

May 13, 2026 | 10:30 a.m.
Trey Ragsdale & Sara Ray, Co-Chairs

Meet in-person at:

Atlanta Regional Commission
Harry West Conference Center
229 Peachtree Street
Atlanta, GA 30303

Welcome

Public Comments

Presentation

- Opportunity Rising – *Ann Carpenter, ARC*

ARWDB Action Items

- Approve meeting notes from December 03, 2025
- Approve PY26 Budget
- Approve NextGen Policy
- Approve IWT Agreements

Information Items

- Federal and State Legislation Update
- Special Project Updates
 - Building Pathways to Infrastructure Jobs
 - Building Georgia
 - Pathways to A Digital Economy (PADE)

ARWDB Reports & Discussion

- One Stop Manager's Report
- Executive Committee
- NextGen Committee
- Nominations Committee
- Business Services Advisory Group
- Career Services Advisory Group
- Director's Report

Lunch Provided for Board Members

NEXT MEETING: August, 2026

Atlanta Regional **WORKFORCE DEVELOPMENT BOARD**

2025 YEAR IN REVIEW

Numbers served through Workforce Innovation and Opportunity Act (WIOA) Formula Funds

| | # Served | \$ Spent |
|--------------------------|----------|-------------|
| Adult | 440 | \$2,001,122 |
| Dislocated Worker | 353 | \$3,166,707 |
| Youth | 237 | \$2,049,43 |
| Total | 1,030 | \$7,217,172 |

For Rebecca Wolfe, success didn't come easily—it came through perseverance, courage, and the support of Cherokee Youth Works (CYW) and the Sequoyah Regional Library System. What began as a journey to complete a high-school equivalency has resulted in confidence and enthusiasm about a future which includes college and financial independence.

Rebecca joined CYW seeking both educational and professional stability. She enrolled with CYW having left school after 9th grade. Her academic history was significantly affected by family instability and several behavioral health challenges. This resulted in numerous medication adjustments which were frequently unaffordable. Consequently, there were extended periods of time when Becca was without appropriate medication and could not perform optimally. While her reading was generally on grade level, her math was well below. With focused, individualized instruction through CYW, Becca has made remarkable strides. She has passed three of the four GED tests and continues to work diligently on her math. Her perseverance has inspired her peers and staff alike.

Through CYW's partnership with local libraries, Becca secured a WEX placement that allowed her to learn the ins and outs of library operations, customer service, and community engagement in an environment that supported her behavioral health needs. What began as a Work Experience (WEX) placement for career exploration has grown into a story of strength, opportunity, and achievement. Becca's dedication and work ethic quickly



stood out to mentors and staff alike, eventually leading to an employment offer from the library which even waived the standard GED requirement in recognition of her exceptional contributions.

Rebecca's involvement in the CYW program has also opened other doors. She was nominated and selected to attend the Cherokee County Rotary Club Youth Leadership Camp, earned the AHLEI Customer Service credential, and has continued to grow personally and professionally through CYW's continued support.

"Rebecca represents exactly what CYW strives to accomplish," said a Cherokee Youth Works representative. "Her determination to succeed, no matter the barrier, shows the powerful impact that mentorship and opportunity can have on a young person's life."

As Rebecca looks ahead, she plans to complete her GED and pursue college for aesthetician training all while continuing her work with the library that believed in her potential. Her journey stands as an inspiring example of resilience and life-changing results that can come from community support programs like CYW.

Atlanta Regional WORKFORCE DEVELOPMENT

Performance Outcomes
July 1, 2024 - June 30, 2025

| Adult | |
|----------------------------------------|------------|
| 2nd Quarter Employment Rate After Exit | 87.4% + |
| 4th Quarter Employment Rate After Exit | 83.2% + |
| Median Earnings Per Quarter After Exit | \$10,973 + |
| Credential Attainment | 72.6% + |
| Measurable Skills Gain | 79.9% + |

| Dislocated Worker | |
|----------------------------------------|------------|
| 2nd Quarter Employment Rate After Exit | 92.9% + |
| 4th Quarter Employment Rate After Exit | 84.4% + |
| Median Earnings Per Quarter After Exit | \$11,896 + |
| Credential Attainment | 65.6% + |
| Measurable Skills Gain | 68.4% + |

| Youth | |
|----------------------------------------|-----------|
| 2nd Quarter Employment Rate After Exit | 76.2% + |
| 4th Quarter Employment Rate After Exit | 80.7% + |
| Median Earnings Per Quarter After Exit | \$4,685 + |
| Credential Attainment | 57.9% |
| Measurable Skills Gain | 70.4% + |

| Overall Program Performance* | |
|------------------------------|----------|
| Adult | 112.3% + |
| Dislocated Worker | 103.7% + |
| Youth | 114.4% + |

| Numbers Served by County | | | | | |
|--------------------------|------------|------------|-------------------|-------------|------------|
| County | Adult | Youth | Dislocated Worker | Total | Employers |
| Cherokee | 18 | 18 | 14 | 50 | 1 |
| Clayton | 115 | 88 | 60 | 263 | 2 |
| Douglas | 37 | 29 | 5 | 71 | 0 |
| Fayette | 10 | 17 | 5 | 32 | 4 |
| Gwinnett | 131 | 109 | 115 | 355 | 20 |
| Henry | 80 | 52 | 8 | 140 | 4 |
| Rockdale | 27 | 23 | 17 | 67 | 2 |
| Other (in-state)** | 22 | 17 | 13 | 52 | 57 |
| Other (out of state)*** | | | | 119 | 13 |
| Total | 440 | 353 | 237 | 1030 | 103 |

