

Youth DET Contract Policy 11– DOE Eligibility

The purpose of this policy is to establish the process for the Department of Educations (DOE) to document the following eligibility requirements for In School Youth.

DOE will document the following eligibility requirements:

1. Age
2. Date of Birth
3. Residency
4. Low Income
5. Barriers

Providers will be required to document Eligibility to Work and Selective Service Registration, if applicable.

Timeline:

Contractors will request documentation in the process indicated below. All requests will be submitted by the 1st work day of the first month of every calendar quarter. (January 2, April 1, July 1, and October 1).

Process:

In order to request documentation from the Department of Education, Providers will submit a spreadsheet to the Contract Specialist with the below information:

School Name	School ID	Student ID	Last Name	First Name
-------------	-----------	------------	-----------	------------

Once this is received, the Contract Specialist will forward the spreadsheet to DOE within 72 hours of the date of the request. DOE will obtain the information for each student and create individual letters. These letters will be provided to the Contract Specialist for each student within three weeks of the request.

The Contract Specialist will forward letters to the appropriate Provider.

The eligibility date in Delaware JobLink may not be prior to the date on the letter from DOE.

Attachment A provides the sources of data for each element being documented.

Attachment B is a sample letter.