



POLICY

SECTION: YOUTH	POLICY#019-C0031	PAGE: 1 of 3
TITLE: Youth Requiring Additional Services		EFFECTIVE DATE: 9.19.19
REPLACES: All prior versions		DATED: 9.19.19

DISTRIBUTION: CAREERSOURCE TAMPA BAY STAFF

PURPOSE: To establish a CareerSource Tampa Bay policy for defining WIOA youth eligibility criteria for “an individual who requires additional assistance”. This policy will serve as guidance for CSTB Administrative and Program Staff to determine if youth meet the criteria for locally established definition of youth requiring additional services.

BACKGROUND: To be eligible for WIOA youth program, individuals must meet one or more condictions listed in WIOA Section 129(a)(1)(B)(iii) for OSY (Out-of-School Youth) and (a)(1)(C)(iv) for ISY (In-School Youth). WIOA allows for states and local areas to establish definitions and eligibility documentation requirements for criteria for “an individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.” If the state doesn’t establish these definitions, the local workforce development should be reasonable, quantifiable, and based on evidence that the specific characteristic of the youth identified in the policy objectively requires additional assistance.

CareerSource Florida Administrative Policy #095- Youth Program Eligibility requires the LWDB (local workforce development board) to establish a definition and eligibility requirements for Requires Additional Assistance to Complete An Education Program or to Secure or Hold Employment. It stipulates that the local definition must be different that the WIOA youth barriers defined in WIOA Section IV. I. A. and describe the criteria that will be utilized to qualify a youth as “requires additional assistance”.

POLICY: Outlined below are the categories and descriptions of regionally established WIOA Youth criteria for “an individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.” This will be documented via a WIOA programmatic intake form via self-attestation process outlining which barrier(s) the youth meets.

Category	Description
Secondary School	<ul style="list-style-type: none"> • 2 or more years behind in reading, math, science from their current grade level • Frequent moves between schools • Retained 1 or more times in school during the last 5 years • Received 2 or more disciplinary actions in the previous school semester • Truancy or excessive absences (as defined by state law) • School discipline problem – (placed on probation, suspended from school or expelled from school one or more times during the past two years)
Educational	<ul style="list-style-type: none"> • GPA below 3.0 • Enrolled in a drop-out prevention program • Parents or siblings dropped out of school • Individual has completed educational program, but lacks the appropriate license for that occupation -- (due to failure of license exam, lack of finances, lack of financial assistance due to no fault of the youth or ineligible for financial assistance)
Work Readiness/ Employability Skills	<ul style="list-style-type: none"> • Needs assistance completing a resume, lacks interviewing skills, unaware of the local job market, lack preparedness to seek employment
Employment Challenges	<ul style="list-style-type: none"> • Has never held a job. • Employment history of no more than six months with a single employer. • Has been fired from a job within the past 6 months prior to program application. • Has never held a full-time job for more than 13 consecutive weeks. • Has a family history of chronic unemployment, including long-term public assistance. • Has been unemployed six months out of the last two years. • Little or no successful work experience, a long and unsuccessful work search, little if any exposure to successfully employed adults. • High school graduate who has not held a full-time regular job for more than three consecutive months. • • Limited or no English proficiency
Family Issues	<ul style="list-style-type: none"> • Dysfunctional family- 1 or more DCF cases occurring in their home, or under 21 living on their own with limited to no family support • Spends at least 50% of their time as a caregiver to a non-paternal or sibling child under the age of 18

	<ul style="list-style-type: none"> • Child of incarcerated parent(s)- Has a parent that is currently incarcerated/incarcerated more 1/3 of the youth's life if under the age of 21 • Family has lived at or below the poverty line for 2 or more generations • Emancipated youth
Living Arrangements:	<ul style="list-style-type: none"> • Residing in subsidized housing, an empowerment zone, unsafe environment/ high crime area • Resides in a non-traditional household setting (i.e., single parent, lives with unofficial guardian, latchkey, grandparents, domestic partners, etc.). • Lives with only one or neither of his/her natural parents. • Lives in public housing. • Lives in a federally designated high poverty area.
Substance / Mental Health	<ul style="list-style-type: none"> • Evidence of alcohol or substance abuse • Victim of Domestic Violence

REFERENCE:

- WIOA Public Law 113-128 Section 129(a) <https://www.govinfo.gov/content/pkg/PLAW-113publ128/pdf/PLAW-113publ128.pdf>
- TEGL 21-16- Third WIOA Youth Formula Program Overview https://wdr.doleta.gov/directives/attach/TEGL/TEGL_21-16.pdf
- TEGL 8-158 Second Title WIOA Youth Program Transition Guidance https://wdr.doleta.gov/directives/attach/TEGL/TEGL_08-15.pdf
- TEGL 23-14 WIOA Youth Program Transition https://wdr.doleta.gov/directives/attach/TEGL/TEGL_23-14.pdf
- CareerSource Florida Administrative Policy – Youth Program Eligibility Policy #095

INQUIRIES: Any questions about this procedure should be directed to the Chief Operating Officer or their designee.