

Rivers East Workforce Development Board

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RIVERS EAST LA ISSUANCE 2021-03

SUBJECT: YOUTH REQUIRES ADDITIONAL ASSISTANCE

PURPOSE: This issuance replaces LA Issuance 2018-07 and updates the previous Required Additional Assistance issuance for the WIOA Youth Program.

ACTION: The attached policy and forms should be used by WIOA Youth Career Advisors when needing to determine youth eligibility using this barrier. The applicable eligibility category must be selected and corresponding eligibility documentation scanned into NCWorks Online.

Any exceptions to this policy must be pre-approved by the Local Area.

EFFECTIVE DATE: July 1, 2021


Jennie Bowen
Workforce Development Director

Attachments

Serving: Beaufort County • Bertie County • Hertford County • Martin County • Pitt County

Mid-East Commission • Workforce Development Department
"Committed Equal Opportunity Employer/Programs"

"Auxiliary aids and services are available upon request to individuals with disabilities." Relay numbers for the Hearing Impaired: (TT) 1-800-712-6600 (voice) 1-800-735-8262
www.mideastcom.org

Requires Additional Assistance Required Documentation:

* Local area approval should be received for any verification documentation not listed.

1. **In-School Youth:**

- 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 school 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:**

- A) Has dropped out of a 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 job/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.

Rivers East Requires Additional Assistance Verification Form

The Required Additional Assistance 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 criteria listed in items A through F; or youth must meet the definition outlined in number two and at least one criteria listed in items A through D to meet the definition for this barrier. Verification documentation must accompany the signed and dated form and be scanned into NCWorks Online.

Please check the appropriate boxes.

1. In-School Youth, ages 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, ages 16-24, low-income **and**
 - A) Has dropped out of a 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.

Customer Signature

Date

WIOA Career Advisor Signature

Date