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**GST MICHIGAN WORKS! POLICY 18-03**  
(Board Approved 3-9-2018)

**TO:** Chief Executive of Subrecipients and Agency Staff

**FROM;** Jody Kerbyson, CEO

**SUBJECT:** WIOA Youth – Five Percent Income Exception Allowance

**EFFECTIVE:** Feb 1, 2018

**PROGRAMS:** WIOA Youth Program

**RESCISSIONS:** N/A

**REFERENCES:** Workforce Investment Opportunity Act Manual (WIOA)

**BACKGROUND:**

GST Michigan Works! enrolls In and Out of School Youth into training programs under the Workforce Investment Opportunity Act Youth Programs. The eligibility criteria for these youth require them to meet a low-income guideline. The WIOA act allows each Michigan Works to have a 5 percent window to enroll youth who do not meet the income criteria. Local Michigan Works agencies shall create a policy that defines when the 5 percent window will be used.

**POLICY:**

GST Michigan Works! will utilize the 5 percent window for In and Out of School Youth enrollments as extenuating circumstances exist. Subcontractors and agency staff must submit a request to utilize the 5 Percent window for youth who do not meet the low-income guideline. These requests should include the extenuating circumstances that exist for that individual.

Approvals will be based on the number of low income youth enrollments for the program year and whether GST Michigan Works! has a 5 percent window slot available. GST Michigan Works! must monitor the availability of these limited openings. Out of School Youth enrolled based on barrier factors and not low income are not calculated into the enrollment numbers when determining if a 5 percent window is available.

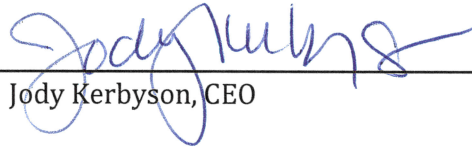
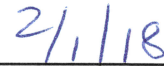
All requests to use the 5 percent window must be submitted to the GST Michigan Works Administrative staff for an approval determination. These individuals are not to be enrolled unless approval is granted.

**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:**  
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Jody Kerbyson, CEO  
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Date