



# WIOA TITLE I ISY/OSY PROGRAM ELIGIBILITY & ENROLLMENT

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# AGENDA

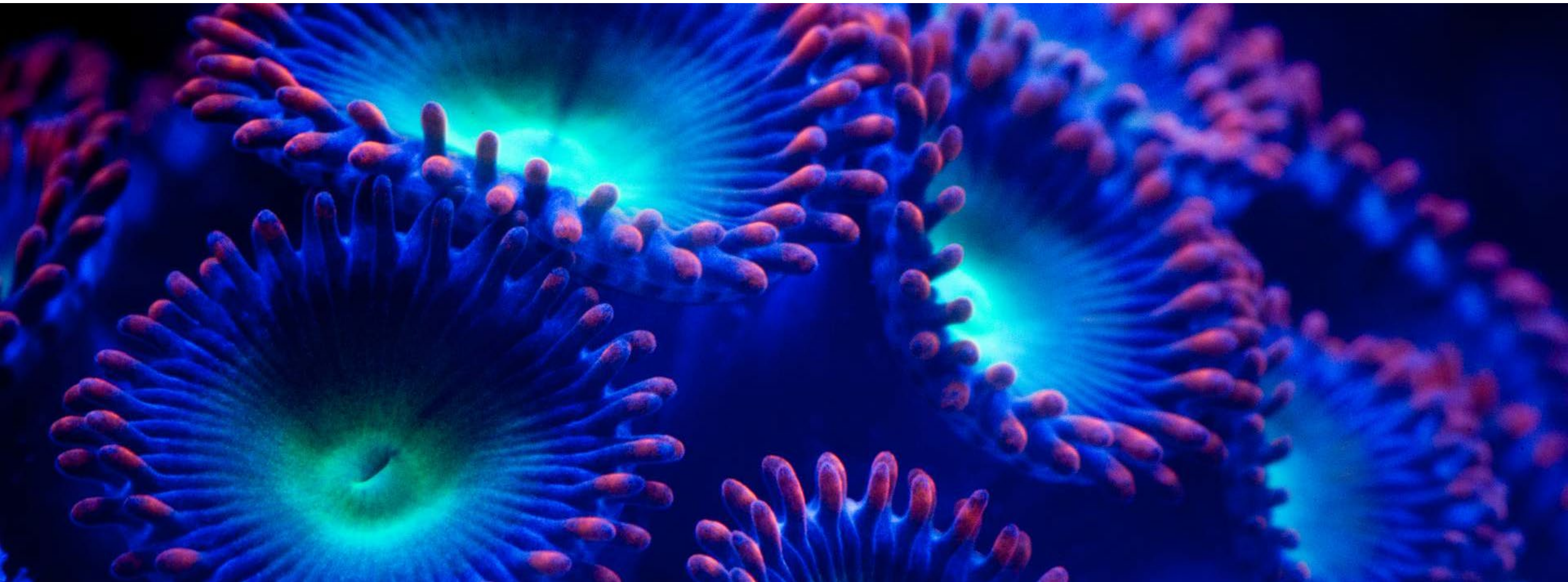
- Importance of WIOA
- Eligibility Criteria for In-School Youth and Out-of-School Youth
- Guidance on Eligibility Barriers & Exceptions
- Eligibility Case Noting
- Objective Assessment
- Youth Enrollment Process
- Common Mistakes





