

**ATTACHMENT 16. Youth
Barriers Eligibility Policy –
OSY ISY additional
assistance barrier**



**KANSAS CITY & VICINITY
WORKFORCE DEVELOPMENT BOARD**



Serving the city of Kansas City, Mo. and Cass,
Clay, Platte, and Ray counties.

The Full Employment Council, Inc. (FEC) is the fiscal
agent and workforce support organization for the
Kansas City & Vicinity Workforce Development Board.

Workforce Innovation and Opportunity Act (WIOA) Policy

**WORKFORCE INNOVATION AND OPPORTUNITY (WIOA) YOUTH ELIGIBILITY
POLICY**

POLICY NUMBER: 2017-006, *Modification 3*

EFFECTIVE DATE: 09-13-2017

MODIFICATION DATE: *6-10-2020*

APPROVED BY

Clyde McQueen, President/CEO
Full Employment Council, Inc.,
Administrative Entity/Fiscal Agent
East Jackson County Workforce Development Board

INQUIRIES

Questions about this issuance should be addressed by email to Andrea Robins, Senior Director of Planning, Compliance and Management Systems, at arobins@feckc.org, who shall disseminate the agency response after consulting with Full Employment Council Officers.

PURPOSE

The purpose of this issuance is to provide technical assistance eligibility and documentation requirements for the WIOA Adult and Dislocated Worker programs.

This Issuance replaces Issuance No. 2017-006, Modification 1, WIOA Youth Eligibility and Documentation Policy. This policy is based upon Missouri Office of Workforce Development Issuance No. 09-2018, Workforce Innovation & Opportunity Act Youth Program Eligibility and Documentation Technical Assistance Guidance; Youth Program Eligibility and Documentation Technical Assistance Guide, updated February 2020; associated Frequently Asked Questions, updated March 2020; and TEGL No. 11-11, Change 2, Selective Services.

**WORKFORCE INNOVATION AND OPPORTUNITY (WIOA) YOUTH ELIGIBILITY
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Attachment A: Missouri Division of Workforce Development Issuance
No. 09-2018, Workforce Innovation and Opportunity Act Youth Programs
Eligibility and Documentation Technical Assistance Guideline

Attachment B: WIOA Youth Eligibility Technical Assistance Guide

Attachment C: Training and Employment Guidance Letter No. 11-11, Change 2,
Selective Service Registration Requirements for Employment and Training
Administration Funded Programs

Attachment D: Youth Eligibility Checklist

POLICY

This Issuance will follow OWD Issuance No. 09-2018, Workforce Innovation & Opportunity Act Youth Program Eligibility and Documentation Technical Assistance Guidance; Youth Program Eligibility and Documentation Technical Assistance Guide, updated February 2020; associated Frequently Asked Questions, updated March 2020, or other current guidance on the topic located at jobs.mo.gov/dwdissuances.

Youth Program participants must meet general eligibility requirements, including having a youth barrier or being low income and having a youth barrier.

Additionally, for Out-of-School Youth, the Workforce Development Board has locally defined barriers, as allowed for by law. [These barriers are selected given the demographic characteristics of the community, based upon local poverty, family characteristics of many Youth applicants, limited access to transportation for many Youth applicants, and similar indicators indicating a Youth needs additional assistance to be successful in career development.](#) The attached Technical Guidance Assistance Guide outlines requirements for eligibility as established by the State of Missouri.

I. ELIGIBILITY CRITERIA FOR OUT-OF-SCHOOL YOUTH, AGES 16-24,

NO INCOME REQUIREMENTS NEEDED

For Documentation required to support these, please see Attachment D, Youth Eligibility Checklist

- Not attending any school
 - Attending Title-II funded AEL, Job Corps, YouthBuild activities, high school equivalency programs, or dropout re-engagement programs are not recognized by DOL as schools. Participants in these activities are considered Out-of-School.
 - Exception: Youth attending high school equivalency (HSE) programs, including those considered to be dropout re-engagement programs funded by the public K-12 school system that are classified by the school as still enrolled in school are considered In-School Youth (ISY).
- 16-24 years of age
- At least one of these Barriers:
 - A High School Dropout
 - Supposed to be in school but did not attend the last calendar quarter (Compulsory Attendance)
 - Offender or Homeless or a runaway,
 - Foster child, or aged out of foster system
 - Pregnant or parenting

