

DATE: October 27, 2021

TO: Atlanta Regional Workforce Development Board

FROM: Rob LeBeau, Director - ARWDB

**SUBJECT: PROPOSED ACTION – Approval of the NextGen Program Require Additional Assistance Policy (NGPP 01-04)**

**Requested Action (What)**

To approve the revised Requires Additional Assistance Policy (NGPP 01-04).

**Reason (Why)**

The purpose of this revised policy is to:

- Delete and add new eligibility provisions for youth to enroll in the WIOA program under the required additional assistance eligibility barrier.
- Further define documentation requirements for use of the required additional assistance barrier.
- Add and delete definitions used throughout the policy.
- Include the Action Required steps once the policy is approved by the ARWDB.
- Update to the latest local, state, and federal references.

**Timeframe (When)**

Upon approval by the ARWDB, the policy would become effective immediately for distribution to and use by the NextGen Program staff and Service Providers.

**Impact (Who and How Much)**

WIOA regulates a 5% limitation (number of in-school-youth) and a 5% Exception (over income) for youth who meet the requires additional assistance eligibility requirements. As a result, this policy impacts the percent of participants who use requires additional assistance as an eligibility barrier to enroll in the WIOA youth program.

**Recommendation**

This action comes as a recommendation from the NextGen Committee (NGC).



**NextGen Program**

Connecting Talent with Opportunity  
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## REQUIRES ADDITIONAL ASSISTANCE

### POLICY: NGPP 01-04

ARWDB Approved: \_\_\_\_\_

**DATE:** ~~October 25, 2019~~ August 2021 (Revised)  
**TO:** ARC/ARWDB Staff & NextGen Service Providers  
**FROM:** Marsharee O'Connor, NextGen Program Director  
**SUBJECT:** Guidance & Guidelines for Serving Youth Who Requires Additional Assistance

#### 1 – CONTENTS

This section outlines the number and title associated with each section throughout the document.

- |                                                        |                                                 |
|--------------------------------------------------------|-------------------------------------------------|
| 2. Purpose                                             | 8. Independent, Non-Independent, or Emancipated |
| 3. Policy                                              | 9. Definitions                                  |
| 4. Required Eligibility (Barrier) Provisions           | 10. Attachments                                 |
| 5. Required Additional Assistance (Barrier) Provisions | 11. Action Required                             |
| 6. Five Percent (5%) Limitation                        | 12. Inquires                                    |
| 7. Five Percent (5%) Exception                         | 13. Policy Effective Date                       |

#### 2 – PURPOSE

To establish a policy providing guidance and guidelines in the provision of Title 1-B, WIOA sec. 129, Use of funds for Youth Activities; 20 CFR § 681.300 and 20 CFR § 681.310(b) for serving youth who Requires Additional Assistance (RAA) (includes provision for ISY). The policy serves to establish a process for conducting WIOA low income and barrier to employment and/or education eligibility certification.

#### 3 – POLICY

#### REFERENCES:

*Federal CFR – (Final Rules & Regulation) 20 CFR – § 680.210; § 681.220; § 681.300; and § 681.310(b)*  
*State Workforce (TCSG) – Policies and Procedures Manual 02/18/21)*  
*TEGL No. – 08-15, 21-16, and 23-14*  
*Uniform Guidance – 2 CFR Part 200*  
*WIGS PS – 15-002*  
*WIOA Public Law Sec. – 113-128 and 129(a)(3)(B)*

This policy is meant to clarify and expand certain definitions related to the RAA criteria used to determine WIOA Youth eligibility. These criteria are meant to meet the intent of the WIOA law and regulations and to expand definitional elements that will allow more youth to be WIOA eligible consistent with community needs.

#### 4 – REQUIRED ELIGIBILITY (BARRIER) PROVISIONS

The RAA barrier is included in the following specified barriers required for WIOA eligibility.

##### OSY Eligibility Barriers – WIOA 3 (46) and 129 (a) (1) (B)

MUST MEET all three (3) requirements:

1. Not younger than 16 and not older than 24 years;
2. Not attending school (as defined by State law as a public, private or home study program that meets requirements under O.C.G.A §20-2-690). Youth enrolled in an adult education program provided under Title II of WIOA, YouthBuild programs, and Job Corps programs are considered OSY.; and
3. One or more of the following:
  - A school dropout, as defined by the state (a youth attending an alternative school at the time of enrollment is not a considered a dropout);
  - Within the age of compulsory school attendance (ages 6–18), but has not attended school for at least the most recent complete school year’s calendar quarter;
  - A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either:
    - a) Basic skills deficient; or
    - b) An English language learner;
  - Subject to the juvenile or adult justice system;
  - A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 1403 e-2(6))), a homeless child or youth (as defined under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434A(2)));
  - A runaway;

#### REFERENCES:

*Federal CFR – (Final Rules & Regulation) 20 CFR – § 680.210; § 681.220; § 681.300; and § 681.310(b)*  
*State Workforce (TCSG) – Policies and Procedures Manual 02/18/21*  
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- In foster care or has aged out of the foster care system, a child eligible for assistance under §477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement;
- Pregnant or parenting;
- Disabled; or
- A low-income individual who requires additional assistance to complete an educational program or to secure or hold employment.

