

DYCD CONNECT

PARTICIPANT TRACKING SYSTEM:

WIOA

Participant Eligibility



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Key Terms

- ACCES-VR Services** Per the NY State Education Department, ACCES-VR includes a “wide array of services to assist eligible individuals with disabilities in obtaining employment.” You will indicate if a disabled applicant currently receives or is interested in these services.
- Student Type / Subtype:** Used to indicate whether the WIOA applicant is currently in school, and provide additional information (e.g. attending alternative school, dropout, etc.)
- WIOA Family:** Includes all people related by blood marriage or decree of court. Examples include the WIOA applicant and their parents, legal guardians, spouses, child/children, siblings 26 and younger, etc.
- WIOA Youth Barrier:** Identified barriers that prevent a WIOA applicant from entering the workforce or completing an educational program. Applicants must have at least one barrier to qualify for the WIOA program.

WIOA Eligibility

This user guide will explain the data entry steps needed to indicate that an applicant meets WIOA eligibility criteria. This is a supplement to the [Participant Intake & Registration](#) user guide, which provides a complete overview of how to complete the participant enrollment process.

In order to qualify for the WIOA Program, an applicant must:

- Meet Age Criteria of Program
- Qualify for at least one WIOA Youth Barrier
- Meet low-income eligibility guidelines (based on their household size)
- Have a primary address within the 5 boroughs of NYC
- **Learn & Earn programs only:** At point of enrollment, participants must be full-time students in 11th or 12th grade.
- **Train & Earn programs only:** Participants must not be attending school. Out-of-School Status may include:
 - BECOS, Job core, and HSE/GED program; AND,
 - Unofficial and/or official withdrawal from Secondary School, and the participant does not intend to return to school.
 - Excessive Truancy: Applicant has missed at least the most recent calendar quarter of the school year, but has not dropped out; OR,
- Participant has graduated secondary school, or higher.
- All applicants born male, who are seeking WIOA funded services must be registered for the US Selective to be deemed and or to remain eligible for program. Failure to register for Selective Service can result in an Administrative Exit from the WIOA Program and services. For additional information, see [Selective Service](#) requirements.

WIOA Youth Barriers

“Barriers” include circumstances that prevent an Applicant from entering the Workforce or completing an Educational Program. Example barriers and their definitions are provided below.

Low-Income Youth Barriers

Some WIOA Youth Barriers will simultaneously qualify the applicant as “low-income,” another requirement for eligibility.

- **Disabled** – an individual with any disability (as defined in Section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102)). [Act 101(17) All proofs related to Disability should be kept in a safe, secure, and separate file designated for sensitive information unique to each applicant.

Disability is captured in the **Participant Information** section of the intake. You must also indicate one or more disability types, as well as whether or not the applicant is receiving or interested in receiving [ACCESS-VR services](#).

An Individual with a Disability? * **Yes**

Currently receiving ACCESS-VR services? * **No**

Interested in receiving ACCESS-VR Services? * **Yes**

Disability Type (Required)

Learning Disability x Physical/Chronic Health Condition x Select all that apply

- **Homeless** - A person who lacks a fixed, regular and adequate nighttime residence, or whose primary nighttime residence is:
 1. a supervised publicly or privately operated shelter, Drop-in Center; or,
 2. an institution that provides temporary residence for individuals intended to be institutionalized or,
 3. a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

Homelessness is captured in the **Household Information** section of the intake. In the Household Members table, enter the applicant and [WIOA Family Members](#) (only if the family members are staying at a shelter with the applicant.) Select “Homeless” or “Shelter” for Housing Type.

Household Information

Head of Household Type * **Single Person – No Children**

Housing Type * **Shelter**

Household Size *

Annual Income Amount *

WIOA Family Size

6 Month Income

- **Runaway** – An individual under 18 years of age who absents themselves from home or place of legal residence without permission of parents or legal guardian. Considered a [WIOA family](#) size of one.
 - Under **Household Information**: Enter all members of the current household
 - Under **Participant Information**: Provide an address no older than 6 months old. Answer “Yes” to field “Runaway Youth”

- **Foster Care & or Aged-out** – A foster child is an individual on behalf of whom State or local government payments are made. This includes youth previously identified as foster care participants, as well as applicants 21 years or older who transitioned or are currently transitioning out of the Foster Care system. Foster Care participants are always deemed a family of one. This barrier is entered under **Participant Information**.