II. ELIGIBILITY CRITERIA FOR OUT-OF-SCHOOL YOUTH, AGES 16-24,

INCOME REQUIREMENTS NEEDED

For Documentation required to support these, please see Attachment D, Youth Eligibility Checklist

Not attending any school

16-24 years of age

And at least one of the barriers below:

Low Income High School Graduate Who is Basic Skills Deficient

- Low Income High school Graduate Who is English Language Learner
- Long-term unemployed for twenty-six (26) weeks with unsuccessful job search;
- Little if any exposure to successfully employed adults;
- Has been fired from a job in the last six (6) months;
- Has below average grades;
- Previously dropped out of an educational program;
- Significant personal or family problems;
- Limited access to reliable transportation, i.e. public transportation is beyond one walkable mile from residence;
- Is an individual who is a first generation college student
- Is a child of an incarcerated parent
- Is placed at least one grade level behind given age;
- Individual with a disability

(NOTE: Income must be annualized based on the last 180 days. Guidelines for income eligibility are featured in Table 1, below.

TABLE 1
ECONOMICALLY DISADVANTAGED (Adults and Youth)

Family Size	Kansas City Area Income
1	\$12,760
2	\$17,240
3	\$21,720
4	\$26,200
5	\$30,826
6	\$36,052

Note: For each additional family member add \$5,226

III. ELIGIBILITY CRITERIA FOR IN-SCHOOL YOUTH

LOW INCOME DOCUMENTATION AND YOUTH BARRIER REQUIRED

For Documentation required to support these, please see Attachment D, Youth Eligibility Checklist

Criteria for In-School Youth, Income Requirements Needed

Attending the following School – High School, Community College, 4-year College or University; Vocational School.
14–21 Years of Age;

Low Income and:

One of These Barriers:

Basic Skills Deficient

English Language Learner

Offender

Homeless or Runaway as defined by 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434 A (2))

Foster Child, or Aged out of Foster System as defined by Section 477 of the Social Security Act

Pregnant or Parenting

Individual with a Disability

Locally Defined Barriers

- Long-term unemployed for twenty-six (26) weeks with unsuccessful job search;
- Little if any exposure to successfully employed adults;
- Has been fired from a job in the last six (6) months;
- Has below average grades;
- Previously dropped out of an educational program;
- Significant personal or family problems;
- Limited access to reliable transportation, i.e. public transportation is beyond one walkable mile from residence;
- Is an individual who is a first generation college student
- Is a child of an incarcerated parent
- Is placed at least one grade level behind given age;

(NOTE: Income must be annualized based on the last 180 days. Guidelines for income eligibility are featured in Table 1, below.)

TABLE 1	
ECONOMICALLY DISADVANTAGED (Youth)	
Family Size	ansas City Area Income
1	\$12,760
2	\$17,240
3	\$21,720
4	\$26,200
5	\$30,826
6	\$36,052

ote: For each additional family member add \$5,226

IV. WIOA DEFINITION OF LOW-INCOME INDIVIDUAL

WIOA Definition of Low-Income Individual

In general, the term "low-income individual" means an individual who:

1. Receives, or in the past six months has received, or is a member of a family that is receiving or in the past six months has received, assistance through the supplemental nutrition assistance program established under the Food and Nutrition Act of 2008, the program of block grants to States for temporary assistance for needy families program under Part A of Title IV of the Social Security Act, or the supplemental security income program established under Title XVI of the Social Security Act, or the State or local income-based public assistance;
2. Is in a family with total family income that does not exceed the higher of the two:
 - The poverty line, or
 - 70 percent of the Lower Living Standard Income Level (LLSIL)

(NOTE: Income must be annualized based on the last 180 days. Guidelines for income eligibility are featured in Table 1, below.

Family Size	Kansas City Area Income
1	\$12,760
2	\$17,240
3	\$21,720
4	\$26,200
5	\$30,826
6	\$36,052

Note: For each additional family member add \$5,226

3. Is a homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C 1404e-2(6)), or a homeless child or youth as defined under section 725 (2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 1143a(2)00);

4. Receives or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act (42 U.S.C 1751 et seq.);

5. Is a foster child on behalf of whom State or local government payments are made; or

6. Is an individual with a disability whose own income meets the income requirement of clause 2, but who is a member of a family whose income does not meet this requirement.

7. Is a youth who lives in a high poverty area (Census tract, a set of contiguous Census tracts, or county that has a poverty rate of at least 30 percent).

