

POLICY

CATEGORY:	Program Operations – WIOA	No: 4.1.103.02
SUBJECT:	Youth Eligibility Criteria	
SUPERSEDES:	Policy # 4.1.103.01 dtd June 16, 2017	
EFFECTIVE:	May 22, 2025	
BOARD APPROVAL:	May 21, 2025	
DATE OF LAST REVIEW:	May 7, 2025	

I. PURPOSE:

Provides further guidance concerning the eligibility criteria for the Workforce Innovation and Opportunity Act (WIOA) Youth Program, specifically defining a youth who “requires additional assistance” and “low-income exception”.

II. DEFINITIONS: N/A

III. POLICY STATEMENT:

Requires Additional Assistance: Workforce Solutions Coastal Bend (WFSCB) has established the following barriers to define a youth who “requires additional assistance to complete an educational program or to obtain or retain employment” criterion of In-School-Youth (ISY) and Out-of-School Youth (OSY):

1. Education attainment one or more grade levels below the grade level appropriate to the age of the individual,
2. Failed to pass state mandated tests,
3. Negative behaviors,
4. Low self-esteem,
5. Lack of job skills, or
6. Been identified as at-risk of dropping out of school by the school which the individual attends.

For ISY, not more than five percent (5%) of the ISY served in the Coastal Bend workforce area may be deemed eligible because of the criteria described/listed in “requires additional assistance”.

Low-Income Exception: WIOA maintains a five percent (5%) low-income eligibility exception in which five percent (5%) of youth who would ordinarily need to be low-income for eligibility purposes, do not need to meet the low-income criteria. However, because not all OSY are required to be low-income, the five percent (5%) low-income exception under WIOA is calculated based on the number of youths enrolled in a given program year who are required to meet the low-income criteria.

Before initiating the low-income exception or ISY requiring additional assistance for a youth participant enrollment, the Contracted Service Provider will notify the Board Contract Manager for WIOA Youth of reasoning and

justification of why the youth needs WIOA Youth Program assistance and the current calculation of the five percent (5%) low-income exception for the program year caseload. Upon approval from the Board, the Contracted Service Provider will document in the approved case management system the low-income exception and case note the implementation of the low-income exception with reasoning and justification.

IV. PROCEDURES:

Contracted Service Provider must develop internal procedures in notifying management regarding potential enrollment of customers and procedures of sending requests to Board Contract Manager.

V. RELATED POLICY INFORMATION:

Workforce Innovation Opportunity Act (WIOA) of 2014, Section 3(27) and section 129(a)(1)(C).
TWC WIOA Guidelines for Adults, Dislocated Workers, and Youth, Revised March 18, 2024 and all subsequent revisions.

U.S. Department of Labor Training and Employment Guidelines Letter WIOA No. 21-16 issued March 2, 2017.

VI. RESPONSIBILITIES:

Workforce Solutions Coastal Bend Contracted Service Provider management shall disseminate to appropriate WFSCB Career Center staff and develop local procedures to ensure this policy is followed.

VII. FORMS AND INSTRUCTIONS:

VIII. DISTRIBUTION:

☐ Board of Directors ☐ Board Staff ☐ Service Provider Staff

IX. SIGNATURES:

Ricardo Muniz June 12, 2025
Reviewed by EEO Officer Date

[Signature] June 12, 2025
Executive Director Date