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**GST MICHIGAN WORKS! POLICY 15-19 Change 1**  
**(Board Approved 6-10-2022)**

**TO:** Chief Executive of SubRecipients and Agency Staff

**FROM:** Jody Kerbyson, CEO

**SUBJECT:** Youth Programs Locally Defined “Requires Additional Assistance”

**EFFECTIVE:** April 1, 2022

**PROGRAM:** Workforce Innovation and Opportunity Act (WIOA) Youth programs

**RESCISSIONS:** PI 15-19

**REFERENCES:** Workforce Innovation and Opportunity Act (WIOA) Manual

**BACKGROUND:** A low-income youth who needs additional assistance is a person between the ages of 14 and 24 and requires additional assistance to complete an education program or to secure and hold employment. Local areas are to define “requires additional assistance” criterion.

**POLICY:** In efforts to assist youth who are most “at risk” the following criteria is being adopted as the local definition of “Youth who require additional assistance.” Youth must have been determined low income and have one “at risk factor” from the listing below to be eligible for the youth program.

**Youth (At Risk Factors)**

- Have attended post-secondary training and was unsuccessful in completing it due to academic, financial, or personal reasons;
- Referred to or is being treated by an agency for a substance abuse related problem;
- Have experienced a recent traumatic event (Examples: death of a parent, a parent incarcerated, removed from place of residency, victim of abuse, or reside in an abusive environment);
- Have a physical/mental/learning limitation that prohibits an individual from working in certain occupations;
- Lacks the resources to attend training (Example: No Driver’s License or Lacks Transportation);
- Lacks the resources to attend training due to it being a non-FAFSA eligible training;
- Has been suspended, expelled, or placed on probation during secondary school.

- Has a past record of excessive absences as verified by school officials; 10 days or more.
- Are deemed at risk of dropping out of school by a school official;
- For each year of secondary education, are at least two semester credits behind the rate required to graduate from high school;
- Has a history of transient residency, living in multiple communities or attending different schools, because of military, migrant or family living situations.
- Is an expectant father in need of training or employment to prepare for upcoming responsibilities.

**18 yrs. old and older**

- Have never held a job;
- Have been fired from job within the last year;
- Have never held a full-time job for more than one year and lacks marketable occupation skills to find employment on their own.
- Is a first-generation college student and lacks the guidance to navigate through post-secondary education;
- Is pursuing a non-traditional career pathway.

(For ISY, Requires Additional Assistance only limited to 5%. No limit for OSY.)

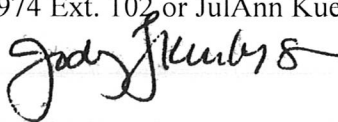
**Source documentation**

Source documentation of the above “at risk factors” can be verified by a school official, physician, partnering agency or self attestation and will be included in the participant’s file.

**ACTION:** GST Michigan Works! Service Providers and Agency Staff shall take the appropriate actions necessary to implement the directives of this policy issuance. Service Providers officials shall ensure the information contained in this policy is disseminated to all appropriate staff.

**INQUIRES:** Questions regarding this policy issuance should be directed to Angela Libkie 810-233-5974 Ext. 102 or JulAnn Kuenzli 989-635-3561 Ext. 230

**SIGNED:**



Jody Kerbyson, CEO

Date

4-1-2022

**Effective Date:**

PI 15-19 10-01-2015 WDB Approved 3-09-2018

PI 15-19 c1 04-01-2022 WDB Approved 6-10-2022

**Expiration:** Ongoing

**Attachment**



## REQUIRES ADDITIONAL ASSISTANCE

The individual identified below is applying for job training assistance through GST Michigan Works! This individual is requiring additional assistance to complete an educational program or to secure or hold employment. This individual has barriers to employment that makes the youth at risk of being successful in the labor market.

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Name of Applicant \_\_\_\_\_

**Self-Attestation: I certify that I require additional assistance in order to complete an educational program or to secure or hold employment due to the following situation.**

- ☐ I have attended post-secondary training and was unsuccessful in completing it due to academic, financial, or personal reasons.
- ☐ I have been referred to or am being treated for a substance abuse related problem.
- ☐ I have experienced a recent traumatic event in my family. \_\_\_\_\_  
(Example: the death of a parent, a parent has been incarcerated, been a victim of abuse, been removed from my place of residency or other situation that affects my ability to focus on employment).
- ☐ I have a physical/mental/learning limitation that has not been formally documented with a physician or agency that prevents me from working in certain occupations.
- ☐ I lack the resources to attend training (No Drivers' License, Transportation).
- ☐ I lack the resources to attend training due to it being a non-FAFSA eligible training.
- ☐ I am considered an "at risk" student (suspended, expelled, or placed on probation, past record of excessive absenteeism 10 days or more, at risk of dropping out or in need of credit recovery).
- ☐ I have a history of transient residency, having lived in multiple communities or attending different schools, because of my military, migrant, or family living situation.
- ☐ I am an expectant father in need of training or employment to prepare for upcoming responsibilities.

**(18 years & older)**

- ☐ I have no work experience (I have never had a job).
- ☐ I have been fired from a job within the last year.
- ☐ I have never held a full-time job for more than one year and lacks marketable occupation skills to find employment on my own.
- ☐ I am a first-generation college student and lacks the guidance to navigate through post-secondary education.
- ☐ I am pursuing a non-traditional career pathway.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Date