Determining Family Size and Income

Determined when an individual received an income or is a member of a family that received an income for the six-month period prior to application for the program that in relation to family size does not exceed the higher of the poverty line or 70 percent of the lower living standard income.

"Family" under WIOA is defined as two or more individuals related by blood, marriage, or decree of court, which are living in a single residence, and are included in one or more of the following categories:

- A married couple and dependent children;
- A parent or guardian and dependent children; or
- A married couple.

NOTE: Even if the family of a disabled individual does not meet the income eligibility criteria, the disabled individual may be considered a low-income individual if their own income meets the income criteria. The disabled individual would be considered a family of one and only the individual's income would be considered when determining low-income.

Defining Dependent

WIOA does not define dependent. To avoid uncertainty in making eligibility decisions regarding family size and income, the state has identified four examples in which a youth must be considered as a dependent of parent(s) or guardian(s), for determining family size for Youth Program eligibility. These four instances are:

- Youth not yet 18, who are not emancipated youth or runaway youth, living “at home” with their parents or guardians, including individuals in the temporary care of another individual or household (but not claimed as a dependent by that household).
- Youth age 18-21 who are full-time students in a secondary school or post-secondary school, and are living “at home” with their parents or guardians.
- Youth age 18-21 who are not full-time students, and are living “at home” with their parents or guardians, and who are primarily supported by their parents.
- A guardian is a blood relative (e.g., grandparent, aunt or uncle) or another legally recognized relative (e.g., decree of court) who claims the youth as a dependent. The key factors are:
 - o Relationship by blood or decree of court;
 - o Living in a single residence; and
 - o The youth is claimed as a dependent.

Income Eligibility

In order to determine income eligibility, use the following guidelines for family income, family composition and family size.

Family Income:

The term “family” means, two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories:

- A husband, wife, and dependent children.
- A parent or guardian and dependent children.
- A husband and wife.

A stepchild or stepparent shall be considered to be related by marriage. The income period for the applicant is from six months prior to application to the date of application.

Family Composition:

If the applicant lives with parents but claims family size of one due to providing more than 50 percent of his/her support, then the following must be documented:

- Name (Including Self/Applicant)
- Relationship
- Date of Birth
- Age
- Income Source(s)
- Six-Month Income

Family Size:

Determine the family size (number) and use the “at or below Poverty Line or 70 percent LLSIL” to calculate the total six-month income (times two), and compare it to the income limit for eligibility. The applicant must certify that the information is true and correct by signing and dating the form. The Parent/Guardian must also sign and date if the applicant is under 18 years of age. The Case Manager must sign and date the form.

OUT OF SCHOOL (WIOA) - Youth Program Documentation

Social Security Number establishes employment eligibility

Must provide only one of the following documents:

- DD-214
- Employment Records
- Social Service Agency Records
- Public Assistance Records
- Social Security Benefits
- Social Security Cards
- W-2 Form
- Proof of UI eligibility

Date of Birth

Out of School – Applicants must be age 16-24 at the time of Participation to be eligible to participate in out-of-school Youth program.

Must provide only one of the following documents to document age (16-24):

- Driver's License/Non-Driver license (current or expired)
- Federal, State or Local issued Government ID Card
- Birth Certificate
- DD-214, Report of Transfer or Discharge papers
- Public Assistance Records/Social Service Records
- Passport
- Work Permit
- School Records/Identification Card
- Hospital Record of Birth
- Proof of UI eligibility

Citizenship/Eligible Non Citizenship applicants must have hard copy documentation of one item listed below.

All customers must be citizens and nationals of the United States, lawfully admitted permanent resident aliens, lawfully admitted refugees and other individuals authorized by the Attorney General to work in the United States.

Must provide only one of the following documents:

- Birth Certificate
- Foreign Passport (stamped eligible to work)
- DD-214
- Alien Registration Card/Work Permit
- Food Stamp Records
- Proof of UI eligibility
- Public Assistance Record
- Hospital Record of Birth
- Naturalization Certification
- U.S. Passport
- I-9 Supporting Documentation

Selective Service Registration

All males 18 and over must register with selective service.

Must provide only one of the following documents:

- Staff must verify registration on the Selective Service website and record the registration number in OWD's statewide case management system. (If the registration number is not found, follow the guidance on pages 11-12 of the State Issuance)

Veteran Status

Must provide only one of the following documents:

- DD-214
- Cross-Match with Veterans Data
- Letter from the Veterans Administration

Address

Must provide documentation showing residency from one of the five counties the Full Employment Council serves: Cass, Clay, Jackson, Platte and Ray Counties.

