



POLICY  
NUMBER  
P95

<b>Title:</b>	WIOA Youth Program Eligibility and Service Provider Selection		
<b>Type:</b>	Programmatic		
<b>Program:</b>	Workforce Innovation and Opportunity Act - Youth		
<b>Effective:</b>	04/25/2017	<b>Revised:</b>	11/13/2025

## I. PURPOSE AND SCOPE

Addressing the needs of youth with barriers to employment is a critical component of the state's workforce system. Proactive and responsive partnerships are essential in the coordination of training and support towards high-quality employment outcomes that improve self-sufficiency and align with the workforce needs of Florida's business community. This policy is designed to provide guidance to Local Workforce Development Boards (LWDBs) on the development of aligned and effective youth programs that ensure high quality outcomes in alignment with state<sup>1</sup> and federal law<sup>2</sup>.

## II. KEY OBJECTIVES AND MEASURABLE PERFORMANCE OUTCOMES

### A. Key Objectives

1. Improve in-demand employment and training outcomes by ensuring high quality and cost-effective youth service providers aligned with the needs of Florida businesses.
2. Promote skill development through training that leads to recognized credentials and prepares youth for work within in-demand industries.
3. Expand timely access to youth services for both out-of-school and in-school youth, including those with disabilities.
4. Strengthen partnerships by working with required and additional partners, including local businesses and community partners.
5. Ensure compliance with federal and state procurement requirements for WIOA youth service providers.
6. Ensure compliance and accountability by tracking performance.

### B. Measurable Performance Outcomes

Performance for this policy will be measured by, at minimum, the following:

1. The six primary WIOA performance indicators for the Youth program as defined

<sup>1</sup> Chapter 445, F.S.

<sup>2</sup> 20 CFR 681

in Section 116(b)(2)(A)(ii) and [34 CFR 463.155\(c\)](#) and [20 CFR 677.155](#), and

2. Performance outcome metrics outlined in [Workforce Policy P1 - Availability of Services to Floridians](#), for the applicable population.
3. Number of program youth placed in apprenticeship or pre-apprenticeship programs.

### **III. POLICIES AND PROCEDURES**

#### **A. WIOA Youth Eligibility Criteria**

LWDBs must actively pursue outreach to potentially eligible youth and ensure that youth enrolled in the WIOA Youth Program meet eligibility criteria as defined in WIOA Sections 129(a)(1) and, [20 CFR 681.200 - 681.220](#). Additionally, LWDB procedures and local policies for youth outreach, eligibility determinations, enrollment, and procurement must be in alignment with technical assistance and guidance issued by FloridaCommerce. Consistent with the relevant Technical Assistance Letter issued by FloridaCommerce, eligibility determinations are based, in part, on the following factors:

- Eligibility criteria as an out-of-school youth (OSY) or in-school youth (ISY)
- School status determination
- Identified barrier(s)<sup>3</sup>

LWDBs must ensure, in alignment with [Workforce Policy 100 - Work-Based Training and Work Based Learning Opportunities](#), that education and local youth-focused workforce development systems are coordinated and designed to increase and expand pathways into work-based learning activities, especially registered apprenticeships and preapprenticeship programs, that meet current industry needs. Programs should be designed to efficiently assist youth into, and persist in, high-wage, high-demand, and high-skilled occupations and provide access to an aligned and expanding array of apprenticeship and preapprenticeship options. Programs for youth should be focused on demonstrated industry need, career-relevant training, and increasing in-demand employment outcomes. Youth program participant data on pre-apprenticeship and apprenticeship enrollment, outreach, and completion should be regularly measured, tracked, and shared.

#### **B. Enrollment and Assessment**

Youth can self-register in Employ Florida, however they cannot self-enroll in a WIOA Youth program. LWDB staff must ensure that youth are registered in Employ Florida and determine eligibility as quickly as possible and before enrollment. The enrollment process includes eligibility determination, objective assessment, development of an Individual Service Strategy (ISS), and participation in any of the 14 WIOA Youth program elements outlined in [20 CFR 681.460](#). Once an individual is determined to be eligible for the WIOA Youth program, staff are required to complete a WIOA Youth program application in Employ Florida.

Objective assessments evaluate academic and skill levels, career readiness, and service needs. Assessments may include formal tests, interviews, observations, or file reviews, and must accommodate youth with disabilities. Assessments from

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<sup>3</sup> WIOA Section 129(a)(1)(B)(iii) for OSY or Section 129(a)(1)(C)(iv) for ISY

other programs completed within the past six months may be used. Youth are considered participants only after receiving one of the 14 program elements listed in [20 CFR 681.460](#).

