

Policy Name:	WIOA Youth Needs Additional Assistance Policy
Date Approved	5/31/19
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Owner	Workforce Manager – Youth
Review Date	1/1/20

Policy:

BACKGROUND

Eligibility criteria for WIOA Youth Services consist of two primary components income eligibility, and employment barriers as found in WIOA Section 129 (a)(1)(B).

The Workforce Innovation and Opportunity Act (WIOA) allows local areas to provide services to youth who are low income, but do not meet one of the WIOA identified barriers. These participants are considered “youth who need additional assistance” to complete an educational program or to secure and hold employment. * Providers of Title I Youth Services should only use this barrier if none of the other WIOA recognized barriers apply.

NEEDS ADDITIONAL ASSISTANCE

CNY Works, Inc. local policy defines “youth who needs additional assistance” as out of school youth, age 16 through 24, based on an assessment of ongoing needs of youth in our communities and are designed to meet the needs of low-income youth who need to enter or complete an educational program or to secure and hold employment.

The circumstances include:

1. Has a poor work history (been fired from one or more jobs within the last six months, or has a history of sporadic employment, such as held three or more jobs within the last twelve months and is no longer employed).
2. Has actively been seeking employment for at least two months but remains unemployed or underemployed. This includes youth with no employment history, with limited work experience, and/or actively seeking full-time employment, but have only achieved part-time employment
3. Has experienced the loss of a primary caregiver (parent or guardian) due to debilitating health issues, death, incarceration or military service
4. Has experienced traumatic events within twelve months at enrollment, is the victim of abuse or suffers from serious emotional or medical problems.
5. Has exited a rehab program or completed a substance abuse recovery program.

DOCUMENTATION

Program staff must record in OSOS that the eligible youth is a youth who needs additional assistance as defined by the local policy. An OSOS Comment must be entered confirming if the additional assistance is to either a) enter or complete an educational program or b) to secure or hold employment. The information must be recorded at the time of enrollment or at the first youth service in the youth program. A copy of the source documentation (including self-attestation where applicable) must be retained in the customer folder. Please refer to the current technical guidance issued by the New York State Department of Labor regarding Data Element Verification.

Self-attestation, except where it is prohibited by Federal or State Guidelines is an acceptable data element method. Self-attestation must include the following signed statement: “I certify that the

information provided on this document is true and accurate to the best of my knowledge. I understand that such information is subject to verification and further understand that the above information, if misrepresented or incomplete, may be grounds for immediate termination from any WIOA funded program and/or penalties by law.”

Barrier	Data Element Verification
Poor work history	Employment status at participation or self-attestation.
Actively seeking employment for at least two months	Job search record or self-attestation.
Experienced the loss of a primary caregiver	Record from authorizing agency, public record search or self-attestation.
Experienced recent traumatic events	Record or documentation from qualified professional or self-attestation.
Exited a rehab program/completed substance abuse recovery program	Record or documentation from facility or self-attestation.

Note: No more than 5% of ISY served in a program year may be deemed eligible based on the “requires additional assistance” criterion.

“Not attending any school” means a youth not receiving services from a public school, charter school, career and technical school, or private school. Individuals who are enrolled in adult basic education/GED or high school equivalency preparation, skills training or other remedial education programs, including YouthBuild and Job Corps are not attending any school for the purpose of this policy.

***REFERENCE:**

WIOA Section 129 (1)(B)(iii)(VIII)

20 CFR 681.300

Plus, additional guidance as it comes down from USDOL and/or NYSDOL