



**TITLE: WIOA Additional Assistance
Procedures # 7030P**

Type: Program Procedure

Date Established: 07/01/2016

Date Last Revised:

Date Posted to Website: 07/07/2016

Status: Final

Supersedes: N/A

Procedures

Youth who do not meet the eligibility for Categories 1-6 for In-School Youth, and Categories 1-7 for Out-of-School Youth can be qualified for program participation through requiring additional assistance.

Youth must require additional assistance to complete an educational program, or to secure or hold employment. In addition, Out-of-School Youth must also be low-income.

Additional assistance enrollments should be documented in participant files, and contain required documentation for each participant. Required documentation includes:

Eligibility Criteria	Documentation Needed
Has missed 20 or more days of school in the most recent academic year	School Records of Attendance
Drug/Alcohol abuse treatment interfering with attendance in school	Enrollment Confirmation from Treatment Facility
More than four credits behind on diploma	Current Transcript
Has left educational program because of transportation or financial situation	Letter from HS Counselor
Has had two or more interview without being hired in past 60 days	Proof of Interview Scheduling (Email, letter, voicemail correspondence from employer)
Has lost employment placement in past 30 days	Termination Documentation
Scores 60 or below on the Workplace Excellence Skills Assessment	Copy of Workplace Excellence Series Skills Assessment
Has not completed WOIS career exploration	Self-Attestation

With the exception of WOIS career exploration, self-attestation will not be accepted as documentation of additional assistance requirement.

Contractors may submit an exception waiver for participants not qualifying under the established criteria for additional assistance needs. Waiver must detail indicator of additional assistance need, and provide documentation regarding that indicator.

References

PacMtn Policy # 7030 - Additional Assistance
Workforce Innovation and Opportunity Act of 2014
WorkSource System Policy 1019 R3, Attachment A - Eligibility Policy Handbook
Training and Employment Guidance Letter (TEGL) 23-14
TEGL 08-15

NOTE: The Eligibility Policy Handbook is based on the best information available at this time per WIOA law, proposed rules, and DOL/ETA guidance. The handbook will be revised and reissued after the WIOA final rules are issued and as relevant DOL/ETA guidance is received.

Compliance with the state's eligibility policy will be based on the version of the handbook in effect at the time of the action or activity that may be at issue.

DATE APPROVED: June 4, 2016

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

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