# IMPORTANCE OF THE WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) FOR YOUTH

CHAPTER 10.3.1

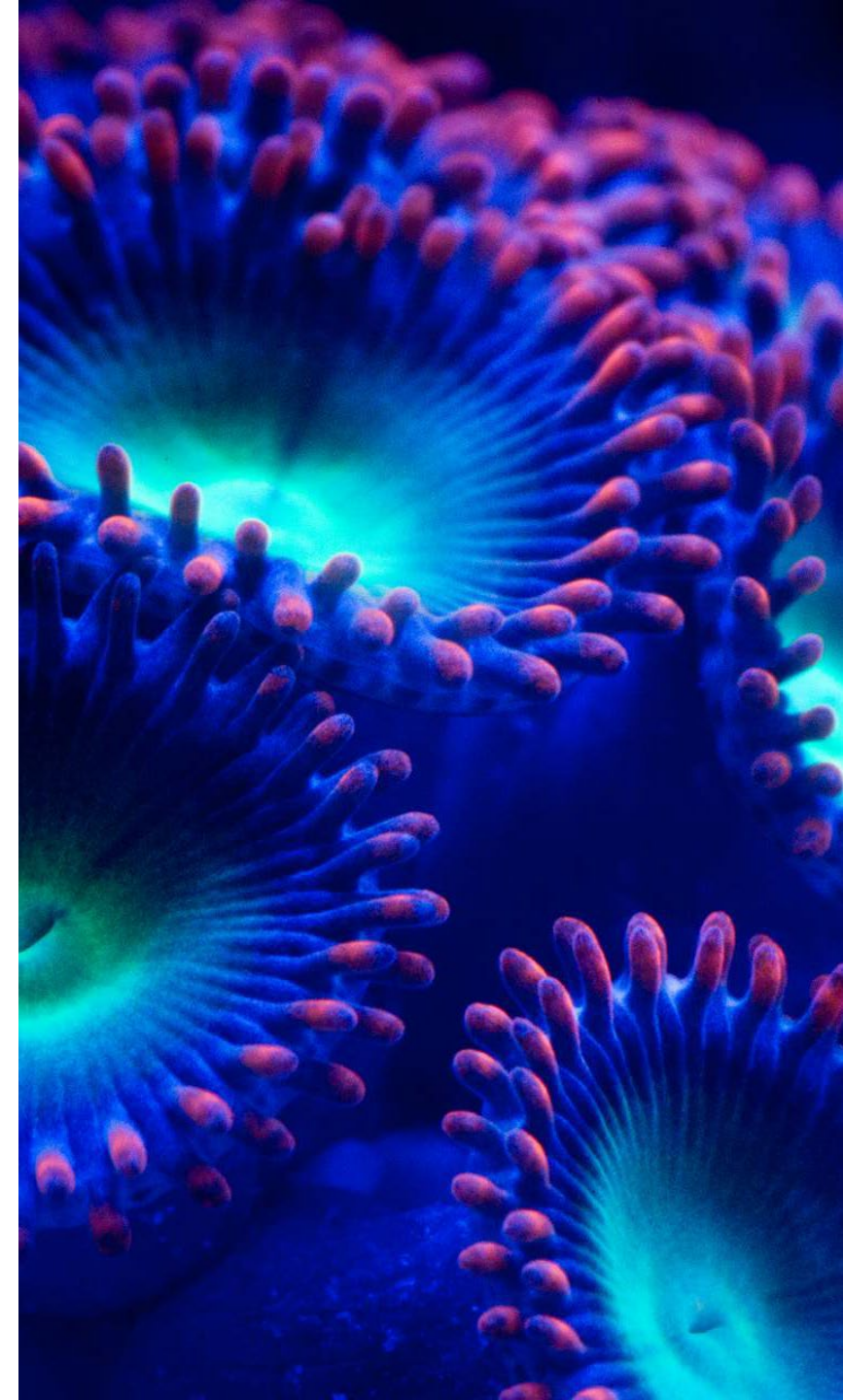


# IMPORTANCE OF THE WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

The Workforce Innovation and Opportunity Act (WIOA) assists job seekers with accessing employment, education, training, and support services they need to meet employers' requirements and succeed in our labor market.

It is one of the most comprehensive and important skills and workforce development bills that has bipartisan support in Congress.

Anyone interested in being considered for the WIOA Title I Youth (Chapter 10) Program must be allowed to apply.





# IMPORTANCE OF THE WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

All applicants must receive an eligibility determination.

WIOA is not an entitlement program; funding for WIOA programs is not unlimited.

Local Workforce Development Boards, like Employ Milwaukee, must ensure services are offered to all eligible applicants every time funding is available.



# IMPORTANCE OF THE WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

The WIOA Title I-B Youth Program has two options:

1. In-School Youth (ISY)
2. Out-of-School Youth (OSY)

Each offering has its own detailed eligibility criteria. At the time of eligibility (also known as when an individual wants to join the program) their:

- age
- school status

will dictate which option they will can pursue and which eligibility criteria will apply.





