

1. ELIGIBILITY DESK GUIDE

TITLE I ADULT

In order to receive Title I Adult and Dislocated Worker services, an individual must be at least 18 years of age or older, be authorized to work in the U.S., and meet Selective Service registration requirements.

| Priority of Services (See Eligibility Policy 4.1) |
|--|
| 1. Low Income, Public Assistance, or Basic Skills Deficient <u>AND</u> Veteran or Eligible Spouse including Widows and Widowers |
| 2. Low Income, Public Assistance, or Basic Skills Deficient |
| 3. Displaced Homemaker; Indians, Alaska Natives, Native Hawaiians; Older individuals; <i>Individuals with disabilities; Ex-Offenders</i> ; Homeless individuals or homeless children and youths; youth who have aged out of the foster care system; individuals who are English language learners, have low levels of literacy, and facing substantial cultural barriers; eligible migrant and seasonal farmworkers; individuals within two years of exhausting lifetime TANF eligibility; single parents; or long-term unemployed individuals <u>AND</u> Veteran or Eligible Spouse including Widows and Widowers |
| 4. Displaced Homemaker; Indians, Alaska Natives, Native Hawaiians; Older individuals; <i>Individuals with disabilities*</i> ; <i>Ex-Offenders*</i> ; Homeless individuals or homeless children and youths; youth who have aged out of the foster care system; individuals who are English language learners, have low levels of literacy, and facing substantial cultural barriers; eligible migrant and seasonal farmworkers; individuals within two years of exhausting lifetime TANF eligibility; single parents; or long-term unemployed individuals |
| 5. Veterans and Eligible Spouses who are NOT included in the priority group (1 or 3 above) |
| 6. Priority established by the Governor or Workforce Development Council: High School Dropout |
| 7. All other individuals ages 18 and older. |

Eligibility for Financial Assistance

As of July 1, 2020, in order to be eligible for financial assistance, individuals must meet indicate one of the following(See [Eligibility Policy 4.1](#)):

- | | |
|--|---|
| <input type="checkbox"/> A. Low-income individuals | <input type="checkbox"/> D. Individuals with disabilities |
| <input type="checkbox"/> B. Public Assistance | <input type="checkbox"/> E. Ex-offenders |
| <input type="checkbox"/> C. Basic Skills Deficient | <input type="checkbox"/> F. High School Dropout |

Special Barriers and Additional Priorities In South Dakota, for purpose of definitions within SDWORKS:

- **Governor's Special Barriers** include: Low Income , Basic Skills Deficient, and Public Assistance. This must be identified in the Barriers Screen.
- **Additional Priorities Established by the Governor** include: High school dropout, ex-offender, and individuals with disabilities. This must be identified in the Misc. Screen.

TITLE I DISLOCATED WORKER

A Dislocated Worker is a person who:

- has been terminated or laid off, or has received notice of termination or layoff, from employment; **AND** is eligible for or exhausted entitlement to Reemployment Assistance; **AND** is unlikely to return to previous industry or occupation.
- has been terminated or laid off, or has received notice of termination or layoff, from employment; **AND** has been employed for a duration sufficient to demonstrate attachment to the workforce, but is not eligible for Reemployment Assistance due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law; **AND** is unlikely to return to previous industry or occupation.
- has been terminated or laid off, or has received notice of termination or layoff, from employment as a result of permanent closure of a facility or business.
- is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days.
- was self-employed but is now unemployed as a result of general economic conditions in the community in which he or she resides or as a result of natural disaster.
- is the spouse of a member of the Armed Forces on active duty **AND** has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member.
- is the spouse of a member of the Armed Forces on active duty **AND** is unemployed or underemployed and experiencing difficulty in obtaining or upgrading employment.
- was temporarily or permanently laid off from employment as a consequence of COVID-19.
- was self-employed and became unemployed or significantly underemployed as a consequence of COVID-19.
- Is a **DISPLACED HOMEMAKER**: been providing unpaid services to family members in the home and:
 - Has been dependent on the income of a family member but is no longer supported by that income; **AND** is unemployed/underemployed and experiencing difficulty obtaining or upgrading employment.
 - Is a dependent spouse of a member of the Armed Forces on active duty and family income is significantly reduced because of a deployment, a call/order to active duty, a permanent change of station, or the service connected death or disability of the member; **AND** unemployed or underemployed and experiencing difficulty in obtaining or upgrading employment.

TITLE I IN-SCHOOL YOUTH

To qualify as an In-School Youth, an applicant must

- 1. Be 14 through 21 years of age.
- 2. Meet low-income guidelines*
- 3. Be registered for Selective Service, if male and over 18.
- 4. Have a school status of:
 - Attending high school.
 - Attending post-secondary school.
 - Attending a high school equivalency program funded through the public K-12 school system.
 - An individual with a disability, under 21, who is receiving services through the school.
 - In between school terms and intends to return to school.
 - Enrolled in classes leading to a credential.
 - Homeschool Status

* If the applicant meets all the criteria except for the low-income guidelines, contact the Youth Program Specialist to request a 5% income exemption.

5. Meet one or more of the following:

- Basic skills deficient
- English language learner
- Ex-offender
- Homeless, including Runaway and Out-of-home placement
- Currently in or aged out of foster care
- Pregnant or parenting
- Individual with a disability
- Additional Assistance**** – (See [Policy 4.4](#)) If this is the only eligibility criteria marked, contact the Youth Program Specialist to request a 5% exemption.

