

## MEMORANDUM

**DATE:** November 5, 2025

**TO:** NextGen Committee Members

**FROM:** Jamal Jessie, NextGen Committee Chair  
WorkSource Atlanta Regional  
Atlanta Regional Workforce Development Board (ARWDB)/  
NextGen Committee (NGC)  
By Marsharee O'Connor, ARC Staff

**RE:** NextGen Committee Meeting – Wednesday, November 12, 2025

The next previously scheduled meeting of the WorkSource Atlanta Regional, ARWDB NextGen Committee for calendar year 2025 is:

- **Wednesday, November 12<sup>th</sup>, 12:30 PM to 2:30 PM.**  
*Lunch will be available as early as 11:45 AM, the meeting will start at 12:30 PM sharp.*

The NextGen Committee meeting will be held at:

- Atlanta Regional Commission  
229 Peachtree Street NE., Suite 100, Atlanta, GA 30303.

For parking to be validated, please park at 161 Peachtree Center Avenue, and give your parking ticket to Brittney Oquendo. Once parked, select one of the following directions below to locate ARC's office:

- Off Andrew Young International Blvd.** – Use the entrance on Andrew Young International Blvd, just past Metro Café. Go through two sets of glass doors and take the elevator to the lobby, where ARC's reception desk is located.
- From Peachtree Street, NE.** – Walk past Metro Café and turn right after Tin Lizzy's. International Tower is located to the right. The ARC reception desk is in the lobby of the International Tower.

Please go to the following web address for additional NextGen Committee information and for NOTES from the last and all NextGen Committee (previously called Youth Committee) meetings: <http://atlantaregional.org/youth-committee/>. While you are on the ATLANTA REGIONAL COMMISSION website, please feel free to browse through other information about the region and your communities.

**AGENDA** items will include:

A. Old Business and NextGen Committee Action

- *Public Comment*
- *Approval of Meeting Minutes for August 6, 2025*
- *Approval of NGP Policy – Requires Additional Assistance (NGPP 01-05)*
- *Approval of NGP Policy – High Poverty Area (NGPP 02-04)*
- *Approval of NGP Policy – Supportive Services (NGPP 03-05)*
- *Approval of NGP Policy – Incentive (NGPP 04-03)*
- *Approval of NGP Policy – Work Experience (NGPP 05-03)*
- *Approval of NGP Policy – WIOA Youth Eligibility (NGPP 06-02)*

B. NextGen Program Funding, Performance, and Services

C. NextGen Committee Planning Activities

D. Meeting Schedules and Locations

If you would like to make Agenda suggestions, have any questions or would like to discuss issues and ideas, feel free to call or e-mail NextGen Committee Chair, Jamal Jessie; [JJessie@google.com](mailto:JJessie@google.com) or ARC staff/NextGen Program Director, Marsharee O'Connor at (470) 532-6262; [moconnor@atlantaregional.org](mailto:moconnor@atlantaregional.org).

***Please RSVP for the NextGen Committee meeting by the end-of-day Friday, November 7<sup>th</sup> by replying to the Announcement email or the calendar invite. So that we may plan lunches, it is vital that you let us know if you are planning to attend, and if you wish to invite guests.***



## **MEETING AGENDA**

**NextGen Committee (NGC)  
Wednesday, November 12, 2025  
11:45am – 2:00pm**

*(Meeting will call to order at 12:00pm)*

### **A. Welcome (Attendance) & Introduction**

### **B. Public Comment – Open Floor**

### **C. NextGen Committee Action Required**

- Approval of Meeting Minutes for August 6, 2025
- Approval of NGP Policy – Requires Additional Assistance (NGPP 01-05)
- Approval of NGP Policy – High Poverty Area (NGPP 02-04)
- Approval of NGP Policy – Supportive Services (NGPP 03-05)
- Approval of NGP Policy – Incentive (NGPP 04-03)
- Approval of NGP Policy – Work Experience (NGPP 05-03)
- Approval of NGP Policy – WIOA Youth Eligibility (NGPP 06-02)