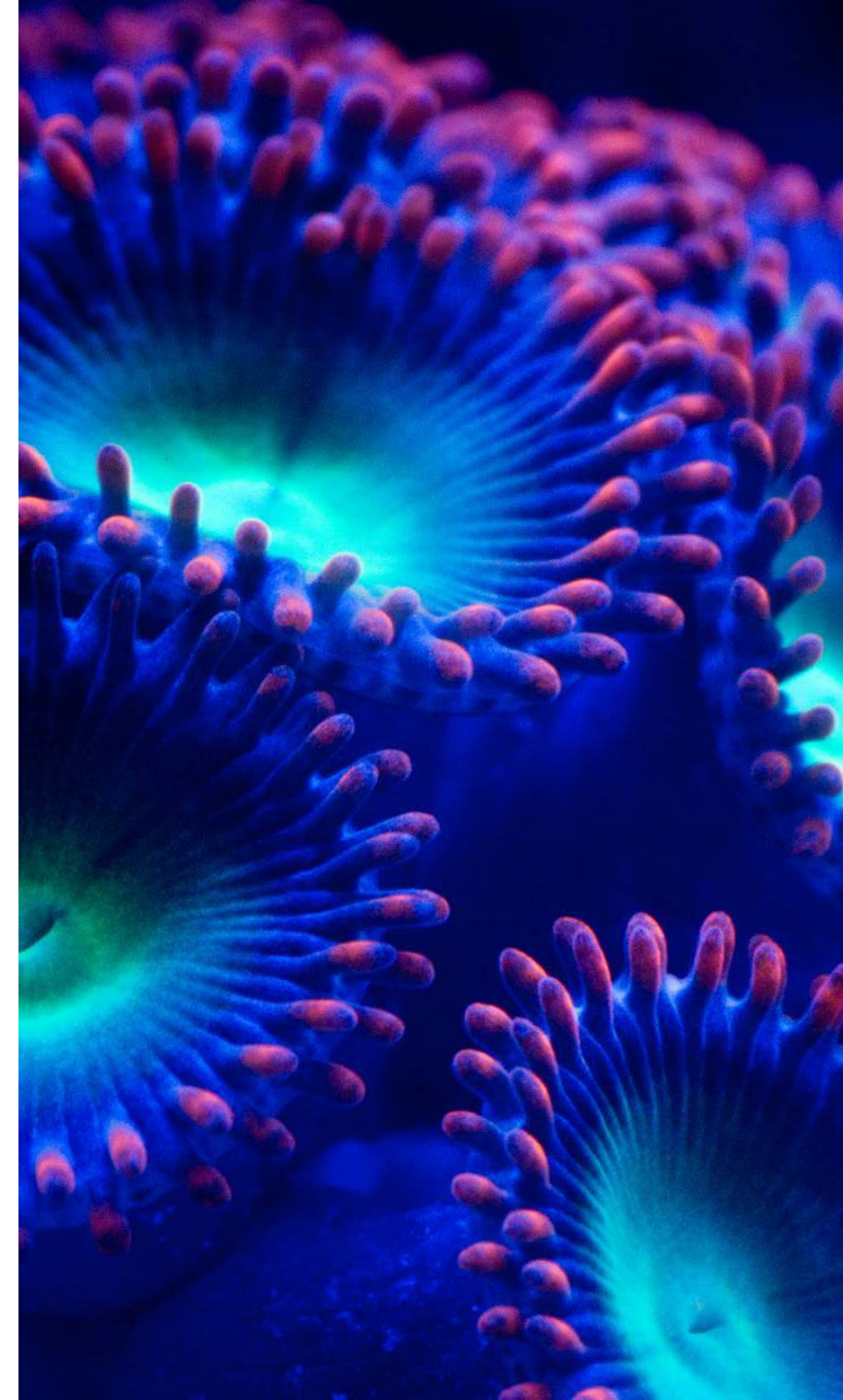
# IMPORTANCE OF THE WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

Once found eligible for ISY or OSY, participants will stay within that program until they exit, even if their age or school status changes!

Participants may continue to receive services beyond the age of 21 if ISY and 24 if OSY.

Reference WIOA Title 1-A & 1-B Policy and Procedure Manual,  
Chapter 10.3.1

<https://dwd.wisconsin.gov/wioa/policy/10/10.3.htm>



# SURF'S UP!

**Kowa Bunga (True) or  
Wipe Out (False)**

All applicants must receive an eligibility  
determination.





# SURF'S UP!

Kowa Bunga (True) or  
Wipe Out (False)



## True, Kowa Bunga!

All applicants must receive an eligibility  
determination.





