



**TRI COUNTY WORKFORCE INVESTMENT BOARD  
POLICY AND PROCEDURES**

**ISSUANCE DATE:**

**December 12, 2013**

**To:** Tri County Service Providers

**From:** Joanna Russell, Executive Director  
Tri County Workforce Investment  
Board

**CC:** MDOL, Bureau of Employment  
Services

**SUBJECT:** Youth In Need of Additional  
Assistance

**BACKGROUND**

Section 29 CFR 664.20 of the WIA provides local workforce investment areas with the authority to determine criteria and eligibility documentation requirements in the sixth barrier for WIA youth eligibility which reads:

*“An individual (including youth with a disability) who requires additional assistance to complete an educational program or to secure and hold employment.”*

The Tri County Workforce Investment Board is implementing the following policy:

## **Policy**

The Tri County LWIB defines individuals who “require additional assistance to complete an educational program, or to secure and hold employment” as follows:

- For in-school youth, “those who are identified by the school as being ‘at risk’ of dropping out.” Such ‘at risk’ factors may include, for example, poor academic record, high absenteeism, or a record of in-school disciplinary problems. The individual’s building principal or his/her designee will, on school letterhead, attest that the student is ‘at risk’ by local school standards. The school official’s letter will serve as back-up documentation; and
- For out-of-school youth, “those who are unemployed or who exhibit a poor work history, e.g., have never held a job for more than six months.” Employment history will be self-reported by the individual and documented by the Plan Manager in the individual’s case file.

## **Youth Eligibility Exceptions**

Up to 5% of youth participants served by youth programs may be individuals who do not meet the income criterion for eligible youth, provided that they are within one or more of the following categories.

- School dropout
- Basic skills deficient
- One or more grade levels below the grade level appropriate to the individual’s age
- Pregnant or parenting
- Possess one or more disabilities including learning disabilities
- Homeless or runaway
- Offender or
- Face serious barriers to employment as identified by the local board.

The Tri County LWIB defines “face serious barriers to employment as identified by the local board” as follows:

- For in-school youth, “lack of involvement in work-based learning or other appropriate extra-curricular activities;”
- For out of school youth, “ those who are unemployed or who exhibit a poor work history, e.g., have never held a job for more than six months;”

These eligibility criteria should be assessed by the service provider career advisor and recorded in the case management file for each participant and services may be implemented immediately or can be validated by a school counselor and/or school principal in a letter to the service provider. Please refer to your local plan numbers to assist in targeting in-school versus out-of-school youth. Primarily, we should focus our efforts around disconnected out-of-school and older youth.