

Workforce Investment Act (WIA)
Temporary Assistance for Needy Families (TANF)
SUMMER YOUTH PROGRAM GUIDE

DEPARTMENT OF ECONOMIC OPPORTUNITY
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An equal opportunity employer/program.
All voice telephone numbers on this document may be reached by persons using TTY/TDD
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Part 1: DESIGNING A SUMMER YOUTH PROGRAM

- A. To sustain summer employment and work experience opportunities, Regional Workforce Boards (RWB) should consider using additional sources of funding to leverage summer employment program activities. In addition to regular WIA Youth formula funds, local areas can use other resources, such as TANF funds (see Part 3). When leveraging multiple funding streams, however, states must carefully track which participants are served with which funds and utilize only the flexibilities that are available for that funding source. Program and reporting requirements are based on the funding source of the activity.
- B. Ensuring opportunities and positive outcomes beyond summer work experiences ([TEGL 27-09](#))
- **Unsubsidized Employment**

Many youth, particularly older out-of-school youth, aim to directly transition from subsidized to unsubsidized employment. Prior to a youth completing a work experience, local areas should identify employers with greater potential to hire youth into unsubsidized employment. Local areas report that private sector employers are more likely to hire youth into unsubsidized positions and that private sector employers can offer high-quality jobs. Therefore, the Employment and Training Administration (ETA) encourages local areas to expand engagement efforts to private sector employers, thereby increasing unsubsidized employment opportunities.
 - **Education**

For out-of-school youth, a work experience can provide a potential bridge back to education. Through work experiences, as well as career mentoring provided by employers, youth are exposed to the skills and education needed to achieve their career goals. This often reinforces the importance of earning secondary and post-secondary credentials. Local areas are encouraged to link work experiences with opportunities that expose youth to educational pathways. Many local areas partner with community colleges to provide integrated work and training experiences, and increase the exposure of youth to higher education, including the opportunity to earn college credits. Also, many local areas use academic training to address basic skill deficiencies or station staff at partner schools to help promote the return of out-of-school youth.
 - **Occupational Skills Training**

Moving from a work experience to occupational skills training can be a natural transition for youth. ETA encourages local areas to partner with regional occupational training programs, adult education programs, and community colleges to enroll older youth in programs that have successful completion and high placement rates for serving this population of youth. Occupational skills training should result in the attainment of employer/industry-recognized credentials that promote career pathways.
- C. When designing WIA youth employment and training programs, RWBs should keep in mind that most national credentials take six months to two years to earn, and the obtainment of a high school diploma or GED should be the objective for most youth participants. Guiding youth towards attaining additional credentials in high demand occupations is permitted, but is not expected. RWBs should refer to [TEGL 17-05](#) and [TEGL 15-10](#) for guidance and strategies to both increase the rate of youth credential attainment and improve the quality of those credentials.

- D. Wages and Stipends. The issue of paying wages or stipends to youth participating in a summer employment program (and what impact that has on the tax liability of the participant, the worksite employer, and the regional board) has existed as long as summer employment programs have been federally funded. The Department has determined that each circumstance must be evaluated on a case-by-case basis, as explained below in part 4.
- E. Workers' Compensation. As part of House Bill 7023, the Florida Legislature made the provision of workers' compensation for adults and youth participating in work experience programs permanent. The bill language is as follows:

445.009 One-stop delivery system

(11) A participant in an adult or youth work experience activity administered under this chapter shall be deemed an employee of the state for purposes of workers' compensation coverage. In determining the average weekly wage, all remuneration received from the employer shall be considered a gratuity, and the participant shall not be entitled to any benefits otherwise payable under s. 440.15, regardless of whether the participant may be receiving wages and remuneration from other employment with another employer and regardless of his or her future wage-earning capacity.

AmeriSys is the state's Workers' Compensation Provider and should be contacted using the toll free-number 1-800-455-2079, in case of a work-related injury. The manager or supervisor will be asked to provide a 4-digit code to identify the program area of the injured employee.

The location code for any adult or youth in a WIA-funded work experience activity for which Workers' compensation coverage is required is 2306.

The location code for Supplemental Nutrition Assistance Program (SNAP) and Temporary Assistance for Needy Families (TANF) participants is 2305.

