

Youth DET Contract Policy 11– DOE Eligibility

The purpose of this policy is to establish the process for the Department of Educations (DOE) to document the following eligibility requirements for In School Youth.

DOE will document the following eligibility requirements:

1. Age
2. Date of Birth
3. Residency
4. Low Income
5. Barriers

Providers will be required to document Eligibility to Work and Selective Service Registration, if applicable.

Timeline:

Contractors will request documentation in the process indicated below. All requests will be submitted by the 1st work day of the first month of every calendar quarter. (January 2, April 1, July 1, and October 1).

Process:

In order to request documentation from the Department of Education, Providers will submit a spreadsheet to the Contract Specialist with the below information:

School Name	School ID	Student ID	Last Name	First Name
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Once this is received, the Contract Specialist will forward the spreadsheet to DOE within 72 hours of the date of the request. DOE will obtain the information for each student and create individual letters. These letters will be provided to the Contract Specialist for each student within three weeks of the request.

The Contract Specialist will forward letters to the appropriate Provider.

The eligibility date in Delaware JobLink may not be prior to the date on the letter from DOE.

Attachment A provides the sources of data for each element being documented.

Attachment B is a sample letter.

Youth Data Screening & Enrollment Project
Delaware DOE Sourcing of Data Elements

Delaware DOE data for this project is sourced to the DOE Data Warehouse (iMart). The description of the data elements, their processing timelines and source location are provided below.

Data Element	Description	Processing Timeline	Data Location
Student Name	First and Last Name	Obtained from the LEAs through the Delaware student information system (<i>eSchoolPlus</i>) and updated whenever the student information is updated by the schools.	PUBLICREPORTMART.details.P20_STUDENT_ENROLLMENT_POINT_IN_TIME
Student Address	Street, City, State, ZIP	Obtained from the LEAs through <i>eSchoolPlus</i> and updated whenever the student information is updated by the schools. If separate from the home address, the mailing address collected and the primary mailing address is flagged as such.	iMARTLDW.dbo.FCT_PERSON_ADDRESS
Birthdate and Age	Student Date of Birth and Age	Obtained from the LEAs through <i>eSchoolPlus</i> and updated whenever the student information is updated by the schools.	PUBLICREPORTMART.details.P20_STUDENT_ENROLLMENT_POINT_IN_TIME
High School	High School Name	Obtained from the LEAs at the start of each year through <i>eSchoolPlus</i> and updated whenever the student transfers to another school.	CODELIBRARY.dbo.School and PUBLICREPORTMART.details.P20_STUDENT_ENROLLMENT_POINT_IN_TIME
Low Income	Identification of a student as Low Income	DHSS provides data on SNAP, TANF, Medicaid, and General Assistance on a monthly basis. The MCI number is matched with DOE student IDs to identify students with Low Income that are considered “Direct Certification” by any of the four DHSS programs.	PUBLICREPORTMART.details.P20_STUDENT_ENROLLMENT_POINT_IN_TIME
Youth with a Disability	Students identified for Special Education needs or for a Section 504 Plan	Obtained from the LEAs through the Delaware Students with Disabilities support system (<i>IEPPlus</i>) or <i>eSchoolPlus</i> and updated whenever the student information is updated by the schools.	PUBLICREPORTMART.details.P20_STUDENT_ENROLLMENT_POINT_IN_TIME