** Number of employers in other counties in Georgia hiring WIOA trainees

*** Number of employers in other states hiring WIOA trainees

Atlanta Regional



Connecting Talent with Opportunity
A proud partner of the American Job Center network

Atlanta Regional Commission
Workforce Solutions Department

workforce@atlantaregional.org | atlworks.org

TDD: 1-800-255-0056 | Voice: 1-800-255-0135

+ Exceeded negotiated percentage
Source: TCSG Office of Workforce Development

* Overall Program Performance calculated by averaging the individual indicators for each program



**PY 2026 WORKSOURCE ATLANTA REGIONAL BUDGET
FROM JULY 1, 2026 - JUNE 30, 2027**

REVENUE

| | |
|------------------------|-----------|
| WIOA ADULT | 2,757,210 |
| WIOA YOUTH | 2,420,562 |
| WIOA DISLOCATED WORKER | 3,545,553 |

| | |
|-----------------------------------------------------------------|------------------|
| OTHER | 2,040,514 |
| <i>Rapid Response</i> | <i>93,889</i> |
| <i>ITA Regional Management</i> | <i>39,316</i> |
| <i>Building GA Workforce-Transportation</i> | <i>804,502</i> |
| <i>Building Pathways for Infrastructure Jobs in GA (BPIJGA)</i> | <i>634,916</i> |
| <i>State Apprenticeship Expansion Formula Grant (SAEF)</i> | <i>274,891</i> |
| <i>Google - Pathways to Digital Economy (PADE)</i> | <i>193,000</i> |

| | |
|----------------------|-------------------|
| TOTAL REVENUE | 10,763,839 |
|----------------------|-------------------|

PLANNED EXPENDITURES

| | | TAGE OF |
|------------------------------------|-------------------|--------------------|
| ARC OPERATIONS | 3,456,947 | 32% |
| CRC/MOBILE UNIT OPERATION | 776,540 | 7% |
| <i>DIRECT PARTICIPANT EXPENSES</i> | | |
| - TRAINING/SUPPORT (FORMULA) | <i>1,719,730</i> | |
| - TRAINING/SUPPORT (OTHER) | <i>-</i> | |
| - WORK BASED LEARNING (FORMULA) | <i>260,000</i> | |
| - WORK BASED LEARNING (OTHER) | <i>240,622</i> | |
| TOTAL DIRECT PARTICIPANT EXPENSES | 2,220,352 | 21% |
| DIRECT PROGRAM SERVICES CONTRACTS | 4,310,000 | 40% |
| TOTAL PLANNED EXPENDITURES | 10,763,839 | |

| | |
|------------------------------------|----------|
| REMAINING UNOBLIGATED FUNDS | 0 |
|------------------------------------|----------|

**For Board Approval on 05/13/2026*

DATE: May 13, 2026

TO: Atlanta Regional Workforce Development Board

FROM: Brett Lacy, Director - ARWDB

SUBJECT: PROPOSED ACTION – Approval of NextGen Program Policy – WIOA Youth Eligibility (NGPP 06-03)

Requested Action (What)

To approve the 3rd revision to NextGen Program Policy – WIOA Youth Eligibility (NGPP 06-03)

The purpose of this policy for the NextGen Program is to provide guidance and guidelines on the provisions and requirements to conduct certification of WIOA youth program eligibility determination and documentation verification.

Reason (Why)

The purpose of these revisions is to:

- Provide clear guidance to staff on how to evaluate and document cases in which an individual has failed to register with Selective Service. This ensures that determinations regarding whether the failure was knowing and willful are made consistently, fairly, and in alignment with federal requirements. It also strengthens documentation practices to support accountability, compliance, and audit readiness.

Timeframe (When)

Upon approval by the ARWDB, the policy would become effective immediately for distribution and use by the NextGen Program staff and Service Providers.

Impact (Who and How Much)

All youth applying to participate and receive WIOA youth services. It specifically affects youth completing the eligibility certification process. The financial impacts vary based on the youth's status at intake (completion of the application and documentation collection) and the requirements necessary to complete the eligibility process (for example, assistance in obtaining a Social Security card, driver's license, or other required documentation). WIOA funds may not be distributed for any individual who fails to comply with Selective Service requirements.

