

## WIA YOUTH APPLICATION INSTRUCTIONS

Social Security Number: Enter the applicant's social security number.

Client Name: Last, First, Middle Initial: Enter the applicant's last name, first name and middle initial as they appear on legal documents.

Mailing Address: Enter the applicant's mailing address. If homeless or does not have a mailing address, enter an address which would most likely receive his/her mail such as a shelter, social service agency, relative, etc. If none available, enter a brief description of living situation.

City, State, Zip code: Enter the applicant's city, state and zip code.

Residence Address if different from the mailing address: Enter the actual address of the applicant's residence. Please include the city, state and zip code. If none available, enter a brief description of living situation.

Telephone/message telephone: Enter the applicant's home phone number and/or message telephone number. This number should be different than the contact name's telephone number.

Email Address: Enter the applicant's e-mail address.

Birthdate: Enter the applicant's date of birth.

Gender: Indicate applicant gender.

Permanent Contact: Enter an alternate contact person for maintaining communication with the applicant. This includes name, relationship, and telephone number. Please be sure the applicant provides the name of an individual who does not live with him/her and the telephone number should be different than the applicant's number.

Ethnicity Hispanic/Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture in origin, regardless of race. Ethnicity information is collected separately from race information. Individuals who indicate that they are Hispanic or Latino may also select one or more racial categories.

### Race

If the individual does not self-identify his/her race, leave "blank" or Record 0.

- American Indian/Alaska Native: A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains cultural identification through tribal affiliation or community recognition.
- Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent (e.g., India, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikkim, and Bhutan). This area includes, for example, Cambodia, China, Japan, Korea, Malaysia, the Philippine Islands, Thailand, and Vietnam.
- Black or African American: A person having origins in any of the black racial groups of Africa.
- Hawaiian or other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Citizen Status: Applicants must select one of the entries for this field.

### Education Status (Highest Grade Completed)

Check the line that best describes the applicant's educational status at registration

- Student, H.S. or less: The individual has not received a secondary school diploma or its recognized equivalent and is attending any school (including elementary, intermediate, junior high school, secondary or postsecondary, or alternative school or program whether full or part-time), or is between school terms and intends to return to school.
- Student, attending alternative school: The individual has not received a secondary school diploma or its recognized equivalent and is attending an alternative high school or an alternative course of study approved by the local educational agency whether full or part-time.
- Student, attending post-H.S.: The individual has received a secondary school diploma or its recognized equivalent and is attending a postsecondary school or program (whether full or part-time), or is between school terms and intends to return to school.
- Not attending school; H.S. dropout: The individual is no longer attending any school and has not received a secondary school diploma or its recognized equivalent.
- Not attending school; H.S. graduate: The individual is not attending any school and has either graduated from high school or holds a GED.

Employment Status: Select status at the time of application.

Contact Preference: Circle choice

Individual with a Disability: Enter YES if applicant has a physical or mental impairment that substantially limits one or more major life activities; or individual has a record of such impairment, or is regarded as having such impairment. An individual with a disability means an individual with a disability as defined in Sec. 3 of the Americans with Disabilities Act of 1990 (42 USC 12102).

Enter YES if the applicant has any "disability," as defined in Section 3(2)(a) of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102). Under that definition, a "disability" is a physical or mental impairment that substantially limits one or more of the person's major life activities. (For definitions and examples of "physical or mental impairment" and "major life activities," see paragraphs (1) and (2) of the definition of the term "disability" in 29 CFR 37.4, the definition section of the WIA non-discrimination regulations.)

Enter NO if the individual indicates that he/she does not have a disability that meets the definition. Leave blank the individual does not wish to disclose his/her disability status.

Is Applicant a Migrant Seasonal Farm worker? Seasonal farm worker worked at least 25 days (or parts of days) performing farm work during the last 12 months and earned at least one half of total income performing farm work and was not employed in farm work by the same employer all year. A migrant farm worker is a seasonal farm worker and has to travel to do farm work and is unable to return to permanent residence within the same day. A migrant food processing worker worked 25 days (part of days) doing food processing during the last year and earned at least one half the total earned income from food processing and has to travel to do food processing and cannot return to permanent residence within the same day.

Veteran Status: If applicant is claiming Veteran Status, applicant must provide a copy of the DD Form 214, Part 4.

### Eligible Veteran Status

Enter Yes, <= 180 days if the individual is a person who served in the active U.S. military, naval, or air service for a period of less than or equal to 180 days, and who was discharged or released from such service under conditions other than dishonorable.

Enter Yes, Eligible Veteran if the individual served on active duty for a period of more than 180 days and was discharged or released with other than a dishonorable discharge; or was discharged or released because of a service connected disability; or as a member of a reserve component under an order to active duty pursuant to section 167 (a), (d), or, (g), 673 (a) of Title 10, U.S.C., served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with other than a dishonorable discharge.

