



Policy: Local Youth Additional Assistance Policy

Effective Date: 05/19/2026

Last Reviewed Date: 05/19/2026

Summary

This policy defines clear, quantifiable criteria under WIOA Sec. 129 for low-income youth needing Additional Assistance (beyond standard eligibility barriers) to enter, complete education, or secure/hold employment.

Relevant Laws, Rules, or Policies

WIOA Sec. 129(a)(1)(B)(iii)(VIII)

WIOA Sec. 129(a)(1)(C)(iv)(VII)

20 CFR 681.300

20 CFR 681.310

TEGL 21-16

TEN22-19

DEED's Office of Youth Development Policies

Background

The purpose of this policy is to establish clear, consistent, and compliant standards for identifying WIOA -eligible youth who “require additional assistance to enter or complete an educational program or to secure and hold employment,” as defined under WIOA Sec. 129. This policy ensures that ensures WIOA-funded youth who lack traditional barriers—but face significant life, educational, or employment challenges—can be enrolled under the Requires Additional Assistance eligibility category, as well as ensures that WDA 09 Youth Program Providers apply the Additional Assistance criterion in a manner that is equitable, measurable, federally compliant, and aligned with DEED's Office of Youth Development expectations.

Policy

WIOA Out-of-School Youth (OSY)

For OSY in WDA 09, the criteria for “An individual who requires additional assistance to complete an education program or to secure and hold employment” includes the following:

- Refugee or Immigrant Youth
- Youth who identify as LGBTQIA+
- Youth with one or more parents or guardians currently incarcerated
- Youth with one or more parent or guardian that has not received a High School Diploma or GED
- Youth with ongoing chronic medical, mental health, and/or substance abuse issues
- Youth that are victims of domestic violence or abuse
- Youth that are victims of sexual or romantic partner violence or abuse

WIOA In-School-Youth (ISY)

For ISY in WDA 09, the criteria for “An individual who requires additional assistance to complete an education program or to secure and hold employment will also include the following in addition to the criteria listed for OSY above:

- Youth with school truancy concerns
- Youth with a school record of ongoing emotional and behavioral issues

5% Window

A maximum of 5% of In-School Youth (ISY) participants will be enrolled in a program year based on the Requires Additional Assistance eligibility criterion. WIOA Youth Program Providers are responsible for ensuring no more than 5% of their respective ISY caseloads in a program year are enrolled based on the Requires Additional Assistance eligibility criterion.

Documentation

When a youth participant is enrolled using the “Requires Additional Assistance” barrier, one or more of the following acceptable forms of documentation must also be included in the participant’s Workforce One record:

- Detailed case notes clearly explaining how the youth meets the specific criterion listed above
- Source documentation (i.e attendance records, transcripts, disciplinary reports, health documentation, court orders, letters from case managers or social service providers, etc.)
- Youth self-attestation, where applicable.

Contact

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