

**Workforce Investment Act Policy**

**To:** All Delegate Agencies, One-Stops and Sector Centers

**From:**

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**Subject:** Youth Eligibility Policy

**Date:** September 17, 2012

**Purpose:**

The purpose of this policy is to provide a definition for Youth Requiring Additional Assistance to be used as part of the youth employment barriers.

**Background:**

Youth requiring additional assistance:

Section 664.210 of the Rule provides that the definition of the phrase “requires additional assistance to complete and educational program, or to secure and hold employment” may be established at the State or local level. This category is the last of a list of employment barriers provided in Section 101 (13)(c), one of which must be met in addition to meeting the low income requirement. This definition is intended to capture any other situation, other than the specific ones listed, which makes the youth at risk of dropping out of or failing in the labor market.

**References:**

DCEO WIA POLICY LETTER NO.12, October 30, 2000.

**Policy:**

All youth who meet the low income requirement must have a barrier, (deficient in basic literacy skills, school dropout, homeless, runaway, foster child, pregnant, a parent, an offender or an individual who requires additional assistance to complete an educational program, or to secure and hold employment).

“Youth requiring additional assistance” is defined as youth who **have at least one of the following characteristics:**

- Reading and math scores are below grade level
- Lack specific occupational skills
- No vocational goal/employment
- No work history
- Reside in a community of high crime or poverty

**Action Required:**

When enrolling a youth under the "Youth Needs Assistance" criteria, delegate agencies must clearly identify the individual participant's characteristic(s) that meet the definition. The characteristic must be recorded and described in the case notes section of the IWDS system.

**Inquiries:**

Questions regarding any aspect of this policy should be directed to the Chicago Cook Workforce Partnership's Chief Executive Officer.

**Effective Date:**

Immediately upon approval by Workforce Investment Board.