Must provide only one of the following documents

- State ID/Driver's License (Non Expired)
- * Computer printout from government agency
- * Food Stamp Award Letter / Public Assistance Records
- Housing Authority Verification
- Lease or Landlord Statement
- * Letter from Social Service Agency or School
- Phone Directory/whitepages.com
- * Postmarked Mail Addressed to Applicant
- * Utility Bill
- Homeless: 1) Applicant Statement or 2) Statement from Shelter
**Must be dated within last 30 days.*

OUT OF SCHOOL YOUTH (OSY) BARRIERS TO EMPLOYMENT

An individual is eligible to participate in the Out-Of-School Youth program under the following guideline. Must provide only one of the following documents:

School Dropout

WIOA youth program may consider a youth to be a dropout for purposes of WIOA youth eligibility regardless of attendance in AEL, YouthBuild, or Job Corps

Must provide only one of the following documents:

- Applicable records from education institution:
- HiSET certificate, diploma, attendance record, transcripts, drop out letter, or school documentation
- Signed Intake form or signed WIOA Application
- Self-attestation

Supposed to Be in School But Did Not Attend the Last Calendar Quarter (Compulsory Attendance)

Consistency with the compulsory school attendance laws. In providing assistance under this section to an individual who is required to attend school under applicable State compulsory school attendance laws, the priority in providing such assistance shall be for the individual to attend school regularly.

Must provide only one of the following documents:

- Applicable records from education institution:
- HiSET certificate, diploma, attendance record, transcripts, drop out letter, or School documentation.
- Signed Intake form or signed WIOA Application
- Self-attestation

Subject to the Juvenile or Adults Justice System

Must provide only one of the following documents:

- Documentation from juvenile or adult criminal justice system
- Documentation phone call with court of probation representatives

Homeless or Runaway

Must provide only one of the following documents:

- Written statement from an individual providing residence, shelter or social service agency
- Signed Intake form or signed WIOA Application (self-attestation)

Foster Child or Aged out of Foster Care

Must provide only one of the following documents:

- Court Documentation
- Social Service Agency
- Verification of Payments

Parent or Parenting

If the applicant is a person who is either under 25 years of age and who is pregnant, or an individual (male and female) who is providing custodial care for one or more dependents under 18.

Must provide only one of the following documents:

- Copy of child's birth certificate
- Self-attestation

* THE FOLLOWING BARRIERS REQUIRE (FAMILY SIZE & INCOME)

Low Income High School Graduate Who is Basic Skills Deficient – OR - Low Income High School Graduate Who is English Language Learner

Must provide one document from each category below:

High School Graduate

- Standard Assessment test
- School records
- Other documentation, approved by OWD, of the applicant's inability to function on the job, in the individual's family, or in society (e.g., WorkKeys Bronze level or lower
- Documentation of English Language Learner status

OR

Low Income Individual Who Requires Additional Assistance to Enter or Complete an Educational Program or to Secure or Hold Employment

Must provide only one of the following documents:

- A long-term unemployed for twenty-six (26) weeks with unsuccessful work search
 - SkillUP Job Search Log
 - RFSFA Job Search Log
 - Copy of referrals from MoJobs or other online job search engine
 - Emails, Postcard or letters indicating customer was not hired after interview
 - Missouri unemployment rate is 5 percent

OR

Little if any exposure to successfully employed adults;

- FSD Documentation for Parent or Guardian for Food Stamps or Cash Assistance
- Court Record

OR

Has been fired from a job in the last six (6) months

- Letter from Employer
- Telephone Verification (completed by Full Employment Council)

OR

Has below average grades

- Transcript from secondary school or college

OR

Previously dropped out of an educational program

- Transcript from Educational Institution
- Grades with a Withdrawal indicated
- Letter from Educational Institution

OR

Significant personal or family problems

- Obituary death of a family member or guardian
- Newspaper Article
- Court Paperwork
- Eviction Notice
- Domestic Violence Shelter
- Order of Protection, Currently in recovery letter from substance abuse facility
- Letter or newspaper article documenting displacement due to the COVID-19 global pandemic

OR

Limited access to reliable transportation, i.e. public transportation is beyond one walkable mile from residence