# ELIGIBILITY CRITERIA FOR ISY/OSY

10.3.2

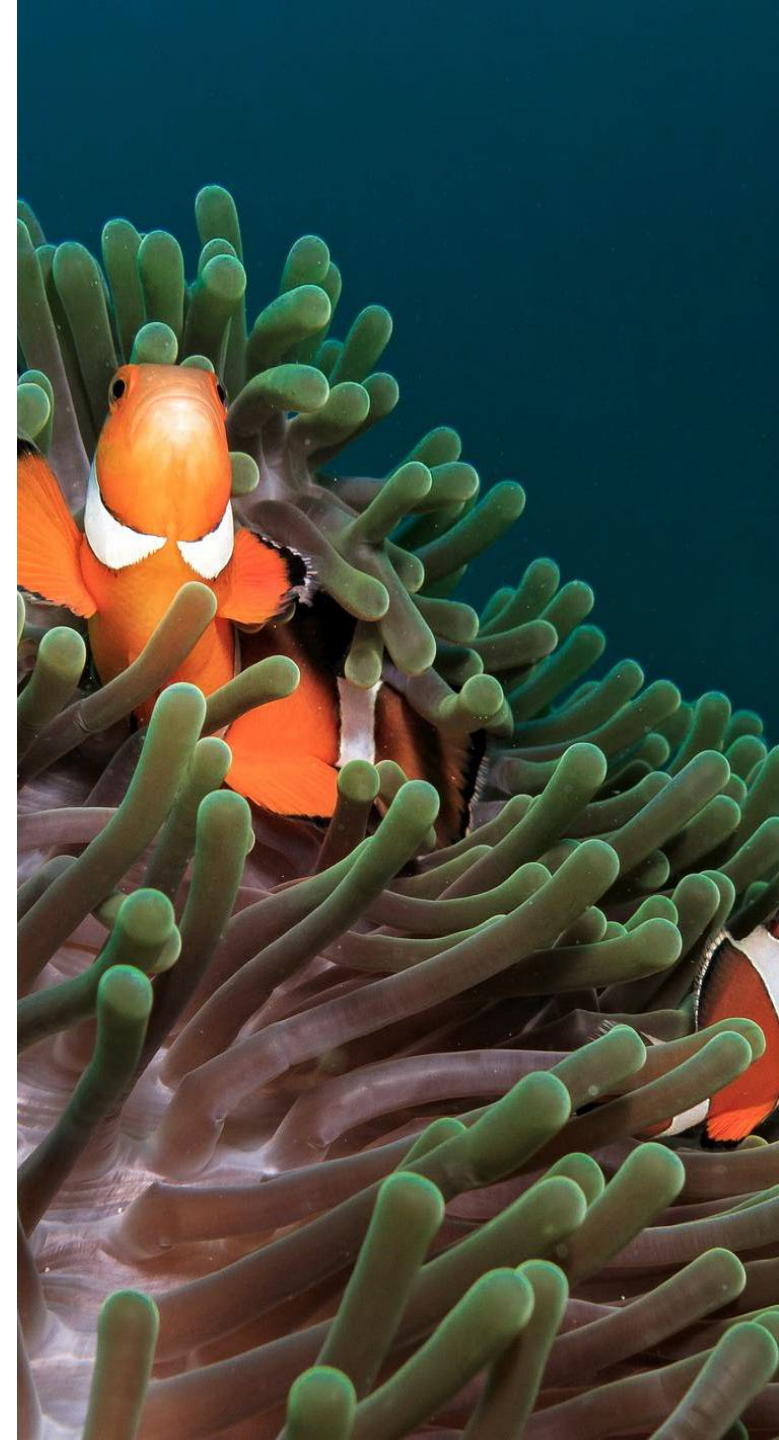




# ELIGIBILITY CRITERIA FOR ISY/OSY

ISY	OSY
Attending secondary or post secondary school	<b>Not</b> attending secondary or post secondary school
<b>Not</b> younger than age 14 or older than 21	<b>Not</b> younger than age 16 or older than 24
Registered for selective service (if applicable)	Registered for selective service (if applicable)
Low income	

AND...



# ELIGIBILITY CRITERIA FOR ISY/OSY

## One More Thing!

ISY	OSY
Basic skills deficient	Basic skills deficient, low income <b>and</b> has secondary school diploma (or equivalent)
English language learner	English language learner, low income <b>and</b> a secondary school diploma (or equivalent)
Offender or ex offender	Offender or ex offender
Homeless or runaway	Homeless or runaway
Foster care	Foster care
Pregnant or parenting	Pregnant or parenting
Has a disability	Has a disability
Requires additional assistance	Requires additional assistance <b>and</b> low income
	School drop out
	Within compulsory age of secondary school attendance but not attending





# ELIGIBILITY CRITERIA FOR ISY/OSY

## YOUTH ELIGIBILITY WIOA TITLE I-B DESK GUIDE



OSY Eligibility Criteria	ISY Eligibility Criteria
<b>Need All</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Not attending secondary or post-secondary school</li> <li><input type="checkbox"/> Not younger than age 16 or older than 24</li> <li><input type="checkbox"/> Registered for Selective Service (if applicable)</li> </ul>	<b>Need All</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Attending secondary or post-secondary school</li> <li><input type="checkbox"/> Not younger than age 14 or older than 21</li> <li><input type="checkbox"/> Registered for Selective Service (if applicable)</li> <li><input type="checkbox"/> Low-income</li> </ul>
<b>AND</b>	<b>AND</b>
<b>Need One</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Basic skills deficient, low-income, and has secondary school diploma (or equivalent)</li> <li><input type="checkbox"/> English Language Learner, low-income, and has secondary school diploma (or equivalent)</li> <li><input type="checkbox"/> Offender or ex-offender</li> <li><input type="checkbox"/> Homeless or runaway</li> <li><input type="checkbox"/> Foster care</li> <li><input type="checkbox"/> Pregnant or parenting</li> <li><input type="checkbox"/> Has a disability</li> <li><input type="checkbox"/> Requires additional assistance and low-income</li> <li><input type="checkbox"/> School dropout</li> <li><input type="checkbox"/> Within compulsory age of secondary school attendance but not attending</li> </ul>	<b>Need One</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Basic skills deficient</li> <li><input type="checkbox"/> English Language Learner</li> <li><input type="checkbox"/> Offender or ex-offender</li> <li><input type="checkbox"/> Homeless or runaway</li> <li><input type="checkbox"/> Foster care</li> <li><input type="checkbox"/> Pregnant or parenting</li> <li><input type="checkbox"/> Has a disability</li> <li><input type="checkbox"/> Requires additional assistance</li> </ul>

