

WIOA Title I-B Youth Program Application Definitions

Companion guidance for the September 2026 application

Purpose. This guide explains the terms, shaded fields, eligibility-sensitive items, and staff-review areas in the WIOA Title I-B Youth Program Application. It supports consistent intake and eligibility review but does not replace federal law, current approved AWIB policy, or current source-documentation guidance.

Policy status. This revision incorporates the eligibility structure and definitions in the revised draft of AWIB Policy 07-502.3. Until that policy is approved and effective, staff must follow current approved authority when any provision differs.

How to read the application

Application term	Definition and staff use
Gray shading	Identifies information that requires focused staff review and alignment with AlaskaJobs. Staff should confirm the applicable information and record what was reviewed when the form provides a staff-review field. Gray shading does not make a Social Security number mandatory and does not authorize staff to demand more or different citizenship documents than current guidance permits.
Gold shading	Identifies an eligibility-sensitive area requiring staff follow-up before the item is used in an eligibility determination. A checked box alone is not enough. Staff must identify the applicable facts and retain an allowable source or case note, as permitted by current guidance.
Red text or star symbol	Identifies a current WIOA Youth grant priority for outreach or service planning. A priority designation does not independently establish WIOA Youth eligibility.
White fields	Standard applicant, demographic, employment, education, and service-planning information. Staff still review these fields for completeness, consistency, and relevance to the eligibility pathway.

Specific shaded areas

Application term	Definition and staff use
Date of birth	Gray because age must be established for the selected ISY or OSY pathway and must align with AlaskaJobs. Use an allowable source. Age is determined at enrollment.

Application term	Definition and staff use
Social Security number	Gray because, when voluntarily provided, it must be handled carefully and entered accurately. Furnishing an SSN is voluntary. Do not deny eligibility or services solely because an applicant does not provide one.
Citizenship or eligible noncitizen status	Gray because this status is required for every applicant and must be reviewed under WIOA Section 188, 29 CFR Part 38, and current AWIB guidance. Do not request more or different documentation because of national origin, accent, or perceived immigration status.
Basic skills deficient	Gold because the definition and assessment result matter to eligibility, particularly for an OSY with a secondary diploma or recognized equivalent. Record the assessment method, result, and allowable source.
Low-income pathways	Gold because low-income status is required for all ISY unless an approved exception applies, and for only two OSY pathways. Identify the exact pathway and supporting facts; do not assume every OSY must be low-income.
Selective Service	Gray because the applicant's status must be reviewed and recorded as applicable under current federal and AWIB guidance. Use the adjacent field to identify the documentation or information reviewed.

Eligibility and enrollment at a glance

Application term	Definition and staff use
In-School Youth	Attending school; generally age 14 through 21; low-income unless an AWIB-approved five-percent low-income exception applies; and has at least one qualifying ISY barrier. The limited Alaska special-education age exception applies only when an individual with a disability is attending school under State law.
Out-of-School Youth	Not attending any school; age 16 through 24; and has at least one qualifying OSY barrier. Low-income is required only for an OSY with a secondary diploma/equivalent who is basic skills deficient or an English language learner, or an OSY qualifying through requires additional assistance.
Participant	Eligibility determination, objective assessment, and Individual Service Strategy must be completed before the first program element. The individual becomes a participant only after receiving at least one of the 14 WIOA Youth program elements.
Do not combine pathways	A determination must satisfy every requirement for either ISY or OSY. Staff may not combine portions of the two pathways.

Low-income requirement quick reference

Youth category	Is low-income required?
All ISY	Required unless AWIB approves the five-percent low-income exception in writing before enrollment.
OSY with diploma/equivalent plus basic skills deficient or English language learner	Required.
OSY using requires additional assistance	Required.
Other qualifying OSY categories	Not required for dropout; compulsory-school-age nonattendee; offender; homeless/runaway; foster-care or out-of-home-placement youth; pregnant/parenting youth; or individual with a disability.

