PURPOSE. The purpose of this guidance is to provide direction to workforce system stakeholders including Local Workforce Development Boards (LWDBs) and youth program service providers, regarding the Youth Eligibility Requirements for the Workforce Innovation and Opportunity Act (WIOA) Title I Youth Program.

REFERENCE(S).

- Workforce Innovation and Opportunity Act (WIOA), July 22, 2014: §129.

BACKGROUND.
WIOA outlines a broader youth vision that supports an integrated service delivery system and provides a framework through which states and local areas can leverage other federal, state, local, and philanthropic resources to support in-school youth (ISY) and out-of-school (OSY). WIOA affirms NMDWS’ commitment to implementing and overseeing the provision of high-quality services for all youth and young adults, beginning with career exploration and guidance, continued support for educational attainment, opportunities for skills training in in-demand industries and occupations, such as pre-apprenticeships or internships, and culminating with a good job along a career pathway, enrollment in post-secondary education, or a Registered Apprenticeship.

The Youth Program delivers a comprehensive array of services that focus on assisting transitional youth ages 14-24, particularly youth who are disadvantaged and have one or more barriers to employment. The goal of the program is to prepare these youth for postsecondary education and employment opportunities, attain educational and/or training credentials, and secure employment that has a positive career outlook. Youth service providers support the 75 percent out-of-school youth and 20 percent work experience expenditure rate as required by WIOA.
REQUIREMENTS.

WIOA Youth Eligibility Criteria
WIOA Section 129(a) (1) establishes the eligibility criteria that an individual must meet to participate in the WIOA Youth Program. Every individual receiving services under the WIOA Youth Program must meet either the In-School Youth or Out-of-School Youth eligibility criteria to enroll in the program.

Each of the following eligibility elements must be documented for each participant prior to the receipt of a staff-assisted career service with significant staff involvement, or individualized customized service.

To be eligible to receive WIOA youth services, an individual must:
- be a citizen or noncitizen authorized to work in the United States;
- be in compliance with the Selective Service Act requirements (males only) as required by WIOA section 189(h); If an individual is enrolled into WIOA youth services at age 17, they must register into Selective Service immediately upon turning age 18; and
- be an ISY between the ages of 14 and 21 years or an OSY between the ages of 16 and 24 years at time of enrollment in WIOA.

Note: A Glossary is included at the end of this guidance letter as Attachment A.

In-School Youth:

In-School Youth (ISY) as defined in WIOA §129(a)(1)(B) – (C) is an individual who is:
- Not younger than age 14 and not older than 21 years at time of enrollment in WIOA;
- Attending secondary or postsecondary school at the time the eligibility determination portion of program enrollment in WIOA is made (unless an individual with a disability who is attending school under state low);
- Low-income, as defined by WIOA §3(36), or lives in a high-poverty area (see Low-Income Exception); and
- Has one or more of the following barriers:
  - Basic skills deficient;
  - An English language learner;
  - An offender(subject to the juvenile or adult justice system);
  - A homeless individual defined in sec. 41403(6), Violence Against Women Act (42 U.S.C. 14043e-2(6)));
  - A runaway;
  - An individual in foster care or has aged out of the foster care system;
  - A child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677) or in an out-of-home placement;
  - Pregnant or parenting;
  - An individual with a documented disability;
  - Requires additional assistance to enter or complete an educational program or to secure or hold employment. (Because the State has chosen to not define “additional assistance” as relates to WIOA Youth program eligibility, each Local Board has the responsibility for determining its own definition of this eligibility category. If a Local Board wishes to use this eligibility category, a local policy must be developed that
specifies what conditions must be met for a youth to require additional assistance and what documentation is needed to demonstrate this eligibility category. The policy definition for additional assistance should be reasonable, quantifiable, and based on evidence that the specific characteristic of the youth identified in the definition objectively requires additional assistance. The local definition cannot simply list youth barriers already identified in WIOA.)