## YOUTH ELIGIBILITY WIOA TITLE I-B DESK GUIDE



QUICK DEFINITIONS	
Basic skills deficient	Has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test OR is unable to read, write or speak English or compute/solve problems at a level that is necessary to function in a job, in their family, or in society. If applying the second standard, the local WDB must have a policy in its local plan that outlines specific criteria that career planners are to use.
Compulsory age of secondary school attendance	Under the age of 18 or turned 18 in the middle of a school term, quarter or semester, has not yet graduated secondary school AND has not attended secondary school for the most recently completed school year quarter or longer.
Disability	Has a physical or mental impairment that substantially limits one or more major life activities such as caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, working, and the operation of major bodily functions OR has a record of such impairment OR is regarded as having such impairment (which means the individual can establish that s/he has been the subject of a discriminatory action under the American with Disabilities Act because of an actual or perceived impairment whether or not the impairment actually limits a major life activity).
English Language Learner	Has a limited ability in reading, writing, speaking or comprehending the English language because English is not the individual's native language or s/he lives in a family or community environment where a language other than English is the dominant language.
Foster care	Is in foster care, has aged out of foster care, is at least 16 years of age and has left foster care for kinship/guardianship/adoption, is eligible for assistance under the John H. Chafee Foster Care Independence Program, OR is in out-of-home placement.
Homeless or runaway	Lacks a fixed, regular, and adequate nighttime residence. This covers: (1) sharing the housing of other persons due to loss of housing, economic hardship, or similar; (2) living in a motel, hotel, trailer park or campground due to the lack of alternative adequate living accommodations; (3) living in an emergency or transitional shelter; (4) abandoned in a hospital; (5) awaiting foster care placement; (6) using a public or private place for nighttime residence that is not designed for or typically used by human beings for regular sleeping accommodations; (7) a child who has moved in the last 36 months either as a migratory agricultural worker or fisher or with a parent or spouse who is a migratory worker or fisher.
Offender or ex-offender	Is currently or has been subject to any stage of the criminal justice process (includes arrests).
Post-secondary school	Any credit-bearing education outside of the K-12 grades and is: an institution of higher education that provides not less than a 2-year program of instruction that can be used as credit toward a bachelor's degree, OR a tribally controlled college or university, OR a nonprofit educational institution offering a certificate, OR a nonprofit educational institution offering a registered apprenticeship program. See "Secondary School" for programs that don't count as schools.
Pregnant or parenting	Applies to mothers and fathers and includes non-custodial parents. A father does not fit within this category until the child is born. Includes adoptive or foster parents OR legal guardians to minor children.
Requires additional assistance	Requires additional assistance to complete an educational program OR secure or hold employment. The local WDB must establish policy and procedure on this and include in its local plan prior to using as part of eligibility. <b>Note:</b> Not more than 5% of newly enrolled ISY participants can be found eligible based on the "needs additional assistance" category in any given program year.
School dropout	No longer attending secondary school and has not received a secondary school diploma or its recognized equivalent. Does not apply if the person dropped out of post-secondary school or previously dropped out of secondary school and subsequently returned.
Secondary school	Grades 9, 10, 11, and 12. Must be a public, private, charter, or tribal school or a home-based private educational program or an alternative education program. These don't count as schools: adult education programs under title II of WIOA, YouthBuild programs, the Job Corps program, secondary school equivalency programs funded by a source other than the public K-12 school system, and dropout re-engagement programs.

Eligibility Desk Guide



# ELIGIBILITY CRITERIA FOR ISY/OSY

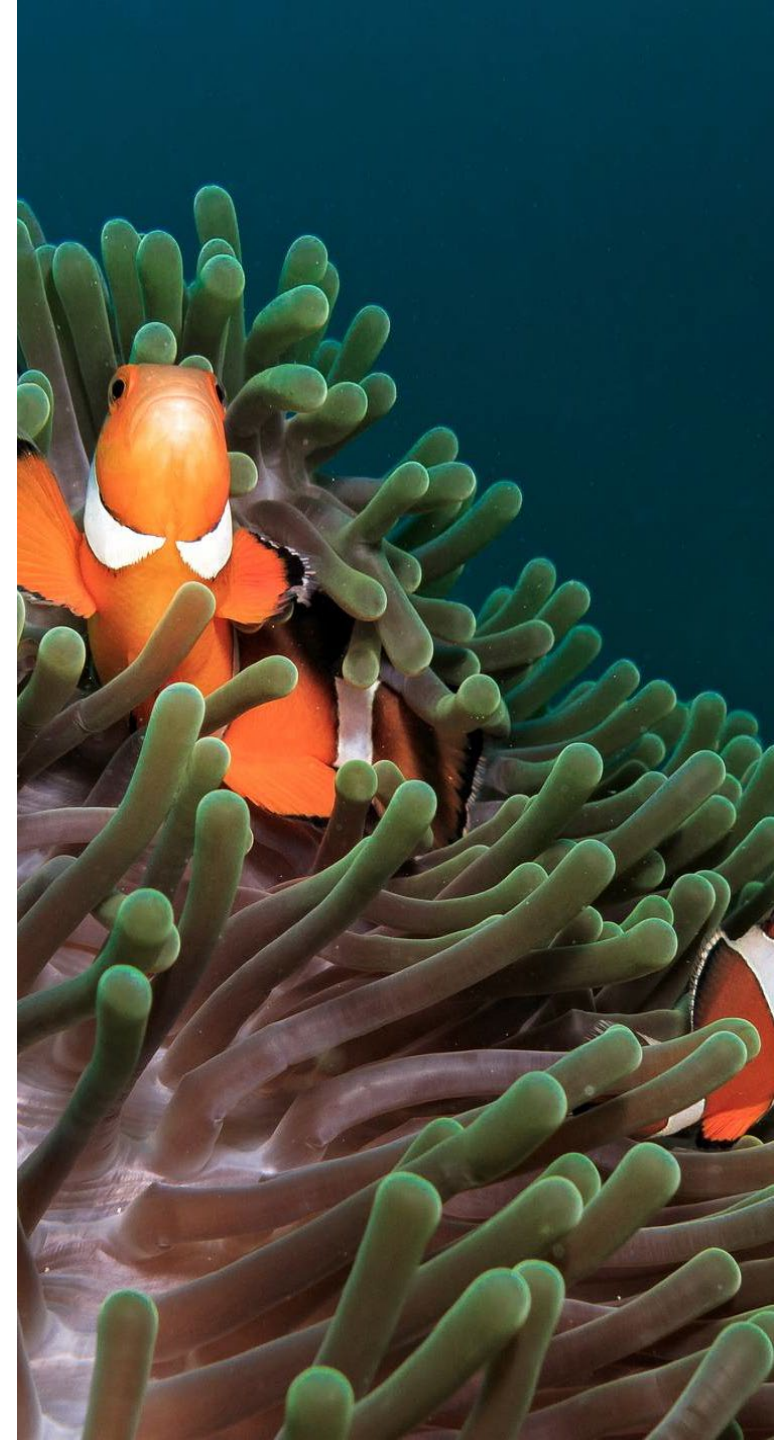
“Requires Additional Assistance” - Requires additional assistance to complete an educational program; **OR** secure or hold employment.