- **Pregnant** – An individual who was born Female, who is under 24 years of age and who is pregnant. This barrier is entered under **Household Information**.

- **Parenting** – An individual who (male or female) is providing custodial care to one or more dependents under the age of 18 years. The Proof of Child or Children must also be collected for Youth Parents. This barrier is entered under **Household Information**.

- **Offender** – An individual who is, or has been, subject to any stage of the criminal justice process, and who will benefit from this program, or an individual who requires assistance in overcoming barriers to employment resulting from a record of arrest or conviction. Entered under **Participant Information**. Note that any documents collected in relation to this barrier must also be kept in the separate safe and secure file for each individual.

- **Drop-out (Train and Earn Only)** – Generally defined as a young person that lacks a high school diploma or recognized equivalent – and is not enrolled in school. This barrier is entered under **Education / Work Status**.

Additional WIOA Youth Barriers

The barriers described below can also be used to qualify a WIOA applicant. However, an applicant with these barriers alone is not considered [low-income](#).

- **Basic Skills Deficient** – Applies to an applicant whose TABE Scores are 8.9 or below in reading and/or math, and/or has been evaluated using the WIOA Basic Skills Screening Tool. If you have completed the Basic Skills Screening Tool, make sure to indicate whether the participant is Basic Skills Deficient under the Education/Work Status section of the intake.
- **English Language Learner** – A person whose primary language is not English and has limited ability in speaking, reading, writing or understanding the English language. While completing the intake, make sure to indicate the areas (i.e. speaking, writing, reading) where the applicant needs help. Entered under **Participant Information**.

Is the participant Basic Skills Deficient? *

Yes

How well does the applicant speak English? * **Not well**

Is the applicant an English Language Learner? * **Yes**

Primary Language * **Bengali**

If English is not the applicant's primary language, is assistance required in any of the following areas?

Needs assistance in reading English

Needs assistance in writing English

Needs assistance speaking English

- **Requires Additional Assistance** – Entered as a field under **Education/Work Status**. This barrier may be assigned to applicants who do not fall under any other barrier category. As part of a professional staff assessment, your program may attest that the applicant has attributes such as never having held a job, having held many repeat and menial jobs, lack of any discernable career options, deficient college access, and/or failing grade average.

NOTE: To claim the Requires Additional Assistance barrier, your program must complete and upload the WIOA Youth Attestation form and fill out the Needs Additional Assistance section.

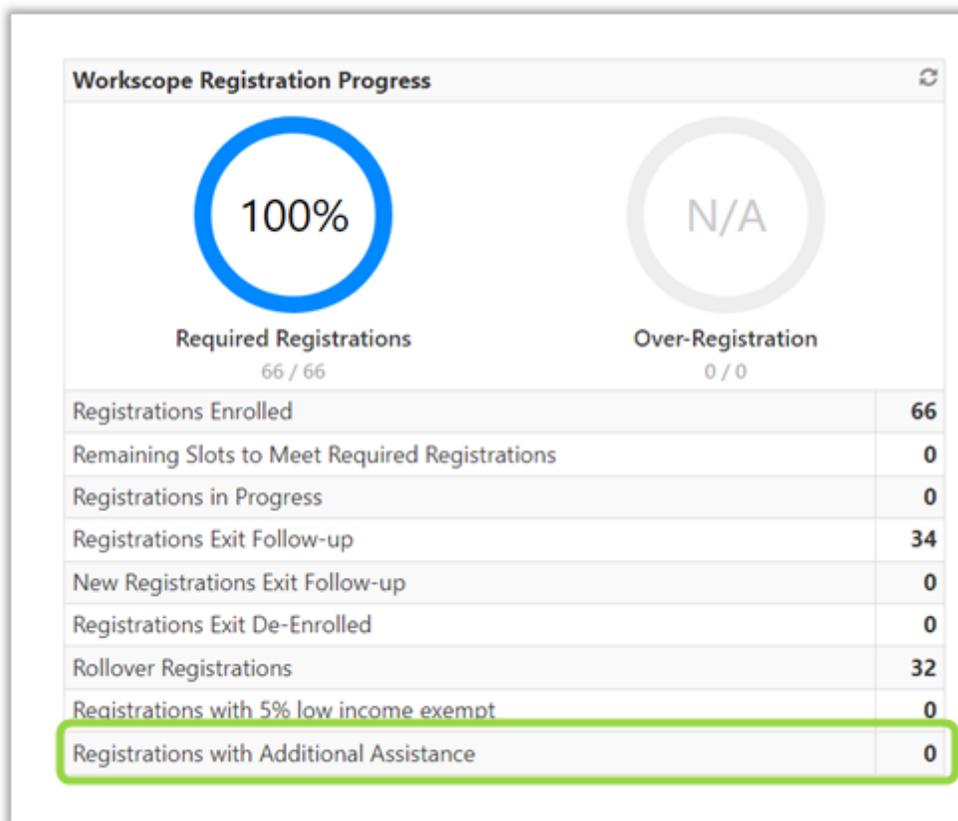
Needs additional assistance to complete an educational program or to secure/ hold employment*
Yes

