

Atlanta Regional



NextGen Program

Connecting Talent with Opportunity

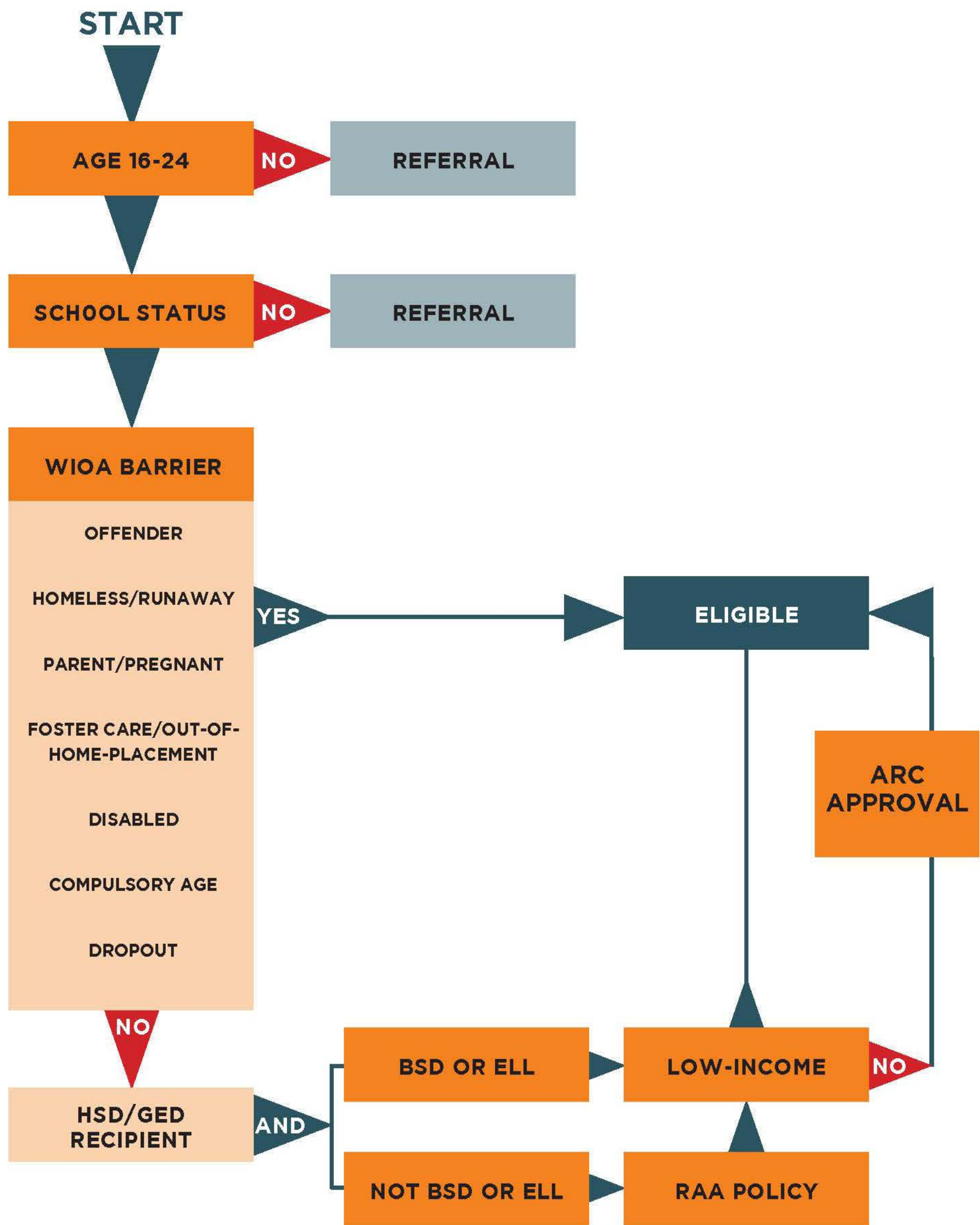
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Out-of-school Youth (OSY) ELIGIBILITY

PY22 NEXTGEN SERVICE PROVIDER (NGSP)
TRAINING HANDOUT

NEXTGEN PROGRAM (NGP)
OSY ELIGIBILITY

FLOWCHART



KEY TERMS & ACRONYMS

KEY TERMS

- **At Time of Enrollment** – the customer’s status as proven when eligibility determination is made. Age, residence, and school status may change after the customer is registered for the program.
- **Offender** – an individual who is subject to the juvenile or adult justice system.
- **Homeless** – as defined in the Violence Against Women Act of 1994 or the McKinney-Veto Homeless Assistance Act
- **Pregnant/Parenting** – An individual who is parenting can be a mother or father, custodial or non-custodial. A pregnant individual can only be the expectant mother.
- **Compulsory school age, but not attending** – 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
- **Dropout** – A “school dropout” is an individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent.
- **Disabled** – as defined by the Americans with Disabilities Act of 1990
- **Self-attestation** - method of verification of a document by the applicant himself/herself certifying the genuineness of the said document.
- **Requires Additional Assistance** – An individual who requires additional assistance to enter or complete an educational program or secure or hold employment, as defined by NextGen Policy.
- **Family** - two or more persons related by blood, marriage or decree of court, who are living in a single residence
- **Family of One** – A person with a disability or an independent, non-dependent, or emancipated
- **Includable Income** - Income actually received from all sources by all members of the family during the income determination period.