Recommendation

This action is presented for ARWDB approval based on a recommendation from the NextGen Committee (NGC) at its February 12, 2026 meeting.



NextGen Program
Connecting Talent with Opportunity
A proud partner of the American Job Center network

WIOA Youth Eligibility

NextGen Program Policy: NGPP 06-0203

ARWDB Approved: December 3, 2025

DATE: ~~October 2025~~ January May 2026 (Revised)
TO: ARC/ARWDB Staff & NextGen Service Providers
FROM: Marsharee O'Connor, NextGen Program Director
SUBJECT: **Guidance & Guidelines for WIOA Youth Eligibility Determination & Documentation Policy**

1 - CONTENTS

This section outlines the number and title associated with each section throughout the document.

- | | |
|-------------------------------------------|-----------------------------------------------|
| 2. Purpose | 11. Enrollment and Participation |
| 3. Policy | 12. Personally Identifiable Information (PII) |
| 4. Provisions | 13. Complaint and Grievance |
| 5. Low-Income Individual (Youth) Criteria | 14. Referral |
| 6. Low-Income Determination Guidelines | 15. Definitions |
| 7. Citizenship/Authorization to Work | 16. Attachments |
| 8. Veterans and Priority of Service | 17. Action Required |
| 9. NextGen Program Orientation | 18. Inquires |
| 10. Documentation of Eligibility | 19. Policy Effective Date |
| | 20. References |

2 - PURPOSE

To establish a policy providing guidance and guidelines in the provision of Title 1-B, WIOA sec. 129(a)(1) eligibility criteria for WIOA youth programs. The policy serves to establish a process for conducting WIOA eligibility certification (eligibility determination and documentation verification) to determine enrollment in WIOA youth programs.

3 - POLICY

This policy outlines the requirements to ensure that every youth who receives WIOA Title I Youth program funded services under WIOA is deemed eligible through a standard and consistent eligibility certification process before they can enroll and participate to receive WIOA services.

4 – PROVISIONS

WIOA sec. 3(18)), defines both in-school youth (ISY) and out-of-school youth (OSY) as the youth populations who are eligible for WIOA youth services.

OSY Eligibility Barriers – WIOA 3 (46) and 129 (a) (1) (B)

Out-of-School Youth - is an individual who is:

- a) Not attending any school (as defined under State law);
- b) Not younger than 16 or older than age 24 at time of enrollment. Because age eligibility is based on age at enrollment, participants may continue to receive services beyond the age of 24 once they are enrolled in the program; and
- c) **One or more** of the following:
 1. A school dropout;
 - Dropout – An individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent. A youth attending an alternative school is not a school dropout. [WIOA Sec. 3(54)]
 2. A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter. School year calendar quarter is based on how a local school district defines its school year quarters. In cases where schools do not use quarters, local programs must use calendar year quarters;
 3. A recipient of a secondary school diploma or its recognized equivalent **who is a low-income individual** and **is either basic skills deficient or an English language learner**;
 - Basic Skills Deficient – A youth is basic skills deficient if they have English reading, writing, or computing skills at or below the 8th grade level (at or below 8.9 grade level) on a generally accepted standardized test or a comparable score on a criterion-referenced test.
 - English Language Learner – The term “English language learner” when used with respect to an eligible individual, means an eligible individual who has limited ability in reading, writing, speaking, or comprehending the English language, and whose native language is a language other than English; or who lives in a family or community environment where a language other than English is the dominant language. [WIOA Sec. 3 (7)].
- ❖ **An individual with a high school diploma (HSD) does not automatically fall within this barrier. Individuals can have an HSD and may still qualify for the program under a different barrier, one that does not require income.**
4. An individual who is subject to the juvenile or adult justice system (offender);

5. A homeless individual (as defined in § 41403 (6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043 e-2 (6)), a homeless child or youth (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434 a (2)), a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement;
6. An individual who is pregnant or parenting;
7. An individual with a disability;
8. **A low-income individual** who requires additional assistance to enter or complete an educational program or to secure or hold employment. (20 CFR 681.210). **See the latest “NextGen Program Policy – Requires Additional Assistance”.**

NOTE: For the purposes of WIOA, USDOL does not consider providers of adult education under Title II of WIOA, YouthBuild programs, the Job Corps high school equivalency programs, or drop-out re-engagement programs to be schools, regardless of the funding source. Therefore, youth enrolled in these programs are considered OSY.

ISY Eligibility Barriers – WIOA 3 (27) and 129 (a) (1) (C)

MUST MEET all four (4) requirements:

- a) Not younger than 14 and not older than 21 years;
- b) Attending school (as defined by State law);
- c) Low-income, as defined by WIOA §3(36), or lives in a high poverty area; and
- d) **One or more** of the following:
 1. Basic skills deficient;
 2. An English language learner;
 3. An offender;
 4. A homeless individual (as defined in § 41403 (6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043 e-2 (6)), a homeless child or youth (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434 a (2)), a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement;
 5. Pregnant or parenting;
 6. Disabled; or
 7. Requires additional assistance to complete an educational program or to secure or hold

employment. **See the latest “Requires Additional Assistance Policy”.**

NOTE: Youth attending high school equivalency programs funded by the public K-12 school system who are classified by the school system as still enrolled in the school are an exceptions; they are considered ISY. (20 CFR 681.230). Also, youth attending private and charter schools are considered ISY for the purposes of WIOA eligibility.