### **D. NextGen Program Funding, Performance, and Services**

- NextGen Program Funding Update
- NextGen Program Performance
- NextGen Program Status Update & Activities

### **E. NextGen Committee Planning Activities**

- Taskforce:
  1. *Program Oversight & Guidance Taskforce*
  2. *Strategic Planning Taskforce*
  3. *Economic Development Taskforce*
  4. *Resource Leveraging Taskforce*

### **F. Other Discussions**

- Meeting Schedules and Locations for CY2026
- Other

### **G. Meeting Adjourn**

**Lunch will be served!**

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**TBD – Next Committee Meeting**

**ATLANTA REGIONAL WORKFORCE DEVELOPMENT BOARD NEXTGEN COMMITTEE**

*August 6, 2025 Meeting Minutes*

**Members Present**

Mayor Anthony Ford  
Ms. Autumn Andrews  
Mr. Chris Moder  
Ms. Ciara Dunn  
Mr. Jamal Jessie –Chair  
Ms. Jennifer Houston

Ms. Kristy Smith- Co-Chair  
Mr. Robert Hughes  
Ms. Stephanie Rooks  
Ms. Tangela Jones  
Mr. Tim Hemans

**Members Absent**

Mr. Fred Dawkins  
Ms. Mandy Chapman  
Ms. Emma Reynolds-Middleton

Ms. Norma Marquez  
Ms. Leslie Nelson

**Guests**

Ms. Debbie Anglin – HEARTS  
Ms. Kathi Korcyk-Schaefer – Cherokee FOCUS  
Ms. Sonia Carruthers – Cherokee FOCUS

Mr. Scott Levitt – TCSG OWD  
Dr. Yolanda Usry – Gwinnett Tech

**ARC Staff**

Ms. Candice Coppin – NextGen Program  
Ms. Haydn Brathwaite - Finance Manager

Ms. Marsharee O'Connor - NextGen Program  
Mr. Rob LeBeau – ARWDB Director

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The meeting was held at the Atlanta Regional Commission.

Mr. Jamal Jessie called the meeting to order at 12:14 p.m.

## WELCOME AND INSTRUCTIONS:

- A. The NextGen Committee (NGC) continues to operate paperless, except for meetings held outside of ARC office. For copies of the information discussed during the meeting, visit the ARC website <https://atlantaregional.org/workforce-economy/boards-andcommittees/youth-committee/>, under Meeting Archives or send a request to ARC Staff Ms. Marsharee O'Connor via email at [MO'Connor@atlantaregional.org](mailto:MO'Connor@atlantaregional.org).
- B. Mr. Jamal Jessie solicited any public comments.
- C. Two actions taken at this meeting.
- D. Mr. Jamal Jessie announced that Brett Lacey would replace Rob LeBeau as the ARWDB Director. The NextGen Committee later recognized Rob LeBeau for his service with a framed certificate and gift.

## NEXTGEN COMMITTEE ACTION REQUIRED:

1. Ms. Jamal Jessie made the following motion:

**MOTION: To approve the meeting minutes from May 8, 2025.**

The motion was seconded by Mayor Anthony Ford and unanimously approved.

2. Mr. Jamal Jessie made the following motion:

**MOTION: To approve the NGC Members Two-Year Membership Term.**

The motion was seconded by Ms. Kristy Smith and unanimously approved.

## NEXTGEN PROGRAM PERFORMANCE, PLANNING, AND SERVICES:

- A. **NextGen Program Funding and Performance Update** – Ms. Marsharee O'Connor reported that all PY24 funding grants have been closed out, with work experience spending requirements exceeded. PY25 funds were received in late July, consistent with past years. Estimated carryover funding from PY24 to PY25 will be announced in the next meeting. Additionally, Special Project funds have been put aside for the Construction Ready course through Individual Training Accounts (ITA).

Mr. Jamal Jessie announced that he resigned from Georgia Power and took a role with Google in a similar capacity with workforce development. He will continue serving on the ARWDB and NextGen Committee.

