

**OUT-OF-SCHOOL YOUTH (OSY)** An out-of-school youth is someone who: (1) is not currently enrolled in school, (2) is between 16 and 24 years old, and (3) faces at least one employment challenge (low-income proof is not required)

**IN-SCHOOL YOUTH (ISY)** An in-school youth is someone who: (1) is currently enrolled in school, (2) is between 14 and 21 years old, (3) is low-income (proof required), and (4) faces at least one employment challenge.

**If you are under 18, parental consent and a signature are required for enrollment.**

**WIOA LOW INCOME REQUIREMENTS**

**Additional Documents Required:**

- Income from each job worked in the past 6 months for your household (check stubs)
- Food stamp and/or TANF benefits letter for you or any member of your household, within
- Unemployment Compensation Benefits or Exhaustion Letter

***Must meet the low income requirements for WIOA services based on the low income calculator below:***

Program Years 2023 – 2024  
Six-Month Income Guidelines for WIOA:

Low Income Level Figures Effective May 16, 2024

Family Size	Atlanta MSA
1	7,530
2	10,220
3	13,211
4	16,304
5	19,241
6	22,501
7	25,760
8	29,020
For each over 8 Add:	3,260

**Clients living with or supported by a parent/legal guardian, or claimed as a dependent, cannot be considered a family of one and must provide proof of the parent’s/guardian’s income.**

**The WSA Youth Reaching Independence through Skills and Employment (R.I.S.E.) Program is a year-round workforce Program for City of Atlanta Youth.**

**The youth R.I.S.E. program expands workforce opportunities for youth, encourages leadership and independent thinking. It assists youth with assessing and accomplishing their educational and career goals as well as fulfilling their personal potential.**

**Atlanta Department of Labor and Employment Services (ADOLES) collaborates with many programs, organizations, and companies in order to serve the needs of participants. Please check the WorkSource Atlanta website for more information.**



**Some of the services offered to customers\* and eligible participants may include:**

- Career Advisement
- GED Assistance
- Certification Training
- Work Experience Opportunities
- Employment Assistance
- Life Skills Workshops
- Mentoring Services
- Entrepreneurship Skills
- Financial Literacy
- Tutoring/ Study Skills Assistance
- Job Readiness Workshops\*
- Leadership Development
- Alternative Secondary School Services
- Follow-up Services
- On-Site Recruitment Events\*
- Free Internet Access (Resource Room)\*

**WORKSOURCE ATLANTA  
YOUTH R.I.S.E. PROGRAM  
WORKFORCE PROGRAM FOR YOUTH**



**“YOUR PATHWAY TO ELIGIBILITY” CHECKLIST**

*Our Mission:  
Empowering Atlanta's youth with skills and opportunities for economic independence and personal growth.*



**WSA CAREER CENTER**  
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Main Line: 404.546.3000

Email  
[WSAyouth@AtlantaGa.Gov](mailto:WSAyouth@AtlantaGa.Gov)

Website  
<http://worksourceatlanta.org/youth-services>

## Required Eligibility Documents For Youth

**This list is not comprehensive and may not cover all required documents and steps. Please note that documents will be deleted after 90 days. Please ensure all submissions are completed within 30 calendar days.**

- Georgia ID or Drivers license with current address (PO Box numbers are not acceptable and ID/License cannot be expired)
- Social Security Card

### Proof of Residency (only one is required)

- A copy of current Mortgage, Rental/Lease Agreement or Deed (if property is owned) showing that the customer has lived in the City of Atlanta for the past 30 days
- Or
- A current utility bill (Water, Gas, or Electric)

### Homeless - Living with someone

**If you are currently living with someone, you must provide one of the following:**

- A copy of their current Lease/ Mortgage statement showing residency for the past 30 days or
- Deed (If property is owned) or
- A copy of a current utility bill or
- A notarized letter from the person you reside with verifying your residency at their residents.

**Note: The person writing letter must be listed on lease, mortgage statement or deed.**

### Homeless—Living in a Shelter

- An official letter from the shelter on shelter letterhead, referring agency or government agency with accurate contact information must be provided by the participant.

