

Eligibility Checklist - YouthBuild

Name: _____ Enrollment Date _____ Age _____

Please circle which of the eligibility documentation has been used to make a determination. Copies of documentation should be located in this section of file.

Check All That Apply	Issue	Eligibility Criteria	Most Common Documentation (Examples)
<input type="checkbox"/>	Age	Youth is between the ages of 16 and 24	<input type="checkbox"/> CCAP – Wisconsin Circuit Court Public Record <input type="checkbox"/> Driver's license, Instructional Permit or Government ID Card <input type="checkbox"/> School Records/School Identification Card <input type="checkbox"/> Birth Certificate or Hospital Birth Record <input type="checkbox"/> U.S. Passport or Naturalization Certificate
<input type="checkbox"/>	Residency Requirement	A Resident of the City of Milwaukee or Milwaukee County	<input type="checkbox"/> CCAP – Wisconsin Circuit Court Public Record <input type="checkbox"/> Driver's License, Instructional Permit, State ID <input type="checkbox"/> Lease, Utility Bill, Pay Stub, US Post Marked Letter or Rent Receipt <input type="checkbox"/> Official School Record
<input type="checkbox"/>	School Drop Out	Verify youth is no longer attending school.	<input type="checkbox"/> Applicant statement <input type="checkbox"/> School Attendance Re <input type="checkbox"/> Letter from the school stating the youth has dropped out
<input type="checkbox"/>	Basic Skills Deficient	Youth Scored below a 9th grade Level in Math or Reading	<input type="checkbox"/> TABE Test BSD? <input type="checkbox"/> Yes <input type="checkbox"/> No Math GE _____ Reading GE _____
<input type="checkbox"/>	Youth is enrolled under the 25% exemption: Basic Skills Deficient	Verify youth has a diploma/GED or other State-recognized equivalent and is basic skills deficient	<input type="checkbox"/> Applicant statement <input type="checkbox"/> Youth tests below the 9 th grade level on a generally accepted standardized academic test (regardless of the attainment of a diploma/GED) <input type="checkbox"/> TABE Math GE _____ Reading GE _____
<input type="checkbox"/>	Youth is enrolled under the 25% exemption: referred by a local secondary school	Youth was referred by a local secondary school for participation in a YouthBuild program leading to attainment of a secondary school diploma	<input type="checkbox"/> A referral from a high school guidance counselor/other academic professional
Check All That Apply	If a participant does not fall into the 25% exemption	Participant must verify that they fall into one of the following categories	Most Common Documentation (Examples)
<input type="checkbox"/>	Current foster youth or youth aging out of foster care	Verify youth is in the foster care system or aging out of the foster care system	<input type="checkbox"/> Court contact/documentation <input type="checkbox"/> Social Services contact/documentation <input type="checkbox"/> Medical Card
<input type="checkbox"/>	Low Income	Verify youth meets low-income guidelines (as referenced in 42 U.S.C. 1437a (b) through applicable income source.	<input type="checkbox"/> Pay Stubs or Bank statement (direct deposit) <input type="checkbox"/> Parents tax return if under 18 or Participant Tax Return if over 18 <input type="checkbox"/> Public assistance records/receipt <input type="checkbox"/> Self-Attestation <input type="checkbox"/> Documentation from Social Security Medical card <input type="checkbox"/> Public Housing Authority <input type="checkbox"/> Documentation of Receiving Free and Reduced Lunch at School <input type="checkbox"/> (TANF/Food Stamp Card) and or other documentation of receiving Food Stamps
<input type="checkbox"/>	Youth is an individual with a disability (includes learning disabilities)	Verify disability (an individual with any disability as defined in Section 3 of the Americans with Disabilities Act of 1990 (42U.S.C. 12102)	<input type="checkbox"/> Social Security Administration Disability Records statement <input type="checkbox"/> Academic records <input type="checkbox"/> CCAP – Wisconsin Circuit Court Public Record <input type="checkbox"/> Medical records or Physician statement
<input type="checkbox"/>	Youth Offender or Adult Offender	Verify youth is an offender or involved with the criminal justice system	<input type="checkbox"/> CCAP – Wisconsin Circuit Court Public Record <input type="checkbox"/> Letter of parole/probation officer or Police records <input type="checkbox"/> Applicant statement
<input type="checkbox"/>	Migrant youth	Verify youth is a migrant youth worker or part of a family of migrant workers	<input type="checkbox"/> Employer statement or Work permits <input type="checkbox"/> Wage records/family wage records <input type="checkbox"/> Applicant Statement
<input type="checkbox"/>	Youth is child of an incarcerated parent	Verify youth is a child of an incarcerated parent	<input type="checkbox"/> Applicant statement <input type="checkbox"/> Court records
<input type="checkbox"/>	Living Circumstance	Homeless or Runaway	<input type="checkbox"/> Self-Attestation or Written Statement from Shelter
<input type="checkbox"/>	Selective Service Registration	Males between the ages of 18-24 must be registered for selective service.	<input type="checkbox"/> Internet verification/registration- (www.sss.gov) <input type="checkbox"/> Telephone verification: (847-688-6888) <input type="checkbox"/> Too young, does not need
<input type="checkbox"/>	Voting Registration	MUST HAVE If participant is 18 or older.	<input type="checkbox"/> Copy of Voter Registration Documentation <input type="checkbox"/> Cannot Vote if still reporting to probation for Felony Conviction <input type="checkbox"/> Too Young, Does not need



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