Applicant information

Application term	Definition and staff use
Legal name	Enter the name used on legal or identity records. Record a preferred name separately; the preferred name does not replace the legal name in required records.
Date of birth and age	Enter the date of birth and calculate age as of enrollment. A properly enrolled participant may continue receiving Youth services after reaching the maximum enrollment age.
Gender	Record the applicant's self-identified response using the options available in AlaskaJobs. Do not infer gender from a name or document.
Social Security number	Optional. If provided, protect it and use it only for authorized program purposes. Confirm accurate entry and do not reproduce it unnecessarily in case notes.
Mailing address	Use the address where the applicant can reliably receive mail. For an applicant without a stable mailing address, use an approved alternate address when available and document the contact plan without creating a false residence.
Physical address	Enter the actual place of residence or sufficient rural directions when available. A lack of fixed address may indicate a homelessness-related eligibility factor and requires appropriate follow-up.
Reliable contact	Identify a person who does not live with the applicant and may help maintain contact. Obtain only information the applicant is authorized to share and explain how it may be used.

Citizenship or eligible noncitizen status

WIOA Title I-funded aid, benefits, services, and training are available to U.S. citizens and nationals and to immigrants within the eligible categories identified by WIOA Section 188 and current guidance. An employer's Form I-9 obligations for a paid employee, including a paid work-experience participant, are separate from WIOA program eligibility review.

Application term	Definition and staff use
U.S. citizen	A person who is a citizen of the United States by birth or naturalization.
U.S. national	A person who owes permanent allegiance to the United States and is recognized as a national under federal law.
Lawful permanent resident	A noncitizen lawfully admitted for permanent residence.
Refugee or asylee	A person admitted as a refugee or granted asylum under federal immigration law.
Parolee	A person paroled into the United States under federal immigration authority and covered by the applicable WIOA eligibility rules.
Other lawfully admitted noncitizen	Another immigrant category authorized under WIOA Section 188 and current federal guidance. Specify the status and follow current approved documentation guidance.

Equal access. Provide timely and accurate language assistance at no cost. Do not require an applicant to provide an interpreter or rely on a minor child except when current law permits. Collect only the minimum information required.

Potential eligibility barriers and participant characteristics

A Yes response identifies an item for staff review. It does not automatically establish eligibility. Staff must decide whether the item is a qualifying barrier for the selected ISY or OSY pathway and whether it is adequately supported.

Application term	Definition and staff use
English language learner	An individual with limited ability in reading, writing, speaking, or comprehending English whose native language is not English, or who lives in a family or community where another language is dominant. For OSY, this is not a stand-alone barrier unless the youth has a diploma/equivalent, is low-income, and is basic skills deficient or an English language learner.
Basic skills deficient	A youth with English reading, writing, or computing skills at or below the eighth-grade level on a generally accepted standardized test, or who cannot compute, solve problems, read, write, or speak English at the level needed to function on the job, in the family, or in society. Use a valid, appropriate assessment and reasonable accommodations when needed.

Application term	Definition and staff use
Homeless individual	An individual meeting the applicable federal homelessness definition incorporated by WIOA. This may include qualifying shared housing, motel or hotel, shelter, unsheltered, and migratory living circumstances when the individual lacks a fixed, regular, and adequate nighttime residence.
Runaway	A youth who is away from home or place of legal residence without permission and meets the applicable federal definition. Review whether the circumstances also meet a homelessness definition.
Currently in foster care	A youth currently in foster care or an out-of-home placement, including a placement established through the applicable child-welfare or court process.
Aged out of foster care	A youth who aged out of the foster-care system. The broader WIOA foster-care category also includes a youth who left foster care for kinship guardianship or adoption after age 16, is eligible for assistance under Section 477 of the Social Security Act, or is in an out-of-home placement.
Migrant youth	An individual age 14 through 24 who is individually eligible as a migrant or seasonal farmworker, or is the dependent of an eligible migrant or seasonal farmworker, consistent with 20 CFR 685.110. On this application, migrant youth is used within the State-defined additional-assistance criterion; it is not a separate federal Youth eligibility barrier.
Out-of-home placement	A foster-care, group-home, kinship, residential, or other placement outside the youth's parent or guardian home that meets the applicable WIOA foster-care category.
Offender or justice-system involved	An adult or juvenile who is or has been subject to any stage of the criminal justice process and for whom WIOA services may be beneficial, or who needs help overcoming employment barriers resulting from a record of arrest or conviction.
At risk of justice-system involvement	A grant priority and service-planning characteristic only. It is not the WIOA offender barrier unless the applicant meets the offender definition.
Incarcerated at program entry	A participant characteristic used for reporting and planning. Incarceration may also support the offender definition when the complete eligibility pathway is met.
Pregnant or parenting	A youth who is pregnant or who is a mother or father, including a custodial or noncustodial parent.
Cultural barrier	A cultural difference or circumstance affecting access to education, employment, or services. For additional assistance, use the State-defined cultural-dissonance criterion and document how it affects the individual.

