
GST MICHIGAN WORKS! POLICY 18-02

TO: Chief Executive of Subrecipients and Agency Staff

FROM; Jody Kerbyson, CEO

SUBJECT: WIOA Youth definition of "Other Responsible Adult,"

EFFECTIVE: Feb 1, 2018

PROGRAMS: WIOA Youth Program

RESCISSIONS: N/A

REFERENCES: Workforce Investment Opportunity Act Manual (WIOA)

BACKGROUND:

GST Michigan Works! enrolls eligible youth into training programs under the Workforce Investment Opportunity Act. Youth under the age of 18 years old (minors) must have authorization from a parent, legal guardian or other responsible adult, to enroll. Local Michigan Works agencies shall create a policy that defines the definition of "Other Responsible Adult".

POLICY:

For purposes of authorizing a minor to participate in the WIOA programs, the signature of a parent, guardian, or "other responsible adult" is required. GST Michigan Works has locally defined "Other Responsible Adult".

The definition of "Other Responsible Adult" may include:

- A relative with whom the individual resides,
- An adult who has been delegated custodial or administrative responsibilities in writing, either temporarily or permanently, by parents or by an appropriate agency,
- Agency or organization representative who is in a position to know the individual's circumstances (i.e., that they could not get a parent's or guardian's signature authorizing participation), for example, a clergy person, a school teacher or other school official, a probation or other officer of the court, a foster parent;

- A representative of an agency which provided support services to the individual and who is aware of the individual's circumstances (i.e., that they cannot get a parent's or guardian's signature authorizing participation), for example, a social worker, a homeless shelter official, a child protective worker, a health clinic official; or
- All other cases with extenuating circumstances of "Other Responsible Adults" must be submitted and approved through the GST Administration Staff.


ACTION:

GST Michigan Works! Service Providers shall take the appropriate actions necessary to ensure all participants and their files meet all the directives of this policy issuance. Service Provider officials shall ensure the information contained in this policy is disseminated to all appropriate staff.

INQUIRES:

Questions regarding this policy issuance should be directed to Angela Libkie 810-233-5974 Ext 102 or JulAnn Kuenzli 989-635-3561 Ext 230.

SIGNED:



Jody Kerbyson, CEO

2/1/18

Date