**ISY Exceptions and Limitations:**

- **"Additional Assistance" Limitation** – In each local area, not more than 5 percent of the ISY assisted under this section may be eligible under “individual who requires additional assistance” to complete an educational program or to secure or hold employment. (WIOA §129(3)(B))

- **Low-Income Exception** – Not more than 5 percent of the ISY assisted can be individuals that are not low-income. (WIOA §129(3)(A)(ii))

**Out-of-School Youth:**

Out-of-School Youth (OSY) as defined in in WIOA §129(a)(1)(B) – (C) is an individual who is:
- Not attending any school and,
- Not younger than age 16 or older than 24 at the time of enrollment, and
- Has one or more of the following barriers:
  - School dropout;
  - Within the age of compulsory school attendance;
  - Recipient of a secondary school diploma or its recognized equivalent who is low-income and:
    - basic skills deficient or
    - an English language learner.
  - An offender (subject to the juvenile or adult justice system);
  - A homeless individual defined in sec. 41403(6), Violence Against Women Act (42 U.S.C. 14043e-2(6));
  - A runaway;
  - An individual in foster care or has aged out of the foster care system;
  - A child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677) or in an out-of-home placement;
  - Pregnant or parenting;
  - An individual with a documented disability;
  - Low-income individual, or an individual who lives in a high-poverty area, who requires additional assistance to enter or complete an educational program or to secure or hold employment.

**OSY Exceptions:**

- **Low-Income Exception** - Not more than 5 percent of OSY individuals in the following categories can be considered eligible and not meet the low-income criteria:
  - A recipient of a secondary school diploma or its recognized equivalent who is low-income and is basic skills deficient;
  - An English language learner;
  - A low-income individual but requires additional assistance to enter or complete
educational program or to secure or hold employment may not be low-income individuals. (WIOA §129(3)(A)(ii))

- **Co-enrollment Provision** - Individuals ages 18 through 24 may be eligible for both Adult and Youth programs if they meet the respective eligibility requirements for both programs.
- **Authorization to Work** – Authorization to work in the United States can be verified through eligibility for UI benefits.
- **Nondiscrimination** - WIOA Section 188(a)(5) contains a specific nondiscrimination provision that provides that participation under the WIOA is available to citizens and nationals of the United States; lawfully admitted permanent resident aliens, refugees, asylees or paroles; and other immigrants authorized by the Attorney General to work in the United States. Individuals with employment authorization qualify under this provision as “immigrants authorized by the Attorney General to work in the United States.” This includes “Deferred Action for Childhood Arrivals” (DACA) (please refer to Glossary) participants with employment authorization.

**Determining School Status**
For the purpose of determining ISY and OSY eligibility, a child is “attending school” if, at the time the eligibility determination portion of program enrollment in WIOA is made, the young person:

- Is enrolled in a school, including any of the following:
  - Public school;
  - Charter school;
  - Private school; or
  - Disciplinary alternative education program (DAEP);
  - Is homeschooled;
  - Is attending high school equivalency programs funded by the K-12 system;
  - Is a high school graduate who has registered for postsecondary classes, even if not yet attending postsecondary classes;
  - Is attending postsecondary school classes; or
  - Is in between postsecondary school semesters and has registered for classes for a future semester or has paid all or part of the tuition for a future semester.

- The following programs are not considered “school” under WIOA:
  - Adult education provided under Title II of WIOA
  - YouthBuild programs
  - Job Corps programs
  - High school equivalency programs (not funded by the public K-12 system)
  - Dropout re-engagement programs.

**Note**: Once the school status of a youth is determined, that school status remains the same until exit from the WIOA youth program.

**Objective Assessment and Youth Program Design**
As a way to support the process of determining eligibility for individuals applying to the WIOA Youth Program, local youth programs must:

- Provide for an objective assessment of each youth participant, including a review of the academic and occupational skill levels and service needs, for the purpose of identifying appropriate services and career pathways for participants and informing the individual service strategy. The objective assessment must include a review of:
- Basic skills;
- Occupational skills;
- Work experience;
- Employability;
- Interests;
- Aptitudes;
- Support service needs; and
- Developmental needs.

**Note:** A new assessment of a participant is not required if the Board determines that it is appropriate to use a recent assessment (made within the last 6 months) of the participant conducted as part of another education or training program.

- Develop, and update as needed, an individual service strategy for each youth participant that:
  - Is directly linked to one or more indicators of performance (as described in WIOA §116(b)(2)(A)(ii);
  - Identifies appropriate career pathways that include education and employment goals;
  - Considers career planning and the results of the objective assessment; and
  - Prescribes achievement objectives and services for the participant; and

- Provide case management of youth participants rooted in evidence-informed practice, including follow-up services.