**Employ Milwaukee enhanced the original definition!** “Additional Assistance” includes an applicant whom has:

- Experienced or witnessed a recent traumatic event, including domestic violence or abuse, or live in an abusive environment.
- Previously been dismissed from or had a none-voluntary separation from employment.
- Previously dropped out, been suspended or been expelled from school (ISY only).

At least **ONE** characteristic in the above definition is needed to meet this eligibility criteria.

This eligibility criteria is to be used sparingly!







# ELIGIBILITY CRITERIA FOR ISY/OSY

A deeper look at **ISY** definitions

# ELIGIBILITY CRITERIA FOR ISY/OSY

A deeper look at ISY definitions

Because state law does not define "attending" versus "not attending" school DWD-DET provided the following definitions.

## ATTENDING

An individual is "attending" school at the time of eligibility determination if s/he is:

- Reporting to school on a routine basis, either physically or virtually, when school is in session;
- In between school sessions and is enrolled to continue school at the start of the next session (e.g., the summer between secondary school grade levels); **OR**
- Registered for post-secondary school but classes have not yet started.

Note: Registration or attendance in post-secondary school must always involve credit-bearing classes. If the classes are non-credit-bearing, the individual is not considered to be "attending" school.







# ELIGIBILITY CRITERIA FOR ISY/OSY

A deeper look at **OSY** definitions

# ELIGIBILITY CRITERIA FOR ISY/OSY

A deeper look at OSY definitions

## NOT ATTENDING

An individual is “**not attending**” school at the time of eligibility determination if s/he is:

- Has **not** reported to school, either physically or virtually, for at least four full weeks and is not subject to the State's compulsory school attendance law (e.g., the individual is 20 years old and has not attended post-secondary training for the last four weeks);
- Is between school sessions and decides not to follow through with attending and is not subject to the State's compulsory school attendance law;
- Is **not** currently reporting to school but is registered for post-secondary school and decides not to follow through with attending;
- Is enrolled in non-credit-bearing post-secondary classes; **OR**
- Is subject to the State's compulsory school attendance law but has not reported to school, either physically or virtually, for the most recently completed quarter of the school district's school year or longer.

**Note:** Wisconsin's compulsory school attendance law requires individuals between the ages of 6 and 18 to attend school when in session, unless they have already graduated from secondary school or are excused from attending (excuses are defined by the law). Under the law, individuals who turn 18 years of age during the school year must continue to routinely report to school until the end of the term (quarter or semester) in which they turned 18.





# SURF'S UP!

**Kowa Bunga (True) or  
Wipe Out (False)**



A youth who is registered for post-secondary school but classes have not yet started is **NOT** considered to be attending school.

# SURF'S UP!

**Kowa Bunga (True) or  
Wipe Out (False)**



## **False - Wipe Out!**

A youth who is registered for post-secondary school but classes have not yet started  
**IS** considered to attending school.







# GUIDANCE ON ELIGIBILITY BARRIERS & EXCEPTIONS

CHAPTER 10.3.6

A large shark, likely a Great White, is swimming in deep blue water. Below the shark is a large school of smaller fish, possibly sardines or anchovies. The shark is positioned on the left side of the frame, facing left, with its mouth slightly open. The water is a deep, clear blue, and the lighting suggests an underwater environment.