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Homeless	Students who lack a fixed, regular, and adequate night-time residence as defined by the federal McKinney-Vento Homeless Assistance Act, and are enrolled in Delaware Public Schools	Obtained from the LEAs through <i>eSchoolPlus</i> and updated whenever the student information is updated by the schools.	PUBLICREPORTMART.details.P20_STUDENT_ENROLLMENT_POINT_IN_TIME
Foster Child	Student in the foster care custody of DSCYF and enrolled in Delaware Public Schools	Obtained from DSCYF and flagged when matched with school enrollment records through <i>eSchoolPlus</i> .	PUBLICREPORTMART.details.P20_STUDENT_ENROLLMENT_POINT_IN_TIME
Basic Skills Deficient	Students identified as not meeting the proficiency benchmark for the 9 th grade PSAT assessment in ELA or Math	PSAT scores are obtained annually from College Board that administers the test and identifies the proficiency benchmarks for the ELA and Math portions of the assessment. In 2016-17, these were 341 for ELA and 451 for Math, and 791 for the PSAT composite score.	DOESISLDSQL.[iMartLDW].[dbo].[view_FCT_ASSESSMENT_RESULT_SUMMARY]
Basic Skills Deficient	Students identified as not meeting the proficiency benchmark for the 11 th grade SAT assessment in ELA or Math	SAT scores are obtained annually from College Board that administers the test and identifies the proficiency benchmarks for the ELA and Math portions of the assessment. Delaware public schools students are required to taking this assessment in Grade 11. In 2017-18, these were 480 for ELA and 530 for Math.	https://collegereadiness.collegeboard.org/pdf/understanding-sat-scores.pdf
English Language	Student identified as an ELL student	Obtained annually through Delaware’s English Learner data collection application (EL 2.0) and merged with other student	PUBLICREPORTMART.details.P20_STUDENT_ENROLLMENT_POINT_IN_TIME

Effective Date: July 1, 2018

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Learner	for additional services	information in the DOE Data Warehouse	
Pregnant or Parenting	Student identified as pregnant	Obtained from the LEAs through <i>eSchoolPlus</i> (Student_with_Child indicator) and updated whenever the student information is updated by the schools.	DOESISLDSQL.iMartLDW.dbo.DIM_STUDENT
High School Dropout	Student identified as exiting a public school without a record of re-entry by the next school year	Obtained from the LEAs through <i>eSchoolPlus</i> and the Delaware’s official dropout tracking system (DVS).	Dropout.dbo.Dropout
Youth Offender	Student identified in a given school year as committing an offense in violation of State Law (C offense), or having committing an off-school grounds offense that requires an Attorney General’s report to the school.	School crimes are mandatory reports to DOE through the <i>eSchoolPlus</i> Discipline Reporting System. Attorney General reports to the schools are sent to the schools, and are required to be entered in the <i>eSchoolPlus</i> Discipline Reporting System with the offense code ‘S0161’.	PUBLICREPORTMART.details.P20_ORGANIZATION_CONDUCT_OFFENDER



DEPARTMENT OF EDUCATION

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September 21, 2018

DET Contract Specialist
Employment and Training Contract Manager
Delaware Department of Labor, Division of Employment of Training
4425 N. Market Street, 3rd Floor
Wilmington, DE 19802

Subject: **NAME OF YOUTH PROGRAM**'s Request for Information

This letter serves to document the requested eligibility factors for the Student referenced below seeking enrollment in a Division of Employment and Training (DET) funded In School Youth Program funded with either WIOA or State Blue Collar funds. The Delaware Department of Education (DOE) has used student level data to identify the information in this letter using the following sources:

1. Delaware DOE Data Warehouse(iMART) eSchoolPlus reports are being used to determine barriers: Youth with a disability; homeless; foster care; English language learner; youth offender; pregnant or parenting; within the age of compulsory school attendance but has not attended school.
2. Assessment data from the College Board is used to identify levels of student achievement (basic skills deficient).
3. Direct Certification data from the Delaware Division of Health and Human Services (SNAP, TANF, and/or General Assistance) is used to identify Low Income from the most recent monthly report.

All reported data is collected by DOE through data sharing agreements.

FIRST NAME; LAST NAME(student ID number), whose residence is **STREET, CITY STATE ZIP** whose birthdate is **XX/XX/XXXX** is **X** years old, and attends **HIGH SCHOOL**. In addition to documenting the Student's address and date of birth above, the Delaware Department of Education records indicate the following (check all that apply) :

- Low Income Direct Certification;
- Youth with a disability (504 or IEP plan);
- Homeless;
- Foster child;
- Basic skills deficient (**LISTED PSAT/SAT SCORES**);
- English language learner;
- A youth offender;
- Pregnant or parenting;
- Within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter. A school year calendar quarter is defined as 45 days.



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