**Boards must ensure that Workforce Connection Center staff:**
- Provide youth participants with information regarding the full array of applicable or appropriate services available through the Board or other providers or partners; and
- Refer youth participants to appropriate training and educational programs that have the capacity to serve them either on a sequential or concurrent basis.
- Work closely with co-located staff and become familiar with their programs as a best practice in connecting with eligible ISY or OSY youth including staff that serves migratory agricultural workers and their children.

**Note:** In order to meet the basic skills and training needs of applicants who do not meet the eligibility requirements of a particular program or who cannot be served by the program, Boards must ensure that youth are referred for further assessment, as necessary, or referred to appropriate programs to meet the skills and training needs of the youth.

**ELIGIBILITY DOCUMENTATION REQUIREMENTS.**
Each LWDB is required to collect supporting eligibility documentation used to determine eligibility. WIOA establishes strict participant eligibility, priorities and requirements for participation to account for the proper use of Title I funds.

- **Local Procedures** - Each LWDB is required to collect supporting eligibility documentation used to determine eligibility. WIOA establishes strict participant eligibility, priorities and requirements for participation to account for the proper use of Title I funds.
- **Forms of Documentation** - Local boards must obtain required documentation for each eligibility data element as outlined in the comprehensive checklist of allowable forms of eligibility
documentation contained in Attachment A of this guidance letter.

- **Electronic Files** - The State has established a standard for an electronic file (e-file) which includes a paperless registration, eligibility determination, and program enrollment. All program enrollments are required to be completed in an e-file format. Physical evidence, which is obtained during the verification process, is maintained in participant files. Such evidence would be copies of documents, completed telephone verification/document inspection forms, and signed self-attestation forms.

- **System Backup** - Local Boards must ensure all information or documentation stored in an electronic document management system is backed-up routinely. The crash of a computer system is not a valid excuse for loss of information.

- **Barriers** - One documented barrier will make a participant eligible to receive services; however, notation of additional barriers as they are identified are required to be recorded and documented in the New Mexico Workforce Connection Online System. Lack of supporting documentation for additional barriers, beyond the first barrier, does not delay services. The recording of additional barriers is required and will be captured in quarterly performance review data at both the federal and state level.

- **Case Notes** - Case notes refer to either paper or electronic statements by the case manager that identifies, at a minimum, the following: a participant's status for a specific data element, the date on which the information was obtained, and the case manager who obtained the information.

- **Self-Attestation**
  - Self-attestation occurs when a participant states his or her status for a particular data element and then signs and dates a form acknowledging this status. The key elements for self-attestation are:
    - the participant identifying his or her status for permitted elements and
    - signing and dating a form attesting to this self-identification.
  - The form and signature can be on paper or in the state management information system, with an online signature.
  - Self-attestation cannot be used to document the basic WIOA eligibility data elements of right to work, selective service, and age.
  - Documenting eligibility with self-attestation is a method of last resort when no other source of documentation can be found or accessed.
  - Self-attestation can also be used to clarify documentation that is considered insufficient by itself.
  - Please review the most current or relevant Data Validation TEGL to assist in determining when it is appropriate to use self-attestation; or consult with your local MIS coordinator if the data element in question is not addressed in this Workforce Guidance Letter.
  - Local Boards may create their own self-attestation form; however, it must include all elements of the self-attestation form included in this Workforce Guidance Letter.

**ACTION REQUIRED.**
The local boards are requested to distribute this information to the appropriate local board staff.
ATTACHMENT.
Attachment A: Glossary

INQUIRIES:
For inquiries please contact the LWDB liaison at NMDWS.

Yolanda Montoya-Cordova, WIOA SAE
New Mexico Department of Workforce Solutions
ATTACHMENT A - GLOSSARY

Local program staff making eligibility determinations for the WIOA Youth program should make use of the following definitions:

APPLICANT: An individual who applies for services provided under WIOA through a WIOA grant recipient or sub-recipient and is in the eligibility process.

BASIC SKILLS DEFICIENT: An individual who computes or solves problems, reads, writes, or speaks English at or below the eighth grade level on a generally accepted standardized test or a comparable score on a criterion-referenced test.