Enter Yes, Other Eligible Person if the individual is a person who is one of the following:

- (a) the spouse of any person who died on active duty or of a service-connected disability,
- (b) the spouse of any member of the Armed Forces serving on active duty who at the time of application for assistance under this part, is listed, pursuant to 38 U.S.C 101 and the regulations issued thereunder, by the Secretary concerned, in one or more of the following categories and has been so listed for more than 90 days:
  - (i) missing in action;
  - (ii) captured in the line of duty by a hostile force; or
  - (iii) forcibly detained or interned in the line of duty by a foreign government or power; or
- (c) the spouse of any person who has a total disability permanent in nature resulting from a service-connected disability or the spouse of a veteran who died while a disability so evaluated was in existence.

Enter No if the individual does not meet any one of the conditions described above.

Campaign Veteran: Enter yes if the veteran served on active duty in the U.S. armed forces during a war or in a campaign or expedition for which a campaign badge or expeditionary medal has been authorized as identified and listed by the Office of Personnel Management (OPM). A current listing of the campaigns can be found at OPM's website <http://www.opm.gov/veterans/html/vgmedal2.asp>. Select no if the individual does not meet the condition described above.

Disabled Veteran: Enter yes if the individual is a veteran who served in the active U.S. military, naval, or air service and who is entitled to compensation regardless of rating (including those rated at 0%); or who but for the receipt of military retirement pay would be entitled to compensation, under laws administered by the Department of Veterans Affairs (DVA); or was discharged or released from activity duty because of a service-connected disability. Select no if the individual does not meet any one of the conditions described above.

Transitioning Veteran: A participant who is a service member in active duty status (including separation leave) who participates in employment services and is within 24 months of retirement or 12 months of separation.

Recently Separated Veteran: Select yes if the individual is a veteran who applied for participation under WIA title I within 48 months after discharge or release from active U.S. military, naval, or air service. Select no if the individual does not meet the condition described above.

Selective Service: Mark the line that best applies to the applicant. Almost all male U.S. citizens and male aliens living in the U.S. who are 18-25 years old are required to register with Selective Service. There are a few exceptions such as non-citizens who are in the U.S. on student or visitor visas or young men currently serving in the military on full-time active duty. If a male applicant has not registered with the Selective Service and has not received an exemption, then a determination must be made by the Selective Service as to whether the male applicant knowingly and willfully failed to register as required by the Military Service Act.

- Yes: Applicant is registered with the Selective Service. Proof of Selective Service registration is required for men.
- No: Applicant is not registered with the Selective Service.
- Exempt – includes females: Applicant is exempt from registration or is female.

Employment Objective: What type of employment is applicant seeking?

Maximum Commuter Miles: How many miles is applicant willing to travel from their residence zip code.

Pertinent Skills: Have applicant list the types of skills they possess.

Work History: Last or current employer information should be completed, if applicable.

Youth Who Need Additional Assistance: Enter yes if the individual is a person who is between the ages of 14 and 21, and requires additional assistance to complete an educational program, or to secure and hold employment as defined by State or local policy. Enter no if the individual does not meet the conditions described above

English Language Proficiency: An applicant who has limited ability in speaking, reading, writing, or understanding the English language and: (a) whose native language is a language other than English or, (b) who lives in a family or community environment where a language other than English is the dominant language.

Pell Grant Recipient? Select yes or no.

Single Parent: Enter Yes if the individual is single, separated, divorced or a widowed individual who has primary responsibility for one or more dependent children under age 18. Enter No if the individual does not meet the condition described above.

Pregnant or Parenting Youth: Enter yes if the individual is a person who is either under 22 years of age and who is pregnant, or an individual (male or female) who is providing custodial care for one or more dependents under age 18. Enter no if the individual does not meet the described above.

Offender Status: Select yes if the individual (adult or youth) is a person who either (a) is or has been subject to any stage of the criminal justice process for committing a status offense or delinquent act, or (b) requires assistance in overcoming barriers to employment resulting from a record of arrest or conviction for committing delinquent acts, such as crimes against persons, crimes against property, status offenses, or other crimes. Select no if the individual does not meet any one of the conditions described above

Foster Care: Select yes if the individual is a person who is in foster care or has been in the foster care system. Select no if the individual does not meet the condition described above.

Homeless and/or Runaway Youth: Enter Yes if the individual (adult or youth) is a person who lacks a fixed, regular, adequate night time residence. This definition includes any individual who has a primary night time residence that is a publicly or privately operated shelter for temporary accommodation; an institution providing temporary residence for individuals intended to be institutionalized; or a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings; or a person under 18 years of age who absents himself or herself from home or place of legal residence without the permission of his or her family (i.e., runaway youth). This definition does not include an individual imprisoned or detained under an Act of Congress or State law. An individual who may be sleeping in a temporary accommodation while away from home should not, as a result of that alone, be recorded as homeless. Enter No if the individual does not meet the conditions described above.

Income Status: Select all relevant cash assistance for applicant or any member of his/her family and provide name(s), relationship and total gross income for the entire family

Certification: Applicant must read and sign this section. If applicant is under age 18, parent or guardian signature is required.