

NASHVILLE CAREER ADVANCEMENT CENTER
POLICY TITLE: INCOME ELIGIBILITY DETERMINATION FOR YOUTH

DATE: January 4, 2010

PURPOSE An eligible youth is defined, under WIA sec. 101(13), as an individual who: (a) Is age 14 through 21; (b) Is a low income individual, as defined in WIA section 101(25); and (c) Is within one or more of the following categories: (1) Deficient in basic literacy skills; (2) School dropout; (3) Homeless, runaway, or foster child; (4) Pregnant or parenting; (5) Offender; or (6) Is an individual (including a youth with a disability) who requires additional assistance to complete an educational program, or to secure and hold employment. (WIA sec.101(13).) This policy is to provide guidance for determining eligibility using family income for youth as defined in WIA sec.101 (25).

EFFECTIVE DATE This policy is effective as of the date of issuance and shall remain in continuous effect until revised or rescinded

POLICY In accordance with sec. 101 (13) there are multiple ways to determine eligibility for youth. This policy is to provide guidance on how to document youth eligibility using income as criteria. Documentation of a family's *total income for the past six months* is used to calculate income for eligibility determination. Income shall then be compared to the Income Guideline Table containing poverty levels posted on the NCAC website. Determine income eligibility based on the number of persons living in the family. All income shall be used in calculations with the exceptions of income specifically excluded in section 101(25) (b) of the act, and listed in **Attachment A** of this policy. When using income to determine eligibility for WIA Youth services, all staff and contractors of NCAC shall use the Youth Income Eligibility Calculator provided in **Attachment B** of this policy. To access imbedded formulas an electronic version using Microsoft Excel is required.

For the purpose of determining WIA income eligibility, family is defined as: "Two or more persons related by blood, marriage, or decree of the court, who are living in a single residence, and are included in one or more of the following categories:

- A. A husband, wife, and dependent children;
- B. A parent or guardian* and dependent children; or
- C. A husband and wife. **[WIA §101(15)]**

Note: Family size is determined based on those individuals meeting the above definition at the time of application.

*For purposes of (B) above, references to *guardian* refer to *legal guardian*.

An individual with a disability must, for the purposes of income eligibility determination, be considered an unrelated individual who is a family unit of one consistent with the definition of low-income individual per **WIA §101(25)(f)**.