5 - LOW-INCOME CRITERIA & DETERMINATION GUIDELINES

All ISY and the following two categories of OSY must be low-income individuals to be served in the WIOA Youth Program:

1. A Recipient of a Secondary School Diploma or its Recognized Equivalent Who is a Low-Income Individual and is **either** Basic Skills Deficient or an English Language Learner;
2. A Low-Income Individual who Requires Additional Assistance to Enter or Complete an Educational Program or to Secure or Hold Employment.

The term "low-income individual" means an individual (youth) who:

- a. Government Assistance – Receives, or in the past six (6) months of the application Date (income MUST be within six months of application) has received, or is a member of a family that is receiving or in the past 6 months has received, assistance through the Supplemental Nutrition Assistance Program (SNAP) established under the Food and Nutrition Act of 2008, the program of block grants to States for temporary assistance for needy families program under part A of title IV of the Social Security Act, or the supplemental security income program established under title XVI of the Social Security Act, or State or local income-based public assistance;
- b. Is in a family with total family income that does not exceed the higher of — the poverty line; or
- c. 70 percent of the lower living standard income level;
 - Lower Living Standard Income Level (LLSIL) – The income level (adjusted for regional, metropolitan, urban, and rural differences and family size) determined annually by the Secretary based on the most recent lower living family budget issued by the Secretary [WIOA Sec 36 (B)]. The State forwards the Lower Living Standard Income Levels to the local areas when they are issued.
 - i. Family Income – The income received from includable sources of income of all members of the “family” for the past six months of application date.
 - The term "family" means 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.

- See the latest “Includable” and Excludable” chart and guidance on the NGP Private Site.
- d. Is a homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994, or a homeless child or youth (as defined under section 725(2) of the McKinney-Vento Homeless Assistance Act
- e. Receives or is eligible to receive a free or reduced-price lunch under the Richard Russell National School Lunch Act);
- f. Is a foster child on behalf of whom State or local government payments are made; or
- g. Is an individual with a disability whose own income meets the income requirement of clause (b), but who is a member of a family whose income does not meet this requirement.
- h. SPECIAL RULE – For the purpose of this subsection, the term “low-income,” used with respect to an individual, also includes a youth living in a high-poverty area. [WIOA Sec. 3 (36) (A)]
 - High Poverty Area- A Census tract, a set of contiguous Census tracts, Indian Reservation, tribal land, or Native Alaskan Village or county that has a poverty rate of at least 25 percent as set every 5 years using American Community Survey 5-Year data. (20 CFR 681.260). ***See the latest “NextGen Program Policy - High Poverty Area”***

Five Percent (5%) Provisions

The **Five Percent (5%) Exception** and the **Five Percent (5%) Limitation** provisions in determining youth eligibility under WIOA allow limited flexibility in serving youth who face barriers to employment and/or education, but do not meet all standard eligibility requirements.

- **Five Percent (5%) Exception** — Allows a limited number of OSY and ISY to be enrolled who do not meet low-income criteria but meet all other eligibility requirements and have one or more qualifying barriers to employment or education.
- **Five Percent (5%) Limitation** — Restricts the number of ISY who may be enrolled to no more than five percent (5%) of all youth participants in the NGP during a program year.

See the latest “NextGen Program Policy - Requires Additional Assistance” for the comprehensive list of requirements to be eligible under the 5% Exception and 5% Limitation provisions.

7 - CITIZENSHIP/AUTHORIZATION TO WORK

To receive WIOA services, participants must be citizens or nationals of the United States, lawfully admitted resident aliens, refugees, asylees and parolees and other immigrants authorized by the Attorney General to work in the United States. [WIOA Sec. 188 (5)].

- Victims of Human Trafficking – Per section 107(b) of the Trafficking Victims Protection Act (TVPA), an alien who is a victim of a severe form of trafficking is eligible for WIOA on the same basis as individuals with refugee status under section 207 of the Immigration and Nationality Act. The USDOL issued TEGL 19-01, Change 1, which declares that states may not deny services available to victims of severe forms of trafficking based on their immigration status. To confirm eligibility as a victim of severe form of human trafficking, an alien may present a letter of certification from the Department of Health and Human Services (HHS), a “T” Visa, or an HHS Letter of Eligibility (minors).
- Deferred Action for Childhood Arrivals (DACA) – Per TEGL 2-14, which provides guidance to States and grantees concerning the eligibility of individuals granted relief under the Deferred Action for Childhood Arrivals (DACA) Initiative participants for Workforce Investment Act and Wagner-Peyser Act Programs. For an otherwise program eligible DACA participant to receive funded services under WIOA, the individual must provide documentation of their employment authorization.

