



HEART OF TEXAS WORKFORCE DEVELOPMENT BOARD, INC.

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	Change 1	ISSUED:	June 11, 2010
PROGRAM:	ARRA, TANF	KEYWORD:	Summer Youth, Subsidized Employment

Subject: ARRA/TANF Subsidized Summer Youth Employment Program

Purpose: To assist Contractors in implementing provisions of and operating the ARRA TANF Subsidized Summer Youth Employment Program WD Letter 25-10 and Attachment are adopted as Board policy.

References: Texas Workforce Commission **WD Letter 16-10, Change 1**
Texas Workforce Commission WD Letter 25-10.

Discussion: In accordance with HWD 004-07 Change 2, entitled Policy Development and Approval by the Board, TWC WD Letter 25-10 and **WD Letter 16-10, Change 1** are wholly adopted and the Board shall comply and conform to all requirements within that directive.

Effective Date: Summer, 2010

Texas Workforce Commission

**Subsidized Summer Youth Employment
Program**

Implementation Guide

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Subsidized Summer Youth Employment Program

Part A – Eligibility and Low-Income Requirements

As detailed in WD Letter 16-10, Local Workforce Development Boards (Boards) must document the eligibility of youth participating in the Subsidized Summer Youth Employment Program (SSYEP), and served with American Recovery and Reinvestment Act (ARRA) of 2009/Temporary Assistance for Needy Families (TANF) Emergency Contingency Funds (ECF).

Part A of this guide provides:

- information on eligibility and low-income requirements; and
- procedures for documenting and verifying eligibility.

Eligibility Requirements

To be eligible to participate in SSYEP, a youth must meet the following eligibility requirements:

- Youth is 16 through 24 years of age.

- Youth is a U.S. citizen or a noncitizen authorized to work in the United States.

- Youth is defined as low income.

- Youth is not a foster youth.

Documenting and Verifying Eligibility

Age

Youth must be 16 through 24 years of age on the first day of subsidized employment, regardless of age at eligibility determination. If youth become 25 years of age before the first day of subsidized employment, they do not meet the age eligibility requirement.

Authorized to Work in the United States

Youth must be citizens or noncitizens authorized to work in the United States. They must: provide acceptable documentation verifying they are authorized to work in the United States;

or

complete the Citizenship/Eligible Noncitizen Status and Authorization to Work form, available in this guide in *Part C, Eligibility Documentation Forms*.

This form includes a list of acceptable documents for verifying a job seeker's authorization to work in the United States. Instructions for completing and maintaining the form also are available in Part C.

Low Income

To participate in SSYEP, youth must:
reside with family members; and
be low income.

Family Member Qualification

A youth is considered to reside with family members if the youth is:
a member of, and resides in, a household with a parent, legal guardian, or adult relative*, where the household consists of two or more persons related by blood, marriage, or decree of court, who are living in a single residence;
a pregnant or parenting youth age 16–24;
a noncustodial parent** age 16–24; or
married and living in a household with his or her spouse.

*Adult relative includes:

father or mother, including the “step” relationship;
grandfather or grandmother, including “step” relationship, extended to the degree of “great-great-great”;
brother or sister, including “step” relationship;
uncle or aunt, extended to degree of “great-great”;
niece or nephew, extended to degree of “great-great”; and
first cousin, extended to degree of once removed.

**A noncustodial parent is a parent who does not have physical and/or legal custody of his or her child by court order.

Boards may use self-attestation to document whether a youth is residing in a household with a parent, legal guardian, or adult relative.

Low-Income Qualification

Applicants who meet any one of the following criteria qualify as low income:

Household receives TANF benefits.
Household receives Supplemental Nutrition Assistance Program (SNAP) benefits.
Youth receives Children's Health Insurance Program (CHIP) benefits.
Youth receives Medicaid benefits.
Household receives subsidized child care through the Child Care and Development Fund (CCDF).
Household is eligible for or receives subsidized public housing assistance.
Household participates in the U.S. Department of Agriculture Food and Nutrition Services' Women, Infants, and Children (WIC) program.
Youth receives free or reduced-cost school lunch.

