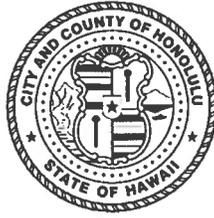


OAHU WORKFORCE DEVELOPMENT BOARD  
**CITY AND COUNTY OF HONOLULU**

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May 24, 2025

**OAHU WORKFORCE DEVELOPMENT BOARD  
WORKFORCE INNOVATION AND OPPORTUNITY ACT  
POLICY #10-25**

**SUBJECT:** YOUTH ADDITIONAL ASSISTANCE CRITERION

**PURPOSE:**

The purpose of this policy is to provide guidance on the criteria for youth qualifying for program services through the “requires additional assistance” eligibility category. Specific guidelines and requirements are left to local workforce boards to determine what qualifies as a need for additional assistance. This allows youth to be eligible based on their need for increased support to achieve their educational and career goals.

**BACKGROUND:**

WIOA regulations require individuals served under the youth programs to be between the ages of 14 and 24 and face at least one barrier to employment as defined. 20 CFR 681.310 allows local areas to establish a definition for “needs additional assistance” youth program eligibility criteria for:

1. An In-school youth (ISY) who requires additional assistance to complete an educational program or to secure and hold employment; and
2. An Out-of-school youth (OSY) who requires additional assistance to enter or complete an educational program or to secure or hold employment. WIOA Youth service providers should only use this barrier if none of the other WIOA recognized barriers apply to individual youth.

**POLICY:**

Youth who do not meet the eligibility for Categories 1-6 for In-School Youth, and Categories 1-7 for Out-of-School Youth can be qualified for program participation through requiring additional assistance.

In-School Youth

Youth who are attending school, per definition, can be eligible for program participation if they require additional assistance to complete an educational program, or to secure or hold

employment.

### Out-of-School Youth

Youth who are not attending school, per definition, and are low-income based on WIOA criteria, can be eligible for program participation if they require additional assistance to complete an educational program, or to secure or hold employment.

OWDB defines a youth who “requires additional assistance to enter and/or complete an educational program or secure and hold employment as a youth who:

- Has missed 20 or more days of school in the most recent academic year
- has less than six consecutive months experience in any one unsubsidized, full time paid employment,
- is suffering from alcohol or substance use disorders or medical issues, that interfere with school attendance
- resides in a household with, or is a victim of, domestic violence or sexual abuse
- is an expectant father,
- is the child of an incarcerated parent. Note that the specific needs additional assistance characteristics are different than WIOA Youth Program eligibility barriers and needs additional assistance criteria are limited to 5% of newly enrolled ISY in each program year.
- Has had three or more interviews without being hired in past 60 days
- Has lost employment placement in past 30 days
- More than four credits behind on diploma
- Has left education program because of transportation or financial situation

### REFERENCES:

- WIOA 129(a), 20 CFR 681.200 – 681.320,
- TEGL #21-16, TEGL #19-2, TEGL #23-14, TEGL 08-15
- Workforce Innovation and Opportunity Act of 2014

### ACTION:

This policy is effective immediately and remains in effect until such time that amendments to this policy are made or a new policy is issued.

### INQUIRIES:

For inquiries regarding this policy, please contact Harrison Kuranishi, Executive Director, Oahu Workforce Development Board at 808-768-7790 or [h.kuranishi@honolulu.gov](mailto:h.kuranishi@honolulu.gov)



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