

**PUBLIC POLICY FOR THE ELIGIBILITY CRITERION OF THE YOUTH PROGRAM:
ADDITIONAL SUPPORT REQUIRED BY A LOW-INCOME YOUTH TO REGISTER AND/OR COMPLETE
AN ACADEMIC PROGRAM OR TO OBTAIN OR RETAIN A JOB**

- DATE:** October 2 ,2019
- TO:** Local Board Members, Executive Director, One-Stop Center Operator, One-Stop Center Officials
- SUBJECT:** Public policy for the eligibility criterion of the Youth Program: additional support required by a low-income youth to get registered and/or complete an educational program or to retain a job.
- REFERENCES:** The Workforce Innovation and Opportunity Act (WIOA, for its English acronym), (Public Law 113-128) Title 1, Sections 129 (a) (1) (B) (VIII), and 129 (a) (1) (C) (VII)
- 20 CFR Vol. 81; 681.200, 681.210 and 681.220
- TEGL # 23-14; March 26, 2015: “The Workforce Innovation and Opportunity Act (WIOA) Youth Program Transition”
- TEGL # 8-15; November 17, 2015; “Second Title I WIOA Youth Program Transition (WIOA) Guidance”
- TEGL # 21-16; March 2, 2017: “Third Workforce Innovation and Opportunity Act (WIOA) Title I WIOA Youth Formula Program Guidance”
- JURISDICTION:** This Administrative Order applies to the Southeast Local One-Stop Center System.
- PURPOSE:** To establish public policy for the eligibility criterion of the youth program: additional support required by a low-income youth to register and/or complete an academic program or to obtain or retain a job
- RECISIONS:** It nullifies the public policy issued on December 8, 2015.
- BACKGROUND:** In the particular case of youths (14 to 24 years of age), the Workforce Innovation and Opportunity Act (WIOA, for its English acronym) presents a more ample vision that supports an integrated provision of services and provides the frame of reference for access to other local, state, federal, and philanthropic funds to complement the services.

The WIOA Act establishes that high-quality services will be provided to the youth in and out of school, beginning with career exploration and orientation; continued support as to improve the educational level and to offer opportunities addressed to develop skills in industries and/or occupations on demand (Internship - Pre-learning); and that the youth can get a nonsubsidized job and/or to get registered in a post-secondary institution or in a Learning Program.

One of the important changes of the WIOA is that the eligibility criteria were redefined. In the particular case of a youth that is not attending school, the criteria are as follows:

1. The youth is not attending school, according to the definition of this term that has been adopted by the state.
2. The youth is 16 to 24 years old at the moment of registration in the system. The youth can continue receiving services after reaching 24 years old, if their occupational goals have not been completed.
3. The young person complies with one or more of these conditions: the youth...
 - a. Is a dropout
 - b. Has the compulsory age to attend school, but has not attended, at least, during the last semester of the school year
 - c. Has a high school diploma or its equivalent, comes from a **low-income household**, and is facing one of the below barriers:
 - i. Core skills deficiency
 - ii. Is in the process of learning English
 - d. Is subject to the juvenile or the adult justice system
 - e. Is considered a homeless person; has ran away from home; is at a substitute home; is eligible to receive financial aid under Section 477 of the Social Security Act; or is a youth who is constantly being moved from substitute homes
 - f. She is a pregnant, raising a child, or is a youth who is raising minor children.
 - g. Is disabled
 - h. Is a low-income youth that requires additional assistance to get registered or to complete an education program or obtain or retain a job

In relation to a youth that is attending school, the eligibility criteria are the following:

1. Attends school
2. Is 14 years old or older (except for a disabled youth that is attending school, according to the state law), and is not older than 24 years at the time of eligibility
3. Is economically disadvantaged
4. Complies with one or more of the below conditions: the youth is:

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- a. Core skills deficient
- b. Is in the process of learning English
- c. A law offender; has or has been subject to any stage of the penal justice process and for whom the Program services can be beneficial; or is a youth that requires assistance to overcome employment barriers that are the result of an arrest or conviction
- d. A homeless youth (as defined in Section 41403 (6) of the Federal Violence Against Women Act of 1994, (42 U.S.C.14043E-2(6))), is a homeless child or youth (as defined in Section 725 (2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a (2))), a runaway young person that escaped from home or foster home, or that reached the age to leave the foster care system, an assistance eligible child under Section 477 of the Federal Social Security Act (42 U.S.C. 677), or is a participant of an out-of-home placement program.
- e. A girl that is pregnant or raising a child or children, or a young male that is raising minor children
- f. A disabled youth – the income level is determined based on the youth’s income
- g. A youth that requires additional assistance to enter and/or complete an educational program or to obtain or retain a job. ***Not more than five (5) percent of the total youth population at school can be qualified by this criterion.***

PUBLIC POLICY: To the effects of the criterion, any of the below deficiencies will be considered for those youths that require additional assistance to enter and/or complete an educational program, or to obtain and retain a job.

