



LOCAL INSTRUCTION NUMBER 18-03

To: Local Catawba Workforce Area

Subject: Guardian Signatures for WIOA Youth Eligibility

Issuance Date: July 17, 2018

Effective Date: Immediately

Purpose: This State Instruction defines the guardian signature requirement for Workforce Innovation and Opportunity Act (WIOA) Youth applicants. **This policy rescinds State Instruction 11-01.**

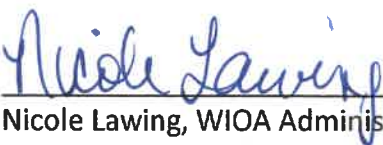
Background: The State recognizes that many WIOA eligible youth are supported by a person other than a parent or legal guardian and has revised the Local Workforce Development Area Guardianship Form under WIOA.

Policy: A parent's or guardian's signature is required for youth applicants under the age of 18. In an effort to make eligibility more readily accessible for this population, staff must use the following definition of guardian as it applies to the WIOA application and youth eligibility. For WIOA youth applications, the term "guardian" refers to any adult, 18 years of age or older, who is providing housing and financial support to the youth, regardless of legal status. In order to remain in compliance with WIOA regulations, a Guardianship Form for local use is attached. The form must be completed by the adult guardian at the time of application and maintained in the youth applicant's case file.

NOTE: The definition of guardian authorized to sign the WIOA youth application differs from the definition of guardian as it relates to family size. According to the WIOA definition of family, a guardian's income should not be included in the family income unless documentation of adoption or legal guardianship is provided.

Action: Please ensure that all appropriate staff receive and understand this policy.

Inquiries: Questions may be directed to Nicole Lawing at nlawing@catawbacog.org or 803.327.9041.


Nicole Lawing, WIOA Administrator

Attachment: Local Workforce Development Area Guardianship Form

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