COMMON ACRONYMS

ARC	Atlanta Regional Commission
ARWDB	Atlanta Regional Workforce Development Board
BSD	Basic Skills Deficient
CFR	Code of Federal Regulations
CRC	Career Resource Center
EFL	Educational Functioning Level for Measurable Skills Gain tab in VOS
ELL	English Language Learner
GED	General Education Diploma
WSGP/VOS	WorkSource Georgia Portal/ Virtual OneStop System
HSD	High School Diploma
ISY	In-School Youth
NGP	NextGen Program
NGPP	NextGen Program Policy
NGSP	NextGen Service Provider

OJT	On-the-job Training
OSY	Out-of-School Youth
PY	Program Year
RAA	Requires Additional Assistance
SP	Service Plan (ISP/ISS/IEP)
SS	Supportive Service
TABE	Test of Adult Basic Education
TEGL	Training and Employment Guidance Letter
USDOL	US Department of Labor
USHHS	US Human & Health Services
WEP	Work Experience Program
WEx	Work Experience
WIOA	Workforce Innovation & Opportunity Act

Verification Documents

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

Verification Documents

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

Verification Documents

Self-Attestation Requirements

⇒ **Must be:**

- Signed and dated by Customer (before Eligibility Date in VOS)
- In place of UNATTAINABLE documentation
- Explanation of why verifying document is unattainable
 - Ex. Unable to obtain dropout record because record is 5 years old, so school does not have copy on file
- Scanned into VOS under Documents and labeled as “verify” or “self-att”
 - I.E. first initial last name [dropout self-att or dropout verify]

⇒ **Can be:**

- Typed
- Handwritten
- The NextGen Self-Attestation form (filled out completely)

⇒ **Cannot be:**

- The NextGen Application
- Signed after the Eligibility Date
- Used to substitute more than one eligibility document
- Used for more than 5-10% of eligibility verification

NGP ELIGIBILITY
WORKSOURCE GA PORTAL/VOS

ENROLLMENT PROCESS



- 1 Upload Eligibility Documents (labeled appropriately)**
- 2 Complete VOS Application**
- 3 Upload TABE scores & Add to the EFL Tab**
- 4 Assign Mandatory Activity Codes**
- 5 Prepare to Develop the Service Plan (SP/ISS/IEP/ISP)**

ENROLLMENT PROCESS

1. Upload Eligibility Documents (labeled appropriately)

- ☐ *NextGen Application*
- ☐ *Eligibility Checklist*
- ☐ *Notarized Illegal Immigration Affidavit (age 18+)*
- ☐ *Signed Grievance Procedure (latest version)*
- ☐ *Proof of:*
 - ☐ Picture Identification
 - ☐ Residency of County
 - ☐ Date of Birth
 - ☐ Social Security Number
- ☐ *Selective Service Registration (male age 18+)*
- ☐ *Resume (if available)*
- ☐ *Verification of WIOA Barrier*
- ☐ *Low-income verification (if applicable)*
- ☐ *Signed Orientation form*

2. Complete VOS Application

- ☐ *Verify and link:*
 - ☐ Age
 - ☐ Residency
 - ☐ School Status
 - ☐ WIOA Barrier (ONLY include income if applicable)

ENROLLMENT PROCESS

3. Upload TABE scores & Add to the Literacy/Numeracy Tab

- ☐ *In uploaded document include:*
 - ☐ Customer's name
 - ☐ Date test administered
 - ☐ If scores calculated by hand – show selected answers for each question
 - ☐ Total score for each category
- ☐ *Add any scores under 9th grade level to VOS*
- ☐ *Administer Post-TABE within the participant's first program year for Measurable Skills Gain*

4. Assign Mandatory Activity Codes

- ☐ *412 – Objective Assessment*
- ☐ *413 – Develop Service Strategies (Service Plan)*
- ☐ *417 – Comprehensive Guidance & Counseling*
- ☐ *Education and/or Training Activity*

5. Prepare to Develop the Service Plan (SP/ISS/IEP/ISP)

- ☐ *Upload the Objective Assessment Summary (OAS)*
- ☐ *Upload the Career Assessment*
- ☐ *Use the OAS and Career Assessment to create the Service Plan (SP) with the participant (in VOS or hardcopy)*
- ☐ *Print the first draft of the SP to be signed and dated by the participant within 30 days of the Participation Date in VOS.*
- ☐ *Upload signed SP*