



Workforce Development Board Policy ☒ Standard Operating Procedures ☒

Topic: Requires Additional Assistance

Date: July 1, 2025

☐ New

☒ Revised

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Purpose

In accordance with the Workforce Innovation and Opportunity Act (WIOA) the local Workforce Development Board must define and establish eligibility documentation requirements for “requires additional assistance to enter or complete an educational program, or to secure and hold employment”.

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Policy Statement

The Portland Metro Workforce Development Board defines “requires additional assistance to complete an education program, or to secure or hold employment” as evidenced by one of the following criteria:

- Applicant has never held a job.
- Applicant is between the ages of 18 and 24 and has been fired from a job prior to program application.
- Applicant is deemed at risk of dropping out of school.
- Applicant has been placed on probation, suspended from secondary school, or expelled from Secondary school.
- Applicant has repeated at least one Secondary grade level.
- Applicant is behind the credit rate required to graduate from High School.

Documentation

Documentation of “Requires Additional Assistance” is through customer attestation on the I-Trac Registration Tab in the *Employment Characteristics* Control.

In-School Youth Limitation Policy

Not more than five percent of newly enrolled In-School Youth (ISY) in a given program year (July-June) may be determined eligible based on the “Requires Additional Assistance” *Employment Characteristic* therefore this characteristic can only be reported for newly enrolled ISY in a given program year when it is the only characteristic the Applicant has to determine eligibility.

To comply with the 5% ISY limitation requirement, the Portland Metro Workforce Development Board must monitor the use of “Requires Additional Assistance” for all new Registrations monthly.



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In School Youth Limitation Procedures

1. A *Demographics Report* is generated at the beginning of each month to track new Registrations.
 - The report includes key *Characteristic Types* data points:
 - *Requires Additional Assistance*
 - *Education Status*
2. The *Demographics Report* is reviewed by Board staff to identify trends, gaps, and any potential issues related to compliance with the 5% limitation requirement. Any discrepancies or concerns are noted for follow-up in subsequent individual Subrecipient meetings.
3. Individual Subrecipient meetings are held each month to address specific issues regarding policy clarification and compliance. These meetings are personalized to address the unique challenges faced by each Subrecipient, including data reviews to ensure they are aligned with program policies.

Reference

20 CFR 681.300-681.310