DATE: August 28, 2015

TO: Regional Workforce Board Executive Directors

FROM: Lois A. Scott, Chief, Bureau of One-Stop and Program Support

SUBJECT: Clarification and Guidance on In-school, Out-of-school, and Dropout for Youth at Eligibility Determination

On May 6, 2015, the Department of Economic Opportunity issued a memorandum with clarification on the definition of out-of-school youth as described under the Workforce Innovation and Opportunity Act (WIOA). WIOA clearly defines youth enrolled in an adult education program (i.e. GED) as out-of-school. We have received many inquiries asking if such out-of-school youth can also be considered dropouts. Additionally, we have received questions about whether attendance in Florida Virtual Schools (FLVS), either part-time or full-time, is considered in-school.

After consultation with our education partners, we’ve confirmed that an out-of-school youth who has not received their secondary school diploma or its equivalent, cannot automatically be determined a dropout. According to WIOA section 3 (54), a dropout means an individual who is no longer attending any school and who has not received a secondary school diploma or its equivalent. According to Florida Statute 1003.01 (9) (c), dropout means the student has withdrawn from school, but has not transferred to another public or private school or enrolled in any career, adult, home education, or alternative educational program. Based on this information, our guidance on this topic is that youth enrolled in such educational programs are not dropouts.

Additionally, students attending FLVS, as well as, youth who are in Department of Juvenile Justice (DJJ) facilities (unless they have a high school diploma or its equivalent) should be classified as “in-school” for the purpose of determining school status at eligibility.

Please contact Trina Travis at Trina.Travis@deo.myflorida.com with related questions.

LAS/tlt

cc: Michelle Dennard Tom Clendenning Michael Lynch Trina Travis