

**SOUTHWESTERN AREA  
WORKFORCE DEVELOPMENT BOARD**

**Youth Requires Additional Assistance  
Policy 18-03.2**

**Effective Date**

August 14, 2025

**Applicability**

WIOA Youth

**Purpose**

To provide Youth Service Providers, contracted by the Southwestern Area Workforce Development Board (SAWDB) guidance regarding the definition, “an individual (including a youth with a disability) who requires additional assistance to complete an educational program or secure and hold employment”.

**Background**

The WIOA mandates that youth participants between the ages of 14 and 21, In-school youth, or 16 to 24, Out-of-School Youth, not only be income eligible but must also have one of fourteen barriers to employment.

**Action**

SAWDB contracted youth service providers will use the SAWDB’s definition of the following criteria:

**A. Out-of-School Youth (16-24)**

A low-income individual who requires additional assistance to:

- a. complete an educational program; a youth who needs a high school diploma or equivalent; or has dropped out of a post-secondary educational program during the past 12 calendar months; or has a diploma but requires additional education to obtain or retain employment;

**OR**

- b. secure and hold employment: a youth that is not currently attending any school (including a youth with a diploma or equivalent) who has not held a full-time job for more than three consecutive months; or has a poor work history, to include no work history; or has been fired from a job in the last six calendar months; or lacks work readiness skills necessary to obtain and/or retain employment;

**AND**

Includes at least one of the following characteristics:

- i. Child of Incarcerated Parent(s)
  - ii. Lacks occupational and/or educational goals/skills
  - iii. Migrant Youth
  - iv. Chronic behavior problems at school
  - v. Native American
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- vi. Youth at-risk of court involvement
- vii. Refugee
- viii. Substance abuse
- ix. Family Illiteracy
- x. Victim/witness of domestic violence or other abuse

**B. In-School Youth (14-21)**

A youth who requires additional assistance to:

- a. complete an educational program: a youth who is at risk of dropping out of high school as documented by their school; or had previously dropped out of an educational program but has returned to school (including an alternative school); has below average grades; or a youth with poor attendance patterns in an academic program during the last twelve calendar months; or has previously been placed in out-of-home care (foster care, group home, or kinship care) for more than six months;

**OR**

- b. secure and hold employment: an in-school youth who has not held a job for more than three consecutive months; or has a poor work history, including no work history; or has been fired from a job in the last six calendar months; or lacks work readiness skills necessary to obtain and/or retain employment;

**AND**

Includes at least one of the following characteristics:

- i. Child of Incarcerated Parent(s)
- ii. Lacks occupational and/or educational goals/skills
- iii. Migrant Youth
- iv. Chronic behavior problems at school
- v. Native American
- vi. Youth at-risk of court involvement
- vii. Refugee
- viii. Substance Abuse
- ix. Family Illiteracy
- x. Victim/witness of domestic violence or other abuse

Enrollment using the additional assistance barrier is limited to 5% of in-school youth.

Acceptable documentation:

- xi. IEP denoting disability or exceptionality that requires;
  - xii. Letter from physician or other professional diagnostician denoting disability or;
  - xiii. Documentation from Social Security Administration denoting disability or;
  - xiv. Documentation from the Division of Vocational Rehabilitation denoting disability
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**Inquiries**

Questions related to this policy should be directed to the Administrative Entity at (575) 744-4857.

**Attested**

This policy was reviewed and approved by the SAWDB on August 14, 2025.

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SAWDB Chair