8 - VETERANS AND PRIORITY OF SERVICE

Veterans and eligible spouses receive priority of service for all USDOL funded employment and training programs.

- Priority of Service – A veterans or eligible spouse either receives access to a service earlier in time than a non-covered person, or, if the resource is limited the veteran or eligible spouse receives access to the service instead of the non-covered person. (TEGL 10-09).

9 - NEXTGEN PROGRAM ORIENTATION

Orientation is to provide the youth with a comprehensive understanding of the WIOA youth program and services, to answer any questions or concerns the youth may have, and to prepare the youth for participation in the WIOA youth program.

NGSPs are responsible for developing an Orientation Form outlining the information stated below. The Form MUST be signed and dated by the participant prior to enrollment.

Orientation must have the following components (but not limited to):

- Overview of the purpose of the youth program.
- Eligibility requirements.
- Overview of services offered (consist of the 14 Elements).
- Employment opportunities (Work Experience, Follow-up and Placement/Retention).
- Customer’s expectations and responsibilities.
- NSGSP’s expectations and responsibilities (Service Plan, Attendance policy, Contact frequency, etc.)
- Expected performance outcome (skills gain, Credential/Certification).
- Discussion of rights under the non-discrimination and equal opportunity provisions of the WIOA (State Workforce (TCSG) – Policies and Procedures Manual).

- Other resources available and referral process if youth is not eligible for the WIOA youth program.

10 - DOCUMENTATION OF ELIGIBILITY

NGP WIOA Youth Application and Other Documentations – All youth must complete a NGP youth application as the first step for the documentation completion and collection for eligibility determination. If the youth is under the age of 18, the application must be signed and dated by the participant and the parent/guardian.

Documentation consists of records, certificates, documents, identification cards, and other items, which can be scanned or digitized and included in the youth's files. Source documents include documents issued by a governmental entity (e.g. driver's license), education institution (e.g. transcript), private company (e.g. such as utility bills), and signed youth self-certification/attestation.

- All the youth's barriers, residence, school status and age documents must be dated (if a date is required) within six months of Eligibility Date.
- When documenting low income based on Family Income, all income documents MUST be uploaded as supporting documentation(s) along with the Income Calculation Worksheet.

NOTE: All elements used to determine a youth as eligible for the WIOA NextGen Program must be documented, and the documentation must be uploaded to the youths file in VOS.

Income Verification and Calculation

All the family's includable sources of income documents must be dated within six months of application date. See the latest "Includable" and Excludable" chart and guidance on the NGP Private Site.

When calculating income, NGSPs are encouraged to use any one of the following methods. Also, the NGSPs should obtain as many pay stubs or supporting documents as possible to conduct accurate and reliable verification and calculation of income.

1. Straight Pay or Salary Method – A sample of pay stubs are provided covering the most recent six months of family income. There is no variation in the wages for any of the pay stubs submitted for the income verification; therefore, the NGSP calculates the income based upon the wages indicated on one of the pay stubs. The gross income is multiplied by the number of pay periods in the six-month determination period and the result is multiplied by two, to get the annualized income used to determine eligibility.
2. Average Pay Method – A sample of pay stubs are provided, which show variation in the gross earnings. The variation may result from overtime, lost time or work for a different employer. In calculating the annualized income, the NGSP must determine the average gross earnings based upon the number of pay stubs provided. To determine the average gross earnings, the NGSP must total the gross earnings of all pay stubs provided and

divide the result by the number of pay stubs. The result will be the average gross earnings per pay period. After determining average gross earnings, the intake worker will then determine the pay frequency and multiply the average gross earnings by the number of pay periods in a year.

3. Year-To-Date Method – The most recent pay stub is provided with cumulative year-to-date gross earnings indicated. The individual provides recent pay stubs with cumulative year-to-date gross earnings indicated on the pay stub. The cumulative year-to-date gross earnings indicate the gross earnings up to the date of the pay period ending date on the pay stub. To compute the annualized income, the NGSP counts the number of pay periods that have occurred since January 1st or from the date of employment if after January 1st. The NGSP divides the number of pay periods into the gross year-to-date earnings indicated on the pay stub. The result of this computation (average gross income per pay period) is then multiplied by the number of pay periods in the six-month determination period. The result is then multiplied by two, to determine the annualized gross earnings..
4. Intermittent Work Method – The individual has not had steady work with one or more employers, the individual provides as many pay stubs as possible and complete an applicant statement (Self-Attestation) explaining all missing pay stubs and non-work periods during the last six months. The NGSP totals all wages for the six-months period and multiplies the result by two to annualize the gross income. If the individual reports little or no includable income, the individual shall indicate other resources relied upon for support during the last six months on the Applicant Statement.

