



## TITLE: WIOA Required Elements Policy # 7040

---

**Type:** Program Policy

**Date Established:** 07/01/2016

**Date Last Revised:** 06/07/2019

**Date Posted to Website:** 07/07/2016

**Status:** Final

**Supersedes:** N/A

---

### Purpose

This policy provides guidance on PacMtn's expectations for contractors to fulfill the 14 Required Elements, as detailed in WIOA.

---

### Policy

WIOA Youth Program providers will readily provide access and support for all youth to receive each of the 14 Required Elements, as they are individually needed.

---

### Policy Guidelines

Where providers do not have the organizational capacity to offer elements through direct service, it is expected that they have established, meaningful partnerships with providers who can meet participant needs as they arise.

Where referrals are helpful resource connection points for youth and service providers alike, the expectation is that partnerships and program alignments exist in a way that allow for youth to receive information and specific contacts quickly, with specific instructions. This allows for minimal navigation needed on the youth's part, getting them the resources they need quickly, efficiently and in an individualized fashion.

*Any discrepancies arising between PacMtn policy and or procedures with federal and state provisions due to current or future revisions will default to the current minimum federal and state regulations and guidance available. PacMtn policy and or procedures may set forth stricter requirements than provided by federal and state guidance, but in no case will PacMtn policy and or procedures not meet minimum federal and state policy.*

---

### References

Workforce Innovation and Opportunity Act of 2014

WIOA Final Rule; 20 CFR Parts 676, 677, and 678; Federal Register, Vol. 81, No. 161, August 19, 2016

WIOA Final Rule; 20 CFR Parts 603, 651, 652, et al; Federal Register, Vol. 81, No. 161, August 19, 2016

Training and Employment Guidance Letters (TEGL's) 23-14 & 08-15

WorkSource System Policy 1019, Revision 4 & Eligibility Handbook

**DATE APPROVED: June 4, 2016, 6/13/2019**

---

**Direct Inquiries to:**  
**Pacific Mountain Workforce Development Council**  
**1570 Irving Street SW**  
**Tumwater, WA 98512**  
**Telephone: (360) 704-3568**  
**Email: [Info@pacmtn.org](mailto:Info@pacmtn.org)**

PacMtn is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. WA Relay 711.