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Sarah Smith
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WRCOG

WACCAMAW WORKFORCE DEVELOPMENT AREA INSTRUCTION NUMBER: 16-03

TO: Waccamaw WIOA Service Providers

SUBJECT: Definition of “Requires Additional Assistance to Enter and Complete an Educational Program, or to Secure and Hold Employment”

ISSUANCE DATE: March 15, 2017

EFFECTIVE DATE: Immediately; supersedes Waccamaw WIA Instruction Number 13-04A.

PURPOSE: To define “Requires additional assistance to enter and complete an educational program or to secure or hold employment” as it relates to eligibility for youth in the Workforce Innovation and Opportunity Act.

BACKGROUND: Background: WIOA Section 129 (a) C (VII) allows local WDB’s to establish its local definition and eligibility documentation requirements for individuals who may need additional assistance to complete an educational program, or to secure and hold employment.

POLICY: During the February 16, 2017 Waccamaw Workforce Development Board Meeting, the Board approved the use of the following definition for the Waccamaw Local Workforce Area when determining youth eligibility under “requires additional assistance to enter and complete an educational program or to secure and hold employment”:

- Has a poor work history, to include, little to no work history, or has been fired from a job within the past 6 months.
- Has dropped out of post-secondary education during the past 12 calendar months
- Currently has an incarcerated parent(s)/guardian or lack of support system
- Interested in college and is a first generation college student
- Employed part-time and has been unable to obtain full time employment with the past three months after employment search

ACTION: Documentation evidencing the deficiencies identified above must be provided with the eligibility documentation and maintained in the participant’s file (unless it is confidential information, which should be maintained in a locked filing cabinet). In addition, the eligibility and barrier identification must be addressed in the comprehensive case-note in SWCOS.

INQUIRIES: Questions may be directed to Sarah Smith, Executive Director of the Waccamaw Regional Council of Governments at (843) 546 – 8502.



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