Self-Certification/Attestation (Applicant Statement) – A statement (written document) attesting to the veracity of certain eligibility barrier criteria may be used under certain circumstances. The document must be:

- Document can be typed, hand-written, or completion (in its entirety) of the NextGen Program “Self-Attestation Form”. *See the latest “Self-Attestation Form”*
 - ❖ The NextGen Program WIOA Application cannot be used as a form of Self-Certification/Attestation.
- Signed and dated by the youth (prior to Eligibility Date in VOS).
- Explanation of why verifying document is unattainable.
- **NOTE:** For the use self-attestation as an eligibility verification requirement, NGSPs are **limited to ten percent (10%)** of total youth enrolled in their youth program during a program year.

The following are the only eligibility criteria that may be documented with a self-certification/attestation:

- Dropout

- Youth Who is Within the Age of Compulsory School Attendance, But Has Not Attended School For at Least the Most Recent Complete School Year Calendar Quarter
- Homeless/Runaway
- Pregnant or Parenting
- Offender
- Requires Additional Assistance (as applicable based on NGPP 01-04)
- English Language Learner (ELL)
- Low income for the following elements:
 - ❖ Youth with little or no Income. The Statement should indicate means of support.
 - If independent youth (usually be included in the definition of a family, but is claiming to no longer be a dependent), a statement must be made by the head of the household, not the youth. See the NGP “Head of Household” form.

Selective Service Registration

All male United States (US) Citizens and male aliens living in the US born on or after January 1, 1960, aged 18 to 25, must register with Selective Service. Below is a list of requirements for various circumstances:

- Selective Service registration requirements can be found at www.sss.gov and click on "Registration Info".
- Registration may be completed online at <https://www.sss.gov/RegVer/wfRegistration.aspx>.
- To check a registration, go to www.sss.gov/must.htm and click on “Check a Registration.”
- ❖ **NOTE:** Per TEGL 11-11, once a male turns 18 years of age while participating in WIOA-funded youth program, registration with Selective Service must be completed no later than 30-days after he becomes 18 years in order to continue to receive WIOA-funded services. If a youth under the age of 26 years refuses to register with the Selective Service, WIOA-funded services must be suspended until he registers.

A determination of whether a failure to register was knowing and willful must be made on a case-by-case basis and documented in the participant file. In making this determination, NGSP must consider whether the individual was aware of the Selective Service registration requirement and knowingly chose not to register, taking into account the individual's age, education, ability to understand the requirement, and any circumstances beyond the individual's control. NGSP should consult guidance provided by the Selective Serve System at www.sss.gov through a Status Information Letter (SIL) in making the determination.

General Eligibility Documents

| | |
|------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Both Citizenship (Identity) & Employment Eligibility Status - these documents cover both requirements | <ul style="list-style-type: none"> • Birth Certificate • US Passport • Unexpired Foreign Passport* • Permanent Resident Alien Card • Unexpired Employment Authorization Document w/Photo |
| Citizenship (Identity) | <ul style="list-style-type: none"> • Valid Driver's License or State ID • ID card issued by government • School ID w/ Photo • Voter registration Card • US Military Card or Draft Card • Native American Tribal Document • Under 18 yrs. old: school record, clinic/hospital/doctor record, daycare/nursery record |
| Employment Eligibility | <ul style="list-style-type: none"> • US Social Security Card • Birth Certificate • Native American Tribal Document • US Citizen ID Card • Employment Authorization Document issued by DHS |
| Age | <ul style="list-style-type: none"> • Birth Certificate • Passport • Driver's License or State ID |
| Social Security Number | <ul style="list-style-type: none"> • US Social Security Card • Social Security printout (must have SSN) • If needed, providers should assist the applicant in obtaining Social Security identification and note in case file |
| Residency in Service County | <ul style="list-style-type: none"> • Driver's License or ID • Utility Bill • Official mail from Gov't • Official mail from School • NextGen Head of Household form |
| Selective Service Registration (18+ males) | <ul style="list-style-type: none"> • Selective Service Acknowledgement Letter • Form DD-214 "Report of Separation" • Screen printout of registration website • Selective Service Card • Verification Form (Form 3A) • Stamped Post Office Receipt of Registration ❖ Person's w/ disability do not have to if disability is continually confining ❖ Hospitalized, Institutionalized, or Incarcerated wait till they get out |
| Georgia Illegal Immigration Reform & Enforcement Act Affidavit | <ul style="list-style-type: none"> • Signed and Notarized ❖ Participants who are turning 18 must comply with Georgia's Immigration Law that requires customer affidavits for eligibility to receive a public benefit. |
| Low-income verification (if applicable) | <ul style="list-style-type: none"> • Screen printout of High Poverty Area map • Proof of income (paystub, W-2) for ALL family members + Income Calculation Worksheet • If using Parent income, must show proof of parent relationship • Individual's proof of income if Family of One/Independent with no dependents or Person w/Disability (proven in file) + Income Calculation Worksheet • SNAP or TANF recipient letter |