# GUIDANCE ON ELIGIBILITY BARRIERS & EXCEPTIONS

A youth participant will be considered Low Income if **ANY** of the following **7** items apply:

1. The person is receiving or has received assistance in the last 6 months from FoodShare Wisconsin, Wisconsin Works (W-2), SSI and/or other state or local gov't public assistance. Note: The person meets this criterion if his/her family is receiving or has received any of the above assistance within the last 6 mos.
2. The person's total family income does not exceed the higher of the Federal Poverty Guidelines or 70% of the Lower Living Standard Income Level (LLSIL) guidelines.

[Federal Poverty Guidelines and Lower Living Standard Income Level \(LLSIL\) Guidelines](#) (to calculate income)



A large shark, likely a Great White, is swimming in deep blue water. It is positioned in the lower-left quadrant of the image, facing left. Below the shark is a large, dense school of smaller fish, possibly sardines or anchovies, swimming in the same direction. The water is a deep, clear blue, and the lighting suggests an underwater environment. The shark's mouth is slightly open, showing its teeth. The overall scene is dynamic and captures a moment of predation or hunting in the ocean.

## GUIDANCE ON ELIGIBILITY BARRIERS & EXCEPTIONS

3. The person has a disability and his/her own income does not exceed the higher of the Federal Poverty Guidelines or 70% of the Lower Living Standard Income Level (LLSIL) guidelines.
4. The person is homeless.
5. The person receives or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act. Note: This can apply to an OSY participant who is a parent living in the same household as his/her child if the child receives or is eligible to receive free or reduced price lunch. In districts where a whole school automatically receives free or reduced price lunch, WIOA programs must base low-income status on the individual student's eligibility or use one of the other low-income categories. The local program should check with the school district to determine if the individual student is eligible for free or reduced price lunch.



## GUIDANCE ON ELIGIBILITY BARRIERS & EXCEPTIONS

6. The person is a foster child.
7. The person is a WIOA Youth Program participant who lives in a high-poverty area. If applicant lives in Milwaukee County: [FRB Census Geocoder](#)





A large shark, likely a Great White, is swimming in clear blue water. Below the shark is a large school of smaller fish, possibly sardines or anchovies. The shark is positioned on the left side of the frame, facing left, with its mouth slightly open, showing its teeth. The background is a deep blue, suggesting an underwater environment.

# GUIDANCE ON ELIGIBILITY BARRIERS & EXCEPTIONS

There is a low-income exception!

- 5% of WIOA youth participants, who would ordinarily be required to be low-income for eligibility, and who meet all other eligibility requirements, may be non low income.
- The 5% calculation is based on the percent of youth (ISY and OSY) enrolled in any given program year.

Note: EMI WIOA Program Manager must approve any low-income exception requests.

# SURF'S UP!

**Kowa Bunga (True) or  
Wipe Out (False)**



A youth participant will be considered Low Income if **FOUR** of the 7 items apply



# SURF'S UP!

Kowa Bunga (True) or  
Wipe Out (False)



## False – Wipe Out!

A youth participant will be considered Low Income if **ANY** of the following 7 items apply



# ELIGIBILITY CASE NOTING





# ELIGIBILITY CASE NOTING

Eligibility determination case notes need to include all key details:

- How initial contact happened (e.g. Did the youth call, walk-in, attend an information session or was referred to program)?
- Why the youth reached out to WIOA program?
- When was the youth's registration application submitted?
- What eligibility criteria did the youth meet?
- When submitting files to EMI please describe what files are being submitted (Eligibility/Enrollment, Voucher, WEX, Documentation Verification Checklist, etc.)





# ELIGIBILITY CASE NOTING

## Examples

Ms. Johnson walked in today requesting WIOA services. She is currently unemployed and would like to get into Manufacturing, construction or transportation training. Orientation completed and registration submitted 1/15/24. CP discussed services and discussed non-traditional occupation. Ms. Johnson is not interested in non-traditional occupation.

Ms. Johnson provided her Wisconsin driver's license and social security card. Ms. Johnson is female and not required to enroll in Selective Service. Ms. Johnson is eligible for the OSY program because she is not attending post-secondary school, is between 16-24 years old, and is a basic skill deficient and low income with a secondary school diploma. Submitted Eligibility documentation for Approval.





# SURF'S UP!

**Kowa Bunga (True) or  
Wipe Out (False)**



Eligibility case notes do not require much detail.  
Most of what happened is obvious based on  
the forms that were completed

# SURF'S UP!

Kowa Bunga (True) or  
Wipe Out (False)



**False – Wipe Out!**

Detailed case notes are an important part of documenting program activity and are a key part of telling the participant's story.





