NORTHWEST OREGON WORKS	**POLICY P12: YOUTH ELIGIBLITY AND ADDITIONAL ASSISTANCE**
	Effective Date: 10/24/2025
	☐ **NEW** ☒ **REVISED**

PURPOSE

To convey expectations for the enrollment of eligible youth into services funded by WIOA under Title I of the Workforce Innovation and Opportunity Act (WIOA) Section 129.

POLICY

As outlined in WIOA, Oregon Northwest Workforce Investment Board doing business as Northwest Oregon Works (NOW) expects sub-recipients/contractors funded with WIOA resources to make every effort to integrate and align services to eligible youth as part of a broader youth vision to leverage other Federal, state, local, and philanthropic resources to support in-school youth (ISY) and out-of-school youth (OSY). Participants must also comply with Selective Service registration requirements and legal work requirements. Register here: Register : Selective Service System. Eligibility requirements are applied equally to all applicants in a program to avoid discrimination.

NOW investments into youth services are intended to assure that disadvantaged youth are able to become employed and continue along career paths that lead to greater self-sufficiency.

Out-of-School Youth (OSY)

- Sub-recipients/contractors shall use at least 75% of WIOA Title I Youth program resources available after administrative costs have been deducted to serve OSY as defined by WIOA.
- NOW expects that at least 75% of participants enrolled as youth will be enrolled as OSY.
- NOW defines OSY who require "additional assistance" as youth who meet the OSY enrollment criteria, are low income and can benefit from the provision of any of the required 14 youth program elements described at 20 CFR 681.310 in order to enter or complete an educational program or to secure or hold employment. The required program elements include:
    A. tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential;
    B. Alternative secondary school services, or dropout recovery services, as appropriate;

C. Paid and unpaid work experiences that have as a component academic and occupational education, which may include—
    i. Summer employment opportunities and other employment opportunities available throughout school year;
    ii. Pre-apprenticeship programs;
    iii. Internships and job shadowing; and
    iv. On-the-job training opportunities;
D. Occupational skill training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials aligned with in demand industry sectors or occupations in the local area involved, if the local board determines that the programs meet the quality criteria described in section 123;
E. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
F. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate;
G. Supportive services;
H. Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;
I. Follow-up services for not less than 12 months after the completion of participation, as appropriate;
J. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate;
K. Financial literacy education;
L. Entrepreneurial skills training;
M. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and
N. Activities that help youth prepare for and transition to postsecondary education and training. (WIOA Sec. 129 (c) (2).

- Sub-recipients/contractors are expected to prioritize OYS identified via WorkSource Centers.

In-School Youth (ISY)

- Sub-recipients/contractors must not expend more than 25 percent of WIOA Title I Youth program resources available after administrative have been deducted to serve ISY as defined by WIOA.
- NOW expects no more than 25% of participants enrolled as youth will be enrolled as ISY.

- NOW defines ISY who require "additional assistance" as youth who meet the ISY enrollment criteria, are low income and can benefit from the provision of any of the required 14 youth program elements described at 20 CFR 681.310 in order to enter or complete an educational program or to secure or hold employment (a complete list of the 14 elements is provided in the OSY section of this policy).

Who does the low-income eligibility requirement apply to? Per CFR 681.250

(b) All ISY must be low-income to meet the ISY eligibility criteria, except those that fall under the low-income exception.

(c) WIOA allows a low-income exception where five percent of all WIOA youth participants may be participants who ordinarily would be required to be low-income for eligibility purposes and who meet all other eligibility criteria for WIOA youth except the low-income criteria. A program must calculate the five percent based on the percent of newly enrolled youth in the local area's WIOA youth program in a given program year

References
20 CFR 681.310
20 CFR 681.250
WIOA Sec. 129 (c) (2)