In addition, if applicable, indicate one or more areas where the applicant needs additional assistance.

Subject(s) in which the applicant requires assistance

Reading × Math × Select all that apply

Learn & Earn programs must take additional care when selecting participants as Needs Additional Assistance. These programs are only allowed to enroll 5% of the WIOA Enrollment under this barrier. This number is tracked in the Workscope Registration Progress table, located under General>Basic Information in the workscope.



Low-Income Criteria

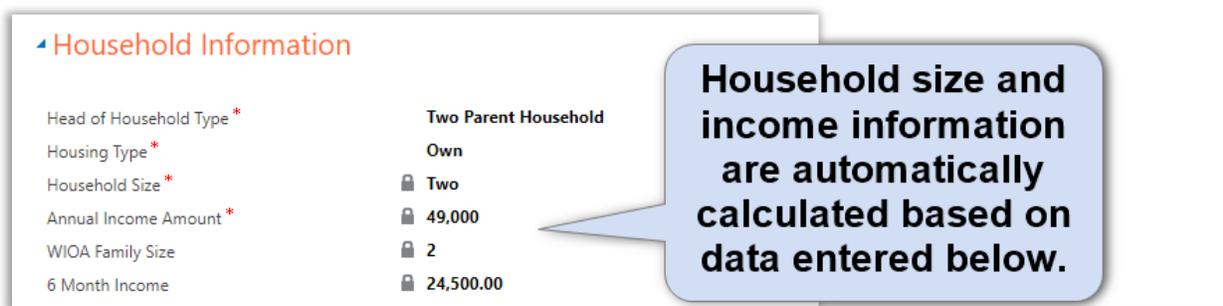
If a participant does not qualify for one of the [WIOA Low-Income Youth Barriers](#), you must indicate whether the applicant's household meets federal low-income eligibility guidelines.

NOTE: Your program may have a limited number of Low-Income Exception slots (visible under General>Program Compliance page of your workscope.) These slots are reserved for applicants whose income above federal poverty guidelines and are otherwise eligible to receive services. You must contact your DYCD Program Manager to provide a justification as to how the participant would benefit from attending your WIOA program.

Entering Income Information

In the Household Information section of the intake, you will provide information about the applicant's household members and income information. You must enter all household members (regardless of their relationship to the Applicant.) PTS will automatically determine which Household Members are considered part of the [WIOA Family](#).

First, answer Head of Household Type and Housing Type using the drop-down fields.

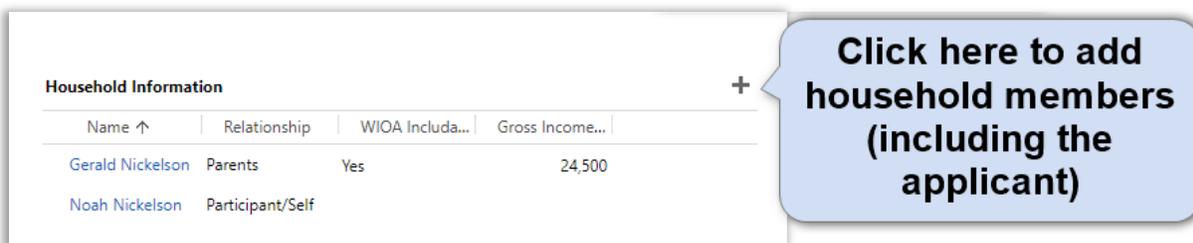


The screenshot shows a form titled "Household Information" with the following fields and values:

| | |
|-------------------------|----------------------|
| Head of Household Type* | Two Parent Household |
| Housing Type* | Own |
| Household Size* | Two |
| Annual Income Amount* | 49,000 |
| WIOA Family Size | 2 |
| 6 Month Income | 24,500.00 |

A callout box on the right states: "Household size and income information are automatically calculated based on data entered below."

