

Workforce Innovation and Opportunity Act, Title 1 Youth Program - Application Definitions

APPLICANT INFORMATION

Last, First, M.I.

The applicant's last name, first name and middle initial as they appear on legal documents.

Mailing Address

The applicant's mailing address. If homeless or does not have a mailing address, enter an address which would most likely receive his/her mail such as a shelter, social service agency, relative, etc. If none available, enter a brief description of living situation.

Physical Address

The actual address of the applicant's residence or directions to their residence if applicant is living in a rural area. Please include the city, state and zip code. If none available, enter a brief description of living situation.

Main phone/cell phone

The applicant's home phone number and/or cell phone if applicable.

Email Address

The applicant's e-mail address.

Permanent Contact

An alternate contact person for maintaining communication with the applicant. Including name, address, telephone number, and email.

Date of Birth

Date of birth in numerals, mm/dd/yyyy.

Gender

The applicant's gender.

Race/Ethnicity

Applicants need to select all that apply

- **American Indian or Alaska Native:** A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains cultural identification through tribal affiliation or community recognition.
- **White:** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- **Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent (e.g., India, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikkim, and Bhutan). This area includes, for example, Cambodia, China, Japan, Korea, Malaysia, the Philippine Islands, Thailand, and Vietnam.
- **Black or African American:** A person having origins in any of the black racial groups of Africa.
- **Hawaiian Native or other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **Hispanic/Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture in origin, regardless of race. Ethnicity information is collected separately from race information. Individuals who indicate that they are Hispanic or Latino should also select one or more racial categories.

Veteran Status

The applicant must have served in active U.S. military service for at least one day to be a veteran. Applicant must have been discharged or released from such service under conditions other than dishonorable, or because of a service-connected disability, or as a member of a Reserve component under an order to active duty. Active service includes full-time Federal service in the National Guard or Reserve component. The definition of active service does not include full-time duty performed strictly for training purposes (i.e., that which often is referred to as "weekend" or "annual" training), nor does it include full-time active duty performed by National Guard personnel who are mobilized by State rather than Federal authorities (State mobilizations usually occur in response to events such as natural disasters).

Campaign Veteran

The applicant served in active military duty in the U.S. Armed Forces during a war or in a campaign or expedition. The basic period of service for Vietnam-era veterans who were in active military duty in the U.S. Armed Forces is between August 5, 1964 to May 7, 1975. Other campaigns may qualify if applicant was awarded a specific campaign or expeditionary medal.

Disabled Veteran

Enter YES if applicant is a veteran entitled to compensation, regardless of rate (including 0%) for a disability under laws administered by the Department of Veterans Affairs (DVA), or who was discharged or released from active duty because of a service-connected disability.

Veteran with a Special Disability

Enter YES-SPECIAL DISABLED if applicant is rated at 30% or more by the DVA, or at 10% or 20% for a serious employment disability.

Recently Separated Veteran

Enter YES if a veteran who applied for participation under WIA Title I within 48 months after discharge or release from active U.S. military, naval, or air service.

Transitioning Service Member

The applicant is a transitioning service member if they are on active military duty status (including separation leave) with the U.S. armed forces and within 24 months of retirement or 12 months of separation from the armed forces.

TAP Workshop

The Transition Assistance Program (TAP) workshops provide job-search assistance to separating and retiring military members and their spouses. The workshops are conducted by professionally trained staff who teaches members how to write resumes, cover letters, interviewing techniques and job search techniques.

Alaska Resident

The applicant has been an Alaska resident for at least 30 consecutive days prior to the date of application and intends to stay in Alaska.

English Language Proficiency

An applicant who has limited ability in speaking, reading, writing, or understanding the English language and: (a) whose native language is a language other than English or, (b) who lives in a family or community environment where a language other than English is the dominant language should check 'yes'.

Selective Service

Almost all male U.S. citizens and male aliens living in the U.S. who are 18-25 years old are required to register with Selective Service. There are a few exceptions such as non-citizens who are in the U.S. on student or visitor visas or young men currently serving in the military on full-time active duty. If a male applicant has not registered with the Selective Service and has not received an exemption, then a determination must be made by the Selective Service as to whether the male applicant knowingly and willfully failed to register as required by the Military Service Act.

- Yes: Applicant is registered with the Selective Service. Proof of Selective Service registration is required for men.

- No: Applicant is not registered with the Selective Service.
- Exempt – includes females: Applicant is exempt from registration or is female.

Citizen Status

The one most applicable.

