

**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

- 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

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.

SAWDB Chair