



Youth Needs Additional Assistance Policy

Effective: July 1, 2019

Updated: December 2019, September 2021

Reference: WIOA 129(a), 20 CFR 681.200 – 681.320, TEGL #21-16, TEGL #19-2

Background: WIOA regulations require individuals served under the youth programs to be between the ages of 14 and 24 and face at least one barrier to employment as defined in the legislation. 20 CFR 681.310 allows local areas to establish a definition for “needs additional assistance” youth program eligibility criteria for:

1. An In-school youth (ISY) who requires additional assistance to complete an educational program or to secure and hold employment; and
2. An Out-of-school youth (OSY) who requires additional assistance to enter or complete an educational program or to secure or hold employment.

WIOA Youth service providers should only use this barrier if none of the other WIOA recognized barriers apply to individual youth.

Policy:

The Oswego County WDB defines a youth who “requires additional assistance to enter and/or complete an educational program or secure and hold employment as a youth who:

- has less than six consecutive months experience in any one unsubsidized, full time paid employment, OR
- has been provided with assistance (e.g., tutoring, peer counseling, testing accommodations or other accommodations to enhance learning and academic performance, etc.) through the school system, OR
- is suffering from alcohol or substance use disorders or medical issues, OR
- resides in a household with, or is a victim of, domestic violence or sexual abuse, OR
- is an expectant father, OR
- is the child of an incarcerated parent.

Note that the specific needs additional assistance characteristics are different than WIOA Youth Program eligibility barriers and needs additional assistance criteria are limited to 5% of newly enrolled ISY in each program year.

Documentation: The applicant’s specific criteria and the verification documentation must be identified and maintained in the participant record. Program staff must record in OSOS that the eligible youth is a youth who needs additional assistance as defined by the local policy. An OSOS comment must be entered confirming if the additional assistance is to either a) enter or complete an educational program or b) to secure or hold employment. The information must be recorded at the time of enrollment or at the first youth service in the youth program. A copy of the source documentation or signed self-attestation, where applicable, must be retained in the customer folder. The following forms of documentation are allowable to verify “Youth Requiring Additional Assistance” status:

Criteria	Documentation
less than six consecutive months experience in any one unsubsidized, fulltime paid employment	Registration Form / Self-attestation / Employer statement / Pay stubs / Employment records
has been provided with assistance through the school system	Self-attestation / School documents
is suffering from alcohol or substance use disorders or medical issues	Self-attestation / Professional medical or treatment program documentation
resides in a household with, or is a victim of, domestic violence or sexual abuse	Self-attestation / DSS documents / Court documents
is an expectant father	Self-attestation / Medical records
is the child of an incarcerated parent	Self-attestation / Court documents