Individual with a Disability

If applicant has a physical or mental impairment that substantially limits one or more major life activities; or individual has a record of such impairment, or is regarded as having such impairment. An individual with a disability means an individual with a disability as defined in Sec. 3 of the Americans with Disabilities Act of 1990 (42 USC 12102).

Homeless

An individual (adult or youth) that lacks a fixed, regular, adequate night time residence. This definition includes any individual who has a primary night time residence that is a publicly or privately operated shelter for temporary accommodation; an institution providing temporary residence for individuals intended to be institutionalized; or a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.

Lack of Work History

An applicant who meets one or more of the following criteria:

- 1) Working less than full-time
- 2) Have been fired from a job in the last six calendar months
- 3) Has a sporadic work history (job hopping)
- 4) Are working in jobs that are unskilled or dead-end, or
- 5) No past work history

Unemployment Compensation

YES if the applicant is either receiving unemployment compensation. No if unemployment compensation has now exhausted. Referred by WPRS is yes when the applicant is profiled and referred by Worker Profiling and Reemployment Services (WPRS) specialist at the job center.

Contributed to Unemployment Insurance

Yes if the applicant has worked in jobs that paid into the unemployment insurance system, regardless of state, in the past five years.

TANF or ATAP

The Alaska Temporary Assistance Program (ATAP) is provided under the federal Temporary Assistance for Needy Families block grant. Participants may know this assistance as either TANF or ATAP, therefore both options are listed on the application. The ICM asks specifically for TANF, however the answer should be yes, if the individual is receiving ATAP. Record 'yes' if the individual is a person who is listed on the welfare grant or has received cash assistance or other support services from the TANF agency in the last six months prior to participation in the program. Record "no" if the individual does not meet the condition described above.

Other Public Assistance

Record "yes" if the individual is a person who is receiving or has received cash assistance or other support services from one of the following sources in the last six months prior to participating in the program; General Assistance (GA) (State/local government), Refugee Cash Assistance(RCA), Food Stamp Assistance, and Supplemental Security Income (SSI-SSA Title XVI). Do not include foster child payments. Record "no" if the individual does not meet the above criteria.

Employment Status

Employed means currently works as a paid employee, or works in their own business or profession, or works on their own farm; or works 15 or more hours per week as an unpaid worker, or on a farm, or in an enterprise operated by a family member; or is not working but has a job or business from which they are temporarily

absent due to illness, bad weather, vacation, labor-management dispute, or personal reasons whether or not paid by the employer during this absence and whether or not seeking another job.

Employed but received notice of termination or military separation means currently does not meet the above employed definition, or although employed has received a notice of termination of employment or the employer has issued a Worker Adjustment and Retraining Notification (WARN) or other notice that the facility or enterprise will close, or is a transitioning service member.

Not Employed is when the individual does not meet any one of the conditions described above.

Last or Current Employer Info

Enter information regarding the applicant's last or current employment including employer name, dates, reason for no longer working and annual wage.

Laid off from a job

Enter information of any job the applicant may have been laid off from. This may be used to determine dislocated worker eligibility if the applicant has not obtained employment that paid at least 80% of their wages from the dislocation job.

Wage at Dislocation (annual)

Enter the annual wage the individual was earning at the time they were dislocated, if applicable. The dislocation job may not be the job they have just left.

Risk of losing job due to a downturn in the economy

Enter yes if the economy is such that layoffs and business closures is causing high areas of unemployment.

Need training to remain a self-sufficient wage earner

The applicant is in need of training to improve the prospects for retaining employment.

Displaced Homemaker

An applicant who has been providing unpaid services to family members in the home; has been dependent on the income of another family member but is no longer supported by that income, and is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

Farm Worker Status

Choose Farmworker if the applicant is a person who, during the last 12 months, received at least 50 percent of his or her total earned income from qualifying farm work, worked at least an aggregate of 25 or more days or parts of days in qualifying farm work, and was not employed in farm work year round by the same employer. Choose migrant if the applicant is a person who had to travel to a job site that is far enough away from his or her permanent residence that they cannot return to their residence within the same day. Full-time students traveling in organized groups, rather than with their families, are excluded. Choose Migrant Farmworker if both conditions above are met.

Choose no if the applicant does not meet any one of the conditions described above.

Leave blank if this does not apply to the individual.

School Status

In-School, H.S. or less: The individual at the time of application has not received a secondary school diploma or its recognized equivalent and is attending junior high school or secondary school whether full or part-time or is between school terms and intends to return to school.

In Alternative School: The individual at the time of application has not received a secondary school diploma and is attending an Alternative school or program whether full or part-time to attain their secondary school diploma or its recognized equivalent or is between school terms and intends to return to school.