Regional Workforce Boards will need to track the number of participants and the number of hours that each participant is engaged in a work experience activity for which workers' compensation is required. RWBs will be required to report that information at the end of the summer program year (June 30) for any WIA adult or youth participants.

This data is reported to the Division of Risk Management, who will convert the hours worked into full-time equivalents (FTEs) and then use that number, in addition to an "experience" or "claims history" element, by location code, to equitably distribute the cost of our Workers' Compensation premium.

Part 2: A REVIEW OF EXISTING LAW AND GUIDANCE ASSOCIATED WITH SUMMER EMPLOYMENT ACTIVITIES UNDER WIA.

I. A basic review of WIA law pertaining to summer activities

A. Are Local Boards required to offer summer employment opportunities in the local youth program? (20 CFR § 664.600)

- Yes, Local Boards are required to offer summer youth employment opportunities that link academic and occupational learning as part of the *menu of services* required in 20 CFR §664.410(a).
- Local Boards may determine how much of available youth funds will be used for summer and for year-round youth activities.

B. Who is eligible for youth services? (20 CFR §664.200)

1. An eligible youth is defined, under WIA sec. 101(13), as an individual who:

(a) Is age 14 through 21;

(b) Is a low income individual, as defined in the WIA section 101(25); and

(c) Is within one or more of the following categories:

(1) Deficient in basic literacy skills;

(2) School dropout;

(3) Homeless, runaway, or foster child;

(4) Pregnant or parenting;

(5) Offender; or

(6) Is an individual (including a youth with a disability) who requires additional assistance to complete an educational program, or to secure and hold employment.

2. WIA also allows serving up to 5% of youth participants if they meet one of the following categories, under WIA sec. 129(c) (5):

(a) School dropout;

(b) Deficient in basic skills;

(c) Educational attainment one or more grade levels below age appropriate grade;

(d) Pregnant or parenting;

(e) Individual with a disability, including learning disability;

(f) Homeless or runaway;

(g) Offender; or

(h) An individual who faces serious barriers to employment as defined by the local board.

C. Can a summer youth program be stand-alone? (20 CFR §664.600)

No, the summer youth employment opportunities element is not intended to be a stand-alone program. Local programs should integrate a youth's summer program participation into a comprehensive strategy for addressing the youth's employment and training needs. Youth who participate in summer employment opportunities must have a well-rounded service strategy in place for them:

- All eligible WIA youth must receive an objective assessment and have an individual service strategy developed for them.
- Services made available to the youth need to help support the goal of long-term employment and/or post-secondary education.
- In addition to making a wide array of services available, One-Stops should be able to make referrals to appropriate service providers when a youth needs the services as noted during their objective assessment.
- All WIA youth participants are required to receive follow-up services for a minimum duration of twelve months after exit. The types of follow-up services are based on the needs of the individual youth and the objectives set by the local area. Follow-up is especially critical in WIA-funded programs as the majority of performance data are gathered during the quarters after youth have exited the program. Follow-up should go beyond capturing participant data; it should provide the necessary services and support to ensure participant success. (WIA sec. 129(c) (2) (C) and 20 CFR §664.450)

D. Do the WIA youth core performance measures and/or common measures apply to participation in summer employment activities? (§ 664.620)

Yes, summer employment is one of a number of activities authorized by the WIA youth program. WIA section 136(b)(2) (A)(ii) and(B) provides specific core indicators of performance for youth, and requires that *all participating youth* be included in the determination of whether the local levels of performance are met. TEGL 17-05 provides guidance on the common measures for eligible WIA youth. Program operators can help ensure positive outcomes for youth participants by providing them with *continuity of services*.

PART 3: USING TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF) FUNDS FOR SUMMER YOUTH EMPLOYMENT OPPORTUNITIES

PROGRAM GUIDANCE

When developing summer youth programs under TANF, agencies may choose to target the program narrowly to youth in families already receiving TANF cash assistance, or expand eligibility to a more broadly defined group of “TANF-eligible” families. TANF funds must be spent on activities that further one of the following four purposes:

1. Assist needy families so that children can be cared for in their own homes;
2. Reduce the dependency of needy parents¹ by promoting job preparation, work, and marriage;
3. Preventing out-of-wedlock pregnancies; and
4. Encouraging the formation and maintenance of two-parent families.

Note: The State defines **TANF youth** as youth up to age 18, or up to age 19 if they are still in school.