WIOA Barrier Eligibility Documents

| | |
|------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Offender | <ul style="list-style-type: none"> • Court records or letter from court • Letter from probation/parole officer • Offender/court database search |
| Homeless or Runaway | <ul style="list-style-type: none"> • Signed statement from shelter • Signed statement from individual providing temporary assistance • Statement from Social Service agency |
| Pregnant | <ul style="list-style-type: none"> • Doctor/clinic results • Physician's note • Letter from program for pregnant teens |
| Parenting | <ul style="list-style-type: none"> • Child's birth certificate with client name as parent • Government assistance letter with client as Direct Recipient and child as dependent • Medical card • Statement from Social Services agency <ul style="list-style-type: none"> ❖ Note: A male with a pregnant girlfriend/wife is not yet parenting |
| Foster Care or Aged out of Foster Care | <ul style="list-style-type: none"> • Letter from court • Letter from foster care agency • Statement/Referral from Social Services agency • Signed statement from foster parent |
| Out-of-Home Displacement | <ul style="list-style-type: none"> • Letter from social service agency |
| Compulsory school age but not attending | <ul style="list-style-type: none"> • School attendance records <ul style="list-style-type: none"> ❖ Note: Must not be attending for one whole school calendar quarter |
| Dropout | <ul style="list-style-type: none"> • School withdrawal form • School records |
| Disabled | <ul style="list-style-type: none"> • Individual Education Plan (IEP) from school or other program – within 6 months of enrollment in NextGen Program • Signed self-attestation or disability checked YES on Medical & Disability page of NextGen Application • Medical records • Signed statement from licensed professional • Rehabilitation evaluation • Social Security Administration disability records |

WIOA Orientation

Orientation documentation must outline the information discussed in “Section 9 – NextGen Program Orientation” of this Policy. Also, orientation document must be signed and dated by youth. If youth is under 18 years of age, parent/guardian must also sign and date the Orientation form.

11 - ENROLLMENT AND PARTICIPATION

To participate in WIOA Youth programs, a youth must be enrolled. To be an active participant, all of the following must occur:

- 1) Orientation of WIOA programs and services
- 2) An eligibility determination.
- 3) The provision of an Objective Assessment.

- 4) Development of the SP/ISS/IEP/ISP; and
- 5) Participation in any of the fourteen (14) youth program elements (20 CFR 681.320).

Once a youth is determined eligible and is enrolled, the youth remain eligible for youth services until exited.

- An individual who is an OSY “at time of enrollment” and is subsequently placed in school, is still considered an OSY. Additionally, an individual who is an OSY between the ages of 16-24 at the time of enrollment, and is now beyond the age of 24, is still considered an OSY until exited.
- An individual who is an ISY and between the ages of 14-21 at the time of enrollment, and is now beyond the age of 21, is still considered an ISY until exited.

12 - PERSONALLY IDENTIFIABLE INFORMATION (PII)

As part of WIOA funded activities, NGP staff may have access to program participant or staff PII. This information is generally found in personnel files, participant data sets, performance reports, program evaluations, grant and contract files, or other sources. Federal law and federal policies require that PII and other sensitive information be secured and protected at all times.

See guidance on PII on the NGP Private Site.

The Office of Management and Budget (OMB) defines “Personally Identifiable Information” (PII) as information that can be used to distinguish or trace an individual’s identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual. The USDOL has defined two types of PII, “protected PII” and “non-sensitive PII.” The differences between protected PII and non-sensitive PII are primarily based on an analysis regarding the “risk of harm” that could result from the release of the PII.

1. “Protected PII” is information that if disclosed could result in harm to the individual whose name or identity is linked to that information. Examples of protected PII include, but are not limited to, social security numbers (SSNs), credit card numbers, bank account numbers, home telephone numbers, ages, birthdates, marital status, spouse names, educational history, biometric identifiers (fingerprints, voiceprints, iris scans, etc.), medical history, financial information, and computer passwords. 22 2)
2. “Non-sensitive PII” is information that if disclosed, by itself, could not reasonably be expected to result in personal harm. It is standalone information that is not linked or closely associated with any protected or unprotected PII. Examples of non-sensitive PII include information such as first and last names, e-mail addresses, business addresses, business telephone numbers, general education credentials, gender, or race. However, depending on the circumstances, a combination of these items could potentially be categorized as protected or sensitive PII.

13 - COMPLAINT AND GRIEVANCE

WIOA mandates the development of procedures for filing complaints and grievances submitted by WIOA program participants, staff, and other parties affected by, and who allege, violations of the requirements of WIOA Title I and WIOA-related regulations or policies must adhere to this policy. *See guidance on Complaints and Grievances on the NGP Private Site.*

14 - REFERRAL

Regardless of eligibility for the Youth Program, an individual may be eligible for other program services through the OneStop system. Referrals to other One-Stop partners and providers must be offered to assist individuals with further assessment, training, and educational needs.