Application term	Definition and staff use
School dropout	An individual who is no longer attending any school and has not received a secondary school diploma or recognized equivalent. Leaving postsecondary education does not make an individual a school dropout under WIOA Youth.
At risk of dropping out	A grant priority and service-planning characteristic only. It is not itself a federal Youth eligibility barrier. Determine whether another documented ISY barrier or the State-defined additional-assistance criterion applies.
Individual with a disability	An individual with a disability as defined by the Americans with Disabilities Act. Collect only the minimum information necessary. A medical diagnosis is not required when another allowable, less intrusive source is sufficient.
Needs additional assistance	A State-defined Youth eligibility criterion. Complete Section E and follow the low-income and five-percent rules described later in this guide.

School status and credential

Timing matters. Determine and verify school status at enrollment. A youth who is OSY at enrollment remains OSY for the 75-percent OSY expenditure calculation during that period of participation, even if the youth later enters school.

Application term	Definition and staff use
Attending secondary school	Currently enrolled in a secondary school under applicable State law. A youth enrolled between school years is ISY when enrolled to continue in the fall.
Attending alternative secondary school	Attending an alternative secondary program that the public K-12 school system classifies as enrolled. Confirm the school's classification.
Attending postsecondary school	Enrolled in at least one credit-bearing postsecondary class. A person enrolled only in non-credit-bearing postsecondary classes is not considered to be attending postsecondary school for WIOA Youth eligibility.
Not attending any school	Not enrolled in a school under the applicable State and federal rules. Adult education under WIOA Title II, YouthBuild, Job Corps, high-school-equivalency programs, and dropout re-engagement programs generally are not schools for WIOA Youth eligibility.
K-12-funded equivalency or re-engagement exception	A youth in a high-school-equivalency or dropout re-engagement program funded by the public K-12 system and classified by that system as still enrolled is ISY.
High school graduate entering college	A graduate registered for a credit-bearing postsecondary program is ISY unless the youth decides not to attend and eligibility is determined after that decision.

Application term	Definition and staff use
Highest credential completed	Select none, high school diploma, GED/recognized equivalent, or postsecondary credential based on the credential actually awarded. Do not treat attendance or completion without an awarded credential as a credential.

Employment and income information

Employment status and history

Application term	Definition and staff use
Employed	Working for pay or profit, including self-employment; working 15 or more hours a week without pay in a family enterprise; or temporarily absent from a job or business.
Employed - notice of termination	Currently employed and has received notice of termination, separation, or facility closure. Record the notice and expected date when relevant.
Unemployed	Not employed, available for work, and actively seeking work, subject to the applicable reporting definition.
Not in the labor force	Not employed and not currently seeking or available for work. Use the applicant's actual circumstances and current reporting guidance.
Displaced homemaker	An individual who provided unpaid services to family members, was dependent on another family member's income but is no longer supported by it, and is unemployed or underemployed and having difficulty obtaining or upgrading employment.
UI claimant or exhaustee	Record the applicant's current Unemployment Insurance status, including RESEA referral, work-search exemption, or exhaustion within the applicable period. UI status does not by itself establish WIOA Youth eligibility.
Employment history	Enter the current or most recent employer, job title, dates, reason for leaving, monthly wage, and layoff details. Use additional space to explain multiple jobs, sporadic work, or circumstances relevant to assessment or additional assistance.

Low-income pathways

Low-income may be established through an allowable categorical pathway, family income, an individual-with-a-disability own-income determination, or a qualifying high-poverty area. The eligibility record must identify the exact pathway and source used.

Application term	Definition and staff use
SNAP	The applicant receives, or is a member of a family receiving, Supplemental Nutrition Assistance Program benefits within the applicable period.

