

ADDITIONAL ASSISTANCE STATUS POLICY YOUTH PROGRAM ELIGIBILITY

Policy # 15-13
Revision #2
Effective Date: 2/28/17

Purpose

Youth Program Eligibility set forth, in part, under Section 129 (a) (1) (B) (iii) (VIII) and (a) (1) (C) (iv) (VII) of the Workforce Innovation and Opportunity Act (WIOA) and Virginia Community College System (VCCS) VWL #16-11, stipulates that a youth who requires Additional Assistance in order to Complete an Educational Program or to Secure and Hold Employment may be considered to have an allowable barrier for the purpose of WIOA eligibility determination. Local Workforce Development Boards (LWDBs) may define "Additional Assistance Status" through the identification of specific categories that could serve as barriers to an otherwise WIOA eligible youth's ability to attain their goals. As is the case with all WIOA eligibility requirements, verification of "Additional Assistance Status" must be documented in accordance with acceptable verification sources and maintained in the participant file. The purpose of this Policy is to outline the requirements for the use of Additional Assistance Status for participant eligibility purposes.

Background

The Hampton Roads Workforce Development Board (HRWDB) has approved the following categories, based on the recommendation of the HRWDB Youth Services Committee, to define what constitutes the need for Additional Assistance for WIOA youth participants. This action was taken by the HRWDB at their meeting of June 17, 2015 with an effective date of July 1, 2015.

Low Income Youth who meet one (1) or more of the following categories will be considered to require Additional Assistance to complete an Educational Program or to Secure or Hold Employment, for WIOA eligibility purposes. These categories apply to both In-School Youth (ISY) and Out of School Youth (OSY), unless otherwise indicated, and are as follows:

- Child of a currently Incarcerated Parent or Legal Guardian.
- Does not have any Paid Work Experience.
- Does not have a valid Driver's License (Out of School Youth).

- Unemployed for the Previous Six (6) Months (Out of School Youth).
- Is Behind One (1) or More Grade Levels as Related to Age (In-School Youth).

Use Limitation for Additional Assistance Status

Not more than 5% of the ISY participants who are enrolled in the overall Opportunity Inc. Youth Program for any given program year may be made eligible by use of the Additional Assistance Status eligibility qualification.

There is no use limitation for OSY participants.

Process to use Additional Assistance Status

Prior to enrolling any WIOA ISY participant with the Additional Assistance Status eligibility qualification, Youth Program Contractors must first request approval from the Opportunity Inc. Youth Program Coordinator. This request must be in writing. The Coordinator will review the request and respond in writing as soon as possible. Contractors must ensure that approved requests result in the verification and documentation of all required eligibility items, in accordance with current requirements. A request that would result in the 5% cap for ISY being exceeded will not be approved.

Prior approval for the use of Additional Assistance Status for OSY participants is not required, given that there is no use limitation. However, any use of such must be in accordance with this Policy.

Additional Assistance Status Monitoring

The Youth Program Coordinator will monitor the use of Additional Assistance Status for ISY in relation to the respective Youth Program participant count in the VaWC on an ongoing basis. Prior to approving any ISY request, a review of the VaWC will be conducted, at that time. In addition, the Coordinator will review Additional Assistance Status eligibility documentation for both ISY and OSY participants as part of the Youth Program Contractor monitoring process.

