



Eligibility Checklist - YouthBuild

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