- B. **NextGen Program Performance** – Ms. O'Connor reviewed the PY24 Participant Tracking Report for the 4th and cumulative quarter. Ms. Candice Coppin presented the PY24 4th quarter and cumulative Performance Snapshots. Ms. O'Connor concluded with the PY24 State Performance results, meeting all metric goals.
- C. **NextGen Program Status Updates & Activities** – Mr. Rob LeBeau was presented with his framed certificate and gift from the NextGen Committee and gave a short speech.

## NEXTGEN COMMITTEE PLANNING ACTIVITIES:

- A. **Strategic Plan** – Mr. Jamal Jessie presented the strategic plan and asked each Taskforce to review their section, discuss feasibility, recommend changes, and raise questions.
- B. **Taskforce** – Each Taskforce discussed the Strategic Plan and reported back on the next steps to complete their action items. Mr. Jessie requested committee members email their Taskforce notes to Ms. O’Connor.

**OTHER DISCUSSIONS:**

- A. **PY2025 NextGen Committee (NGC) Meeting Schedule & Location**
    - a. November 12, 2025 – Atlanta Regional Commission
  - B. **NextGen Committee Planning Activities** – Ms. Marsharee O’Connor took some time to outline the allocation of funds as it relates to County Fair Share trends over recent years.
  - C. **Next Board Meeting Date** – The Atlanta Regional Workforce Development Board (ARWDB) will meet in person at the Metro Atlanta Chamber offices August 13, 2025.
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The next committee meeting is scheduled for November 12, 2025.

Meeting adjourned at 1:56 p.m.



**REQUIRES ADDITIONAL ASSISTANCE**  
**NextGen Program Policy: NGPP 01-0405**  
**ARWDB Approved: October 27, 2021**

**DATE:** ~~August 2021~~ October 2025 (Revised)  
**TO:** ARC/ARWDB Staff & NextGen Service Providers  
**FROM:** Marsharee O’Connor, NextGen Program Director  
**SUBJECT:** **Guidance & Guidelines for Serving Youth Who Requires Additional Assistance**

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| 3. Policy  |  |
| 4. Required Eligibility (Barrier) Provisions           | <del>9.8.</del> Definitions                                |
| 5. Required Additional Assistance (Barrier) Provisions | <del>10.9.</del> Attachments                               |
| 6. Five Percent (5%) Limitation                        | <del>11.10.</del> Action Required                          |
| 7. Five Percent (5%) Exception                         | <del>12.11.</del> Inquires                                 |
|  | <del>13.12.</del> Policy Effective Date                    |
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**2 – PURPOSE**

To establish a policy providing guidance and guidelines in the provision of Title 1-B, WIOA sec. 129, Use of funds for Youth Activities; 20 CFR § 681.300 and 20 CFR § 681.310(b) for serving youth who Requires Additional Assistance (RAA) (includes provision for ISY). The policy serves to establish a process for conducting WIOA low income and barrier to employment and/or education eligibility certification.

**3 – POLICY**

This policy is meant to clarify and expand certain definitions related to the RAA criteria used to determine WIOA Youth eligibility. These criteria are meant to meet the intent of the WIOA law and regulations and to expand definitional elements that will allow more youth to be WIOA eligible consistent with community needs.

**4 – REQUIRED ELIGIBILITY (BARRIER) PROVISIONS**

~~To ensure the NextGen Program (NGP) is serving a diverse mix of youth, providing flexibility that may help to reduce youth barriers for program enrollment, and accessibility of services to all youth. The “Requires Additional Assistance” (RAA) provision applies to both OSY and ISY. RAA barrier is included in the following specified barriers required for WIOA eligibility.~~

