

CCMEP Needs Additional Assistance Policy

Policy Number: 2023-8-23.0-CCMEPNAAP

Effective Date

This policy will go into effect immediately upon passage.

Purpose

To define the barrier of Youth “needs additional Assistance to enter or complete an educational program, or to secure and hold employment” for the Workforce Innovation and Opportunity Act youth eligibility.

Background

The Workforce Innovation and Opportunity Act, Pub. L. 113-128 (WIOA) requires the Local Workforce Development Board to define and determine the definition for “requires additional assistance to enter or complete an educational program, or to secure and hold employment” under 20 CFR 681.300 and 20 CFR 681.310. This definition will also include the definition outlined by the State of Ohio in [OAC 5101:10-3-01](#).

Requirements

The Lucas County Workforce Development Board defines "requires additional assistance to complete an educational program, or to secure and hold employment" as a low-income youth who possesses one or more of the following barriers:

- 1) An individual who requires additional assistance to enter or complete an education program or to secure or hold employment is to one that is receiving, or has received in the past six months, SNAP, TANF, or SSI; See OAC 5101:10-3-01.
- 2) Child of unemployed parent(s) including long-term public assistance participation;
- 3) Child of Single Parent Family;
- 4) Victim of domestic abuse / violence or Child of Victim of domestic abuse / violence;
- 5) Is an emancipated youth;
- 6) Child of parent(s) who have never held a job;
- 7) History of Substance Abuse; and / or
- 8) Child of parent(s) with substance abuse, persistent mental health issues or with a disability.
- 9) Limited English / ESL
- 10) History of drug or alcohol abuse
- 11) Limited / Poor work history
- 12) Poor or written communication skills
- 13) Lack of specific up to date job skills

CCMEP Needs Additional Assistance Policy

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- 14) Limited opportunity for immediate employment
 - 15) Lack of job search
 - 16) Self-Defeating Behaviors
 - 17) Two or more credits behind in class
 - 18) Seniors in HS who are one or more credits behind graduation
 - 19) Children of incarcerated parents
 - 20) Migrant Youth / or Refugee

No more than five percent (5%) of the total ISY WIOA Youth funded CCMEP participants during a program year may be individuals who require additional assistance to complete an educational program or to secure or hold employment.

Documentation Requirements

Career coaches are required to maintain documentation in the youth case files to support the use "requires additional assistance" as a barrier in the determination of a youth's eligibility. Acceptable documents to be uploaded into ARIES for documentation purposes include but are not limited to:

- 1) JFS 13186, Self-Attestation Form
- 2) Local area policy
- 3) Individual service strategy/IOP
- 4) Case notes in ARIES
- 5) JFS 03002 CCMEP Eligibility form
- 6) State workforce case management system (ARIES) or other ODJFS system record like Unemployment system or Ohio Benefits. See [WIOAPL No. 15-07.3 Attachment A.](#)

References

[OAC 5101:10-3-01. 20](#)

[CFR 681.300](#)

[20 CFR 681.310](#)

[WIOAPL No. 15-07.3 Attachment A.](#)