



CENTRAL ARKANSAS Workforce Development Board

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Policy Number: Section 2 Policy 3

Effective Date: 12-09-2024

Additional Assistance Policy

Purpose: This policy provides guidance on the criteria for youth qualifying for program services through the "additional assistance" eligibility criterion.

Background: Both in-school youth (ISY) and out-of-school youth (OSY) are eligible for assistance based on the additional assistance criterion.

The following definitions for the additional assistance criterion have been adopted in the Central Arkansas Workforce Development Area:

An individual who has been assessed and (1) exhibits deficiencies in educational or (2) occupational skills, or (3) is determined to be at risk by the local education agency.

In school youth (ISY) is an individual who requires additional assistance to complete an educational program or to secure or hold employment (129)(a)(1)(C)(iv)(VII).

Out of school youth (OSY) is a low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment (129)(a)(1)(B)(iii)(VIII).

ISY Limitation

Not more than five percent (5%) of in-school youth (ISY) served during a program year may be eligible based only on the additional assistance criterion (129)(a)(3)(B).

Low Income Exception

Not more than five percent (5%) of individuals assisted under this section may be persons who would be covered individuals, except that the persons are not low-income individuals (129)(a)(3)(A)(ii).

Additional Assistance Criterion Verification:

These circumstances will be verified and documented as follows:

- (1) The youth scores below his or her grade level in reading or math according to a recognized evaluation instrument such as TABE. If the youth is a high school graduate, TABE is used.

A copy of the results of the evaluation must be included in the youth's file. The results of the evaluation must be included in case notes in AJL and on the Objective Assessment and the ISS. Enter in Testing in AJL.

- (2) The youth scores below an accepted norm on any work readiness skills evaluation such as employability and work maturity. The norm for employability and work maturity is 70% and any score below 70% is considered deficient.

A copy of the results of the evaluation must be included in the youth's file. The results of the evaluation must be included in case notes in AJL and on the Objective Assessment and ISS.

Approved by: <u>Michael Horn</u>	Date: <u>12/9/2024</u>
Title: <u>CAWDB Chairperson</u>	

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