

ELIGIBILITY AND ENROLLMENT TRAINING GUIDE

ELIGIBILITY

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Guide

Eligibility and Enrollment



Remember the EQUATION:

**Eligibility + Enrollment Forms + Assessment + Start Date =
ENROLLMENT**



NOTE:

If any step above is not completed, the youth is not enrolled in your program. All incomplete enrollment applications will be returned to the contractor, detailing what documentation is needed to complete the enrollment process. Youth should not actively participate in program services until the enrollment has been verified.

Q: How is enrollment verified?

A: Contractors may check the status of an application by logging onto www.pyndex.org. and review their roster. A youth has been successfully enrolled when their name appears on the roster and their status is “active”.

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STEP 1: Determine the youth's eligibility

Completing this step saves time and energy:

How?

➤ TIME

You'll know right away if you need to move to the next step

➤ ENERGY

Avoids hassle of obtaining documentation from non-eligible youth



NOTE:

As the certifier, you want to ensure that potential participants are eligible before initiating Step Two: Completion of Enrollment Forms. Youth who do not submit all required documentation or lack certification for any reason are not permitted to participate in WIA programs. All youth must provide required documentation prior to program participation.

Eligibility must be determined by the following six (6) areas:

1. AGE:

A youth eligible for services and programs funded through WIA must be between the ages of 14 and 21. **Proof of age** must be documented. Acceptable documentation consist of the following:

- School District of Philadelphia Photo ID w/ D.O.B
- Birth certificate
- Drivers/Non-Drivers License
- Recent report card
- Passport

2. PROOF OF RESIDENCY:

A youth eligible for Youth Works must reside in Philadelphia, and must provide **proof of residency**.

Acceptable documentation consist of the following:

- School District of Philadelphia Photo ID
- Verification of homeless/foster care
- Benefit letter from public assistance/TANF/SS/or disability
- Recent pay stubs
- W2 forms w/ SS #

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3. PROOF OF CITIZENSHIP:

A youth eligible for Youth Works must be eligible to work in the United States. **Proof of citizenship** is required. Acceptable documentation consists of the following: *(2 forms are required)*

- School District ID w/ social security card or birth certificate
- Drivers/Non-drivers License or recent report card with social security card or birth certificate
- Birth certificate with photo ID
- Social security card or notification letter with photo ID

4. PROOF OF INCOME & FAMILY SIZE:

A youth eligible for Youth Works must fall into one of the WIA income levels. **Proof of income is required and must be within six (6) months of the program start date.**

Q: How is income determined?

A: Income eligibility is determined by comparing the annual family income to the family size. **Documentation must be provided for both income & family size.** The total household income must be at or below the following income levels:

Acceptable documentation consists of the following:

- Recent pay stubs
- W2 forms w/ social security, or
- Disability Certification

NOTE: Annual income should be calculated using **Gross Income** and not Net income.

Household Size	Annual Income Limit	The income and family size requirement may be waived if proof of the following circumstances is obtained by the contractor: <ul style="list-style-type: none"> ○ Youth has a disability ○ Family receives welfare benefits or TANF ○ Family receives Social Security Benefits ○ Youth is in foster care ○ Youth is homeless ○ Family resides in PHA housing
1	\$8,530	
2	\$13,980	
3	\$19,190	
4	\$23,680	
5	\$27,950	
6	\$32,680	
7	\$37,410	
8	\$42,140	

*** For a household with more than eight members, add \$4,730 per each additional person.

Please Note: *Income is waived for any youth when one of the following conditions apply:*

Condition	Acceptable Documentation
Receives Public Assistance	<ul style="list-style-type: none"> ✓ Benefit letter from public assistance/ TANF/ social security or disability ✓ Statement from case worker
Resides in Public Housing	<ul style="list-style-type: none"> ✓ Rent adjustment form ✓ Lease
Has a Documented Disability	<ul style="list-style-type: none"> ✓ Individual education plan (IEP) ✓ Physician's statement ✓ Letter from Social Security Disability
Is in Foster Care	<ul style="list-style-type: none"> ✓ Letter from social service agency
Self Certifies	<ul style="list-style-type: none"> ✓ Homeless or extreme circumstance

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PROOF OF FAMILY SIZE:

A youth must provide **proof of family size** to be eligible for Youth Works. Accepted documentation consist of the following:

