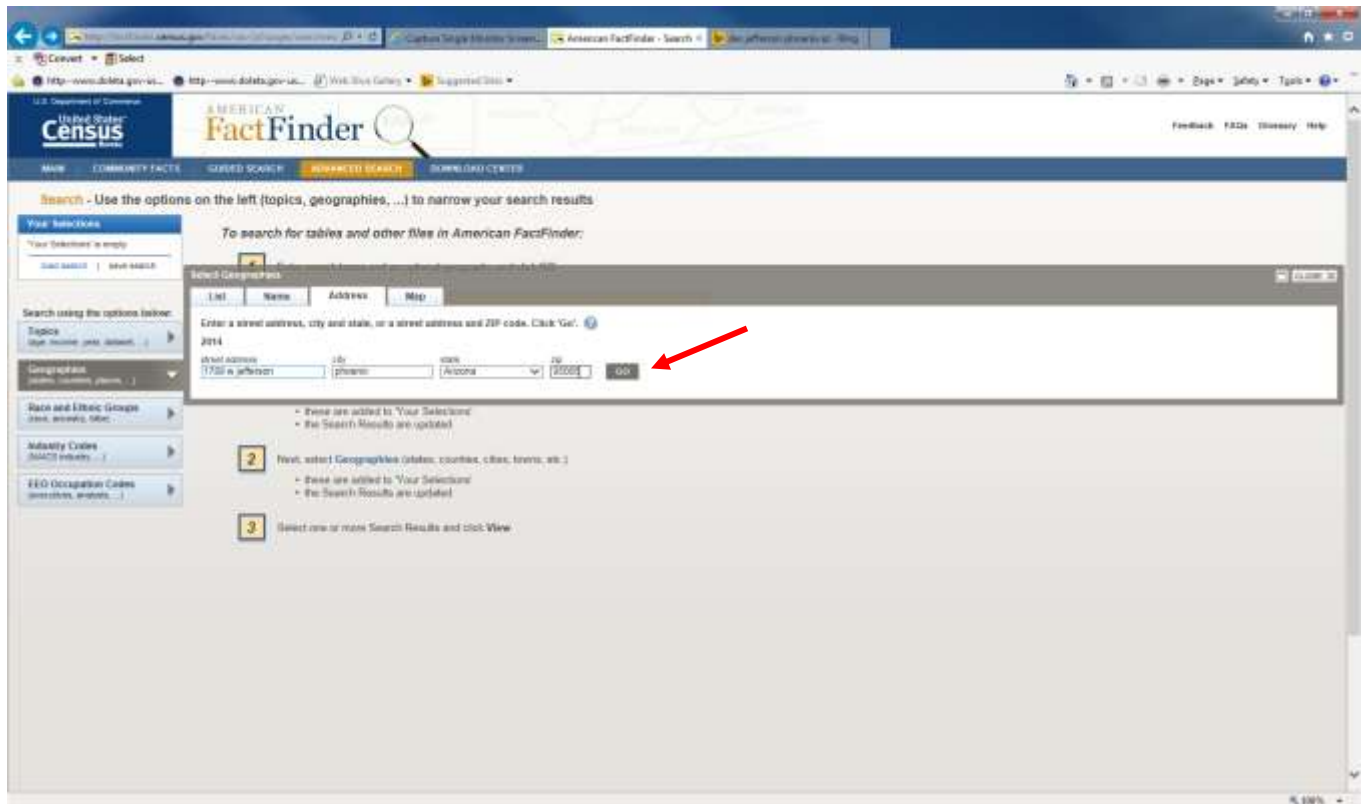
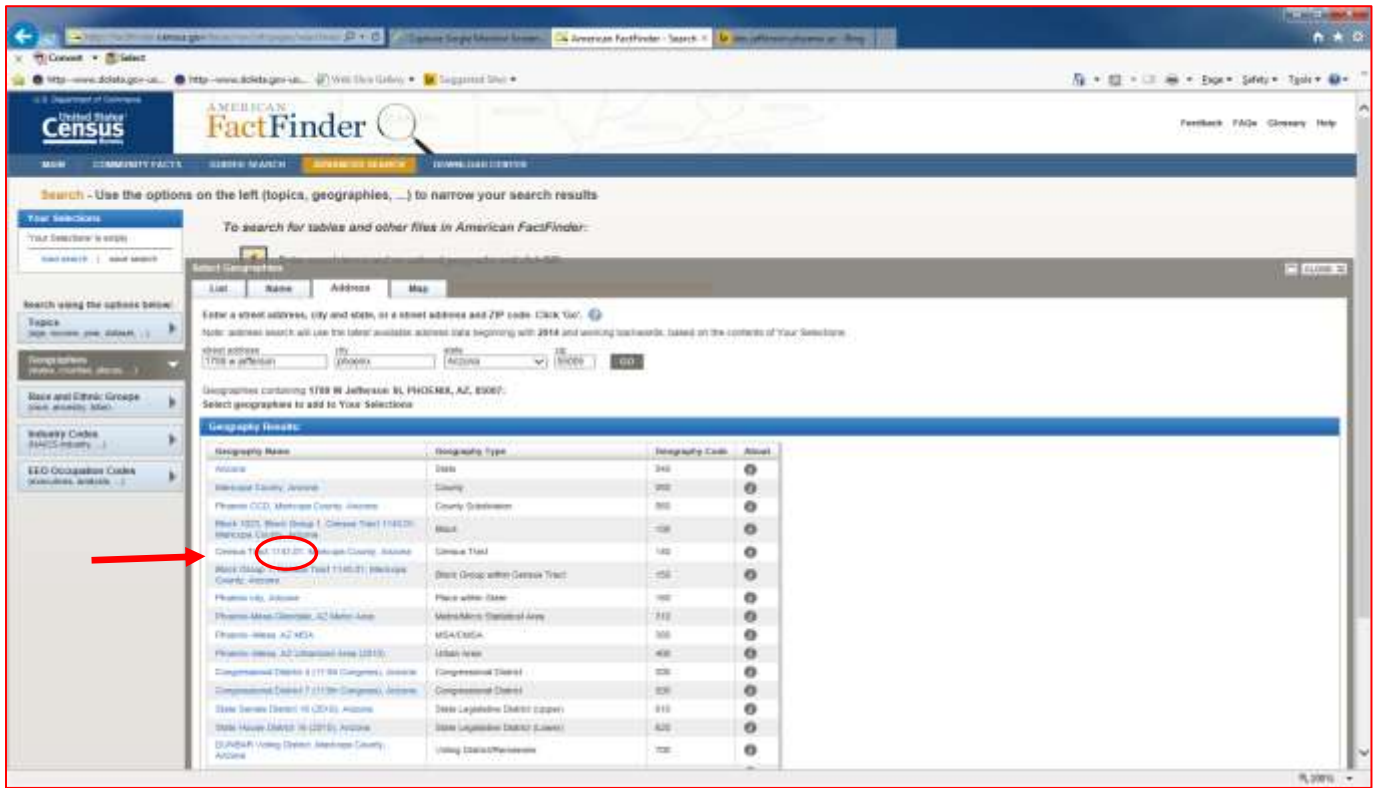