In-School HS Graduate in Post-Secondary: The individual has received a secondary school diploma or its recognized equivalent and at the time of application is attending/has been accepted into a postsecondary school or program (whether full or part-time), or is between school terms and intends to return to school.

Dropout – Out-of School: The individual is no longer attending any school and has not received a secondary school diploma or its recognized equivalent.

H.S. Graduate: The individual is not attending any school and has either graduated from high school or holds a GED.

Pell Grant

Entry is dependent upon whether the individual is or has been notified they will be receiving a Pell Grant. This entry may be updated at any time while the individual is receiving services (except follow-up services).

Education Status

Choose the line that best describes the applicant’s educational status at registration. Individuals who completed 12th grade but did not receive a diploma or equivalent should be coded 12.

Enrolled in other Programs

Senior Community Service Employment Program (SCSEP) Title V Older Worker Program- The Senior Community Service Employment Program (SCSEP) is a community service and work based training program for older workers. Authorized by the Older Americans Act, the program provides subsidized, service-based training for low-income persons 55 or older who are unemployed and have poor employment prospects.

National Farmworker Jobs Program- The National Farmworker Jobs Program (NFJP) is a nationally directed program of job training and employment assistance for migrant and seasonal farmworkers (MSFWs). It is authorized by Congress in the Workforce Investment Act (WIA) Section 167 to counter the impact of the chronic unemployment and underemployment experienced by migrant and seasonal farmworkers who primarily depend on jobs in agricultural labor. Since its inception with the passage of the Economic Opportunity Act of 1964, the NFJP has been an integral part of the national workforce strategy. MSFWs now access NFJP and other employment assistance through the One-Stop Centers of the workforce investment system.

Indian and Native American Program- Indian and Native American (INA) Workforce Investment Act (WIA) Section 166 grantees and the Department of Labor share a vision of providing quality employment and training services to Native American communities that not only meet regulatory requirements, but also are administered in ways that are consistent with the traditional cultural values and beliefs of the people they are designed to serve.

YouthBuild- In YouthBuild programs, low-income young people ages 16 to 24 work full-time for 6 to 24 months toward their GEDs or high school diplomas while learning job skills by building affordable housing in their communities. Emphasis is placed on leadership development, community service, and the creation of a positive mini-community of adults and youth committed to each other’s success. Students may earn AmeriCorps education awards through their homebuilding and other community service. At exit, they are placed in college, jobs, or both.

Job Corps - Job Corps is a **free** education and training program that helps young people learn a career, earn a high school diploma or GED, and find and keep a good job. For eligible young people at least 16 years of age that qualify as low income, Job Corps provides the all-around skills needed to succeed in a career and in life.

OTHER

Parents incarcerated

Indicate if the youth applicant’s parents are incarcerated.

Basic Literacy Skills Deficiency

Does the applicant compute or solve problems, read, write, or speak English at or below the 9th grade level on a generally accepted standardized test or a comparable score on a criterion-referenced test; or is unable to compute or solve problems, read, write or speak English at a level necessary to function on the job, in the individual’s family, or in society.

Foster Care

An individual where there is a court order in existence removing the youth from the custody of the parent(s) and specifying a managing conservator exists and state or local government payments are made to the conservator.

Pregnancy or Parenting Youth

The individual is either under 22 years of age and pregnant, or an individual (male or female) who is providing custodial care for one or more dependents under age 18.

Offender Status

An applicant who: (1) is or has been subject to any stage of the criminal justice process for whom services under WIA may be beneficial, or (2) requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.

Runaway

A person under 18 years of age who absents himself or herself from home or place of legal residence without the permission of his or her family (i.e., runaway youth). This definition does not include an individual imprisoned or detained under an Act of Congress or State law. An individual who may be sleeping in a temporary accommodation while away from home should not, as a result of that alone, be recorded as homeless.

Additional Assistance

The applicant is between the ages of 14 and 21 and need additional assistance to complete an educational program or to secure and keep employment.

FAMILY INCOME

Family Income

This includes income from all family members, which may include part-time employment, youth babysitting jobs, etc. The total number of family members must equal the same number entered under on the income chart (page 3 of Program Application)

Family size

Enter the number of family members within the applicant’s household including the applicant. The definition of a family is two or more persons related by blood, marriage, or decree of court who are living in a single residence and are included in one or more of the following categories: (1) a husband, wife, and dependent children; (2) a parent or guardian and dependent children; or (3) a husband and wife.

Certification Applicant must read and sign this section. If applicant is under age 18, parent or guardian signature is required.