CAREER PATHWAY (WIOA sec. 3(7)): means a combination of rigorous and high-quality education, training, and other services that—
   a. Aligns with the skill needs of industries in the economy of the State or regional economy involved;
   b. Prepares an individual to be successful in any of a full range of secondary or postsecondary education options, including apprenticeships registered under the Act of August 16, 1937 (commonly known as the “National Apprenticeship Act”; 50 Stat. 664, chapter 663; 29 U.S.C. 50 et seq.) (referred to individually in this Act as an “apprenticeship”, except in section 171); 2
   c. Includes counseling to support an individual in achieving the individual’s education and career goals;
   d. Includes, as appropriate, education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
   e. Organizes education, training, and other services to meet the particular needs of an individual in a manner that accelerates the educational and career advancement of the individual to the extent practicable;
   f. Enables an individual to attain a secondary school diploma or its recognized equivalent, and at least 1 recognized postsecondary credential; and
   g. Helps an individual enter or advance within a specific occupation or occupational cluster.

CAREER PLANNING (WIOA sec. 3(8)): means the provision of a client-centered approach in the delivery of services, designed—
   a. To prepare and coordinate comprehensive employment plans, such as service strategies, for participants to ensure access to necessary workforce investment activities and supportive services, using, where feasible, computer-based technologies; and
   b. To provide job, education, and career counseling, as appropriate during program participation and after job placement.

COMPULSORY SCHOOL ATTENDANCE AGE: Based on the New Mexico Statues Annotated (NMSA), Chapter 22, Article 12, Section 22-12-2, the age of compulsory education is 18.

DEFERRED ACTION FOR CHILDHOOD ARRIVALS: WIOA Section 188(a)(5) contains a specific nondiscrimination provision that provides that participation under the WIOA is available to citizens and nationals of the United States; lawfully admitted permanent resident aliens, refugees, asylees or parolees; and other immigrants authorized by the Attorney General to work in the United States. Individuals with employment authorization qualify under this provision as “immigrants authorized by
the Attorney General to work in the United States." This includes “Deferred Action for Childhood Arrivals” (DACA) participants with employment authorization. Participants identified as DACA participants must meet the WIOA eligibility requirements to access any WIOA services for which they would otherwise qualify. LWDB staff must obtain appropriate documentation of employment authorization. This documentation must include self-attestation, at a minimum. The DACA process is for individuals who came to the United States as children and:

a. Were under the age of 31 as of June 15, 2012;

b. Came to the United States before reaching their 16th birthday;

c. Have continuously resided in the United States since June 15, 2007, up to the present time;

d. Were physically present in the United States on June 15, 2012, and at the time of making their request for consideration of deferred action with U.S. Citizenship and Immigration Services (USCIS);

e. Entered without inspection before June 15, 2012, or their lawful immigration status expired as of June 15, 2012;

f. Are currently in school, have graduated or obtained a certificate of completion from high school, have obtained a general education development (GED) certificate, or other equivalent state-authorized exam in the United States, or are an honorably discharged veteran of the Coast Guard or Armed Forces of the United States;

g. Have not been convicted of a felony, significant misdemeanor, three or more other misdemeanors, and do not otherwise pose a threat to national security or public safety.

A DACA participant whose case has been deferred is eligible to receive employment authorization for the period of deferred action, provided they can demonstrate “an economic necessity for employment.”

DEFICIENT IN BASIC LITERACY SKILLS: (For use in determining basic youth eligibility.) An individual who:

1. computes or solves problems, reads, writes, or speaks English at or below the eighth grade level on a generally accepted standardized test or a comparable score on a criterion-referenced test; or

2. 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.

DEPENDENT CHILD: A child, related by blood, marriage, or decree of court, living in a single residence with his/her parent(s) or guardian

ENGLISH LANGUAGE LEARNER: An eligible individual who:

1. has limited ability in reading, writing, speaking, or comprehending the English language; and

2. whose native language is a language other than English; and

3. who lives in a family or community environment where a language other than English is the dominant language.