1. Shows negative attitudes that adversely affect their family, social and educational circle
 - **Evidence required for the file (one of the following)**
 - a. Individualized interviews with the youth and/or household members
 - b. Results of tests administration, questionnaires, or other standardized measure instruments. These instruments could be administered by officials of the One-Stop Center, or could have been administered by personnel from other organizations or agencies in which the youth has received services.
2. Shows authority problems and/or reluctance to follow instructions.
 - **Evidence required for the file**
 - a. Reports from other organizations in which the youth has received services prepared by social workers, occupational therapists, psychologists, or other assistance professionals
 - b. Referrals from the school the youth attends to
3. Low self-esteem; how does the youth perceives and evaluates him or herself
 - **Evidence required for the file (one of the following)**
 - a. Reports from other organizations in which the youth has received services prepared by social workers, occupational therapists, psychologists, or other assistance professionals

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- b. Results of tests administration, questionnaires, or other standardized measure instruments.
These instruments could be administered by officials of the One-Stop Center, or could have been administered by personnel from other organizations or agencies in which the youth has received services.
4. Lack of leadership
- **Evidence required for the file (one of the following)**
 - a. Results of tests administration, questionnaires, or other standardized measure instruments.
These instruments could be administered by officials of the One-Stop Center or could have been administered by personnel from other organizations or agencies in which the youth has received services.
 - b. Analysis of the results through open questions that are inferred in leadership traits; this analysis is developed and documented in the case management.
5. Lack of skills adapted to the workplace needs for the following competences:
- (1) **Time management and setting priorities** – Establishes objectives, identifies the to-do-tasks list assigning time and priorities to each task; prepares and gives follow-up to their agenda.
 - (2) **Interpreting and conveying information** – Selects and analyzes information and conveys results to others by oral, written, graphic or multimedia.
 - (3) **Searching for and evaluating information** – Identifies the need of information and obtains and evaluates its relevance.
 - (4) **Using computer to process information.** Employs the computer to obtain, organize, analyze and convey information.
- **Evidence required for the file**
 - a. Results of tests administration, questionnaires, or other standardized measure instruments.
These instruments could be administered by officials of the One-Stop Center or could have been administered by personnel from other organizations or agencies in which the youth has received services.
 - b. Evidence of the case management mentioned above
6. Use and abuse of controlled substances such as alcohol, cigarettes, nonprescribed medicines, and illicit drugs
- **Evidence required for the file (one of the following)**
 - a. There must be a referral from a social worker, school director or other school official authorized by a qualified professional is needed
 - b. Reports from other organizations in which the youth has received services provided by social workers, occupational therapists, psychologists, or other assistance professionals
7. Psychiatric disorders such as attention deficit disorder, hyperactivity, and others, or conduct problems, among these, lacking a concept of structure or limits

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- **Evidence required for the file**
 - a. Referral from a social worker, school director or other school official authorized by a qualified professional is needed
 - b. Reports from other organizations in which the youth has received services provided by social workers, occupational therapists, psychologists, or other assistance professionals

- 8. The youth has repeated at least one grade (at the mid level)
 - **Evidence required for the file**
 - a. School certificates and grades received from the Career Planner identifying the grade that the participant repeated

- 9. The youth has antecedents of school expulsion; has been suspended twice (or more times); or was expelled.
 - **Evidence required for the file**
 - a. Certificate or referral from a social worker, school director or other school official authorized by a qualified professional is needed

- 10. The youth is considered at risk of dropping out of school.
 - **Evidence required for the file**
 - a. Certificate or referral from a social worker, school director or other school official authorized by a qualified professional is needed

- 11. The youth has experienced traumatic events such as being abused, or resides in an abusive environment
 - **Evidence required for the file**
 - a. Certificate or referral from a social worker, school director or other school official authorized by a qualified professional is needed
 - b. Reports from other organizations in which the youth has received services provided by social workers, occupational therapists, psychologists, or other assistance professionals

- 12. The youth has never been employed or has never had a fulltime job for more than thirteen (13) consecutive weeks; this applies to youths that **are not in school**.

After the evaluation process, the designated official could certificate that the youth presents one or more of the deficiencies mentioned.

VALIDITY: This Administrative Order will be effective on November 4, 2019, as approved by the Local Board, and it nullifies any other approved public policy and/or resolution, which contravenes what has been herein stated.

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Page 6 of 6

The Local Board Executive Director, or a person delegated by the former, will be responsible to train the officials of the One-Stop Center (CGU-AJC, for its Spanish acronym) and all the officials that are familiarized with the eligibility determination process.

Approved in Humacao, Puerto Rico, on October 2, 2019. This public policy will begin to be implemented on November 4, 2019.

[Signed]_____

Jesús E. Delgado Morales
President
Southeast Local Labor Development Board

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