- However, it is very imperative that if a youth is not deemed eligible for WIOA youth programs, the NGSPs must provide a referral to the youth of partner/providers that can address their needs.

15 - DEFINITIONS

- **ACS** - American Community Survey
- **ARC** - Atlanta Regional Commission
- **ARWDB** - Atlanta Regional Workforce Development Board
- **CFR** - Code of Federal Regulations
- **IEP** - Individual Education/Employment Plan
- **ISP** - Individual Service Plan
- **ISS** - Individual Service Strategy
- **ISY** - In-School Youth
- **NGP** - NextGen Program
- **NGPP** - NextGen Program Policy
- **NGSP** - NextGen Service Provider
- **OSY** - Out-of-School Youth
- **Sec./ §** - Section
- **SP** - Service Plan (IEP/ISP/ISS)
- **TCSG, OWD** - Technical College System of Georgia, Office of Workforce Development
- **TEGL** - Training and Employment Guidance Letter
- **USDOL** - United States Department of Labor
- **VOS** - Virtual OneStop System (Workforce Georgia Portal)
- **WIG, PS** - Workforce Implementation Guidance, Programmatic Services
- **WIOA** - Workforce Innovation and Opportunity Act

16 - ATTACHMENTS

There is no attachment.

17 - ACTION REQUIRED

ARC/ARWDB NGP shall:

- Take the necessary action(s) to ensure compliance with this Policy.
- Ensure that the NGSPs are informed, trained, and provided a copy of this Policy.

18 - INQUIRIES

Inquiries regarding this Policy and its guidance should be directed to an ARC/ARWDB NGP staff.

19 - POLICY EFFECTIVE DATE

This policy shall be effective upon the ARWDB approval date indicated on the first page of this document, and shall remain in effect until further notice.

20 - REFERENCES

This policy is developed in accordance with, and subject to, the following Federal/State/Local laws, regulations, guidance, and policies:

- **Federal Register (Final Rules & Regulation) 20 CFR** – § 681.260; and § 684.130
- **NGPP 01 & 02** – High Poverty Area Policy and Requires Additional Assistance Policy
- **State Workforce (TCSG)** – Policies and Procedures Manual
- **TEGL No.** – 10-09, 11-11, 23-14, 08-15, 21-16, 19-01, and 02-14
- **Uniform Guidance** – 2 CFR Part 200
- **WIGS PS** – 15-002
- **WIOA Public Law Sec.** – 113-128, 129(a)(2), 188 (5), and 3 (36) (A)



BUSINESS SERVICES TASK FORCE
Meeting Agenda and Report
May 2026

- I) Incumbent Worker Training Program Update
 - a) 2024/25 projects
 - Total of 5 projects awarded, and 1 carried from 2024
 - 2 companies chose not to implement projects
 - TechBridge in Henry County (\$12,000) chose not to implement due to internal staff turnover which impacted their ability to carry out an internal training
 - Golden State Foods in Rockdale County (\$6,000) became nonresponsive and did not reply to numerous requests for updates and deadlines. It is the opinion of the Business Services Manager that the contract value was not high enough relative to the cost to implement. This impacted our internal process to recommend 2026 applicants to design trainings to take advantage of the maximum project award
 - b) Completed projects
 - Rockdale County Water System – 10 trainees and \$25,000 reimbursed
 - InLine Plastics – 10 trainees and \$11,600 reimbursed
 - Silon LLC - 10 trainees and \$20,375 reimbursed
 - Elma Inc – Completed in Apr2026, 25 trainees and projected reimbursement of \$25,000
 - c) 2026 Request for Proposals
 - 3 proposals received
 - 1 was incomplete and rejected
 - 2 scored and recommended for approval
 - Rockdale County Sewer Collection Training - \$25,000
 - Morrison Products Six Sigma Training by Chattahoochee Tech- \$18,600
 - Similar to 2025, it is the conclusion of the Business Services Manager that the maximum contract amount of \$25,000 is not significant enough relative to the implementation costs
 - Workforce Director Brett Lacy agrees with this conclusion and recommends that we revisit this once we have a better sense of the PY26 budget
 - Possibilities include a larger project award amount and possibly using IWT as a follow on to the SAEF program (detailed below)



- II) State Apprenticeship Expansion Grant (SAEF) Program Update
 - \$500,000 awarded over 2 yrs to a consortium of ARWDB, Fulton, DeKalb and Atlanta
 - Up to \$3,250 in direct training costs assistance per trainee
 - Up to \$1,000 in supportive services costs
 - 6 companies identified with 37 apprentices to date
 - 2 pre-apprenticeship programs identified to date
 - Outreach activities ongoing, along with MOU processing, and planning by the partners

- III) Other Program updates
 - Collaborating with NextGen Dept to host employer Lunch and Learns on the PADE grant

- IV) Task Force Q & A

- V) Adjourn