- Birth certificates and/or Social Security Cards for all family members
- Housing authority lease or letter
- Benefit letter from public assistance/ TANF, social security or disability

5. BASIC SKILLS DEFICIENT

In Philadelphia:

- Scored Below Basic on most recent SAT-9, PSSA or comparable standardized assessment
- At-Risk of not meeting SDOP's promotion and graduation standards
- Other WIA eligibility criteria concerning basic skills

6. WORKING PAPERS:

- Work permit (*If receiving a wage at any point during the program year*)

The employment certification process was established to ensure that minors are working in safe jobs, under sufficient adult supervision. Working papers are for youth between the ages of 14 and 17. Work permits are not required for youth, once they turn 18 years old.

Age	Type of Work Permit
Under 16	"Yellow" or Vacation Employment Certificate
17	"Blue" or Transferable

*** The "yellow" work permit is issued for a specific employer and renewed if a new job is secured.

*** The "blue" work permit can be used for any employer.

Q: How to obtain a work permit?

A: Obtain an "Application for Employment Certificate" or "Transferable Work Permit" from one of the working papers offices or from the guidance office in your local high school.

1) Have your physician fill out Part "D" verifying that you have had a physical that year.

- **NOTE: Physicals are no longer offered at working papers sites.**
- Please have Section D completed before you make your appointment.

2) Call and make and appointment at a working papers site.

- Do not be late for your appointment.
- If you are more than five minutes late, your appointment will be canceled and you must reschedule.

3) Bring the completed application to one of the working papers offices along with proof of age.

- Acceptable documents include birth certificate, baptismal certificate, passport, driver's license, or school ID as long as the form of identification lists the date of birth.

4) A parent or guardian must accompany applicant.

- If your parent or guardian is unable to attend, they may instead sign the application in the presence of a notary public and have the application notarized.

5) Bring your materials to one of the working papers offices during the hours of operation listed.

http://www.phila.k12.pa.us/students/working_papers for a complete listing.

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Once eligibility has been determined, all youth must complete the PYN and WIA enrollment forms:

There are 12 different enrollment forms, however, **not every form is applicable to every youth:**



The required forms for every youth enrollment packet regardless of their school status:

✓ YW Enrollment Checklist	✓ Youth Individual Goal Plan
✓ YW Application	✓ Buckley Waiver
✓ Income Calculation Sheet	✓ Waiver & Release Form

Q: Who completes what?:

Youth & Parent or Guardian	Contractor
✓ YW Application	✓ YW Enrollment Checklist
✓ Buckley Waiver Form	✓ Income Calculation Sheet
✓ Selective Service Form	✓ Youth Individual Goal Plan
✓ Waiver & Release Form	✓ School Verification Form



The enrollment forms that are optional depending upon youth payment method and school status are:

* Working Papers	Disability Certification Form
* I9 Form	School Record Verification
* W4 Form	** Selective Service Form
* <i>Required only if a youth will receive a wage during the program year...</i>	
** <i>Required only for males over 18 years old</i>	

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STEP 1: ENROLLMENT FORMS

Completing this step accurately is essential to the process flow and data base system:

- **PROCESS FLOW**
Youth entered in the system without complication
- **DATA BASE SYSTEM**
Youth's name appears on roster and then you must tie them to a placement/worksite site

NOTE:

As the certifier you are required to sign federal documentation such as the Employment Eligibility Verification Form (also known as the I-9). Your signature on each form confirms the information provided by the youth. You should not sign any application that does not have all supporting documentation.

Applications without a certifier's signature will not be processed; consequently, enrollment packets that lack any required documentation are not to be submitted.

❑ **YOUTHWORKS CHECKLIST**

- Must use provided checklist (checklist must not be altered)
- Enter Contractor Code, which ties youth specifically to your program (*beginning with "Y" and a 3 digit number*)
- Worksite Code, if known, which ties youth to a particular work site (*beginning with "Y" and a 2 or 3 digit number*)
- Must be completed, signed and dated by certifier
- Must be signed and dated by youth
- Program start date must be entered
- Must be submitted with all other enrollment forms (applications w/o Enrollment Checklist are incomplete)

❑ **YOUTHWORKS APPLICATION**

- Must be completed with all required signatures, dates and initials, where indicated
- Certifier is required to sign & date the bottom of the application