**OSY Eligibility Barriers – WIOA 3 (46) and 129 (a)-(1)-(B):**

**MUST MEET** all three (3) requirements:

1. ~~Not younger than 16 and not older than 24 years;~~
2. ~~Not attending school (as defined by State law as a public, private or home study program that meets requirements under O.C.G.A. §20-2-690). Youth enrolled in an adult education program provided under Title II of WIOA, YouthBuild programs, and Job Corps programs are considered OSY; and~~
3. ~~One or more of the following:~~
  - ~~A school dropout, as defined by the state (a youth attending an alternative school at the time of enrollment is not a considered a dropout);~~
  - ~~Within the age of compulsory school attendance (ages 6–18), but has not attended school for at least the most recent complete school year’s calendar quarter;~~
  - ~~A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either:~~
    - a) ~~Basic skills deficient; or~~
    - b) ~~An English language learner;~~
  - ~~Subject to the juvenile or adult justice system;~~
  - ~~A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 1403 e-2(6))), a homeless child or youth (as defined under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434A(2)));~~
  - ~~A runaway;~~
  - ~~In foster care or has aged out of the foster care system, a child eligible for assistance under §477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement;~~
  - ~~Pregnant or parenting;~~
  - ~~Disabled; or~~
- An OSY low-income individual who “Requires Additional Assistance” to complete an educational program or to secure or hold employment who does not qualify under any of the other required WIOA barriers. See the latest “NextGen Program Policy – WIOA Youth Eligibility” for the comprehensive list of OSY Eligibility.

**ISY Eligibility Barriers – WIOA 3 (27) and 129 (a)-(1)-(C)**

**MUST MEET** all four (4) requirements:

1. ~~Not younger than 14 and not older than 21 years;~~
2. ~~Attending school (as defined by State law);~~

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~~3. Low income, as defined by WIOA §3(36), or lives in a high poverty area; and~~

~~4. One or more of the following:~~

- ~~▪ Basic skills deficient~~
- ~~▪ An English language learner;~~
- ~~▪ An offender;~~
- ~~▪ A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 1403 e-2(6))), a homeless child or youth (as defined under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434A(2)));~~
- ~~▪ A runaway;~~
- ~~▪ In foster care or has aged out of the foster care system, a child eligible for assistance under §477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement;
  - ~~➤ Pregnant or parenting;~~
  - ~~➤ Disabled; or~~~~
- An ISY youth who is enrolled in school (secondary or postsecondary) and “Requires Additional Assistance” to complete an educational program or to secure or hold employment. See the latest “NextGen Program Policy – WIOA Youth Eligibility” for the comprehensive list of ISY Eligibility.

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## 5 – REQUIRES ADDITIONAL ASSISTANCE (BARRIER) PROVISIONS

The local Workforce Area is authorized to further define eligibility for youth services under the provision of the RAA. Per this provision, the ARWDB defines an individual who requires additional assistance to complete an educational program, or to secure and hold employment, as meeting one or more of the following:

### Educational Barriers

1. In School (secondary or postsecondary) with a Grade Point Average of less than 2.0.
2. Has quit secondary or postsecondary program without attaining a recognized credential.
3. Has repeated at least one secondary grade level.
4. One or more years behind modal grade for one's age group, with particular emphasis on those two or more years behind modal grade.
5. Below average academic test scores relative to students in his/her class with particular emphasis on those in the bottom 25% of the test score distribution.
- ~~5-6.~~ \_\_\_\_\_ Placed on probation, suspended from school, or expelled from school one or more times during the past two years.
- ~~6-7.~~ \_\_\_\_\_ Documented behavioral problems at school.
- ~~7-8.~~ \_\_\_\_\_ Deemed at risk of dropping out of school by a school official.

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~~8-9.~~ \_\_\_\_\_ Has received court agency referrals mandating school attendance.

~~9-10.~~ \_\_\_\_\_ For each year of secondary education, the individual is at least two semester credits behind the rate required to graduate from high school.

### Employment Barriers

1. Has never held a job.
2. Has been fired from a job within the 12 months prior to program application.
3. Has never held a full-time job for more than 13 consecutive weeks.
4. Has a family history of chronic unemployment, including long-term public assistance.
5. Has been unemployed six months out of the last two years.

~~6.~~ Has little or no successful work experience, a long and unsuccessful work search, or little to no exposure to successfully employed adults

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~~6-7.~~ Is a high school graduate who has not held a full-time regular job for more than three consecutive months

### Living Arrangements

1. Resides in a non-traditional household setting (i.e., single parent, lives with unofficial guardian, latchkey, grandparents, domestic partners, etc.)