**Additional Assistance (In-School and Out-of-School Youth)

- No employment within the last 6 months
- Has a record of not being able to hold employment due to being fired, or quitting two or more jobs in the last six months
- Has a history of substance abuse
- Having one or more parents currently incarcerated
- Is a veteran

TITLE I OUT-OF-SCHOOL YOUTH

To qualify as an Out-of-School Youth, an applicant must:

- 1. Be 16 through 24 years of age.
- 2. Registered for Selective Service, if male and over 18.
- 3. Have a school status of:
 - Not attending any school.
 - Attending Adult Education and Literacy (AEL) classes.
 - Attending a high school equivalency program not funded through the public K-12 school system.
 - Attending Job Corps.
 - Attending YouthBuild.
 - Under the age of 18, does not have a high school diploma or equivalency, and has not attended school for the most recent school year quarter as determined by the school.

4. Meet one or more of the following:

- School dropout
- Under the age of 18, does not have a high school diploma or equivalency, has not attended school for the most recent school year quarter as determined by the school
- Ex-offender
- Homeless, including Runaway and Out-of-home placement
- Currently in or aged out of foster care
- Pregnant or parenting
- Individual with a disability
- Meets low-income guidelines* **AND Additional Assistance**** (see above in In-School Youth section)
- Meets low-income guidelines*, has a Secondary School Diploma or equivalency **AND** is Basic Skills Deficient

* If applicant meets all the criteria except for the low-income guidelines, contact the Youth Program Specialist to request a 5% income exemption.

High Poverty Areas (Youth)

Title I Youth who are not co-enrolled as an Adult and live-in **high poverty areas** are considered low income. Counties of Bennett, Buffalo, Corson, Dewey, Jackson, Mellette, Oglala Lakota, Todd, Ziebach are considered high poverty areas

LOW INCOME GUIDELINES

Annualized Family Income from the WIOA Title I Application must be verified if an individual is identified as being low income.

Metro Areas by county:

Custer County
Lincoln County
McCook County
Meade County
Minnehaha County
Pennington County
Turner County
Union County

| Family Size | Metro | | Non-Metro | |
|-------------|----------|------------------|-----------|------------------|
| | Annual | Six-Month Income | Annual | Six-Month Income |
| 1 | \$13,590 | \$6,795 | \$13,590 | \$6,795 |
| 2 | \$18,310 | \$9,155 | \$18,310 | \$9,155 |
| 3 | \$23,787 | \$11,893.50 | \$23,030 | \$11,515 |
| 4 | \$29,365 | \$14,682.50 | \$28,105 | \$14,052.50 |
| 5 | \$34,652 | \$17,326 | \$33,174 | \$16,587 |
| 6 | \$40,532 | \$20,266 | \$38,794 | \$19,397 |

Metro -Family Size over 6 – add \$5,880 each for Annual Income or \$2,940 each for Six-Month Income.

Non-Metro -Family Size over 6 – add \$5,620 each for Annual Income or \$2,810 each for Six-Month Income

Family Focus

200% OF POVERTY LEVEL

| Household/ Family Size | Annual | Six-Month Income | Household/ Family Size | Annual | Six-Month Income |
|---------------------------|----------|---------------------|---------------------------|-----------|---------------------|
| 1 | \$27,180 | \$13,590 | 8 | \$93,260 | \$46,630 |
| 2 | \$36,620 | \$18,310 | 9 | \$102,700 | \$51,350 |
| 3 | \$46,060 | \$23,030 | 10 | \$112,140 | \$56,070 |
| 4 | \$55,500 | \$27,750 | 11 | \$121,580 | \$60,790 |
| 5 | \$64,940 | \$32,470 | 12 | \$131,020 | \$65,510 |
| 6 | \$74,380 | \$37,190 | 13 | \$140,460 | \$70,230 |
| 7 | \$83,820 | \$41,910 | 14 | \$149,900 | \$74,950 |

Family Focus funding is available to Title I Adult participants who:

- Have a family income that is within 200% of the Federal Poverty level; **and**
- Do not meet funding eligibility through Title I Adult program; **and**
- Have a dependent child under the age of 18.

Refer to [Family Focus](#) Policy 4.2

Senior Community Service Employment Program (SCSEP)

125% Poverty Level

| Household/ Family Size | Maximum Annual Income |
|---------------------------|--------------------------|
| 1 | \$16,988 |
| 2 | \$22,888 |
| 3 | \$28,788 |
| 4 | \$34,688 |
| 5 | \$40,588 |
| 6 | \$46,488 |
| 7 | \$52,388 |
| 8 | \$58,288 |

SCSEP Priority of Service (Refer to [Policy 4.12](#))

1. 65 years of age or older, individuals with a disability, individuals who have limited English proficiency, individuals who have low literacy skills, those who reside in rural areas, have low employment prospects, those who have failed to find employment after using other program services through the One-Stop System, homeless or at risk of homelessness AND Veteran or Eligible Spouse including Widows and Widowers eligible for services by a DVOP with the JVSG
2. Age 55 and older, unemployed, AND low income based on 125% of the Department of Health and Human Services family income guidelines AND Veteran or Eligible Spouse including Widows and Widowers eligible for services by a DVOP with the JVSG
3. 65 years of age or older, individuals with a disability, individuals who have limited English proficiency, individuals who have low literacy skills, those who reside in rural areas, have low employment prospects, those who have failed to find employment after using other program services through the One Stop System, homeless or at risk of homelessness AND a Veteran or Eligible Spouse, not eligible under JVSG
4. Age 55 and older, unemployed, AND low income based on 125% of the Department of Health and Human Services family income guidelines AND a Veteran or Eligible Spouse, not eligible under JVSG
5. Age 55 and older, unemployed, AND low income based on 125% of the Department of Health and Human Services family income guideline