❑ **INCOME CALCULATION SHEET** (See instructions)

- Calculates annual family gross income to family size
- All supporting documents must be attached (e.g. pay stubs)
- Must be completed, signed and dated by certifier

❑ **BUCKLEY AMENDMENT**

- Provides access to school records
- Must be completed and signed by student and/or parent, if youth is under 18 years old

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- **WAIVER & RELEASE FORM**
 - Grants approval to be interviewed, audio taped, photographed, filmed, etc. for purposes of promoting PYN and its programs
 - Must be completed and signed by student and/or parent, if youth is under 18 years old
- **WORK PERMIT** – (*Program Year – 9/1/05-8/31/06*)
 - Required if the program will pay youth wages at any point during the program year
 - Yellow card, if under 16 (required)
 - Blue “Transferable” card, if 17 years old (required)
 - Copies of work permit applications are not acceptable

NOTE: If the youth already has a yellow work permit with “YouthWorks”, “WorkReady”, or “Philadelphia Youth Network”, then this work permit is valid and can be used.
- **W 4**
 - Required if the program will pay youth wages at any point during the program year
 - Sections 1 through 7 must be completed
 - Youth must sign and date the form, where indicated
- **I-9 (Employment Eligibility Verification)**
 - Required if the program will pay youth wages at any point during the program year
 - **Section 1:** Completed by the youth, signed and dated
 - **Section 2:** Completed by the certifier, signed and dated
 - Certifier must list acceptable documentation in list A
 - **Section 3:** Completed by Employer of record, PYN

NOTE:

The certifier must ensure that information listed is acceptable by guidelines on back of I-9 form for each column.

If youth provides documentation acceptable for **list A** no other documentation for the form is needed.

If the youth does not have any documentation to provide for **list A** then documentation for both **list B** and **C** must be provided.

Certifier must enter the month, date and year within the certification statement, and complete remainder of section 2.

The Employers’ address of record is: **Philadelphia Youth Network, 714 Market St, Ste 304 Philadelphia, PA 19106**

- **DISABILITY CERTIFICATION**
 - Identification of a verifiable disability
 - Requires physician signature or (credentialed) professional (including title) who is trained to make appropriate diagnosis
- **SCHOOL RECORD VERIFICATION FORM**
 - Verifies that youth is a student at current high school
- **SELECTIVE SERVICE**
 - Males 18 years of age and older must **registered for Selective Service** to be eligible for Youth Works.
Acceptable documentation consist of the following:
 - Selective Service opinion letter
 - Selective Service registration record (form 3A)
 - Report of transfer or discharge
 - Stamped Post Office Receipt of registration
 - Internet verification/ Registration is available online at <http://www.sss.gov/>

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STEP 2: YOUTH START DATE

Provide a start date for the youth (see YW checklist)

- Youth participates in Program Orientation
- Program start date should be a date **before** the assessment and/or enrollment forms are completed

STEP 3: YOUTH ASSESSMENT

The assessment process is essential for defining what type of goal(s) to be set for the youth during program year.

□ ASSESSMENT & YOUTH GOAL PLAN

- All participating youth should be assessed: academically, vocationally, and/or psycho-socially
- Assessment results should guide academic and vocational pathways
- All Goal(s) should align with WIA common measures and PYN competencies
- Goal Achievement indicators should be identified
- Plan for goal attainment, and
- Documentation that goal has been achieved

Youth Plan Pathway

Assessment → Set Goal → Indicator → Plan → Goal Attained

STEP 4: YOUTH PLACEMENT

In order to ensure youth placement, please make sure all worksite agreements have been submitted to PYN, processed and you have received a Worksite Code.

- A worksite is any physical site in which a young person will receive program-related services
- All participating youth should be tied to a particular worksite, for tracking and payroll purposes

STEP 5: ENROLLMENT DELIVERY PROCESS

- Contractor certifies enrollment application
- Contractor forwards completed enrollment applications including all supporting documentation to project manager
- Transmittal form is attached to enrollment applications to confirm receipt
- Enrollment applications are quality reviewed within 48-72 hours of receipt
- If application is incomplete, contractor will be notified by project manager regarding what additional information is needed to complete the enrollment process
- If application is successfully entered, youth name will appear on roster with an active status
- Contractor can access Roster and Worksites via PYN Contractor Page (24 hrs. p/day; 7 days a week)