The wages paid under these summer youth employment programs are not considered TANF cash assistance, and states may choose to disregard the earnings of summer jobs participants in determining a family’s eligibility or amount of assistance. Furthermore, if the summer jobs participant is not a Work Eligible Individual, his or her hours of participation do not affect the State’s work participation calculation. If the participant is a Work Eligible Individual, hours of participation can help the State meet work participation rate requirements. In addition to subsidizing wages, RWBs may use TANF funds for this program on other related activities such as:

- Education and Training
- Supportive Services
- Transportation for employed persons for the purpose of attending work or training
- Counseling and employment related services
- Incentive payments that reward the participant for achieving a pre-determined milestone (i.e. a one-month job retention bonus)

1. Eligibility Categories

Purpose 1 -Assist needy families so that children can be cared for in their own homes.

Youth are eligible for the Summer Youth Employment Program (SYEP) program if they are:

1. In a family receiving Temporary Cash Assistance (TCA)
2. Residing in the home of a parent¹
3. Residing in the home of a caretaker relative

Documentation

To support TANF purpose one, RWBs should attach the following FLORIDA screen printouts:

1. AIHH – displays household members relationship
2. AIID – lists the household members
3. AIIM – displays school status and pregnancy
4. ARDT – displays the ages of individuals in the household

¹ A parent is defined as a natural/biological, legal, or adoptive father or mother of child. This includes step-parents.

5. IQCH- displays the family's cash assistance history

Purpose 2 - Reduce the dependency of needy parents by promoting job preparation, work, and marriage.

Youth are eligible for the SYEP program under purpose two if their family income does not exceed 200% of the Federal Poverty Level.

Documentation

To support TANF purpose two, RWBs should attach the following verifications:

1. Screening Form
2. Tax Returns
3. Last Pay Stubs
4. Unemployment Payment Verification
5. Disability Payment Verification
6. Free or Reduced Lunch Verification
7. Employment Verification Forms

Note: RWBs may use the SYEP screening/eligibility form provided as a template by the Department of Economic Opportunity (DEO) or may use their own locally developed screening form. If a region chooses not to use DEO's template, the region's locally developed screening form must include all pertinent information to determine eligibility. This includes selecting the appropriate qualifying TANF purpose.

2. OSST Data Entry

Outcomes or results of the youth's involvement in the SYEP (i.e. enrollment, activities, trainings, and job placement) are retrieved from OSST. Each service, activity, training or benchmark is identified through the provider attached to the service, activity, training or benchmark entered in the OSST system. The SYEP provider information is provided below and has already been created in OSST so that regions can enroll eligible youth when appropriate.

Name: TANF Summer Youth Employment
FEID Number: 507607

A region opting to operate a TANF funded SYEP must ensure that all data for youth enrolled in the SYEP is entered in OSST using the codes/benchmarks as provided in this guidance.

- Youth eligible under TANF purpose one **must have a TANF Benchmark-1** entered and open under the **Service Plan** portion of the *Skill Development* screen. The *Actual Start Date* of Benchmark-1 should reflect the **date of enrollment** in the SYEP. The *Actual End Date* should reflect the date the youth left the SYEP. The *Outcome* should reflect the reason the youth left the SYEP. The enrollment benchmark **must remain open** until the youth exits the SYEP.
 - ✓ If the youth is part of a family receiving TCA, program staff will use TANF Benchmark – 1 to enroll the youth. This benchmark will be used to track the number of youth in TCA Homes who are enrolled in the program.
- Youth eligible under TANF purpose two **must have a TANF Benchmark-2** entered and open under the **Service Plan** portion of the *Skill Development* screen. The *Actual Start Date* of

Benchmark-2 should reflect the **date of enrollment** in the SYEP. The *Actual End Date* should reflect the date the youth left the SYEP. The *Outcome* should reflect the reason the youth left the SYEP. The enrollment benchmark **must remain open** until the youth exits the SYEP.

