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Rivers East WORKFORCE DEVELOPMENT BOARD



Youth Requires Additional Assistance Verification Form

Applicant Name: _____ State ID: _____

The Required Additional Assistance Verification Form must be reviewed, signed, and dated by all youth that have “Youth requires additional assistance to complete an educational program or to secure/hold employment” selected as yes on the WIOA application.

Youth must meet the definition outlined in number one **and** at least one criterion listed in items A through F; **or** meet the definition outlined in number two **and** at least one criterion listed in items A though D. Verification documentation must accompany the signed and dated form and be uploaded to NCWorks.gov. Allowable verification documentation can be found on the back of this form.

Please check the appropriate boxes.

- 1. In-School Youth, aged 16-21, low income, **and**
 - a. Has poor attendance patterns in an educational program during the last 12 calendar months; **or**
 - b. Has been expelled from school within the last 12 calendar months; **or**
 - c. Has been suspended from school within the last 12 calendar months; **or**
 - d. Has below average grades of less than a “C” grade point average; **or**
 - e. Has previously been placed in out-of-home care (foster care, group home, or kinship care) for more than 6 months between the ages of 14-21; **or**
 - f. Has a currently incarcerated parent(s)/guardian

- 2. Out-of-School Youth, aged 16-24, low income, **and**
 - a. Has dropped out of post-secondary educational program during the past 12 calendar months; **or**
 - b. Has a poor work history to include no work history, or has been fired from a job in the last 6 calendar months; **or**
 - c. Has previously been placed in out-of-home care (foster care, group home, or kinship care) for more than 6 months between the ages of 16-21; **or**
 - d. Has a currently incarcerated parent(s)/guardian

This form has been reviewed with me and I certify that I meet the conditions marked above and require additional assistance to complete an educational program or to secure/hold employment as defined.

Applicant Signature: _____ Date: _____

Parent/Guardian Signature (if under 18): _____ Date: _____

Staff Signature: _____ Date: _____



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WORKFORCE DEVELOPMENT BOARD



Youth Requires Additional Assistance Verification Allowable Documentation

Prior approval should be received from the board for any verification documentation not listed below.

1. In-School Youth, aged 16-21, low income
 - a. Has poor attendance patterns in an educational program during the last 12 calendar months
 - Report card or approved attendance letter addressing attendance
 - b. Has been expelled from school within the last 12 calendar months
 - School letter/records
 - c. Has been suspended from school within the last 12 calendar months
 - School letter/records
 - d. Has below average grades of less than a “C” grade point average
 - Report card or approved attendance letter addressing grades
 - e. Has previously been placed in out-of-home care (foster care, group home, or kinship care) for more than 6 months between the ages of 14-21
 - Out-of-home care agency letter/group home documentation/DSS records/court records
 - f. Has a currently incarcerated parent(s)/guardian
 - Parent verification: birth certificate with parent name listed/child support documentation/DSS records
 - Incarceration verification: jail or Department of Correction record or printout
2. Out-of-School Youth, aged 16-24, low income
 - a. Has dropped out of post-secondary educational program during the past 12 calendar months
 - Transcript/school letter/school records
 - b. Has a poor work history to include no work history, or has been fired from a job in the last 6 calendar months
 - Poor work history: Job Skills & Work History Form/resume/employment documentation
 - Fired: Job Skills & Work History Form listing required dates and reason for leaving/employer letter/UI records
 - c. Has previously been placed in out-of-home care (foster care, group home, or kinship care) for more than 6 months between the ages of 16-21
 - Out-of-home care agency letter/group home documentation/DSS records/court records
 - d. Has a currently incarcerated parent(s)/guardian
 - Parent verification: birth certificate with parent name listed/child support documentation/DSS records
 - Incarceration verification: jail or Department of Correction record or printout