

TITLE: Additional Assistance Policy # 3.3.1-R1

Type: Program Policy

Original Policy Date: 07/01/2016

Effective Revision Date: 04/24/2025

Status: Final

Supersedes: PacMtn Policy # 3.3.1

Purpose

This policy provides guidance on the criteria for youth qualifying for program services through the “requires additional assistance” eligibility category. Specific guidelines and requirements are left to local workforce boards to determine what qualifies as a need for additional assistance. This allows youth to be eligible based on their need for increased support to achieve their educational and career goals.

Policy

Youth who do not meet the eligibility under Categories 1–6 for In-School Youth or Categories 1–8 for Out-of-School Youth may qualify under the “Requires Additional Assistance” criterion. PacMtn defines this as youth who face documented barriers to completing an educational program or securing/retaining employment, including but not limited to: homelessness, foster care history, chronic absenteeism, incarceration history, or lack of work readiness skills. Appropriate documentation is required to verify this barrier in accordance with WSS Policy 1019-12 and 20 CFR §681.300.

Policy Guidelines

In-School

Youth who are attending school, per State definition, can be eligible for program participation if they require additional assistance to complete an educational program, or to secure or hold employment.

Out-of-School

Youth who are not attending school, per State definition, and are low-income based on WIOA criteria, can be eligible for program participation if they require additional assistance to complete an educational program, or to secure or hold employment.

Criteria

PacMtn believes the following factors, along with documentation, are indicators of such need:

Educational Program

- Has missed 20 or more days of school in the most recent academic year
- Drug/Alcohol abuse treatment interfering with attendance in school
- More than four credits behind on diploma
- Has left educational program because of transportation or financial situation

Employment

- Has had two or more interviews without being hired in past 60 days
- Has lost employment placement in past 30 days

- Scores 60 or below on the Workplace Excellence Skills Assessment
- Has not completed WOIS career exploration

Contractors may submit an exception waiver for participants not qualifying under the established criteria for additional assistance needs.

Documentation standards, including acceptable forms of proof, can be found in the Additional Assistance Procedure #3.3.1-P.

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.

Definitions

NA

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

WIOA Regulations – 20 CFR § 681.300 and § 681.310

TEGL 23-14

TEGL 08-15

TEGL 21-16

TEGL 09-22

WorkSource System Policy 1019 (Rev12) – Eligibility Policy and Handbook

WIOA Title I Policy 5602 (Rev5) – Supportive Services & NRPs

WIOA Title I Policy 5620 (Rev1) – Follow-Up Services

PacMtn Additional Assistance Procedure, 3.3.1-P

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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