~~2.~~ Lives with only one or neither of his/her natural parents.

~~2-3.~~ Lives in public housing or receives public housing subsidy within the past six months.

~~3-4.~~ Lives in a federally-designated high poverty area as defined in the NGPP "NextGen Program High Poverty Area Policy".

### Medical/Family Barriers

~~1.~~ Lacks parental support.

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~~2.~~ Has emotional, medical, physical, cognitive, or psychological impairment which creates a significant impediment to employment.

~~1-3.~~ Has been referred to, or being treated by, an agency for substance abuse related problem(s).

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~~2-4.~~ Has experienced recent traumatic events, is a victim or abuse, or resides in an abusive environment as documented by a school official or professional.

~~5.~~ Faces significant personal challenges, including dysfunctional domestic situation, lack of supportive services, documented behavioral problems, and substance abuse by the youth or family members.

~~3-6.~~ Has a parent or legal guardian who is currently incarcerated or released from incarceration within the past 12 months.

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~~4. Currently has substance abuse problem and/or a history of having substance abuse problem.~~

### Characteristics

1. Children of incarcerated parents/legal guardians.
2. Emancipated youth.
3. Immigrant or refugee.
4. Migrant youth.

### 6 – FIVE PERCENT (5%) LIMITATION PROVISIONS

The five percent (5%) Exception and the five percent (5%) Limitation provisions in determining youth eligibility under WIOA allow limited flexibility in serving youth who face barriers to employment and/or education, but do not meet all standard eligibility requirements.

#### Five Percent (5%) Exception

Per WIOA § 129(a)(3)(A)(ii), the NGP may enroll up to five percent (5 %) of youth in the program year who would ordinarily be required to meet the Low-Income eligibility provision, but who do not meet the Low-Income definition. The exception applies across both In-School Youth (ISY) and Out-of-School Youth (OSY) who ordinarily would need to be Low-Income. Youth served under this exception must meet all other eligibility requirements for youth services under WIOA (age, school status, barrier status, etc.).

- The 5 % is calculated based on the number of youth in a PY who would ordinarily be required to meet the Low-Income criterion (e.g., all ISY, and OSY, in categories for which Low-Income is required).

#### Five Percent (5%) Limitation

Per WIOA § 129 (a)(3)(B), not more than five percent (5 %) of newly enrolled In-School Youth (ISY) in a program year may be determined eligible solely based on the barrier criterion “requires additional assistance to complete an educational program or to secure or hold employment.” ISY whose eligibility includes one or more other barrier categories, (e.g., basic skills deficient, English language learner, foster youth, etc.) are not subject to the five-percent limitation.

- The 5% is calculated on the total number of newly enrolled ISY in the PY.

#### Other Requirements:

1. The PY for the 5% provisions must be calculated from July 1st of one year to June 30th of the following year of any given PY.

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2. NGSPs must ensure that income validation document(s) is provided, as self-attestation cannot be used as a qualifier for proof of income.

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3. NGSPs must receive prior approval from ARC (NextGen Program Director) to enroll youth in the Program.

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No more than 5% of ISY who meet the RAA barrier may enroll in ARWDB NextGen Program.

- ~~• The 5% enrollment will be calculated on a yearly basis (based on the Fiscal/Program Year – July 1st of one year to June 30th of the following year).~~
- NGSPs must receive prior approval from ARC (NextGen Program Director) to enroll youth in the Program.

#### 7— FIVE PERCENT (5%) EXCEPTION

Up to 5% of OSY or ISY who meet the WIOA barrier eligibility requirements (including the RAA barrier), but family income exceed the low income eligibility guidelines (over income) may enroll in the ARWDB NextGen Program.

- ~~• The 5% enrollment will be calculated on a yearly basis (based on the Fiscal/Program Year – July 1st of one year to June 30th of the following year).~~
- NGSPs must ensure that income validation document(s) is provided, as self attestation cannot be used as a qualifier for proof of income.
- NGSPs must receive prior approval from ARC (NextGen Program Director) to enroll youth in the Program.

