

WIA Youth File Documentation Training Frequently Asked Questions (03/25/11)

Q1: We had a question come up during the WIA Youth File Documentation video conference. If a youth falls under #1, of the Federal definition of homeless but is residing with various friends from night to night, would they meet this definition? We were unsure if a friend's residence would fall under #2 (c) of the homeless definition?

A1: No, a friend's residence could be considered a place designed and used for regular sleeping accommodation. A youth must meet section #1 and either subsection (a), (b) or (c) of section #2 of the homeless individual definition.

It defines homeless as follows:

(1) an individual who lacks a fixed, regular, and adequate nighttime residence; and

(2) an individual who has a primary nighttime residence that is:

(A) a supervised publicly or privately operated shelter designed to provide temporary living accommodations (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.

Source material: McKinney Act P.L. 100-77, sec 103(2) (1) sat. 485 (1987)

Q2: Can a client interview be considered a youth framework activity?

A2: Generally no. A client interview cannot be used as a Framework activity by itself. If the interview is combined with an educational or employment based assessment it would fall within the guidelines.

Framework activities identify the specific services needed for each youth to prepare for postsecondary educational opportunities, link to academic/ occupational learning, or prepare for employment. Framework activities include objective assessment, and the development of an ISS. Framework activities can only be delivered to eligible youth.

Source material: WIATL 33, WIA law section 129

Q3: If a client is in a household that receives food stamps, but not included on the assistance group is he WIA eligible?

A3: If the client is identified by the CDJFS office as a recipient, the client would meet the requirement for low income. However, other eligibility criteria must also be met: 1. Authorization to work in the U.S. 2. Selective Service registration 3. Age 14-21, 4. A barrier to employment. If further information regarding food stamp assistance groups is needed please contact your local CDJFS office.

Source material: WIATL 27

Q4: A 16 year old resides at the Knox County Children’s Resource Center. The client was placed there by the mother and is not a foster child. Her stay is being paid through the Wayne County Cluster (community team). Is the client a dependent?

A4: The child will be considered a family of one based upon the statutory definition of family. The youth is not residing in a single residence with anyone in the family.

Statutory definition of Family is 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

Source material: WIA Policy Letter 8-11.1

Q5: If a youth has more than one barrier on the application, only one of those barriers needs to be documented in the file. Therefore a monitor would not see it as a problem that all if the barriers on the application and all the barriers in Scoti would not be documented, as long as one of the barriers is documented. Is this correct?

A5: A point of clarification. You are required to document only one barrier. If you have obtained additional documentation it would be permissible to record it in the case file and Scoti. If you have not gathered additional document of barrier it is not necessary to indicate them on enrollment forms or in Scoti. Source material: WIATL 27

Q6: Using case notes as documentation

1. Youth and/or parent/legal guardian provides information regarding deficient in basic literacy skills.
2. Youth and/or foster parent provides information regarding foster child status

A6: Case notes are allowable to document Foster Child and Deficient in Basic literacy with regard to determining eligibility. For example, you may confirm through a guardian/parent that their client is not the enrolled into the appropriate grade level for his/her age. Documentation of that conversation in a case note would satisfy the documentation requirement. Source material: WIATL 27

Q7: A 17 year old lives with her grandmother, the parents do not provide support, and the grandmother was not the legal guardian. It was asked if the grandmother’s income for eligibility purposes should be included.

A7: The client will be considered a family of one based upon the statutory definition of family. The youth is not residing in a single residence with anyone in the family. Source material: WIA Policy Letter 8-11.1