

Type: Program Procedure

Date Established: NA

Date Last Revised: Na

Date Posted to Website: NA

Status: Final

Supersedes: N/A

Procedural Guidelines

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

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 (Rev12) – Eligibility Policy and Handbook

PacMtn Policy # 3.2.2-v1 - Additional Assistance

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.

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