- Printout from Kansas City Transportation Authority of bus route

OR

Is an individual who is a first-generation college student

- Student Aid Report (SAR) from Federal Student Aid

OR

Is a child of an incarcerated parent

- Court Documentation

OR

Is placed at least one grade level behind given age

- Transcript

OR

Individual with a Disability

Must provide only one of the following documents:

- Drug or Alcohol Rehabilitation Agency
- Medical Card listing disability
- Medical Records listing disability
- School Records listing disability
- Sheltered Workshop certification
- Social Service Agency records listing disability
- Social Security Disability Benefits
- Vocational Rehabilitation Letter
- Workers Compensation Records
- Signed Intake form or signed WIOA Application (self-attestation)

AND

Low Income Status

Must provide only one of the following documents:

- Alimony Agreement
- Applicant Statement
- Award letter from veteran's letter
- Bank Statement
- Compensation award letter
- Court award letter
- Pension statement
- Employer Statement/contact
- Family or business financial records
- Housing authority verification
- Pay stubs
- Public assistance record
- Quarterly estimated tax from self-employed persons
- Social Security benefits
- UI documents
- Youth lives in a high-poverty area (determined by staff through toolbox)

AND

Family Size – Family is defined “Two or more persons related by blood, marriage, or decree of court, who are living in a single residence”, and are included in one or more of the following categories:

Must provide only one of the following documents:

(A) A husband, wife, and dependent children;

(B) A parent or guardian and dependent children; or

(C) A husband and wife.

- Birth Certificate of applicant (And all family members)
- Court Documents (to include Divorce Decree and Award Letter)
- IRS Form Letter 1722
- Lease or Landlord Statement
- Marriage Records
- Medical Records
- Public Care Facility Statement (Prison, Treatment Center Etc.)
- Tax Return Supported by IRS documents

Income Guideline for Youth Program

Youth must meet the following income criteria to qualify for the program

Family Size	Income	Family Size	Income
1	\$12,760	5	\$30,826
2	\$17,240	6	\$36,052
3	\$21,720	7	\$41,278
4	\$26,200	8	\$46,504

Note: For each additional family member add \$5,226

If you are OVER INCOME, please ask about additional funds or scholarship programs available

IN SCHOOL YOUTH (WIOA) - Youth Program Documentation

Social Security Number establishes employment eligibility

Must provide only one of the following documents:

- DD-214
- Employment Records
- Social Service Agency Records
- Public Assistance Records
- Social Security Benefits
- Social Security Cards
- W-2 Form
- Proof of UI eligibility

Date of Birth

Applicants must be age 14-22 at the time of Participation to be eligible to participate in out-of-school Youth program.

Must provide only one of the following documents to document age (16-24):

- Driver's License/Non-Driver license (current or expired)
- Federal, State or Local issued Government ID Card
- Birth Certificate
- DD-214, Report of Transfer or Discharge papers
- Public Assistance Records/Social Service Records
- Passport
- Work Permit
- School Records/Identification Card
- Hospital Record of Birth
- Proof of UI eligibility

Citizenship/Eligible Non Citizenship applicants must have hard copy documentation of one item listed below.

All customers must be citizens and nationals of the United States, lawfully admitted permanent resident aliens, lawfully admitted refugees and other individuals authorized by the Attorney General to work in the United States.

Must provide only one of the following documents:

- Birth Certificate
- Foreign Passport (stamped eligible to work)
- DD-214
- Alien Registration Card/Work Permit
- Food Stamp Records
- Proof of UI eligibility
- Public Assistance Record
- Hospital Record of Birth
- Naturalization Certification
- U.S. Passport
- I-9 Supporting Documentation

Selective Service Registration

All males 18 and over must register with selective service.

Must provide only one of the following documents:

- Staff must verify registration on the Selective Service website and record the registration number in OWD's statewide case management system. (If the registration number is not found, follow the guidance on pages 11-12 of the State Issuance)

Veteran Status

Must provide only one of the following documents:

- DD-214
- Cross-Match with Veterans Data
- Letter from the Veterans Administration

Address

Must provide documentation showing residency from one of the five counties the

Full Employment Council serves: Cass, Clay, Jackson, Platte and Ray Counties.