### ISY – WIOA 3 (27) and 129 (a) (1) (C)

#### ELIGIBILITY BARRIERS

MUST MEET all four (4) requirements:

1. Not younger than 14 and not older than 21 years;
2. Attending school (as defined by State law);
3. Low-income, as defined by WIOA §3(36), or lives in a high poverty area; and
4. One or more of the following:
  - Basic skills deficient
  - An English language learner;
  - An offender;
  - A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 1403 e-2(6))), a homeless child or youth (as defined under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434A(2)));
  - A runaway;
  - In foster care or has aged out of the foster care system, a child eligible for assistance under §477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement;
    - Pregnant or parenting;
    - Disabled; or
  - Requires additional assistance to complete an educational program or to secure or hold employment.

#### 5 – REQUIRES ADDITIONAL ASSISTANCE (BARRIER) PROVISIONS

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#### REFERENCES:

*Federal CFR – (Final Rules & Regulation) 20 CFR – § 680.210; § 681.220; § 681.300; and § 681.310(b)*  
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Equal Opportunity Employer/Program

The local Workforce Area is authorized to further define eligibility for youth services under the provision of the RAA. Per this provision, the ARWDB defines an individual who requires additional assistance to complete an educational program, or to secure and hold employment, as meeting one of the following:

- ~~A. Unemployed for the last six months or left/terminated from employment at least three times over the last year of WIOA NextGen Application; or have been unable to obtain employment in the last 90 days since separation from employer.~~
- ~~B. Currently employed less than full time (per State Law) and is seeking full time employment.~~
- ~~C. Have repeated at least one secondary grade level or grade level or more behind in secondary school credits due to failing classes or absence from school.~~
- ~~D. Requests assistance in navigating the application or financial assistance process in beginning or completing secondary or post-secondary education. For example, but not limited to: requests assistance in paying for or identifying credit recovery opportunities, in navigating the application process of a technical school or identifying assistance to afford technical school.~~
- ~~E. Is currently attending or requests assistance to enroll in public or private alternative education institutions which are designed to serve community youth who are deemed at risk, are not allowed in mainstream institutions, or who have been determined by the community as needing special attention.~~

### **Educational Barriers**

1. In School (secondary or postsecondary) with a Grade Point Average of less than 2.0.
2. Has quit secondary or postsecondary program without attaining a recognized credential.
3. Has repeated at least one secondary grade level.
4. One or more years behind modal grade for one's age group, with particular emphasis on those two or more years behind modal grade.

### **REFERENCES:**

*Federal CFR – (Final Rules & Regulation) 20 CFR – § 680.210; § 681.220; § 681.300; and § 681.310(b)*  
*State Workforce (TCSG) – Policies and Procedures Manual 02/18/21*  
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5. Placed on probation, suspended from school, or expelled from school one or more times during the past two years.
6. Documented behavioral problems at school.
7. Deemed at risk of dropping out of school by a school official.
8. Has received court agency referrals mandating school attendance.
9. For each year of secondary education, the individual is at least two semester credits behind the rate required to graduate from high school.

### **Employment Barriers**

1. Has never held a job.
2. Has been fired from a job within the 12 months prior to program application.
3. Has never held a full-time job for more than 13 consecutive weeks.
4. Has a family history of chronic unemployment, including long-term public assistance.
5. Has been unemployed six months out of the last two years.
6. Is a high school graduate who has not held a full-time regular job for more than three consecutive months

### **Living Arrangements**

1. Resides in a non-traditional household setting (i.e., single parent, lives with unofficial guardian, latchkey, grandparents, domestic partners, etc.)
2. Lives in public housing.
3. Lives in a federally-designated high poverty area as defined in the NGPP High Poverty Area Policy.

### **Medical/Family Barriers**

1. Has a parent or legal guardian who is incarcerated.
2. Currently has substance abuse problem and/or a history of having substance abuse problem.
3. Has been referred to, or being treated by, an agency for substance abuse related problem(s).

### **REFERENCES:**

*Federal CFR – (Final Rules & Regulation) 20 CFR – § 680.210; § 681.220; § 681.300; and § 681.310(b)*  
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4. Has emotional, medical, physical, cognitive, or psychological impairment which creates a significant impediment to employment.
5. Has experienced recent traumatic events, is a victim of abuse, or resides in an abusive environment as documented by a school official or professional.
6. Faces significant personal challenges, including dysfunctional domestic situation, lack of supportive services, documented behavioral problems, and substance abuse by the youth or family members.