Next, add all household members by clicking on the + icon in the Household Information grid.

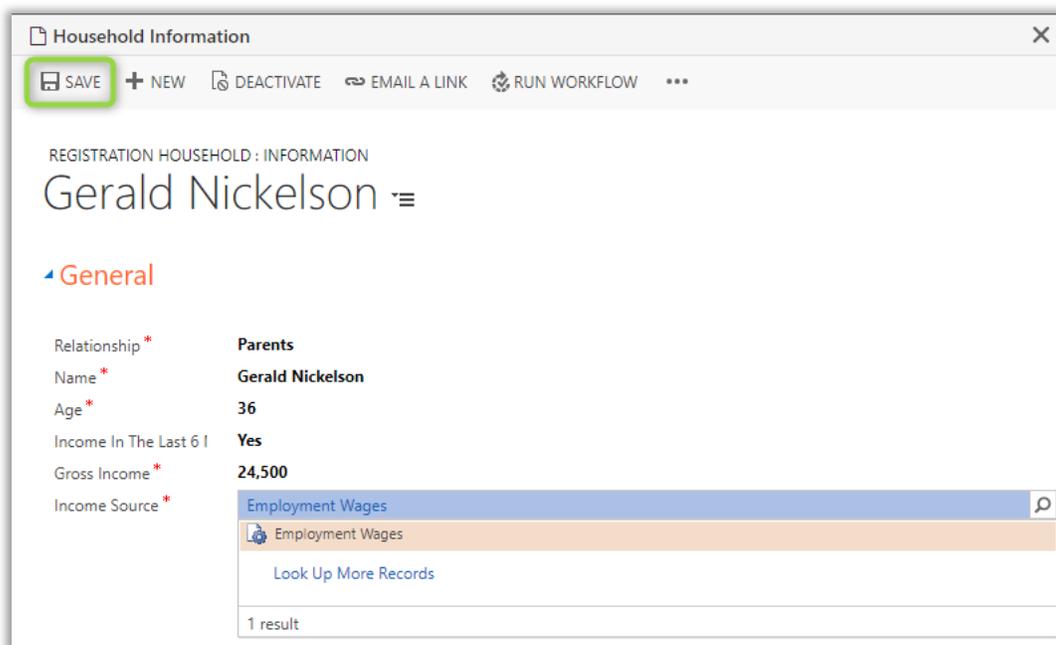


The screenshot shows a grid titled "Household Information" with a "+" icon to its right. The grid contains the following data:

| Name ↑ | Relationship | WIOA Includa... | Gross Income... |
|------------------|------------------|-----------------|-----------------|
| Gerald Nickelson | Parents | Yes | 24,500 |
| Noah Nickelson | Participant/Self | | |

A callout box on the right states: "Click here to add household members (including the applicant)" with an arrow pointing to the "+" icon.

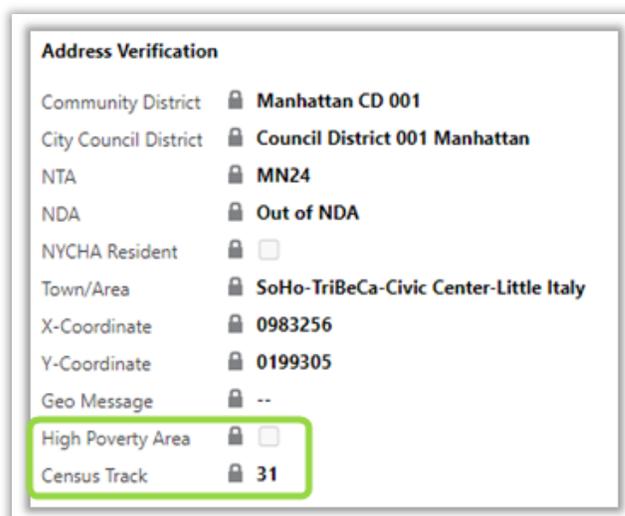
When adding a new household member, a window pops up where you will be able to provide the individual’s age and relationship to the applicant. In addition, if the household member had income in the last six months, you will need to provide the 6-month Gross Income, and the Income Source by clicking on the magnifying glass icon. Click “Save” once all data is entered.