Youth is eligible for, or enrolled in, Workforce Investment Act (WIA) youth services. Youth whose family income is 200 percent of or below the U.S. Department of Health and Human Services' (HHS) Poverty Guidelines or the U.S. Department of Labor's (DOL) Lower Living Standard Income Level.

Boards may establish more restrictive standards for determining low-income status. For example, if the local school district does not assess family income to determine eligibility for free or reduced school lunch, the Board may choose not to allow receipt of free or reduced school lunch as a criterion for low-income qualification.

Documenting and Verifying Low Income

Household Receives TANF Benefits

If using this criterion, the household must be determined eligible for, or already be receiving, TANF benefits. The youth must be named on the grant.

Household Receives SNAP Benefits

If using this criterion, the household must be determined eligible for, or already be receiving, SNAP benefits. The youth must be named on the grant.

Youth Receives CHIP Benefits

If using this criterion, the youth must be determined eligible for, or already be receiving, CHIP benefits.

Youth Receives Medicaid Benefits

If using this criterion, the youth must be determined eligible for, or already be receiving, Medicaid benefits.

Household Receives Subsidized Child Care through CCDF

If using this criterion, the household must be determined eligible for, or already be receiving, subsidized child care through CCDF.

Household Is Eligible for or Receives Subsidized Public Housing Assistance

If using this criterion, the household must be determined eligible for, or already be receiving, subsidizing public housing assistance. If the household is eligible for subsidized public housing assistance, the eligibility must be current.

Household Participates in WIC

If using this criterion, the household must be determined eligible for, or already be receiving, WIC services.

Youth Receives Free or Reduced-Cost School Lunch

If using this criterion, the youth must have received free or reduced-cost school lunches during the 2009–2010 school year.

Youth Is Eligible for, or Enrolled in, WIA Youth Services

If using this criterion, the youth must be determined eligible for, or already be enrolled in, WIA youth services. Youth determined eligible for WIA youth services using the Five Percent Eligibility Exemption, and disabled youth considered a family of one for WIA income determination purposes, are included in this criterion. Youth receiving WIA youth follow-up services qualify for this criterion if the period of participation (POP) has not officially closed (90 days with no qualifying service). WIA eligibility expires when the POP [associated with the *WIA Program Detail* in The Workforce Information System of Texas (TWIST)] officially ends. The youth must be part of a family and not have applied for WIA youth services as a family of one, with the exception of disabled youth who are considered a family of one for income determination purposes.

Youth Whose Family Income Is 200 Percent of or below HHS's Poverty Guidelines or DOL's Lower Living Standard Income Level

If using this criterion, the youth must receive an income or be a member of a family receiving an income that, in relation to family size, is not in excess of the current combined 200 percent of HHS's Poverty Guidelines and DOL's Lower Living Standard Income Level, included in *Part D, Income Guidelines*.

Family Size

A youth's family includes all persons related by blood, marriage, or decree of court, who are living in a single residence.

To determine family size, use the Self-Certification of Family Status form, included in *Part C, Eligibility Documentation Forms*.

If a youth claims, for the purpose of defining his or her family, to be in a common-law marriage, Boards must ensure that written attestation affirming this fact is obtained from both parties. Texas Family Code §1.91 et seq. requires that individuals in an "informal" marriage (i.e., common-law marriage) be at least 18 years of age.

For purposes of family income determination, Boards must not consider a youth a family of one.

Determining Income

The income guidelines are based on 13 weeks of income. Income needs to be collected only for 13 weeks. To calculate the 13-week eligibility period:

1. Not counting the current month, count back three months from the application date.
2. Find the same week of the month and the same day of the week as the application date.
3. This is the beginning of the 13-week period. The end of the 13-week period is the day before the application date.

Boards must use this 13-week eligibility period to determine an annual income. To calculate the annual income:

1. determine the income for the 13-week period; and
2. multiply the 13-week period income by 4.