- ✓ If the youth is part of a family whose income is below 200 percent of the Federal Poverty Level (FPL), program staff will use TANF Benchmark – 2 to enroll the youth. This benchmark will be used to track the number of youth whose family’s income is below 200 percent of the FPL.
- Youth being served with 2014-2015 TANF funds must be reviewed for eligibility prior to receiving services. To demonstrate the eligibility determination was completed, the applicable enrollment benchmark, 1 or 2, must be entered in the system with an Actual Start Date on or after the SYEP start date. An Eligibility or Screening form for TANF Funded Services must be completed and retained in the youth’s record, along with appropriate eligibility supporting documentation. This is applicable for all youth served with 2014-2015 TANF funds for Summer Youth Employment opportunities.

Note: Eligibility determination dates and enrollment dates may differ. Once a youth is determined eligible for the SYEP, subsequent eligibility determination is not necessary if enrollment into the program does not immediately follow. For example, if a youth is determined eligible for the SYEP on May 10, 2015 and is not actually enrolled until June 10, 2015, the RWB does not have to complete another screening form or collect more information for eligibility purposes. The RWB would enter the actual enrollment date once the youth actively engages in the SYEP. ***However, a youth cannot be enrolled into the SYEP before they are determined eligible.***

3. **Recording Employment**

Codes have been added to OSST so that RWBs can accurately record the youth’s Employment type as subsidized private or subsidized public:

a. **Subsidized Private – SYEP**

Choose this category if the youth has been placed with a private employer.

b. **Subsidized Public – SYEP**

Choose this category if the youth has been placed with a public employer.

4. **Other Program Benchmarks**

We are aware that TANF-funded SYEP for each region may differ in program design and services offered. In order to capture all of the great practices that each RWB will offer, we have added two benchmarks where regions can record other program elements provided to Florida’s youth.

Skill Development Benchmarks can be used to record activities that are not already listed as activities in OSST. For example, if the youth will be attending a “Job Skills Training” offered or required by the Region before the youth can start with an employer, it may use the Job Skills Training code already provided in the system. However, if the region will have activities such as pre- and post-program classes and workshops, they may record these workshops as benchmarks in OSST’s Skill Development section.

TANF Benchmark 3 – use this benchmark to identify completion of:

- Pre-employment classes or workshops
- Required Youth Orientation
- Youth Employability Skills Workshops

TANF Benchmark 4 – use this benchmark to identify completion of:

- Post-employment classes or workshops
- Required employment wrap-up session

Questions and Answers

1. Under TANF purpose # 2, if a family is receiving UC benefits, is the youth automatically **income eligible** for the **TANF SYEP**?

Answer: In the case of a single parent family where the adult is receiving UC benefits, the youth may be automatically considered income eligible for the **TANF SYEP**.

In a family where there are two parents, the income of both parents must be verified. If one parent is receiving UC benefits and the other is employed, the RWB must take all income into consideration to determine if the youth is **income eligible** for the **TANF SYEP**.

2. If the youth is part of a family receiving TCA, will their income affect the family's ability to continue to receive TCA?

Answer: No, the income of a child under age 18 and still in school (elementary, middle, or high school), or its equivalent, will not affect the family's eligibility for TCA. The child (youth's) income will be disregarded.

3. Are youth receiving free and reduced lunch automatically **income eligible** for the **TANF SYEP**?

Answer: With verification of free or reduced lunch eligibility, a youth may be considered **income eligible** for the **TANF SYEP**.

4. What other family income should be considered when determining whether or not a youth is potentially income eligible for the **TANF SYEP**?

Answer:

- Child support payments
 - Self-employment income
 - ✓ Gross income minus business expenses
 - SSI/SSDI payments
5. Are there other source documents we can use to determine eligibility if common forms of verification are not readily available?

Answer: Yes. See table below.

Eligibility Element	Acceptable Documentation
1. Earned Income	
	<ul style="list-style-type: none"> • Wage receipts • Wage Statements • Pay stubs • Employment verification form (containing all required information) • Written Statement (containing all required information), including • The Work Number (fax) • Collateral Contact (with employer)
2. Self-Employment	
	<ul style="list-style-type: none"> • Proof of gross income • Proof of business expenses • W-2 forms and income tax returns • FLORIDA screen print-out (if updated within 2 months of the SYEP eligibility determination)
3. Unearned Income	
a. Alimony	<ul style="list-style-type: none"> • Court order • Notarized agreement between the two parties • FLORIDA screen print-out (if updated within 2 months of SYEP eligibility determination)
b. Child Support	<ul style="list-style-type: none"> • Court Order • Notarized agreement between the two parties • Canceled child support checks • Bank statement with child support direct deposit entries • FLORIDA screen print-out (if updated within 2 months of SYEP eligibility determination)
c. Retirement Income	<ul style="list-style-type: none"> • Retirement notification letter • Bank statement with direct deposit entries for retirement income
d. SSI/SSDI (SSA Income)	<ul style="list-style-type: none"> • Award letter • FLORIDA screen print-out (if updated within 2 months of SYEP eligibility determination)
e. Reemployment Assistance	<ul style="list-style-type: none"> • Print-out of claim history (can be requested from DEO by calling 1-800-204-2418, choose appropriate language, dial option "0" and the representative can assist with the request.) • Copy of unemployment paper warrant • Copy of bank statement showing UC benefit direct deposit record • FLORIDA screen print-out (if updated within 2 months of SYEP eligibility determination)