PTS automatically calculates the total annual household income based on the income amount entered for each household member. If the household income exceeds federal poverty guidelines, you will need to provide a justification as to why the applicant should be considered for eligibility in your program (i.e. qualify for one of your low-income exception slots).

High-Poverty Census Tract Residents

Depending on the primary address entered in the Participant Information of the intake, the applicant may automatically qualify as low-income due to residing in a “High-Poverty Area.”



Program-Specific Eligibility Criteria

Depending on your program type, participants must meet certain eligibility criteria captured on the Education/Work Status page of the intake form.

Learn & Earn Programs

Each Learn & Earn participant must be listed as a “Full-Time Student” and in “11th Grade” or “12th Grade” at the point of enrollment.

| | |
|----------------------|---------------------------------|
| Student Type* | Full-Time Student |
| Student SubType* | Attending Alternative School |
| Educational Level | Middle School |
| Current Work Status* | Unemployed (Not in labor force) |
| Has IEP Diploma?* | No |
| Has Foreign Degree?* | No |

Enter the applicant’s School Information by clicking on the + icon at the top-right of the corresponding table.

School Information (Required for Full-Time Student) +

| | |
|---------------|-------------|
| School Name ↑ | School Type |
|---------------|-------------|

No Registration School records found.

An overlay will then appear where you may search for or provide information about the school the applicant attends. Make sure to click “Save” before exiting out of the overlay.

New School Information

SAVE + NEW

REGISTRATION SCHOOL : INFORMATION

New Registration Sc...

| | |
|-------------------|-----------|
| School Type* | Public |
| School Sub Type | Secondary |
| Public School* | |
| Street Address* | |
| Borough* | |
| City* | |
| State* | |
| Zip Code* | |
| Country | |
| Student ID/OSIS # | |

Perform a power search by typing * and a keyword or number in the school name

***110**

- P.S. 110
- P.S. 110 Florence Nightingale
- P.S. 110 The Monitor
- P.S. 110 Theodore Schoenfeld

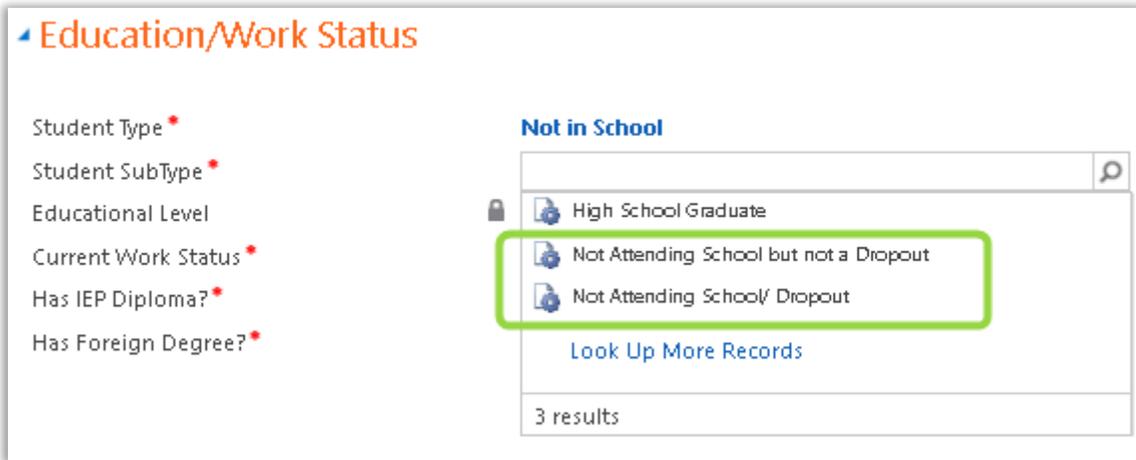
[Look Up More Records](#)