Application term	Definition and staff use
TANF or ATAP	The applicant receives, or is a member of a family receiving, Temporary Assistance for Needy Families or Alaska Temporary Assistance Program benefits within the applicable period.
Tribal TANF	The applicant receives, or is a member of a family receiving, Tribal TANF benefits within the applicable period.
SSI	The applicant receives Supplemental Security Income. SSI is an allowable low-income pathway; SSDI is a separate disability insurance benefit and does not by itself establish low-income status.
State or local income-based cash assistance	The applicant receives, or is a member of a family receiving, qualifying income-based public assistance from a State or local program.
Free or reduced-price school lunch	The youth is eligible for free or reduced-price lunch under the National School Lunch Act. Use current guidance for the evidence and for any schoolwide eligibility issue.
Homeless, runaway, or foster child	The applicant meets the applicable homeless/runaway definition or is a foster child for whom State or local payments are made.
Disability own-income pathway	For an ISY with a disability, the individual's own income may establish low-income status even when family income exceeds the limit. An OSY with a disability does not need to be low-income unless using an OSY category that independently requires it.
High-poverty area	The youth lives in an area meeting 20 CFR 681.260, including a qualifying Census tract, Alaska Native Village Statistical Area, Alaska Native Regional Corporation Area, or other approved area with a poverty rate of at least 25 percent, using the current approved data source.
Other public or child-care assistance	Describe the program. Do not treat SSDI, PASS/child-care assistance, or another benefit as proof of low-income unless it is an allowable pathway under current guidance.

Family income

Application term	Definition and staff use
Family	Generally, two or more persons related by blood, marriage, guardianship, adoption, or court decree who live in one residence as spouses and dependent children, or as a parent/guardian and dependent children. Apply current WIOA rules to the actual household.
Prior six months	Use the six-month period immediately before the eligibility determination. Record the dates, family size, income sources, and countable total. Apply the current poverty and LLSIL standards.

Application term	Definition and staff use
Countable income	Record wages, salary, tips, net self-employment income, and other income included by current WIOA guidance. Enter zero when there was no applicable income.
Do not include	Do not include the Alaska Permanent Fund Dividend; Unemployment Insurance; ATAP/TANF or Tribal TANF; Tribal or General Assistance; Refugee Cash Assistance; Workers' Compensation lump-sum settlement; SSI; Aid to the Disabled or Aid to the Blind; Senior Assistance; military active-duty income; or veterans' benefits, consistent with the application and current guidance.

Demographic and supplemental information

Application term	Definition and staff use
Race	Select one or more based on the applicant's self-identification: American Indian/Alaska Native, Asian, Black or African American, Native Hawaiian/Other Pacific Islander, White, or Not provided. The star by American Indian/Alaska Native identifies a current grant priority, not an eligibility category.
Ethnicity	Select Hispanic or Latino, Not Hispanic or Latino, or Not provided based on self-identification. Ethnicity is collected separately from race.
Alaska resident	Record the applicant's response for program information and service planning. Residency alone does not establish federal WIOA Youth eligibility.
Veteran	A person who served in the active military, naval, air, or space service and was discharged or released under conditions other than dishonorable, subject to the applicable federal definition.
Individual with a disability	The applicant may identify a disability or decline to disclose details. Declining disclosure does not by itself affect eligibility or access to reasonable accommodations.

Veteran, disability, and access information

Application term	Definition and staff use
Eligible veteran	Use the current federal veteran definition and applicable period of service. The application distinguishes service of fewer than 180 days from 180 days or more for program reporting.
Veteran with a disability	A veteran entitled to compensation for a service-connected disability or discharged or released because of a service-connected disability, under the applicable federal definition.

Application term	Definition and staff use
Campaign veteran	A veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge or qualifying medal was authorized.
Recently separated	A veteran within 48 months after discharge or release from active service.
Transitioning service member	A service member on active duty, including separation leave, within 24 months of retirement or 12 months of separation.
TAP workshop	A Transition Assistance Program workshop supporting the transition from military to civilian employment.
Disability and access information	Use the selections to identify accommodations, auxiliary aids, communication access, and service-planning needs. Do not request detailed medical records when a less intrusive allowable source is sufficient.

Selective Service

Application term	Definition and staff use
Registered	The applicant is registered with the Selective Service System. Record the information or documentation reviewed.
Exempt	The applicant is within a recognized exemption under current Selective Service and WIOA guidance. Document the basis as required.
Not applicable	Selective Service requirements do not apply to the applicant under current guidance.

Education and family information

Application term	Definition and staff use
Highest education level completed	Select the highest level actually completed. A certificate of attendance or IEP completion is not the same as a high school diploma or recognized equivalent. Enter the institution/program and completion date.
Single parent	A mother or father who is single, separated, divorced, or widowed and has primary or shared responsibility for one or more dependent children, as reported under current data guidance.
Incarcerated parent	Identify whether the applicant's mother, father, or both are incarcerated. This supports assessment and service planning and does not independently establish Youth eligibility.

