



**WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)  
PROGRAM POLICY NOTICE NO. 21, REVISION 1**

**EFFECTIVE DATE: DECEMBER 19, 2019**

**SUBJECT: REQUIRES ADDITIONAL ASSISTANCE**

**PURPOSE.**

This policy provides youth service providers contracted by the Northern Area Local Workforce Development Board (NALWDB) guidance regarding the additional youth barrier, “an individual who requires additional assistance”.

**BACKGROUND.**

WIOA mandates that youth participants must have one (1) or more barriers to employment. Interpretation of the additional barrier is broad and has the potential for questionable participant eligibility situations. To ensure eligibility of those youth using the additional barrier, NALWDB establishes parameters for documentation that is acceptable to verify the barrier.

**Requires Additional Assistance Limitation**

20.CFR 681.300 and 681.310 specify that state or local area must establish eligibility documentation and define requires additional assistance for in-school youth (ISY) and out-of-school youth (OSY). In addition, 681.310(b) stipulates that not more than 5% of ISY, newly enrolled in a program year, may be eligible based on the “requires additional assistance to complete an educational program or to secure or hold employment criterion.” There is no limitation on the percentage of OSY who are deemed eligible under the requires additional assistance barrier. These definitions are included below.

**Tracking Methodology**

The 5% newly enrolled stipulated in 681.310(b) will be tracked using the “Enrolled Individuals – By Attending School Status” report in the New Mexico Workforce Connection Online System (NMWCOS)

**DIRECTIVE.**

Youth are eligible for program enrollment per WIOA under the additional barrier if he or she is:

1. An out-of-school individual who requires additional assistance to enter or complete an educational program, or to secure and hold employment due to an unstable home environment;

**Acceptable documentation:**

Letter from school official, counselor, case manager, teacher, social service agent, juvenile probation officer, police officer or clergy, which states *why* an unstable home environment exists.

Conditions of "unstable work environment" include family members identified with a history of substance abuse, child abuse, neglect, violence, English as a second language, or gang involvement, or prospective participants identified with a history of substance abuse, child abuse, neglect, violence, or gang involvement.

Or,

2. A gifted student that is in-school who requires additional assistance to complete an educational program or to secure and hold employment.

"Gifted" is defined as a youth whose intellectual ability paired with subject matter aptitude/achievement, creativity/divergent thinking, or problem-solving critical thinking meets the eligibility of NMAC 6.31.2.12 and for whom a properly constituted IEP team determines that special education services are required to meet the child's educational needs. These youth need services and activities not ordinarily provided by the school in order to fully develop those capabilities. The uniqueness of the gifted renders them particularly vulnerable and requires modifications in parenting, teaching and counseling in order for them to develop optimally.


**Acceptable documentation:**

Letter or IEP from a school official, case manager or teacher which states that the participant qualifies as a gifted student and states why the individual requires additional assistance.

This policy rescinds any previous NALWDB policy regarding subject.

INQUIRIES: Contact the NALWDB at (505) 986-0363

  
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NALWDB CHAIR

  
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DATE