

 MARICOPA COUNTY Workforce Development Board	SECTION/REFERENCE DES Section 300 Youth Program Policy DOL TEN 22-19 Attachment 1 WIOA Final Rule 29 CFR 681.300	POLICY NUMBER 26-02
	ORIGINAL ISSUE DATE November 2025	REVISION DATE January 2026
	AUTHORIZED BY: Maricopa County Workforce Development Board	
SUBJECT: Needs Additional Assistance Youth		ADDENDA:

Purpose: The Workforce Innovation and Opportunity Act (WIOA), requires that all youth served must meet program eligibility criteria, which includes at least one barrier to employment. The purpose of this policy is to further define how a youth is eligible when classified as a “low-income person who requires additional assistance to enter or complete an educational program or to secure and hold employment.”

Responsibility of: Career Advisor, Youth Participant

Definition: A low-Income youth who requires additional assistance to enter or complete an education program or to secure and hold employment; Maricopa County’s Workforce Investment Board has defined this as “other eligible youth who face serious barriers to employment and are defined as “at risk”... based upon assessment of skill needs, barriers and/or referrals from Juvenile Justice Court System, youth services program providers and local education agencies.” Within this definition, Maricopa County has applied more specific barriers that youth may experience to qualify as someone who requires additional assistance. These barriers are listed below with the appropriate method of documentation. **NOTE: Case Notes and Applicant Statement attestation shall only be used as a last resort and attempts to obtain the other forms of documentation must be noted in AJC.**

Description:

Work History Barriers

- **Age 16 – 24 with no work history or poor work history** can be documented with:
 - UI Wage Records showing no wages or wages earned are consistently less than \$2970 per quarter
 - Case notes documenting CA’s conversation with youth regarding their poor work history. Case notes should clearly state that “Youth reported” the information.
- **Has been fired from one or more jobs within the last 6 months** can be documented with:
 - DES GUIDE Employer Screen with a code 20
 - Termination letter from Employer

- Letter from social service agency, counselor or another adult working with the youth at the time of discharge
- Case notes documenting CA's conversation with youth regarding their termination(s) over the previous 6 months. Case notes should clearly state that "Youth reported" the information
- **Sporadic employment** such as held three or more jobs within the last 12 months and is not currently employed can be documented with:
 - Employer Screen with a code 10 (voluntarily quit), 20 (discharged), or 40 (laid off)
 - Paystubs
 - Employer Letter of hire or discharge
 - Letter from social service agency, counselor or another adult working with the youth at the time
 - Case notes documenting CA's conversation with youth regarding the 3 or more jobs they have held within the last 12 months, and why they are not currently employed. Case notes should clearly state that "Youth reported" the information.

Other Barriers to Employment can be documented with:

- Scores of 31 – 40 on the Barriers to Employment Success Inventory (BESI) assessment in any or all of the following areas: Personal and Financial; Emotional and Physical; Career Decision-Making and Planning; Job-Seeking Knowledge; Training and Education.

A youth with at least one parent who has been or is currently incarcerated can be documented with:

- Court documents
- Inmate Data Search: DOC Search: [Inmate Datasearch | Arizona Department of Corrections, Rehabilitation and Reentry \(az.gov\)](https://www.az.gov/inmate-datasearch)
- Maricopa County Inmate Data Search: [Inmate Information | Maricopa County Sheriff's Office \(mcso.org\)](https://www.mcso.org/inmate-information)
- Other Inmate Data Search for specific jurisdiction
- Case notes documenting CA's conversation with youth regarding parent's incarceration. Case notes should clearly state that "Youth reported" the information

Chronic Health Conditions (e.g., diabetes, asthma, obesity) or on-going behavioral either personally or within immediate family to include parents, grandparents, siblings, cousins, aunts, and uncles that negatively impact the participant's ability to participate in education or employment can be documented with:

- School Records
- Medical Records
 - To be compliant with the Health Insurance Portability and Accountability Act (HIPPA) guidelines in the handling of health information, medical records should be kept in a secured location separate from individual's case file.
- Letter from social service agency or case manager working with them on this issue

- Letter from doctor responsible for treating the chronic illness Case notes documenting CA's conversation with youth regarding their chronic health issue. Case notes should clearly state that "Youth reported" the information. Case notes should follow HIPPA guidelines. Case notes should not reference diagnoses, conditions, or any otherwise specific health information.

Substance Abuse, or history of substance abuse either personally or within immediate family to include parents, grandparents, siblings, cousins, aunts/uncles can be documented with:

- Court Documents
- Medical Records
 - To be compliant with the Health Insurance Portability and Accountability Act (HIPPA) guidelines in the handling of health information, medical records should be kept in a secured location separate from individual's case file.
- Discharge from Substance Abuse facility
- Letter from social service agency, counselor or another adult working with the youth
- Case notes documenting CA's conversation with youth regarding this issue. Case note should clearly state that "youth reported" the information. Case notes should follow HIPPA guidelines. Case notes should not reference diagnoses, conditions, or any otherwise specific health information.

Youth who Require Additional Assistance Limitations

Youth that are enrolled based on requiring additional assistance to enter or complete an educational program or to secure and hold employment is **limited to 5% of In-school Youth (ISY)**. The 5% is based on **new** ISY enrollments in a program year, rather than all ISY served in a program year. Therefore, for every one youth enrolled under the "requires additional assistance" criterion, 20 youth must be enrolled under at least one of the other barriers.