

WIOA YOUTH POLICY

DATE ISSUED: June 3, 2019

Date Updated: November 5, 2019

Date Updated: February 17, 2021

TO: Workforce Solutions (WFS) Staff and Vendor Staff

FROM: WFS Director

SUBJECT: Youth 5% Enrollment Window

PURPOSE: This policy defines how the local Workforce Development Area interprets and implements the “5% window” for non-income eligible youth participants, as described in Federal WIOA Policy Sec. 129(a)(3)(A)(ii) and 129(3)(B).

POLICY: Up to 5% of in-school youth participants served by WIOA Young Adults in Ramsey County, may be individuals who do not meet the income criteria for eligible in-school participants, provided they have at least one additional identified barrier to education and employment. Additionally, up to 5% of out-of-school youth participants, who would otherwise be required to be low-income, do not need to meet the income requirements.

PROCEDURES: If staff encounter youth who do not meet the income criteria yet need WIOA Youth services and meet the other eligibility criteria, a supervisor/manager will consult with agency planner and together they will evaluate if that person can be enrolled based on the 5% window. Eligible participants must:

- Provide proof of social security number; card must be presented and copies of the card will be entered into the client file.
- Reside in Ramsey County.
- Citizenship: Youth must be a legal resident.
- Males 18 year of age and older must register for selective services.

EFFECTIVE DATE: February 17, 2021

CONTACT PERSON: Agency Youth Planner