



Central Western Maine Workforce Development Board
Youth Additional Requirement Policy
Effective Date: 10/26/2023

Background:

WIOA Sec. 129(a)(1)(B)(iii)(VIII) for Out of School Youth (OSY) eligibility criteria states “A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.” WIOA Sec. 129(a)(1)(C)(iv)(VII) for In School Youth (ISY) eligibility criteria states “An individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.” 20 CFR 681.310 directs local Workforce Boards (LWB) to establish a policy to define criteria that would require additional assistance for a potential participant. It also states that in any given program year, not more than five percent of the ISY newly enrolled may be eligible based on the “requires additional assistance” definition.

Additional Assistance Barrier Criteria:

The CWMWDB has identified the following barriers that meet the definition of a participant “who requires additional assistance to enter or complete an educational program or to secure or hold employment” for its regional area.

Youth Requires Additional Assistance Barrier	Definition	Acceptable Documentation
No record of Paid Employment	Youth has never had any paid employment.	Self-attestation
Immigrant/refugee youth with substantial cultural barriers	Youth who need an introduction to culturally relevant workplace conduct/expectations.	Case note explaining the substantial cultural barrier
Incarcerated Parent	Youth with a parent or legal guardian who is currently or has been incarcerated within the last five years.	Letter or other documentation from a correctional facility, corrections/parole/police officer, or the court system; a criminal background check; self-attestation.
Member of a Migrant Family	Youth whose parent(s) is/are migrant worker(s).	Letter from the business that employs parent(s); self-attestation.
Exposed to Domestic Abuse	Youth who is a member of a family that has experienced domestic abuse within the past five years	Letter from a family member, mental health practitioner, school counselor, police department, or the court system; self-attestation.

Behavioral Challenges Linked to Home Environment	Youth who exhibit one or more of the following: violent behavior, excessive absenteeism, record of school suspension, expulsion, or school probation. Youth with family environment not conducive to education or employment. Youth lacking motivation or maturity to pursue education or employment. Youth with health issues that impair education or employment.	Letter from a family member, mental health practitioner, school counselor, police department, or the court system; self-attestation.
Restrictions in Obtaining Employment and Education	Youth who experience one or more of the following: geographic location, restrictive public transportation, lack of job openings for youth and competition with adults for existing jobs, and limited number of training facilities.	Letter from a family member, school counselor, or town office; self-attestation.

Direct Inquiries to:
 Executive Director
 Central Western Maine Workforce Development Board
 87 Winthrop Street, Suite 400
 Augusta, ME 04330
workforce@cwmwdb.org
 (207) 446-3052