The ISS must be tailored to the youth's needs and include assessment results and education and employment goals aligned with career pathways that are designed to lead to employment within in-demand industry sectors. It must align with at least one WIOA performance indicator and include at least one of the 14 program elements. Existing ISS documents from other programs may be used if completed within the past six months and sufficient to meet WIOA requirements.

Staff must complete the objective assessment and ISS using the state-identified tool listed in the applicable Technical Assistance Letter issued by FloridaCommerce.

Co-enrollment in WIOA programs is highly encouraged and depends on each program's eligibility, individual service needs, and career readiness, determined through assessments of skills, work experience, literacy, and support needs. Youth aged 18 to 24 may be co-enrolled in the WIOA Youth and Adult programs if they meet eligibility for both. Youth may qualify for WIOA adult services if they meet WIOA Adult eligibility requirements and need intensive youth services as well as adult training related to their career pathway. For co-enrolled participants, staff must determine the appropriate services from each program, identify the funding stream for each service in Employ Florida, and ensure services are not duplicated consistent with applicable state and federal law. LWDBs must ensure that services for non-eligible youth are funded through partner programs.

LWDBs should work closely with local businesses, as well as community and WIOA partners, to serve youth.

#### **C. Use of Federal Funds to Provide Food, Beverage, or Dining Activities**

LWDBs may use state and WIOA funds to provide food and beverages for youth enrolled and participating in youth workforce programs provided that such expenditures adhere to technical assistance and guidance issued by FloridaCommerce.

#### **D. WIOA Youth Service Provider Selection and Procurement**

LWDBs may deliver youth services directly or award grants and contracts through a competitive procurement process, as required by WIOA Section 123. Direct provision must be cost-effective and comply with governance standards in [Workforce Policy G110 – Local Workforce Development Area and Board Governance](#). Selection through procurement and the execution of contractual arrangements must include specific and measurable deliverables designed to drive the effective,

efficient, and aligned delivery of services, include outreach and partnership objectives, and be consistent with issued technical assistance and guidance from FloridaCommerce.

Selected providers must, at minimum:

- demonstrate the ability to offer all 14 required program elements,
- coordinate with community partners,
- offer services at a reasonable cost with a clear budget,
- show knowledge of WIOA requirements,
- have strong community and business linkages,
- meet or exceed LWDB performance indicators,
- comply with reporting requirements,
- be legally established for at least six months,
- hold a current business license,
- disclose any pending legal actions, and
- must not have been found at fault in criminal, civil, or administrative proceedings.

LWDBs may establish additional criteria in their local plans.

#### **IV. IMPLEMENTATION**

LWDBs must implement local policies, procedures, and monitoring that define the roles of staff, youth providers, employers, and participants. LOPs must ensure proper oversight of eligibility determinations, enrollment, and service delivery and be designed to meet or exceed state and federal performance metrics. LOPs must address the use of funds for food and drink costs for youth and ensure costs do not exceed allowed limits. Youth providers are required to cooperate fully with monitoring activities and follow all applicable regulations. Monitoring must verify compliance with WIOA, [2 CFR Part 200](#), issued agency guidance and technical assistance, and state policy. If an LWDB also serves as a youth provider, monitoring must be conducted by an external entity. Results must be reported to the Chief Local Elected Official (CLEO).

LWDBs must include in their local policies and procedures, in compliance with § 681.420, ensure appropriate links to entities that will foster the participation of eligible local youth. Such links may include connections to:

- 1) Local area justice and law enforcement officials;
- 2) Local public housing authorities;
- 3) Local education agencies;
- 4) Local human services agencies;
- 5) WIOA Title II adult education providers;
  - a. Local disability-serving agencies and providers and health and mental health providers;
- 6) Job Corps representatives; and
  - a. Representatives of other area youth initiatives and including those that serve homeless youth and other public and private youth initiatives.

In accordance with 63T-1.005, Florida Administrative Code (F.A.C.), LWDBs shall include

in their local policies and procedures defined staff who will participate in the Community Reentry Team (CRT) to review DJJ youth returning from residential commitment, ensuring they receive appropriate workforce transition services to facilitate their reentry into the community.

FloridaCommerce conducts regular monitoring of each LWDB. This includes reviewing eligibility documentation, evaluating Individual Service Strategies (ISS), assessing procurement practices, and measuring service outcomes.

## **V. ATTACHMENTS AND RESOURCES**

[WIOA Youth Fact Sheet](#)