

**WIOA-2016-013 ADMINISTRATIVE MEMORANDUM
PROCEDURE FOR DEFINING ELIGIBILITY CRITERIA FOR A YOUTH REQUIRING ADDITIONAL
ASSISTANCE**

REVISED 05/2025

I. INTRODUCTION AND PURPOSE OF THE AMENDMENT

The Bayamón-Comerío Consortium is a Local Area under the Workforce Innovation and Opportunity Act (WIOA), which began operations on July 22, 2014. WIOA provides a system designed to assist individuals in establishing a work history and developing skills and abilities that lead to self-sufficiency.

The purpose of this amendment is to introduce applicable legal provisions and technical corrections required by law.

II. PURPOSE

This policy specifies and emphasizes the criteria for classifying youth who require additional assistance, which were not fully established in the current Eligibility Determination and Services Guide and Procedure adopted by the Bayamón-Comerío Local Board.

The WIOA legislation reaffirms the commitment to providing high-quality services to youth and young adults, beginning with career exploration and guidance, continuing with ongoing support for educational achievement and training opportunities in in-demand industries and occupations, and culminating in quality employment and/or enrollment in postsecondary education programs.

The Local Board has already established general criteria in its Guide; therefore, this procedure establishes the following specific guidelines and requirements to define what constitutes a need for additional assistance, allowing for the determination of youth eligibility based on needs that require greater support to achieve educational and career goals.

III. LEGAL BASIS

The following statutory authorities have been used as the basis for this procedure:

Public Law 113-128, enacted July 22, 2014, the Workforce Innovation and Opportunity Act (WIOA), Title I, Section 3 (Definitions), and Section 129(a)(1)(C).

Workforce Innovation and Opportunity Act Regulations, Federal Register, 20 CFR, Section 681.290.

IV. APPLICABLE DEFINITIONS

The Training and Employment Guidance Letter (TEGL) No. 8-15 clarifies how states should define this eligibility criterion, indicating that state or local policies used to establish eligibility must be reasonable, measurable, and evidence-based, demonstrating that the specific characteristic of the youth who need basic academic skills and/or competencies.

An individual who requires additional assistance is one of the eligibility criteria for both In-School Youth (ISY) and Out-of-School Youth (OSY) under WIOA.

The proposed regulations allow Local Areas to determine and define the concept of additional assistance.

V. LOCAL BOARD POLICY

For the provision of services, the Local Area shall observe and apply the eligibility criteria established by the Local Board pursuant to Section 3(18) of the Eligibility Determination and Services Guide and Procedure. Specifically, the interviewer shall ensure that an applicant requiring additional assistance is a youth who meets one of the following criteria:

1. Lacks the work-related skills necessary to obtain or retain employment; or
2. Does not have access to training opportunities due to geographic limitations that restrict accessibility; or
3. Requires special accommodation for education or employment due to a disability; or
4. Is currently attending an educational program and:
 - a. Previously I withdrew from an educational program; and
 - b. Has demonstrated irregular attendance in an educational program during the last twelve (12) calendar months; and
 - c. Has below-average grades, including students who are behind in earning credits required for graduation.
5. Is not attending an educational program and:
 - a. Does not have a vocational or career goal; and

- b. Has a poor work history or has been terminated from employment within the last six (6) calendar months.
- 6. Has completed a secondary school program and:
 - a. Failed comprehensive examinations required to obtain a High School Diploma.
 - b. Was not awarded a high school diploma; and
 - c. Requires intensive tutoring and/or educational assistance to prepare for and retake the General Educational Development (GED) examination or other High School Diploma examinations.

Note: Request and retain copies of documentation supporting any of the above conditions in the youth participant's case file.

VI. SERVICE PROCEDURES

As part of the Objective Assessment, and for the provision of services, the interviewer shall ensure compliance with the following criteria:

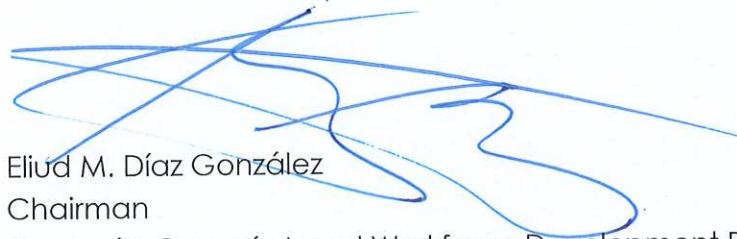
1. An application shall be completed for each youth who expresses interest in the program, and an eligibility determination shall be made within the period during which the youth is requesting services.
2. Determine each applicant's eligibility, complete the program application, and collect the documentation needed to verify eligibility for services. The process may also include prescreening potential participants, providing a general orientation to self-service resources, and referring applicants to partner programs and other resources.
3. Conduct an assessment to identify the participant's service and support needs, academic and skill levels, goals, interests, abilities, aptitudes, barriers, and strengths.
4. Review the participant's basic and occupational skills, prior work experience, interests, aptitudes, employability potential, and developmental needs. Evaluate skill levels and service needs using recent school records and other approved assessment tools. If the eligibility review determines that the participant requires additional assistance, document the basis for eligibility under the applicable additional-assistance criteria and exceptions.
5. The development of an Individual Service Strategy (ISS) shall identify employment goals, educational objectives, and prescribe the appropriate services for the participant. The ISS shall utilize service options available through the fourteen (14) program elements required under the WIOA Title I Youth

Program. An ISS should be developed for each youth based on the results of the assessment and should identify the services to be provided, including both short-term and long-term goals. These objectives may include but are not limited to: Obtaining a high school diploma; Entering non-traditional employment; Entrepreneurial activities; Postsecondary education or training; Apprenticeship training; and other services are necessary to address the participant's individual needs.

VII. EFFECTIVE DATE

This Public Policy shall become effective upon approval and shall remain in effect until amended.

Approved on December 15, 2016.



Eliud M. Díaz González
Chairman

Bayamón-Comerío Local Workforce Development Board (LWDB)