



CITY OF LONG BEACH

DEPARTMENT OF COMMUNITY DEVELOPMENT




WORKFORCE DEVELOPMENT BUREAU

3447 ATLANTIC AVENUE • LONG BEACH, CALIFORNIA 90807 • (562) 570-3654 • FAX (562) 570-3657 • TTY (562) 570-3760

Date: April 3, 2006

To: City of Long Beach Workforce Development Bureau Youth Services Staff
WIA Youth Subcontractors

From: Bryan S. Rogers, Manager 
Workforce Development Bureau

Subject: **POLICY MEMORANDUM: WDB-17**
FIVE PERCENT LOW-INCOME ELIGIBILITY GUIDELINES

EFFECTIVE DATE

This policy is effective upon date of issue.

PURPOSE

The purpose of this policy is to provide direction for determining eligibility for WIA youth program applicants who do not meet the low-income criterion for eligible youth.

POLICIES AND PROCEDURES

The Local Board has established criteria to determine eligibility for youth who do not meet the low-income criteria but have a demonstrated need for WIA youth funded services.

1. No more than **five (5) percent** of those participants served by WIA Youth programs may be enrolled under this criterion. To be considered eligible, youth customers must provide documentation that they have one or more of the following barriers. These criteria have been expanded to offer services to youth who face serious barriers to employment (Please see item i).

- (a) School dropout;
- (b) Basic skills deficient;
- (c) Are one or more grade levels below the grade level appropriate to the individual's age;
- (d) Pregnant or parenting;
- (e) Possess one or more disabilities, including learning disabilities;
- (f) Homeless or runaway;
- (g) Foster Child;
- (h) Offender;
- (i) Faces serious barriers to employment as identified by the Local Board.**

- (1) Repeated at least one secondary grade level or is one year over age for grade;
- (2) A core GPA of less than 2.0;
- (3) Attending continuation school;
- (4) Language or cultural barriers;
- (5) At risk of dropping out of school;
- (6) Low self esteem and sense of self;
- (7) A substance abuser;
- (8) Little or no family support or direction/negative role identification;
- (9) Emotional problems;
- (10) Alienated by sexual orientation;
- (11) Physically or mentally challenged;
- (12) Has a court/agency referral mandating school attendance;
- (13) An emancipated minor;
- (14) Involved in gang activities;
- (15) Has never held a job or has never held full time unsubsidized employment for more than 13 consecutive weeks;
- (16) Has held a job and received a performance evaluation indicating areas "needing improvement."
- (17) Lives in a poverty area as defined by the U.S. Census

2. Failure to comply with these policies and procedures will result in an administrative review and/or disciplinary action. Supervisors from each unit are responsible for ensuring these regulations are followed.

REFERENCES

Federal Register 20 CRF 652. Section 664.220

Youth Opportunity Center Council Memo, 07/11/2002 "Expanding Eligibility Definition"

ADDITIONAL INFORMATION

Please note that this revision updates new Bureau Manager and policy numbering system.

CONTACT

Should you have any questions regarding this Policy Memorandum, please contact Rick Gonzalez at (562) 570-4716.

Thank you.

BSR:mh