Exhibit 200A

3. The fifth row in the first column of the Geography Results Table shows the census track number where the address is located.



4. Use High Poverty Census Tracts in Arizona Spreadsheet to determine if the census track where the youth lives is listed. The spreadsheet only lists census tracts in Arizona that have a poverty rate above 25 percent. If the census track where the youth lives is listed on the spreadsheet the youth lives in a high poverty areas and is considered to be a low-income individual.

<https://des.az.gov/sites/default/files/dl/WIA-1044AFORPD.pdf>

Note: In the example above, 1789 W Jefferson is located in Census Tract 1143.01. Census Tract is listed on the High Poverty Area in Arizona Spreadsheet and has a poverty level of 65 %. The youth, in this example lives in a high poverty area and is to be considered a low-income individual.

Types of Youth Incentives/Achievements

Achievements may be awarded in various ways depending on the need or desire of the participant and format of the activity and may include the following:

Achievements

- Academic achievement
- Obtaining employment
- Participation in specific activities related to leadership/citizenship, HRD classes, etc.
- Completion of job readiness preparation or volunteer project
- Retesting as scheduled
- Increase in Educational Functioning Levels
- Attainment of diploma, credential, Career Readiness Certificate
- Successful completion of work experience/internship
- Frequent contact/attendance with career advisor for three consecutive months (to include at least one face-to-face appointment each month)

Incentives

- Gift cards/gift certificates (such as gas/retail/restaurants)
- Cash (in form of check)
- Clothing for interview, work-site, or special event such as graduation and awards ceremonies
- Award ceremonies/event or certificates
- Summer work experience for Year-round participation
- Trips educational in nature that support youth program elements and goals

Incentives may **NOT** include entertainment, such as movie or sporting event tickets or gift cards to movie theaters or other venues whose sole purpose is entertainment (per 2CFR part 200).

All incentive opportunities should be discussed with supervisor prior to developing ISS.