



**WFS Memorandum-** Youth Eligibility Criteria “Requires Additional Assistance”

**Effective Date:** September 15, 2020

**Duration:** December 31, 2020

**Purpose:**

To define the requirement for Local Workforce Development Boards (LWDBs) to define “Requires Additional Assistance for Youth eligibility.

**Scope:**

Office of the Governor, Tennessee Department of Labor and Workforce Development (TDLWD); Division of Workforce Services (WFS); Tennessee Department of Economic and Community Development (ECD); Tennessee Department of Education (TNED); Tennessee Department of Human Services (DHS); State Workforce Development Board (SWDB); Title I – Adult, Dislocated Worker, and Youth Programs, Title II – Adult Education and Family Literacy Act Program(AE); Title III – Wagner-Peyser Act Program (WP); Title IV – Vocational Rehabilitation Program (VR); Regional Planning Council (RPC); Local Workforce Development Boards (LWDB); Local Workforce Development Areas (LWDA); American Job Center (AJC); One-Stop Operator (OSO); Workforce System Sub-Recipients (Sub-Recipients); Workforce System Partners (Partners)

The TN State Workforce Development Board (SWDB) approved an updated Youth Eligibility Policy on August 28, 2020 which allows for LWDBs to define the youth eligibility criteria for “requires additional assistance to complete an educational program, or to secure and hold employment” for in-school and out-of-school youth.

The SWDB is aware that this planning element was not included in the most recent guidance for local plans and LWDBs did not include this definition in local plans according to policy. In efforts to address and adhere to regulations, the SWDB will require LWDBs to submit proposed definitions and supporting evidence to [Workforce.Board@tn.gov](mailto:Workforce.Board@tn.gov) with the subject line **(Local Area) Youth Definition**. Review of submission will be conducted by Workforce Services program staff. Local plan amendment will occur after the approval of LWDB youth eligibility policy as an updated attachment to local plan.

Definition proposals must:

- Clearly identify eligibility criteria
- Include evidence supporting the established criteria and regional alignment to the best of their abilities. Supporting evidence may include most current labor market information, statistical evidence and other data deemed supportive.

- Outline documentation required from participant to support established criteria and additional case management parameters deemed necessary.

*(Attachment A includes example definitions to consider)*

We are requesting that all local policies be approved or in final draft form for local board's approval prior to November 9, 2020 with signed, executed policies submitted no later than January 1, 2021.

**References:**

WFS Policy- Youth Eligibility; 20 CFR 681.300

**Attachments:**

Attachment A- Sample Definitions

**Contact:**

For any questions related to this policy, please contact the Program Integrity Unit at [Workforce.Board@tn.gov](mailto:Workforce.Board@tn.gov).

  
.. (Sep 22, 2020 09:03 CDT)

Kenyatta Lovett, Workforce Services Assistant Commissioner

## Attachment A – Sample Definitions

### **In-School Youth**

- Has had an Out of School suspension or expulsion from school.
- Has a court/agency referral mandating school attendance.
- Is attending an alternative school / education program or has been enrolled in an alternative school within the past 12 months.
- Is or was a Ward of the State
- Has repeated at least one (1) secondary grade level
- Are previous dropouts or have been suspended five or more times or have been expelled.

### **In-School and Out-of-School Youth**

- Has been referred to or treated by an agency for substance abuse/ psychological problems
- A victim of domestic abuse or violence
- Has a currently incarcerated parent(s)
- Are emancipated youth.
- Involved in gang activity
- Alienated by sexual orientation.
- Has experienced recent traumatic events, are victims of abuse, or reside in an abusive environment as documented by a school official or other qualified professional.

### **Out-Of-School Youth**

- Has neither the work experience nor the credential required for an occupation in demand for which training is necessary and will be provided
- Has been fired from a job within the 6 months (or longer if last job) prior to application
- Has never held a full-time job (30+ hours per week) for more than 13 consecutive weeks
- Has been referred to or are being treated by an agency for a substance abuse related problem.