4 results

Train & Earn Programs

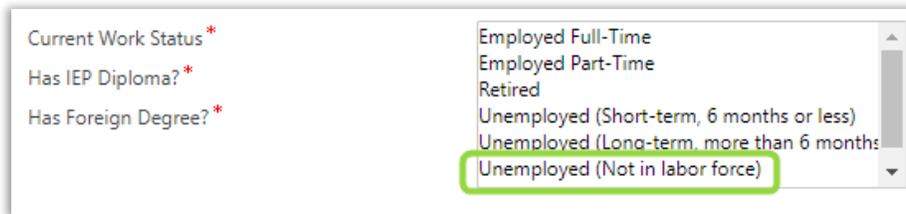
Train & Earn applicants must be listed as “Not in School” and one of the following [Student SubTypes](#):

- “Not Attending School but not a Dropout”
- “Not Attending School / Dropout”



The screenshot shows a form titled "Education/Work Status" with several fields: Student Type, Student SubType, Educational Level, Current Work Status, Has IEP Diploma?, and Has Foreign Degree?. A dropdown menu is open for "Student SubType", showing the following options: "High School Graduate", "Not Attending School but not a Dropout", and "Not Attending School/ Dropout". The "Not Attending School but not a Dropout" option is highlighted with a green box. Below the dropdown is a "Look Up More Records" link and a "3 results" indicator.

In addition, applicants must be unemployed at the time of their enrollment. If the applicant has never worked, indicate “Unemployed (Not in Labor Force)” under Current Work Status.



The screenshot shows a dropdown menu for "Current Work Status" with the following options: "Employed Full-Time", "Employed Part-Time", "Retired", "Unemployed (Short-term, 6 months or less)", "Unemployed (Long-term, more than 6 months)", and "Unemployed (Not in labor force)". The "Unemployed (Not in labor force)" option is highlighted with a green box.

Selective Service Registration

WIOA regulations state that persons born male must register for the US Selective Service to remain eligible for WIOA services once they reach 18 years of age. If applicable to the participant, all Selective Service questions require a response. The system will automatically de-enroll (“exit”) participants who do not register for Selective Service 90 days after their 18th birthday.

Selective Service

Is the applicant registered for US Selective Service? *

Yes

Selective Service Registration Number *

1234

Does the applicant understand that US selective service registration is a requirement? *

Yes

Did the applicant on active duty in the US Military/ROTC, ground, naval or air service during a war? *

No

Transitioning Service Member *

No

Health Information

During the Individual Services Strategy interview, participants will be asked a series of demographic information questions that must be completed in order to submit their PTS Profile.

Health Information

Health Insurance Status

Does the applicant have health insurance? *

Yes

What kind of health insurance does the applicant have? (Check all that Apply, Required)

- | | |
|---|-------------------------------------|
| Medicaid | <input checked="" type="checkbox"/> |
| Medicare | <input type="checkbox"/> |
| State Children's Health Insurance Program | <input type="checkbox"/> |
| State Health Insurance for Adults | <input type="checkbox"/> |
| Military Health Care | <input type="checkbox"/> |
| Direct-Purchase | <input type="checkbox"/> |
| Employment Based | <input type="checkbox"/> |
| Decline to Answer | <input type="checkbox"/> |

Consents

A screenshot of a web interface showing a 'Consents' section. The title 'Consents' is in orange. Below it is a sub-section 'General Program Consents' with a horizontal line. There are five consent items, each with a 'Yes' response:

- Consent to Participate/Verification of Information Provided *
Yes
- Consent for Emergency Medical Treatment *
Yes
- Participant Consent for Photo/Videotaping *
Yes
- Participant consent for use of original work *
Yes
- Participant Consent to Share Data for DYCD Referrals *
Yes

Eligibility Review

After completing all sections of the applicant’s intake form in the Participant Tracking System, you must generate the applicant’s Eligibility Rules, Low-Income Criteria, and Barriers (Additional Eligibility). Each item requires a supporting document, which your program will upload securely using the docUP Secure Document Upload app.

A screenshot of a dropdown menu titled 'ELIGIBILITY RULES'. The menu is open, showing three options: 'Eligibility' (highlighted in blue), 'Additional Eligibility', and 'Low Income Criteria'.

