



**Workforce Development Board**  
60 Central Ave., Rm B38  
Cortland, NY 13045  
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## **WIOA Youth Requiring Additional Assistance Policy**

In accordance with WIOA Section 129 (a) (1):

- (B) (iii) (VIII) - Regarding Out-of-School Youth –individual who requires additional assistance to enter or complete an educational program or to secure or hold employment; and
- (C) (iv) (VII) - Regarding In-School Youth – individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

### **Youth Requiring Additional Assistance Policy:**

In order to be considered eligible as a Youth Requiring Additional Assistance, the individual meets one or more of the following:

- Has been fired from at least one job within the last 6 months out of the last 12 months
- Has been unemployed or underemployed for at least 6 out of the last 12 months
- Lack of family support to complete an educational program or secure and maintain employment
- Poor attendance or disciplinary problems in school, or employment
- Referral from Department of Social Services stating youth is in need of additional assistance with education and employment services
- Lack of transportation
- Unstable housing or lives in household with, or is victim of domestic violence or sex abuse
- Mandated by court or agency to complete training and/or secure employment\
- Documented substance or alcohol abuse
- Expectant fathers

### **Documentation:**

In accordance with New York State Department of Labor Technical Advisories regarding Data Element Validation, the following forms of documentation are allowable to verify “Youth Requiring Additional Assistance” status:

- Case Notes
- Individual Service Strategy
- WIOA registration form signed by applicant
- Self-attestation. Self-attestation is to be used only when no other form of verification is possible.

## **Definitions:**

### **Lack of family support to complete an educational program or secure and maintain employment:**

- Unable to secure financial assistance from immediate family member to pay for occupational training
- Is living with friends or family members other than parents.
- Parent is in prison, deceased, or has health or medical condition which makes the parent unable to provide needed financial or emotional assistance.

### **Poor attendance or disciplinary problems in school or employment:**

- Has missed 15 or more days of school in most recent school year.
- Has had unscheduled absence or been late to work 6 times or more in the previous six months. **–OR–**
- Has been issued a warning either verbal or written, regarding unacceptable behaviors or practices at work or school

### **Unstable housing:**

- Has moved twice or more in the 90 days prior to initial assessment
- Living in the home of another due to economic hardship
- Primary residence will be lost within 30 days of initial assessment
- Has not had a lease, ownership interest, or formal occupancy agreement in permanent housing at any time during the 60 days prior to initial assessment
  - o CFR Parts 91, 582, 583, HUD final rule on Homeless Emergency Assistance
  - o Definition of Homeless, Federal Register Vol 76 No. 233

### **Lack of transportation:**

- Does not have a driver's license, or own or have full access to a car
- Lives more than a mile from public transportation