Part 4: WORK EXPERIENCE FOR SUMMER YOUTH PARTICIPANTS AND ISSUES RELATED TO THE PAYMENT OF WAGES AND STIPENDS.

Background:

The Workforce Investment Act (WIA) includes work experience as an intensive service activity for both adults and youth. Work experience should be based on an assessment or individual employment plan. Work experiences are planned, structured learning experiences that occur in a workplace for a limited period of time. As provided in WIA section 129I (2) (D) and 20 CFR § 664.470, work experiences may be paid or unpaid. Work experience sites may be in the public, private, for-profit or non-profit sectors. Funds under WIA may be used to pay wages and related benefits for work experience in each of those sectors where the objective assessment and individual service strategy indicate that work experiences are appropriate.

Summer youth employment is a work experience activity. Although summer employment programs have always been an allowable activity under the WIA Youth Program, with limited exception, most of the available regular formula youth funding has supported local year-round programs and not summer employment programs.

The USDOL program guidance ([TEGL 14-08](#)) addresses the design and implementation of summer employment programs. The guidance states the following:

- **Work experience is the core component of a summer employment program.**
- **All states and local areas should ensure that participating worksites introduce and reinforce the rigors, demands, rewards, and sanctions associated with holding a job.**
- **Provisions for wages under the amendments to the Fair Labor Standards Act (FLSA) apply to all youth participants employed under WIA.**
- **Depending on the facts, FLSA regulations may apply only to the workplace portion, and not to the classroom portion, of summer employment. Any hours spent in classroom training as part of a summer employment opportunity may or may not fall under the FLSA.**

Regional workforce boards have the option of including a classroom component to their summer youth programs. Usually, this is done to provide the younger age group the opportunity to further their academic skills. This would likely be less appropriate for the older youth.

Discussion:

The issue of paying wages or stipends to youth participating in a summer employment program (and what impact that has on the tax liability of the participant, the worksite employer, and the regional board) has existed as long as summer employment programs have been federally funded. The Department has determined that each circumstance must be evaluated on a case-by-case basis, applying the factors discussed below.

Over the years, the IRS has stated consistently that the tax treatment of payments (wages or stipends) made under a federally sponsored work-training program depends upon the particular factual situation. In general, the IRS has provided the following guidance:

- Tax liability rests upon whether the participants are “employees” and whether the payments should be considered “wages.” Typically, an employer- employee relationship will exist if the

employer has the right to control, direct and discharge the employee, and if the employee receives compensation according to the general rate structure.

- Additional factors to consider include:
 - ✓ Whether the participants perform services. If so, income and employment taxes probably apply;
 - ✓ The amount of training provided. Even if some training is provided, the payments still may be taxable;
 - ✓ Whether payment is made for welfare purposes and measured according to the personal or family needs of the individual. If so, income and employer taxes do not apply.

The U.S. Departments of Education and Labor published a guide entitled [School-to- Work Opportunities and the Fair Labor Standards Act: A Guide to Work-Based Learning, Federal Child Labor Laws, and Minimum Wage Provisions](#) that includes the following guidance:

- Are all work-based learning experiences subject to the FLSA?
 - ✓ No. Activities occurring in the workplace that do not involve the performance of work are not “employment” subject to the Fair Labor Standards Act. Examples of this include:
 - Career awareness and exploration;
 - Field trips to a worksite;
 - Job shadowing.
- When is a learning experience not employment, as defined by FLSA?
 - ✓ A participant would not be considered an employee within the meaning of FLSA if all of the following criteria are met:
 - The participant receives ongoing instruction at the employer’s worksite and receives close, on-site supervision throughout the learning experience, with the result that any productive work that the participant would perform would be offset by the burden to the employer from the training and supervision provided; AND
 - The placement of the participant at a worksite does not result in the displacement of any regular employee i.e., the presence of the participant at the worksite cannot result in an employee being laid off or the employer not hiring an employee it would otherwise hire, and cannot result in an employee working fewer hours than he or she would otherwise work; AND
 - The participant is not entitled to a job at the completion of the work experience – but this does not mean that employers are to be discouraged from offering employment to participants who successfully complete the activity; AND
 - ☐ The employer, participant, and parent or guardian understands that the participant is not entitled to wages or other compensation for the time spent in the work experience activity (although the participant may be paid a stipend for expenses such as books or tools).

- ✓ When all four of the above criteria are met, an employer would not be required to pay wages to the participant.
- What does it mean if a learning/work experience is not subject to FLSA?
 - ✓ It means that the participant is not an employee and wages are not paid. Payment of a stipend is optional. However, a stipend may not be used as a substitute for wages. A stipend is generally limited to reimbursement for expenses such as books, tuition, or tools.

Conclusions:

In TEGL 14-08, the USDOL states that “**wage requirements under the Fair Labor Standards Act (FLSA) apply to all youth employed under WIA.**” The FLSA applies to the extent that the activities performed in the work experience constitute employment. Local boards must determine whether work experience constitutes training as opposed to employment. The guidance offered [School-to- Work Opportunities and the Fair Labor Standards Act: A Guide to Work-Based Learning, Federal Child Labor Laws, and Minimum Wage Provisions](#) published by the U.S. Departments of Education and Labor can be used to help determine if the summer youth program constitutes training as opposed to employment. Boards should also consider the factors cited by the IRS when determining whether the payments (wages or stipends) made to participants in a summer youth program are taxable.

If the worksite is relying on the participant to perform real work, i.e. to be productive, an employer-employee relationship probably exists. In this situation, there must be an employer of record and participants must receive no less than the applicable state or federal minimum wage, related benefits are required, and payroll taxes should be deducted. The employer of record will be responsible for paying all taxes.

Incentives or stipends may be used in a training situation and are determined by the local board. Stipends should be issued through a uniform payment system. Such incentives are not required to meet minimum wage requirements, are not to be disbursed as payroll, and income tax is not to be withheld. However, a stipend may not be used as a substitute for wages and is generally limited to reimbursement for expenses such as books, tuition, or tools.

Recommendations:

This guidance is intended to explain some of the factors that RWBs should consider when determining whether to pay summer youth participants a wage or a stipend, and whether those payments are subject to income and employment taxes. The IRS has not issued definitive guidance and has ruled that each determination is based on particular factual situations.

We recognize that some regional boards may design their summer youth programs (particularly for the younger youth) as more of an academic classroom situation where stipends may be appropriate. Each individual regional workforce board is responsible for making the ultimate determination of whether an employer-employee relationship exists based on the particular facts of each situation.

Part 5: GENERAL REFERENCES.

General references:

USDOL's *Summer Jobs+ 2012* website. <http://www.dol.gov/summerjobs/>

What's My Next Move? A Guide to Exploring Careers Using Online Documents from the U.S. Department of Labor.

http://www.careeronestop.org/TridionMultimedia/WNMN%20FINAL%20JAN%2007%202013_tcm24-13704.Pdf

[*School-to-Work Opportunities and the Fair Labor Standards Act: A Guide to Work-Based Learning, Federal Child Labor Laws*](#)

Workforce Investment Act references:

20 CFR Part 664 Workforce Investment Act Final Rules.

<http://www.doleta.gov/usworkforce/wia/finalrule.pdf>

TEGL 30-10 WIA Youth Program Guidance PY 2011.

<http://wdr.doleta.gov/directives/attach/TEGL/TEGL30-10ACC.pdf>

TEGL 15-10 Increasing Credential, Degree, and Certificate Attainment by Participants of the Public Workforce System. <http://wdr.doleta.gov/directives/attach/TEGL15-10acc.pdf>

TEGL 17-05 Common Measures Policy for the ETA's Performance Accountability System and Related Performance Issues. <http://wdr.doleta.gov/directives/attach/TEGL17-05.pdf>

TEGL 27-09 Workforce Investment Act (WIA) Youth Program Guidance for Program Year 2010.

