

Monitor's Checklist PY2021

- 1) Participant: _____ Social Security #: _____
- 2) Enrollment Date: _____ 5% Window Participant: ____yes ____no
- 3) Home Phone: _____ Cell Phone: _____
- 4) Emergency Contact Person: _____ Phone #: _____
- 5) Emergency Contact Address: _____
City: _____ State: _____ Zip: _____

Under WIOA, eligibility for WIOA youth programs can depend in part on individual's financial circumstances. Listed below are the most commonly used eligibility criteria items. Under WIOA, the term "economically disadvantaged" means an individual who can meet at least one of the following criteria:

6) Economic Eligibility

Individual Status/Family Size: _____ **(REQUIRED FIELD – check one)**

- ____ Self-attestation
- ____ Most recent tax return
- ____ Public assistance records
- ____ Social service agency records

AND check one (or more) of the following five categories:

1) Individual/Family Income:

- ____ Self-attestation
- ____ Pay stubs
- ____ Bank statements
- ____ Employer statement/contact
- ____ Social security benefits
- ____ Public assistance records
- ____ Unemployment insurance documents

OR

2) Proof of Receipt of Public Assistance or Food Support: is required IF it is directly pertinent to eligibility.

- ____ Public assistance case number and start date
- ____ Refugee assistance records

OR

3) Family of One: designation of a participant must be documented if it is directly pertinent to eligibility.

If youth with disability:

- ____ Individual Education Program (IEP)
- ____ S.S. Administration letter/records
- ____ Letter from drug or alcohol rehabilitation agency

If youth is claiming financial independence:

- ____ An applicant statement attesting to their individual status, corroborated by the head of

household in which the person resides, if possible. The youth must also show the source of his/her support.

OR

4) Homeless:

- Self-attestation
- Shelter or social service agency

OR

5) A Supported Foster Child Status: Documentation must be obtained IF it is pertinent to eligibility.

- Foster care case number
- Written statement from state/local agency

7) Documentation of applicable barrier (must check at least one)

- Basic Skills deficient (TABE or CASAS test score in reading and/or math)
- Educational attainment one or more grade levels below age level
- Pregnant/parenting
- Offender
- Disabled Youth
- Homeless, runaway or foster child
- School Dropout
- WDA 10 Approved Category is Minnesota State Statute 124D.68 (*At risk of dropping out of an educational program, or inability to secure and hold employment.*)

8) Documentation of Minneapolis residency (check one)

- Self-attestation
- Driver's license or state identification card
- School identification card
- Postmarked mail addressed to applicant
- Public assistance record

9) Date of Birth/Proof of Age (check one)

- Driver's license or state identification card
- School identification card
- Birth certificate
- Federal, state or local government identification card
- Work permit
- Official school record

10) Proof of Name (check one)

- Driver's license or state identification card
- School identification card
- Birth certificate
- Public assistance record
- Social service record
- Federal, state or local government identification card
- Official school record

11) Documentation of Selective Service for males 18-21 (check one if applicable)

- Acknowledgement letter
- Selective service registration record or card

12) Documentation of Social Security # (check one)

- Social Security Card
- W-2 form
- Social Security benefits
- Official school records

13) **Citizenship/Alien Status (See 2013 Eligibility Handbook Attachment A, page 72 and list document used):** _____

14) **Career Interest Area(s)** _____ **Inventory used** _____

15) **Math level at intake** _____ **EFL** _____ **Test** _____

16) **Reading level at intake** _____ **EFL** _____ **Test** _____

17) **Supportive Services provided** _____