**Note: Your residency with the shelter will be verified.**

### Proof of Citizenship/Work Eligibility (only one is required)

- Birth Certificate or
- Green Card or Alien Registration Card or
- Naturalization Certificate or
- Work Visa (Can not be expired) or
- US Passport (Can not be expired)

## All Non Veteran Males

- All males 18-60 must have an active and valid selective services registration or provide a selective service letter. Males can obtain Verification of selective service by visiting [www.sss.gov/verify](http://www.sss.gov/verify)

### Proof of Youth Barrier Eligibility

**Submit all applicable documents for accurate eligibility.**

- Copy of last report card or transcript (if in school)
- Copy of High School Diploma or GED
- Copy of Withdrawal Form from School (if dropped out)
- Foster, Adoption Letter, or Other Legal Documentation (if a Foster Care recipient)
- Birth Certificate and Social Security Card of child OR Birth Announcement (if Pregnant or Parenting)
- Probation Letter or Other Legal Documentation
- Deficient in Basic literacy skills (assessment Administered by Provider)

### CO-ENROLLMENT VERIFICATION

- Official letter from Job Corps
- Official letter from Juvenile Justice
- Official letter from Youth Build

### Individuals with a disability

- Physician Statement or Disability Certification
- Letter from Vocational Rehabilitation (if applicable, meaning you have attended)
- Proof of Disability Benefits (SSDI)
- Referral Letter from Georgia State Agency

**Note: Under "WIOA" if an individual with a disability does not meet the income eligibility criteria the individual with a disability is to be considered a low – income individual if the individuals own income:**

### Veterans and their Dependents

- DD214 (anything other than dishonorable discharge)
- If applying as a spouse or dependent of a veteran, must show proof of relationship
- Dependents must be between the age of 18 - 21

### If Married, Separated, Divorced, or Widowed

- Copy of Marriage License/Certificate
- Legal Letter of Separation from court
- Finalized Divorce Decree
- Death Certificate (if applicable)

“City of Atlanta WorkSource GA is an equal opportunity employer/program.” Citizens in need of reasonable accommodation due to a disability including Auxiliary aids and services are available upon request. For Georgia Relay Access TTY/TDD: Dial: 711. Limited English-speaking citizens in need of interpretation should contact iSpeakATL: (404) 831-0149 or [iSpeakATL@AtlantaGa.gov](mailto:iSpeakATL@AtlantaGa.gov)

### Important Note:

**\*Participation in WIOA programs and services is conducted on a “First Come, First Serve Basis” and is based on availability of funds.\***

### STEPS TO DETERMINE ELIGIBILITY: NO incomplete submissions will be accepted.

- 1. Complete Online Orientation:** Fill out the online orientation and acknowledgment form available at [www.worksourceatlanta.org/youth-orientation](http://www.worksourceatlanta.org/youth-orientation).
- 2. Review Required Documents:** Go over the necessary documents discussed during your orientation and listed in the “Pathway to Eligibility” brochure provided to you.
- 3. Create a Customer Profile:** Register and set up a customer profile on the WorkSource Georgia Portal at [www.worksourcegeorgiaportal.com](http://www.worksourcegeorgiaportal.com). Be sure to record your SID (state ID) number from the portal.
- 4. Complete the Eligibility Explorer:** Access the ELIGIBILITY EXPLORER through the “Community Services and Benefits” section on the portal.
- 5. Upload Required Documents:** Upload all necessary documents to the portal. For guidance, refer to the “How to Upload Documents to the WSGA Portal” link available on [www.worksourceatlanta.org/youth-orientation](http://www.worksourceatlanta.org/youth-orientation).
- 6. Take the Career Assessment:** Visit [www.mynextmove.org](http://www.mynextmove.org) and complete the Career Assessment. Save and print your career profile details to present at your youth eligibility appointment.
- 7. Schedule an Eligibility Appointment:** Book an appointment through the link provided on [www.worksourceatlanta.org/youth-orientation](http://www.worksourceatlanta.org/youth-orientation) or email [WSAYouth@AtlantaGa.Gov](mailto:WSAYouth@AtlantaGa.Gov). Include your name, phone number, and SID (state ID) from the portal in the email. Use the subject line: *Ready to RISE*.
- 8. Eligibility Review:** Your eligibility will be determined by a WSA ETA Eligibility Specialist.