Excluded Income

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

1. Unemployment insurance benefits
2. Needs-based scholarship assistance
3. Financial assistance under Title IV of the Higher Education Act—Pell Grants, Federal Supplemental Educational Opportunity Grants and Federal Work Study, PLUS, Stafford, and Perkins loans—which is debt and not income
4. Child support payments
5. Cash welfare payments (including TANF, Supplemental Security Income, Refugee Cash Assistance, General Assistance, emergency assistance, and general relief)
6. One-time income received in lieu of TANF cash assistance
7. Income earned while a veteran was on active military duty and certain other veterans' benefits (compensation for service-connected disability, compensation for service-connected death, vocational rehabilitation, and education assistance)
8. Regular payments from Social Security, such as Old-Age and Survivors Insurance
9. 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
10. Payments received as the result of an automobile accident insurance settlement that are being applied to the repair or replacement of an automobile
11. Foster care payments
12. Any withdrawal from an Individual Development Account for the purchase of a home, medical expenses, or educational expenses
13. One-time cash payment, including tax refunds; loans, which are debt and not income; one-time insurance payments; gifts; and lump sum inheritances
14. Noncash benefits such as employer-paid fringe benefits, food, or housing received in lieu of wages, Medicare, Medicaid, SNAP benefits, school meals, and housing assistance

Note: When a federal statute specifically provides that income or payments received under such statute must be excluded in determining eligibility for the level of benefits received under any other federal statute, such income or payments must be excluded in SSYEP eligibility determination (e.g., adoption subsidies).

Include any income that is not specifically excluded from income above.

Subsidized Summer Youth Employment Program

Part B – Eligibility Documentation Log

To assist Local Workforce Development Boards (Boards) in ensuring compliance with Subsidized Summer Youth Employment Program (SSYEP) requirements, the Texas Workforce Commission has developed a log that Boards must use to verify youth eligibility and to record documentation sources.

General Instructions

The procedures and documentation log included in this section have been developed to help Boards comply with SSYEP documentation and verification requirements. Determination of a youth's eligibility is based on the documentation collected to verify eligibility prior to enrollment in SSYEP. Hard or electronic copies of the documentation identified on the documentation log are required. Boards must ensure that all documentation is retained in the youth's file.

Boards are not required to use this documentation log form. Boards can create their own documentation log form; however, all required data elements must remain the same.

Application Date

Record the month, day, and year the application process was started.

Eligibility Determination Date

Record the month, day, and year the applicant was determined eligible.

Name

Record the job seeker's last name, first name, and middle initial.

Sources of Documentation

Only acceptable documents listed in the log (e.g., birth certificate, ID card, letter) can be used to determine eligibility.

Because the burden of proof and the responsibility for eligibility lies with the Boards, Boards must be aware that liability for ineligible participants increases each time an alternative source is used.

Boards must ensure that Texas Workforce Center staff:

1. completes the documentation log;
2. checks the box to the left of each document collected and used in verifying a youth's eligibility; and
3. verifies eligibility before a youth participates in SSYEP.

Texas Workforce Center Staff Signature and Date

Sign and date where indicated.

Reviewer's Signature and Date

Sign and date where indicated.

Subsidized Summer Youth Employment Program Documentation Log

Application Date:

Eligibility Determination Date:

Eligibility Requirement	Acceptable Documentation	
Date of Birth/Age (16 to 24)	Baptismal Record Birth Certificate DD-214, Report of Transfer or Discharge Paper Driver License Federal, State, or Local Government ID	Hospital Record of Birth Native American Tribal Document Passport Public Assistance/Social Service Records School Records/ID Card
Authorized to Work in the United States	Citizenship/Alien Status Authorization to Work Form Alien Registration Card Indicating Right to Work (INS Form I-151, I-94, I-6888A) Baptismal Certificate (if place of birth is shown) Birth Certificate DD-214, Report of Transfer of Discharge (if place of birth is shown) Supplemental Nutrition Assistance Program (SNAP) Records (if place of birth is shown) Foreign Passport Stamped "Eligible to Work"	Work Permit Hospital Record of Birth Native American Tribal Document Naturalization Certification Public Assistance Records (if place of birth is shown) U.S. Passport Social Security Card Stamped "Work Eligible" (noncitizens only) with Picture ID Telephone Verification from Official Source
Youth Resides with Parent or Adult Relative/Caretaker	Texas Workforce Center self-attestation form	