<http://wdr.doleta.gov/directives/attach/TEGL/TEGL27-09acc.pdf>

Workforce Investment Act (WIA) Youth Program Guidance for Program Year 2010 Booklet.

http://www.doleta.gov/youth_services/pdf/WIA_Program_Guidance.pdf

TEGL 13-09 Contracting Strategies that Facilitate Serving the Youth Most In Need.

<http://wdr.doleta.gov/directives/attach/TEGL/TEGL13-09acc.pdf>

TANF References:

TANF Information Memorandum. <http://www.acf.hhs.gov/programs/ofa/policy/im-oaf/2012/im201201/im201201.html>

Using TANF Funds to Support Subsidized Youth Employment (Mathematica Policy Research, Inc.).

http://wdr.doleta.gov/research/FullText_Documents/ETAOP_2012_02.pdf

Creating Summer Jobs for Youth.

<http://www.clasp.org/admin/site/publications/files/TANFSummerJobs.pdf>

[TANF SYEP Screening Form](#)

Summer Jobs+ Bank. <http://www.dol.gov/summerjobs/>

Although not a requirement, DEO encourages RWBs and participating employers to use the Summer Jobs+ website to make information available to disconnected and low-income youth about **Summer Jobs+ opportunities**. Once a TANF agency or a Public/Private sector partnering organization has a summer youth employment opportunity available, they are encouraged to post the commitment online in the **Summer Jobs+ Bank**. The **Summer Jobs+ Bank** is a one-stop search tool for youth to access any of the participating employers' commitments posted online. For youth interested in obtaining more information about the initiative, the **Summer Jobs+ Bank** website can be found by following the link above.

To enter commitments, State/local TANF agencies and partnering organizations with summer youth employment opportunities should visit <http://www.dol.gov/summerjobs/addingopportunities.htm>

TANF SYEP ELIGIBILITY/SCREENING

Summer Youth Employment Program			
Youth's Name:		SSN:	
If no SSN, was proof of SSN application provided?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
Is the youth a United States Citizen?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
If no, is the youth a Qualified Non-Citizen?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
Demographic INFORMATION			
Family Size:	Date of Birth: / /	Age:	Sex: <input type="checkbox"/> M <input type="checkbox"/> F
Street address:			
City:	State:	ZIP Code:	
Phone Number: ()	Alternate Number: ()		

ELIGIBILITY

Purpose 1: Assist needy families so that children can be cared for in their homes Yes No

Eligibility Criteria:

- In a family receiving Temporary Cash Assistance
- Residing in the home of a parent
- Residing in the home of a caretaker

Documentation: Florida Screens Required

- AIHH AIID AIIM ARDT IQCH

Purpose 2: Reduce the dependency of needy parents by promoting job preparation, work, and marriage Yes No

Eligibility Criteria:

- Youth's family income does not exceed 200% of the Federal Poverty Level

Documentation: Check all that apply

- Tax Returns Pay Stubs (last 4 weeks) Employment Verification Form
 Unemployment Benefits Free/Reduced Lunch Other: SSI/SSDI, Child Support

2015 Federal Poverty Level-200%

Persons In Family/Household	Poverty Guideline	Persons In Family/Household	Poverty Guideline
1	\$23,540	5	\$56,820
2	\$31,860	6	\$65,140
3	\$40,180	7	\$73,460
4	\$48,500	8	\$81,780

Note: For families/households with more than 8 persons, add \$8,320 for each additional person

PRIVACY ACT STATEMENT

I understand that I am required by law to provide my social security number (SSN) or proof that I have applied for a social security number if I do not currently have one to receive TANF funded services. This is mandatory under the Social Security Act, section 1137. The SSN is used to administer the program and associate all services, correspondence and participation with the appropriate individual.

I understand that if I do not have a SSN and I do not know how to apply for one, that I can request help from the One-Stop Career Center or other program provider.

I understand that my SSN will be used to associate all records to my identification, including program participation and the receipt of benefits/services.

Parent/Guardian Signature: Date:

RWB Designee: _____ **Phone Number:** () _____

RWB Signature: _____ **Date:** _____

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711