

**Fulton, Montgomery, and Schoharie Counties
Workforce Development Board, Inc.
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Youth Requiring Additional Assistance Policy

BY 2017-10

In accordance with WIOA Section 129 (a) (1):

- (B) (iii) (VIII) - Regarding Out-of-School Youth –individual who requires additional assistance to enter or complete an educational program or to secure or hold employment; and
- (C) (iv) (VII) - Regarding In-School Youth – individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

Youth Requiring Additional Assistance Policy:

In order to be considered eligible as a Youth Requiring Additional Assistance, the individual meets one or more of the following:

- Has been fired from at least one job
- Has been unemployed or underemployed for at least six out of the last twelve months
- Lack of skills in local demand occupations
- Lack of family support to complete an educational program or secure and maintain employment
- Lives alone, or is primary source of financial support for household
- Poor attendance or disciplinary problems in school, or employment
- Lack of opportunities for promotion or wage increase
- Referral from Department of Social Services stating youth is in need of additional assistance with education and employment services
- Lack of transportation
- Unstable housing
- Mandated by court or agency to complete training and/or secure employment

Documentation:

In accordance with New York State Department of Labor Technical Advisories regarding Data Element Validation, the following forms of documentation are allowable to verify “Youth Requiring Additional Assistance” status:

- Case Notes
- Individual Service Strategy
- WIOA registration form signed by applicant

- Self-attestation. Self-attestation is to be used only when no other form of verification is possible.

Barrier	Date Element Verification
Attendance patterns	Records from educational institution (i.e., diploma, GED/HSE certificate, transcripts, attendance record, dropout letter, or documentation from school. Self-attestation is not allowable.
Loss of primary parent/guardian	Record from authorizing agency, public record search, cross reference with public record search or local Department of Social Services or self-attestation.
Work History and Employment Status	Employment status at participation, pay stubs, Unemployment Insurance field population, Employment Verification Form (Attachment A) or self- attestation.
Additional Barriers	Self-attestation.
Mandated participation or referral	Documentation/confirmation from local Department of Social Services, court or referral letter from program/agency (i.e., rehabilitation, recovery, etc.)
Traumatic events or medical issues	Record or documentation from school official or other qualified professional or self-attestation.

FMS will also accept the following forms of documentation if none of the foregoing documents are available or applicable:

- Applicant statement
- Written referral from Department of Social Services
- School record

Definitions:

Lack of skills in a local demand occupation:

- Lacking recent training in a local demand occupation
- Lacking current certification in a local demand occupation
- Has not been employed in any local demand occupation for at least one year prior to initial assessment.
- Has applied to, and either been rejected from or not interviewed for at least five openings in a local demand occupation.

Lack of family support to complete an educational program or secure and maintain employment:

- Unable to secure financial assistance from immediate family member to pay for occupational training
- Is living with friends or family members other than parents.
- Parent is in prison, deceased, or has health or medical condition which makes the parent unable to provide needed financial or emotional assistance.

Poor attendance or disciplinary problems in school or employment:

- Has missed 15 or more days of school in most recent school year.
- Has had unscheduled absence or been late to work 6 times or more in the previous six months. **–OR–**

- Has been issued a warning either verbal or written, regarding unacceptable behaviors or practices at work or school

Lack of promotion or wage increase opportunities:

- Has worked for at least one year in the same position without pay increase or job title advancement.
- Is currently employed in a position where there is no career pathway available for advancement or promotion.
- Is currently employed in a position where there is no difference between wages for entry level employees, and wages for more experienced employees.

Unstable housing:

- Has moved twice or more in the 90 days prior to initial assessment
- Living in the home of another due to economic hardship
- Primary residence will be lost within 30 days of initial assessment
- Has not had a lease, ownership interest, or formal occupancy agreement in permanent housing at any time during the 60 days prior to initial assessment
 - CFR Parts 91, 582, 583, HUD final rule on Homeless Emergency Assistance
 - Definition of Homeless, Federal Register Vol 76 No. 233

Lack of transportation:

- Does not have a driver's license, or own or have full access to a car
- Lives more than a mile from public transportation
- Lives in an area with limited public transportation