Application term	Definition and staff use
Child-care needs	Record the number of children or dependents requiring care and whether the applicant needs help arranging or paying for care to participate. Use this information to assess supportive-service needs.

Additional assistance eligibility

Use carefully. Additional assistance is not a substitute for missing eligibility documentation or an inapplicable barrier. Staff should first determine whether another documented eligibility barrier applies.

A youth requires additional assistance to enter or complete an educational program or to secure or hold employment when at least one of the following State-defined conditions is supported:

- Lacks the employability skills needed to obtain or retain employment.
- Lacks access to training opportunities because of geographic challenges.
- Requires special accommodations for education or employment because of a disability.
- Experiences cultural dissonance affecting education or employment.
- Is a migrant youth as defined in the application and this guide.
- Is attending an educational program and previously dropped out, or has poor attendance during the preceding 12 months and below-average grades, including being behind in credits for graduation.
- Is not attending an educational program, has no vocational or employment goal, and has a poor work history, including no work history or being fired during the preceding six months.

Application rules for additional assistance

Application term	Definition and staff use
ISY	The youth must meet every ISY requirement, including low-income unless an AWIB-approved low-income exception applies. No more than five percent of newly enrolled ISY statewide may qualify based on additional assistance. Obtain written AWIB approval before enrollment under this criterion.
OSY	The youth must meet every OSY requirement and must be low-income. The five-percent ISY additional-assistance limitation does not apply to OSY.
Participant-specific explanation	Describe the youth's actual circumstances, how the condition affects education or employment, and why the criterion applies. Repeating the checkbox language is not sufficient.
Documentation reviewed and retained	Identify the allowable source, date, and relevant facts. Self-attestation may be used only when permitted by current federal and approved AWIB guidance.

Certifications, notices, releases, and signatures

Application term	Definition and staff use
Applicant certification	The applicant certifies that the information is accurate and complete, understands verification and authorized uses, and acknowledges responsibilities if enrolled.
Applicant statement or self-attestation	May support an item only when current federal and AWIB guidance identifies it as an allowable source. A signed application may serve as self-attestation when it identifies the applicable fact or pathway and includes enough information to support the determination.
Rights and procedures	Provide and review the Equal Employment Opportunity Discrimination Complaint Form and the WIOA Youth Program Grievance and Appeal Procedures. Record applicant and staff acknowledgment.
Optional media release	The applicant may give or decline permission. Declining permission does not affect eligibility, enrollment, or services.
General release of information	Authorizes information exchange reasonably necessary for eligibility, assessment, ISS development, service coordination, reporting, monitoring, outcomes, and follow-up during the stated period.
Separate sensitive-information release	Obtain a separate, specific authorization before requesting or disclosing substance-use treatment, medical or behavioral-health treatment, housing or landlord records, or other information requiring additional authorization.
Parent or guardian signature	Required on the application when the applicant is under age 18. Follow current guidance for other releases or service decisions.
Career planner or staff signature	Confirms staff review of the application. It does not replace the separate documented eligibility determination, objective assessment, ISS, or service record.

Eligibility documentation and case-file standards

- Identify the complete ISY or OSY pathway, including school status, age, low-income status when required, and each barrier used.
- Retain an allowable source for each required fact and record the eligibility determination date in AlaskaJobs.
- Resolve conflicting sources before enrollment. Use the most reliable, objective, and current source; do not alter, backdate, or create records to manufacture eligibility.
- Use self-attestation only where permitted. Do not impose documentation requirements beyond federal and approved AWIB guidance.
- Collect only the minimum information necessary for disability or another sensitive factor, restrict access, and follow confidentiality requirements.
- Write a case note explaining judgment calls, including school-status analysis, a low-income exception, or use of additional assistance.
- Complete the objective assessment and ISS after eligibility is established and before delivering the first WIOA Youth program element.

Authority and companion materials

Use the most current approved versions of the following authorities and tools:

- Workforce Innovation and Opportunity Act, including Sections 3, 129, and 188.
- 20 CFR Part 681 and 29 CFR Part 38.
- TEGL 21-16 and Change 1; TEGL 23-14; TEGL 08-15; TEGL 10-23 as modified by Change 3; and TEGL 23-19, Change 3.
- AWIB Policy 07-502.3 when approved and effective, together with current AWIB eligibility and source-documentation guidance.
- WIOA Title I-B Youth Program Application, WIOA Youth Self-Attestation Form, Objective Assessment, Individual Service Strategy, and AlaskaJobs procedures.