



**Monterey County Workforce Investment Board (WIB)**  
**LOCAL POLICY BULLETIN #2008-04**

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Full WIB Adopted: August 6, 2008

**TO:** All Monterey County Providers of Workforce Investment Act (WIA) Title I Youth Services

**SUBJECT:** Local Monterey County Workforce Investment Board (WIB) definition of Youth Eligibility Documentation and Verification

**PURPOSE:** This policy provides information and guidance pertaining to the Monterey County Workforce Investment Board's definition of WIA Title I Youth eligibility documentation and verification procedures, as specified in the WIA Eligibility Technical Assistance Guide.

**REFERENCE:**

- WIA Final Rule, 20 Code of Federal Regulations (CFR), Part 664 - Youth Activities Under Title I of the Workforce Investment Act, Subpart B - Eligibility for Youth Services
- Workforce Investment Act Eligibility Technical Assistance Guide, prepared by the California Employment Development Department (EDD), found online at the following website:  
[http://www.edd.ca.gov/Jobs\\_and\\_Training/pubs/rwiad04-18.pdf](http://www.edd.ca.gov/Jobs_and_Training/pubs/rwiad04-18.pdf)

**POLICY:** The Monterey County Workforce Investment Board adopts the following eligibility definitions and acceptable documentation, as specified in the WIA Eligibility Technical Assistance Guide. (Reference Attachment 1 – for a list of acceptable youth eligibility documentation and verification.)

**Definitions:**

1. **Verification** – means to confirm an eligibility requirement through examination of official documents or by verbally confirming information by speaking with representatives of appropriate agencies. In the case of verbal confirmation, written documentation of the conversation should be included in the file.
2. **Documentation** – means to maintain physical evidence of information obtained during the verification process. Such evidence may include copies of documents, completed telephone/document inspection forms and signed applicant statements.

**Attachment:** Attachment 1 – List of Youth Eligibility Documentation and Verification

**INQUIRIES:** For questions or assistance related to this policy, please contact the Monterey County Workforce Investment Board staff at (831) 796-6434.

This policy is posted on the WIB website located at: [www.montereycountywib.org/policies/](http://www.montereycountywib.org/policies/)