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Sarah Smith  
Executive Director  
WRCOG

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**WACCAMAW WORKFORCE INVESTMENT AREA INSTRUCTION NUMBER: 13-04 - A**

**TO:** Waccamaw WIA Service Providers

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

**ISSUANCE DATE:** January 27, 2015

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

**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: Section 664.210 of the WIA Regulations allows local WIB’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 January 20, 2015 Waccamaw Workforce Investment Board Meeting, the Board approved the use of the following definitions 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”:

- Youth who has a high-school diploma or GED, but needs remedial training to function at the post-secondary level.
- Youth is economically disadvantaged with little or no work history.
- Youth requires transportation assistance to access services to meet education or employment goals (i.e., no driver’s license, no access to public transportation, or no vehicle).

**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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Executive Director  
Waccamaw Regional Council of Governments