

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.

Parental consent and signature is required for 18 years and younger applicants.

WIOA LOW INCOME REQUIREMENTS

Additional Documents Required (Provide One):

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

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

Program Years 2024 – 2025 Six-Month Income Guidelines for WIOA:	
Low Income Level Figures Effective May 13, 2025	
Family Size	Atlanta MSA
1	7,825
2	10,575
3	13,559
4	16,733
5	19,748
6	23,093
7	26,438
8	29,783
For each over 8 Add:	3,345

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 services program for city of Atlanta 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 to serve the needs of participants. Please check the WorkSource Atlanta website for more information.



SCAN HERE TO COMPLETE ONLINE ORIENTATION

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) *

Rv 6/16/25



YOUTH R.I.S.E.

Reaching Independence Through Skills and Employment

WORKFORCE PROGRAM FOR YOUTH

“PATHWAY TO ELIGIBILITY”

CHECKLIST

Our Mission:

Empowering Atlanta's youth with skills and opportunities for economic independence and personal growth.

ATLANTA DEPARTMENT OF LABOR AND EMPLOYMENT SERVICES

818 Pollard Blvd. SW, Atlanta
Georgia 30315
404-546-3000



WSAYouth@AtlantaGa.Gov



www.worksourceatlanta.org/youth-services

REQUIRED ELIGIBILITY DOCUMENTS

This list is not comprehensive and may not cover all required documents and steps. Documents may be deleted after 90 days. All submissions must be completed within 30 calendar days.

- Georgia ID or Driver's 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**)

PERSONS EXPERIENCING HOMELESSNESS (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 the letter must be listed on lease, mortgage statement or deed.

PERSONS EXPERIENCING HOMELESSNESS (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

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 **YouthBuild**

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 meets the income eligibility criteria.

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)

WorkSource Atlanta is a division of the Atlanta Department of Labor and Employment Services and is an equal opportunity employer/ program. Auxiliary aids and services are available upon request to individuals with disabilities. TTY/TDD: 1-800-255-0135 or Mobile Device Dial: 711 Limited English-speaking citizens in need of interpretation should contact iSpeakATL: (404) 831-0149 or 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.
- 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 an individual comprehensive customer profile on the WorkSource Georgia Portal www.worksourcegeorgiaportal.com. Be sure to record your SID (state ID) number from the portal.
- 4 **Upload Required Documents:** Upload all necessary documents to the portal. For guidance, refer to the "**How to Upload Documents to the WorkSource Georgia Portal**" link available at: www.worksourceatlanta.org/youth-orientation.
- 5 **Schedule an Eligibility Appointment:** Book an appointment through the link provided on: www.worksourceatlanta.org/youth-orientation or email 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**.
- 6 **Take the Career Assessment:** Visit www.mynextmove.org and complete the Career Assessment. Save and print your career profile details to present at your youth eligibility appointment.
- 7 **Eligibility Review:** Your eligibility will be assessed and verified by a WSA ETA Eligibility Specialist.