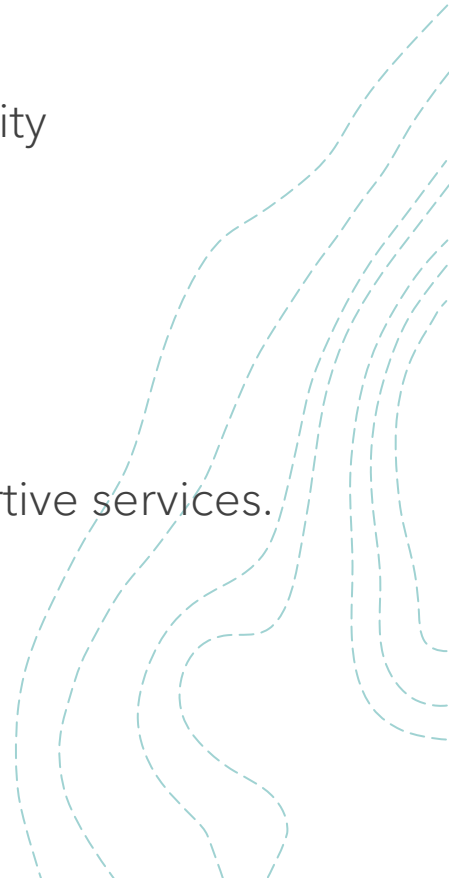


# OBJECTIVE ASSESSMENT

# OBJECTIVE ASSESSMENT

All youth program participants must receive an objective assessment of their:

- Academic levels
- Basic skill levels
- Occupational skills
- Prior work experience/employability
- Interests and aptitudes
- Areas of strength
- Developmental needs
- Services needs – including supportive services.





# OBJECTIVE ASSESSMENT

An objective assessment includes the use of several assessment tools including:

- Comprehensive Assessment
- TABE/CASAS
- Career Assessment

The results of the assessment are used to create the ISS. No service should appear on the first ISS if the need was not already identified through the assessment process.

[TRAINING AND EMPLOYMENT GUIDANCE  
LETTER No. 21-16 | U.S. Department of Labor](#)



# OBJECTIVE ASSESSMENT

Remember, assessment dates need to align.

For example:

- TABE Tests (math/reading) completed on 9/5/24
- Career Assessment completed on 9/10/24
- ASSET Comprehensive Assessment created on 9/20/24
- As a result.... ASSET Objective Assessment Service start date is 9/5/24 and close date is 9/20/24





# SURF'S UP!

**Kowa Bunga (True) or  
Wipe Out (False)**



One of the assessment tools used in the  
Objective Assessment process includes the  
TABE/CASAS

**True, Kowa Bunga!**

# SURF'S UP!

Kowa Bunga (True) or  
Wipe Out (False)



## True, Kowa Bunga!

One of the assessment tools used in the  
Objective Assessment process includes the  
TABE/CASAS







# YOUTH ENROLLMENT PROCESS

CHAPTER 10.4.1







# YOUTH ENROLLMENT PROCESS

Enrollment steps:

1. Determine the youth's eligibility.
2. Complete an Objective Assessment.
3. Develop an Individual Service Strategy (ISS) with the youth; **AND**
4. Provide the youth at least one of the 14 WIOA Youth Program elements.

[10.4 Youth Enrollment Process](#)





# YOUTH ENROLLMENT PROCESS

Key components of enrollment:

1. Youth may only participate in program elements after their:
  - Eligibility Determination service,
  - Objective Assessment, and
  - ISS are complete
2. All youth applicants **must** engage in at least one of the WIOA Youth Program elements identified on their ISS by beginning a relevant youth service.
3. The relevant service **must** begin within 90 days from the end date of their “Eligibility Determination” service in ASSET. *If this doesn’t occur, the Career Planner **must** exit the youth.*



# SURF'S UP!

Kowa Bunga (True) or  
Wipe Out (False)



Participants that do **NOT** begin relevant service  
within 90 days from the end date of their  
“Eligibility Determination” service in ASSET  
**MUST** exit the program



# SURF'S UP!

Kowa Bunga (True) or  
Wipe Out (False)



## True, Kowa Bunga!

Participants that do **NOT** begin relevant service within 90 days from the end date of their “Eligibility Determination” service in ASSET **MUST** exit the program



# COMMON MISTAKES

DOL Income Funded Worksheet:

- ASSET Programs: Last 6 months income for family and individual determining income guidelines between 100% FPL and 70% LLSIL [Federal Poverty Guidelines and Lower Living Standard Income Level \(LLSIL\) Guidelines](#)
- Wages Earned is calculated for each applicable member of the family. If a member of the family has no income document \$0





# COMMON MISTAKES

- Answers from application does not match with ETO/ASSET answers
  - Names used on legal documents should be recorded in ASSET and ETO
- Youth Eligibility WIOA Title I-B Desk Guide
  - Not all eligibility criteria that have been met are checked
  - Missing dates and signatures
  - Corresponding case notes missing
- Case notes
  - Not all eligibility criteria that have been met are case noted
  - Lack details – each note should stand alone, tell the participant's story
  - Missing – not entered



# COMMON MISTAKES

- ASSET Services
  - Open dates note matching case notes
  - Close dates note matching case notes
- Missing answers from packet
  - Current grade level on the application
  - Boxes not checked off
  - Date of birth
  - Signatures





# NO SEA TURTLES WERE HARMED IN THE MAKING OF THIS PRESENTATION

[WIOA Titles I-A and I-B Policy & Procedure Manual](#)



# Thank you!

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