

**COMMONWEALTH OF VIRGINIA  
VIRGINIA COMMUNITY COLLEGE SYSTEM**

**WORKFORCE INVESTMENT ACT**

<b>VIRGINIA WORKFORCE LETTER (VWL) 14-04</b>
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**TO:** LOCAL WORKFORCE INVESTMENT BOARDS

**FROM:** WORKFORCE DEVELOPMENT SERVICES

**SUBJECT:** Youth in Need Of Additional Assistance Requirements

**DATE:** December 1, 2014

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**References:**

Workforce Investment Act of 1998, Section 101;  
20 Code of Federal Regulation Part 664.210; Final Rules;  
Training and Employment Guidance Letter No. 17-05; Subject: Common Measures Policy for the Employment and Training Administration's (ETA) Performance Accountability System and Related Performance Issues; February 17, 2006;  
Training and Employment Guidance Letter No. 17-05, Change 2; Subject: Common Measures Policy for the Employment and Training Administration's (ETA) Performance Accountability System and Related Performance Issues; May 20, 2009;  
Training and Employment Guidance Letter No. 33-12; Subject: Workforce Investment Act (WIA) Youth Program Guidance for Program Year (PY) 2013; June 11, 2013;  
Training and Employment Guidance Letter No. 4 -13; Subject: Workforce Investment Act (WIA) Performance Reporting System; August 28, 2013;  
Virginia Workforce Council Policy 00-5; Subject: Youth Programs under Title I of the Workforce Investment Act; August 1, 2011;  
Workforce Investment Act Guidelines Determining WIA Eligibility; October 2013;

**Purpose:**

To provide local workforce areas with guidance regarding use of Youth In Need of Additional Assistance when determining eligibility for Youth program services under Title I of the Workforce Investment Act of 1998.

**Background:**

In a review by the Regional Office of U.S. Department of Labor's Employment and Training Administration, there was a concern that several Local Workforce Investment Areas did not have locally developed policies and procedures for the use of youth in need of additional assistance when determining youth eligibility. This was further demonstrated through a review of the Workforce Investment Act Standardized Record Data (WIASRD) with youth being classified as in need of additional assistance when the local area had no policy to included youth in this category.

**Definition:**

An eligible youth who requires additional assistance to complete an educational program, or to secure and hold employment, means an individual who is:

- A. Enrolled in an education program, but also requires additional assistance beyond that offered by the service provider in order to complete the activity or program; or
- B. An eligible youth who is near the point of being ready for a job or employment, but requires additional assistance under Title I to acquire or retain a job.
- C. The additional requirements will be specified by the educational program operator to avoid failure in the program, a prospective employer to avoid failure in obtaining a specific job, or a present employer to prevent an employed youth from losing employment.
- D. These additional requirements must be documented in the youth's individual service plan.

Policies related to Youth in Need of Additional Assistance contain a variety of youth characteristics, these may include, a youth who: is one or more grade levels below their actual grade level in reading or math; has an above average number of absences during the past school year in comparison to other students in the school; is placed on probation, suspended from school, or expelled from school one or more times during the past two years; is an individual with a disability; has an incarcerated parent; is limited English proficient; is an out-of-school youth who has not held a full-time job for more than three consecutive months and lacks work readiness skills necessary to obtain and retain employment as documented by the youth objective assessment.

**Actions:**

The intent to use the category Youth in Need of Additional Assistance to complete an education program, or to secure and hold employment by a local workforce investment area must be included in the Local Workforce Area Plan.

In electing to use the Youth in Need of Additional Assistance for youth eligibility, a local workforce area must seek prior approval from the Virginia Community College System Workforce Development Services through the State Youth Coordinator, by submitting the local policy endorsed by the local Youth Council and local Workforce Investment Board.

**Documentation Sources:**

Assessment results documented justification by Local Workforce Investment Area

Letter from employer

Letter from school or education institution