Step 1: Click on the Eligibility Rules section of the Participant Intake Form, and select “Eligibility.”

Step 2: Click on ‘Generate Eligibility’ button at the top-right of the table to generate each of the eligibility items.

NOTE: If you notice an eligibility item is missing, review the intake to make sure data was entered correctly. For example, “Primary Address within the 5 boroughs of NYC” will only generate if a NYC address is entered as the primary address in the Participant Information section of the intake.

| | | | | | | |
|-----------------------|-----------------------------------|------------------------|-----------|-----------------|---|--------------------------------------|
| Test Applicant | Registration ID REG-7835719129 | Start Date 7/1/2021 | Age 18 | DOB 1/1/2004 | Workscope 90546A-Train and Earn-7/1/2021-6/30/2022 | Provider Hostos Community College |
|-----------------------|-----------------------------------|------------------------|-----------|-----------------|---|--------------------------------------|

Participant Eligibility GENERATE ELIGIBILITY 🔍

| Name | Docu... | Docu... | Modifie.. | |
|--|---------|---------|-----------|------|
| Primary Address within the 5 boroughs of NYC | No | No | 3/16/2022 | Open |
| Not in School | No | No | 3/16/2022 | Open |
| Retired or Unemployed | No | No | 3/16/2022 | Open |
| Age 16-24 | No | No | 3/16/2022 | Open |

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Click here to generate the eligibility criteria

Click on each to indicate which supporting document you will upload

Step 3: Click on each eligibility item, and then click on the magnifying glass icon in the Document Type field to select a supporting document your program will upload via the docUP app. Make sure to click on “Save” once complete.

NOTE: You will need to return to this page to check off the “Document Uploaded” box after uploading the document through [docUP](#) and the Data Manager.

Participant Eligibility | Primary Address within the 5 borou... x

Primary Address within the 5 boroughs of NYC SAVE X

Name * **Primary Address within the 5 boroughs of NYC**

Document Type *

Approver Note

Homeless shelter letterhead/attestation

Insurance policies (life, residential, auto)

landlord statement

New York City Housing Authority (NYCHA) lease or other documentation

Official Mail from a Federal, State or City Agency

Private Lease

Look Up More Records

10 results

Document Uploaded

Document Approved

Step 4: Repeat the above steps for **Barriers (Additional Eligibility)** and **Low Income Criteria**, and select a supporting document for each eligibility item generated.

| Barriers | | | | | GENERATE BARRIERS |
|--|---------|---------|-----------|------|-------------------|
| Barrier Name | Docu... | Docu... | Modifi... | | |
| Dropout | No | No | 3/16/2022 | Open | |
| Needs additional assistance in educational program or employment | No | No | 3/16/2022 | Open | |
| Basic Skill Deficient | No | No | 3/16/2022 | Open | |

1 - 3 of 3

| Low Income Criteria | | | | | GENERATE LOW INCOME CRITERIA |
|----------------------------|--------------|--------------|-------------|------|------------------------------|
| Low Income Criteria Name | Document ... | Document ... | Modified on | | |
| High Poverty Area Resident | No | No | 3/16/2022 | Open | |

1 - 1 of 1

Additional Resources for Completing Intakes

There are several resources available on the [DYCD Connect Document Library](#) (listed under WIOA Program Documents) that can assist you in completing participant intake:

- **Participant Intake & Registration Guide** – This user guide explains all data entry steps needed to enter the WIOA Youth Application into the Participant Tracking System. In addition, the guide explains how to provide the results of your initial assessment, as well as submit the application to DYCD’s Central Validation Unit for review.
- **docUP Secure Document Upload Guide** – This user guide explains the steps to upload supporting documentation for each of the eligibility items generated in the intake, using the docUP Secure Document Upload mobile application.
- **SOGI Guidance**
- **Consent Forms**

WIOA PTS Assistance

If you encounter any issues with intake, eligibility, or PTS functionalities, reach out to your assigned Central Validation Unit Lead via email. Your program's assigned CVU lead is listed on the Basic Information page of your workscope. When requesting assistance, make sure to provide your workscope number, the participant's full name, stage/status, and a description of the issue. You may also include screen snapshots. The Central Validation Unit will provide immediate virtual assistance to resolve the issue or deem it outside of their capacity and route it to the appropriate IT team.