#### Characteristics

1. Children of incarcerated parents.
2. Emancipated youth.
3. Immigrant or refugee.
4. Migrant youth.

#### 6 – FIVE PERCENT (5%) LIMITATION

No more than 5% of ISY who meet the RAA barrier may enroll in ARWDB NextGen Program.

- *The 5% enrollment will be calculated on a yearly basis (based on the Fiscal/Program Year – July 1st of one year to June 30th of the following year).*
- *NGSPs must receive prior approval from ARC (NextGen Program Director) to enroll youth in the Program.*

#### 7 – FIVE PERCENT (5%) EXCEPTION

Up to 5% of OSY or ISY who meet the WIOA barrier eligibility requirements (including the RAA barrier), but family income exceed the low-income eligibility guidelines (over-income) may enroll in the ARWDB NextGen Program.

- *The 5% enrollment will be calculated on a yearly basis (based on the Fiscal/Program Year – July 1st of one year to June 30th of the following year).*

#### REFERENCES:

*Federal CFR – (Final Rules & Regulation) 20 CFR – § 680.210; § 681.220; § 681.300; and § 681.310(b)*  
*State Workforce (TCSG) – Policies and Procedures Manual 02/18/21*  
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*WIGS PS – 15-002*  
*WIOA Public Law Sec. – 113-128 and 129(a)(3)(B)*



- ***NGSPs must ensure that income validation document(s) is provided, as self-attestation cannot be used as a qualifier for proof of income.***
- *NGSPs must receive prior approval from ARC (NextGen Program Director) to enroll youth in the Program.*

## **8 – INDEPENDENT, NON-DEPENDENT, OR EMANCIPATED**

In addition to the other low-income criteria outline in the low-income guidance (see SDA Income Guideline) to determine eligible Low-income eligibility is often determined by the size of a youth's household/family. Therefore, an applicant who is determined to be an independent, non-dependent or an emancipated youth, who is a part of a household/family where the income exceeds the low-income guidelines, may enroll in ARWDB NextGen Program. The following definitional elements explain and expand what is meant by independent, non-dependent or emancipated youth.

- Within a household/family at some time during the last year (of WIOA NextGen Program Application date) the youth is/has been paying a reasonably significant part of their own way (for food, rent, etc.). There is no set minimum limit. Validation documentation must be provided by the head of the household/family attesting to the youth's living circumstance and explained in a note in the file by the NGSP.
- Has multiple or varying residences during a significant period of time over the last year, or away from the household/family in a special project or institutionalized for a significant period of time over the last year.
- Has demonstrated parental or soon-to-be parental, and/or husband/wife responsibilities even though in the living quarters of another household/family.
- A court adjudicated youth separated from family through an involuntary temporary residence elsewhere (e.g. institutionalized, incarcerated, placed as result of court order).
- A youth under 18 years of age who has petitioned the court to be legally declared an adult and competent to manage all their own affairs.

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### **REFERENCES:**

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**Equal Opportunity Employer/Program**



## 9 – DEFINITIONS

- **ARC** – Atlanta Regional Commission
- **ARWDB** – Atlanta Regional Workforce Development Board
- **CFR** – Code of Federal Regulations
- **ISY** – In-School Youth
- **NGP** – NextGen Program
- **NGPP** – NextGen Program Policy
- **NGSP** – NextGen Service Provider
- **OSY** – Out-of-School Youth
- **PY** – Program Year
- **RAA** – Requires Additional Assistance
- **Sec./ §** – Section
- **TCSG/OWD** – Technical College System of Georgia, Office of Workforce Development
- **TEGL** – Training and Employment Guidance Letter
- **WIG PS** – Workforce Implementation Guidance Programmatic Services
- **WIOA** – Workforce Innovation and Opportunity Act

## 10 – ATTACHMENTS

There is no attachment.

## 11 – ACTION REQUIRED

ARC/ARWDB NGP shall:

- Take the necessary action(s) to ensure compliance with this Policy.
- Ensure that the NGSPs are informed, trained and provided a copy of this Policy.

## 12 – INQUIRIES

Inquiries regarding this Policy and its guidance should be directed to an ARC/ARWDB NGP staff.

## 13 – POLICY EFFECTIVE DATE

This policy shall be effective upon the ARWDB approval date indicated on the first page of this document, and shall remain in effect until further notice.

## REFERENCES:

*Federal CFR – (Final Rules & Regulation) 20 CFR – § 680.210; § 681.220; § 681.300; and § 681.310(b)*  
*State Workforce (TCSG) – Policies and Procedures Manual 02/18/21*  
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