



DYLAN WRIGHT
DIRECTOR
OC COMMUNITY RESOURCES

CYMANTHA ATKINSON
ASSISTANT DIRECTOR
OC COMMUNITY RESOURCES

JULIE LYONS
DIRECTOR
ADMINISTRATIVE SERVICES

ANDI BERNARD
DIRECTOR
OC ANIMAL CARE

JULIA BIDWELL
DIRECTOR
OC HOUSING & COMMUNITY
DEVELOPMENT

RENEE RAMIREZ
DIRECTOR
OC COMMUNITY SERVICES

STACY BLACKWOOD
DIRECTOR
OC PARKS

JULIE QUILLMAN
COUNTY LIBRARIAN
OC PUBLIC LIBRARIES

OC Community Resources

Approved: April 8, 2020
Revised: November 25, 2020

To: All WIOA Subrecipients of the Orange County
Workforce Development Board

From: Carma Lacy
Director of Workforce Development

Subject: Determination of Dependent Status
Information Notice No. 20-OCWDB-04

PURPOSE

This policy provides guidance to all Orange County Workforce Development Board (OCWDB) One Stop Service Providers on the requirements for the provision of the Workforce Innovation and Opportunity Act (WIOA) determination of dependent status for Adults and Young Adults/Youth.

EFFECTIVE DATE

This notice is effective on the date of issuance.

REFERENCES

- 29 U.S.C. 3101 et seq.

BACKGROUND

This policy is intended to help avoid uncertainty and/or inconsistency in making eligibility decisions regarding family size and the inclusion of income when relevant for all appropriate members of the applicant's family. The support provided by parents or guardians must be carefully considered when determining eligibility for WIOA adult and youth program services. The definition of dependent is being expanded to include young adults, ages 18-24, as well as youth applicants and participants.

DEFINITIONS:

Dependent - an applicant who falls in any one of the following categories:

1. Under 18 years of age, living with parents or guardians, and is receiving support from them; or
2. Age 18-24 and parent(s) or guardian(s) pay(s) for more than 50% of the applicant's support.

Independent - an applicant who falls into any one of the categories below:

1. Under 18 years of age, not living with parents or guardians, and is not receiving any support from them;



COMMUNITY INVESTMENT DIVISION
1300 SOUTH GRAND
BLDG. B, SECOND FLOOR
SANTA ANA, CA 92705
PHONE: 714.480.6550
FAX: 714.567.7132

2. Individuals, age 18-24, providing more than 50% of their own support;
3. Age 25 or older;
4. Married (including separated, but not divorced);
5. Has children that receive more than half of their support from the applicant;
6. Has dependents other than a spouse or children who live with the applicant and receive more than half of their support from the applicant;
7. Lives in own residence or in a residence without financial or other support from parents or guardians;
8. Is on active duty in the U.S. armed forces for purposes other than training; or
9. A veteran of the U.S. armed forces.

Support - as it relates to dependent, financial assistance from parents or guardians to help pay for food, clothing, shelter, utilities, education, medical and dental care, recreation, transportation, and any other living expenses; as well as government-provided cash public assistance and food assistance.

Policy and Procedure

WIOA Youth Program

Dependent status must be documented for all WIOA eligible youth applicants, ages 14-24, as defined in section 129 (a)(1), (2), and (3) of the WIOA. Verification of dependent status and means of support must be documented for each youth program participant by completion of checklist that incorporates, at a minimum, the categories listed in Attachment I. Self-attestation may be accepted to document parental support pursuant to self-attestation procedures outlined in Information Notice No. 20-OCWDB-09, Source Documentation.

An individual under 18 years of age is always considered to be a dependent child, unless the youth is not living with parents or guardians and is not receiving any support from them.

The issue of guardianship concerning dependent children is determined either by decree of court or by a state or federal agency that has established or assumed guardianship.

Determination of dependent status is particularly important for WIOA youth, ages 18-24, who are applying for WIOA youth-funded individual training accounts (ITAs) as not all out-of-school youth enrolled in the youth program are low income individuals.

WIOA Adult Program

Dependent status must be documented for all WIOA adults, ages 18-24, who are applying for WIOA adult-funded individual training accounts (ITAs). The determination of dependent status is driven by the following factors:

1. The amount of support provided by the applicant by his or her parent(s) or guardian(s); and
2. The applicant's age;
3. The applicant's marital status;
4. The applicant's dependents (biological/adopted children, disabled adults, and others dependent on the applicant for more than 50% of the applicant's support; and
5. Veteran status.

Verification of dependent status and means of support must be documented for each WIOA adult participant, ages 18-24, who is applying for an ITA. This is done by completion of checklist

that incorporates, at a minimum, the categories listed in Attachment III of Information Notice No. 20-OCWDB-09, Source Documentation. The Self-Attestation Attachment to that policy may be accepted to document parental support when signed by a parent or guardian.

ACTION

Bring this policy to the attention of all staff.

INQUIRIES

If you have any questions regarding this policy, please contact your Contract Administrator at 714-480-6500.

ATTACHMENTS


Attachment I: Checklist to Determine Dependent Child



Attachment I: Determination of Dependent Status

If the answer of any of the above categories is "YES", the individual is considered to be independent.

*Support as it relates to dependent includes food, clothing, shelter, utilities, education, medical and dental care, recreation, and transportation; as well as cash public assistance and food assistance

	Required Documentation	YES	NO	Documentation & comments on file
<input type="checkbox"/>	Under 18, not living with parents or guardians, and not receiving support from them?	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Are you 25 or older?	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Do you provide more than 50% of your own support ?	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Are you married? (Answer "Yes" if you are separated but not divorced)	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Do you have children who receive more than half of their support from you?	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you?	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Are you currently serving on active duty in the U. S. armed forces for purposes other than training? (If you are a National Guard or Reserves enlistee, are you on active duty for other than state or training purposes?)	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Are you a veteran of the U. S. armed forces?	<input type="checkbox"/>	<input type="checkbox"/>	

By signing this document, you attest that all information provided is true and valid.

X

Signature

Date