EXCLUDABLE INCOME: For the purpose of determining WIOA income eligibility, the following are excluded from income:

- Needs-based scholarship assistance.
- Cash welfare payments (including TANF, SSI, RCA, GA, emergency assistance, and general relief).
[WIOA §3(36)(A)]

- One time income received in lieu of TANF cash assistance.
- Income earned while a veteran was on active military duty and certain other veterans’ benefits, i.e., compensation for service-connected disability, compensation for service-connected death, vocational rehabilitation, and education assistance. [TEIN 22-92]
- Regular payments from Social Security, such as Old Age and Survivors Insurance.
- Lump sum payments received as assets in the sale of a house, where the assets are to be reinvested in the purchase of a new home. [Consistent with IRS guidance]
- Payments received as the result of an automobile accident insurance settlement that are being applied to the repair or replacement of an automobile.
- Foster care payments. [WIOA §3(36)(A)]
- Any withdrawal from an Individual Development Account (IDA) for the purchase of a home, medical expenses, or educational expenses.
- One time cash payment, including tax refunds; loans, which are debt and not income; onetime insurance payments; gifts; and lump sum inheritances.
- Noncash benefits such as employer-paid fringe benefits, food, or housing received in lieu of wages, Medicare, Medicaid, food stamps, school meals, and housing assistance.

FAMILY: 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:

a. A husband, wife, and dependent children.

b. A parent or guardian and dependent children.

c. A husband and wife.

Note: Family size is determined based on those individuals meeting the above definition at time of application.

FAMILY INCOME: Family income includes total 6 months cash receipts before taxes (i.e. Gross wages) from all sources as defined in “Family” above, except: If the applicant reports little or no includable income, s/he must indicate other resources relied upon for life support during the last six months on the Applicant Statement. Such resources may include such things as unpaid debts, gifts, loans, unemployment compensation, etc.

FOSTER CHILD: A youth 14-18 years of age on whose behalf state or local government payments (excluding OASI) are made. This may include youth who have been made a ward of the state by a court, including those in the following categories:

a. Youth in State Institutions

b. Youth in Community Group Homes

c. Youth in Foster Homes

GUARDIAN: An individual related by blood, marriage, or decree of court, living in a single residence, where the parents are not present in the residence.

HOMELESS PERSON: An individual who lacks a fixed, regular, and adequate nighttime residence and who has a primary nighttime residence that is

a. a supervised publicly or privately operated shelter designed to provide temporary living accommodation (including welfare hotels, congregate shelters, and transitional housing for the
mentally ill);
b. an institution that provides a temporary residence for individuals intended to be institutionalized; or
c. a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings. EXCLUSION – For purposes of WIOA, the term “homeless” or “homeless individual” does not include any individual imprisoned or otherwise detained pursuant to an Act of Congress or a State law. A homeless individual who meets the above criteria is presumed to be economically disadvantaged for purposes of eligibility under the WIOA unless demonstrated otherwise.

IN-SCHOOL YOUTH: Means a person age 14 through 21 who is attending school full time and who has not yet received a high school diploma or high school equivalency.

INDIVIDUAL: A person not meeting the definition of family is considered to be an individual. Youth aged 18 years and older living with parents or other family member(s) must document individual status by completing the Self-Attestation form verifying that status.

INDIVIDUAL WITH A DISABILITY: An individual with a disability as defined in the Americans with Disabilities Act of 1990, §3. [42 U.S.C. §12102] The individual:
   a. has a physical or mental impairment that substantially limits one or more of the major life activities of such individual;
   b. has a record of such an impairment; or
   c. is regarded as having such an impairment.

A major life activity as referred under part A of the Americans with Disabilities Act includes employment. Suggested definition for substantial handicap to employment: a loss of occupational choice of a class or group of jobs due to the disability, i.e., significant diminishment of occupational choices.

An Individual with a Disability may be eligible based on the “family of one” income guideline. OSY with a disability are not required to be low-income and for ISY with a disability, the youth’s own income, rather his or her family’s income, must meet the low-income definition and not exceed the higher of the poverty line or 70 percent of the LLSIL.

A student with a disability is eligible for, and receiving, special education or related services under part B of the Individuals with Disabilities Education Act (20 U.S.C. 1411 et seq.); or is an individual with a disability, for purposes of section 504.