Must provide only one of the following documents

- State ID/Driver's License (Non Expired)
- * Computer printout from government agency
- * Food Stamp Award Letter / Public Assistance Records
- Housing Authority Verification
- Lease or Landlord Statement
- * Letter from Social Service Agency or School
- Phone Directory/whitepages.com
- * Postmarked Mail Addressed to Applicant
- * Utility Bill
- Homeless: 1) Applicant Statement or 2) Statement from Shelter

*Must be dated within last 30 days.

IN SCHOOL YOUTH (ISY) BARRIERS TO EMPLOYMENT

* THE FOLLOWING BARRIERS REQUIRE (FAMILY SIZE & INCOME)

Subject to the Juvenile or Adults Justice System

Must provide only one of the following documents:

- Documentation from juvenile or adult criminal justice system
- Documentation phone call with court of probation representatives

Homeless or Runaway

Must provide only one of the following documents:

- Written statement from an individual providing residence, shelter or social service agency
- Signed Intake form or signed WIOA Application (self-attestation)

Foster Child or Aged out of Foster Care

Must provide only one of the following documents:

- Court Documentation
- Social Service Agency
- Verification of Payments

Parent or Parenting If the applicant is a person who is either under 25 years of age and who is pregnant, or an individual (male and female) who is providing custodial care for one or more dependents under 18.

Must provide only one of the following documents:

- Copy of child's birth certificate
- Self-attestation

Low Income High School Graduate Who is Basic Skills Deficient – OR –

Low Income High School Graduate who is English Language Learner

Must provide one document from each category below:

- Standard Assessment test
- School records
- Other documentation, approved by OWD, of the applicant's inability to function on the job, in the individual's family, or in society (e.g., WorkKeys Bronze level or lower)
- Documentation of English Language Learner status

OR

Low Income Individual Who Requires Additional Assistance to Enter or Complete an Educational Program or to Secure or Hold Employment

Must provide only one of the following documents:

A long-term unemployed for twenty-six (26) weeks with unsuccessful work search

- SkillUP Job Search Log
- RESEA Job Search Log
- Copy of referrals from MoJobs or other online job search engine
- Emails, Postcard or letters indicating customer was not hired after interview
- Missouri unemployment rate is 5 percent

OR

Little if any exposure to successfully employed adults;

- FSD Documentation for Parent or Guardian for Food Stamps or Cash Assistance
- Court Record

OR

Has been fired from a job in the last six (6) months

- Letter from Employer
- Telephone Verification (completed by Full Employment Council)

OR

Has below average grades

- Transcript from secondary school or college

OR

Previously dropped out of an educational program

- Transcript from Educational Institution Grades with a Withdrawal indicated
- Letter from Educational Institution

OR

Significant personal or family problems

- Obituary death of a family member or guardian
- Newspaper Article
- Court Paperwork
- Eviction Notice
- Domestic Violence Shelter
- Order of Protection, Currently in recovery letter from substance abuse facility
- Letter or newspaper article documenting displacement due to the COVID-19 global pandemic

OR

Individual with a Disability

Must provide only one of the following documents:

- Drug or Alcohol Rehabilitation Agency
- Medical Card listing disability
- Medical Records listing disability
- School Records listing disability
- Sheltered Workshop certification
- Social Service Agency records listing disability
- Social Security Disability Benefits
- Vocational Rehabilitation Letter
- Workers Compensation Records

AND

Low Income Status

Must provide only one of the following documents:

- Alimony Agreement
- Applicant Statement
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- Bank Statement
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- Pension statement
- Employer Statement/contact
- Family or business financial records
- Housing authority verification
- Pay stubs
- Public assistance record
- Quarterly estimated tax from self-employed persons
- Social Security benefits
- UI documents
- Youth lives in a high-poverty area (determined by staff through toolbox)

AND

Family Size – Family is defined “Two or more persons related by blood, marriage, or decree of court, who are living in a single residence”, and are included in one or more of the following categories:

Must provide only one of the following documents:

- (A) A husband, wife, and dependent children;
- (B) A parent or guardian and dependent children; or
- (C) A husband and wife.

- Birth Certificate of applicant (And all family members)
- Court Documents (to include Divorce Decree and Award Letter)
- IRS Form Letter 1722
- Lease or Landlord Statement
- Marriage Records
- Medical Records
- Public Care Facility Statement (Prison, Treatment Center Etc.)
- Tax Return Supported by IRS documents

Income Guideline for Youth Program

Youth must meet the following income criteria to qualify for the program

Family Size	Income	Family
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		\$46,504

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