LOW-INCOME INDIVIDUAL: An Individual who:
   a. receives or is a member of a family that receives cash payments under a federal, state, or local income- based public assistance program; has received, assistance through the supplemental nutrition assistance program established under the Food and Nutrition Act of 2008 (7 U.S.C. 2011 et seq.), received an income or is a member of a family that has received a total family income for the six-month period prior to application for the program involved [exclusive of unemployment compensation, child support payments, payments described in subparagraph (A), and old-age and survivors insurance benefits received under Section 202 of the Social Security Act (42 U.S.C. 402)] that, in relation to family size, does not exceed the higher of:
      1- the poverty line, for an equivalent period; or
2. 70 percent of the Lower Living Standard Income Level, for an equivalent period;
   b. is a member of a household that receives (or has been determined within the six-month period
      prior to the application for the program involved to be eligible to receive) food stamps pursuant
      to the Food Stamp Act of 1977;
   c. qualifies as a homeless individual, as defined in the Stewart B. McKinney Homeless Assistance
      Act §103(a) and (c);
   d. is a foster youth on behalf of whom state or local government payments are made; or is an
      individual with
   e. a disability whose own income meets the requirements of (b) above, but who is a member of a
      family whose income does not meet such requirements. [WIOA §3(36)(A)]
   f. receives or is eligible to receive a free or reduced price lunch under the Richard B. Russell
      National School Lunch Act (42 U.S.C. 1751 et seq.), but when a school does not use individual
      eligibility criteria to determine who is eligible for free or reduced price lunch, whole school
      receipt of free or reduced price lunch cannot be used to determine WIOA low-income status for
      ISY. In schools where the whole school automatically receives free or reduced price lunch,
      WIOA programs must base low-income status on an individual student’s eligibility to receive
      free or reduced price lunch or on meeting one of the other low-income categories under WIOA.

LIVING IN A SINGLE RESIDENCE:
   a. Temporary, voluntary residence elsewhere — an individual is included in a single residence if
      they are temporarily and voluntarily living outside of the residence. This may include individuals
      attending school or college, or visiting relatives. It does not include involuntary temporary
      residence elsewhere (i.e. incarceration or placement as a result of a court order). Note: If a
      college student is not claimed as a dependent on anyone else’s tax return, they are NOT a
      dependent child.
   b. Temporary, involuntary residence elsewhere — an individual is NOT included in a single
      residence if they are temporarily and involuntarily living outside of the residence. This may
      include individuals who are incarcerated or placed as a result of a court order. Note: A person
      not meeting the definition of family is considered to be an individual (family of one). Individuals
      ordinarily included in the definition of family, but no longer claiming to be dependent must
      complete an applicant statement attesting to individual status. Such statements should be
      corroborated by the head of household in which the individual resides. (S)He must also show
      source of his/her support. The individual must provide over 50% of his/her support to be
      considered a family of one. Income tax records are also a good source of documentation to
      support that the youth is not claimed by the parents. Youth aged 18 years and more, see
      “Individual” definition.

LOWER LIVING STANDARD INCOME LEVEL: the income level (adjusted for regional, metropolitan, urban,
and rural differences and family size) determined annually by the Secretary of Labor based on the most
recent lower living family budget issued by the Secretary. Income levels for families of two or more are
revised for the lower living standard income level from the U.S. Department of Labor Federal Register
issued annually.

MIGRATORY CHILD: A child who is, or whose parent or spouse, is a migratory agricultural worker
including a migratory dairy worker, or a migratory fisher, and who, in the preceding 36 months, in order
to obtain, or accompany such parent or spouse, in order to obtain, temporary or seasonal employment
in agricultural or fishing work – has moved from one residence and from one school district to another due to economic necessity. (US Citizenship and Immigration Employer Handbook)

**OFFENDER:** Any adult or juvenile who is or has been subject to any stage of the criminal justice process for whom services may be beneficial or who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.

**PREGNANT OR PARENTING YOUTH:** A youth who is 24 years of age or less at the time of application and who is pregnant, or a male or female who is providing custodial or non-custodial care for one or more dependents under age.

**POST SECONDARY EDUCATION:** A program at an accredited degree-granting institution that leads to an academic degree beyond secondary education.

**PUBLIC ASSISTANCE/CASH WELFARE PAYMENTS:** Federal, State or local government cash welfare payments issued directly to the recipient for whom eligibility is determined by a needs or income test (i.e. TANF, Refugee Cash Assistance, and Supplemental Security Income). Note: Supplemental Security Disability Income (SSDI) is not considered cash welfare and does not make a person automatically eligible for WIOA.

**RUN-AWAY YOUTH:** A person under 18 years of age who absents himself or herself from home or place of legal residence without the permission of parents or legal guardian.

**SCHOOL DROPOUT:** An individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent. A youth's dropout status is determined at the time of registration.