#### 8— INDEPENDENT, NON-DEPENDENT, OR EMANCIPATED

In addition to the other low income criteria outline in the low income guidance (see SDA Income Guideline) to determine eligible Low income eligibility is often determined by the size of a youth's household/family. Therefore, an applicant who is determined to be an independent, non dependent or an emancipated youth, who is a part of a household/family where the income exceeds the low income guidelines, may enroll in ARWDB NextGen Program. The following definitional elements explain and expand what is meant by independent, non-dependent or emancipated youth.

- A. Within a household/family at some time during the last year (of WIOA NextGen Program Application date) the youth is/has been paying a reasonably significant part of their own way (for food, rent, etc.). There is no set minimum limit. Validation documentation must be provided by the head of the household/family attesting to the youth's living circumstance and explained in a note in the file by the NGSP.

- ~~B. Has multiple or varying residences during a significant period of time over the last year, or away from the household/family in a special project or institutionalized for a significant period of time over the last year.~~
- ~~C. Has demonstrated parental or soon-to-be parental, and/or husband/wife responsibilities even though in the living quarters of another household/family.~~
- ~~D. A court adjudicated youth separated from family through an involuntary temporary residence elsewhere (e.g. institutionalized, incarcerated, placed as result of court order).~~
- ~~E. A youth under 18 years of age who has petitioned the court to be legally declared an adult and competent to manage all their own affairs.~~

#### **9-8 – DEFINITIONS**

- **ARC** – Atlanta Regional Commission
- **ARWDB** – Atlanta Regional Workforce Development Board
- **CFR** – Code of Federal Regulations
- **ISY** – In-School Youth
- **NGP** – NextGen Program
- **NGPP** – NextGen Program Policy
- **NGSP** – NextGen Service Provider
- **OSY** – Out-of-School Youth
- **PY** – Program Year
- **RAA** – Requires Additional Assistance
- **Sec./ §** – Section
- **TCSG/OWD** – Technical College System of Georgia, Office of Workforce Development
- **TEGL** – Training and Employment Guidance Letter
- **WIG PS** – Workforce Implementation Guidance Programmatic Services
- **WIOA** – Workforce Innovation and Opportunity Act

#### **10-9 – ATTACHMENTS**

There is no attachment.

#### **11-10 – ACTION REQUIRED**

ARC/ARWDB NGP shall:

- Take the necessary action(s) to ensure compliance with this Policy.
- Ensure that the NGSPs are informed, trained, and provided a copy of this Policy.

#### **12-11 – INQUIRIES**

Inquiries regarding this Policy and its guidance should be directed to an ARC/ARWDB NGP staff.

#### **13-12 – POLICY EFFECTIVE DATE**

This policy shall be effective upon the ARWDB approval date indicated on the first page of this document, and shall remain in effect until further notice.

#### **14-13 – REFERENCES**

- **Department of Labor, Employment and Training Administration – Code of Federal Register (CFR) – ~~(Final Rules & Regulation)~~ 20 CFR – § ~~680~~681.210; § 681.220; § 681.300; and § 681.310(b)**
- **State Workforce (TCSG) – Policies and Procedures Manual ~~02/18/21~~**
- **TEGL No. – 08-15, 21-16, ~~and 23-14~~, and 09-22**
- **Uniform Guidance – 2 CFR Part 200**
- **WIGS PS – 15-002**
- **WIOA Public Law Sec. – 113-128 and 129(a) ~~(3)(B)~~**



**HIGH POVERTY AREA**  
**NextGen Program Policy POLICY: NGPP 02-**  
**0304**  
**ARWDB Approved: October 27, 2021**

**DATE:** ~~August 2021~~ October 2025 (Revised)  
**TO:** ARC/ARWDB Staff & NextGen Service Providers  
**FROM:** Marsharee O'Connor, NextGen Program Director  
**SUBJECT:** **Guidance & Guidelines for Serving Individuals in a High Poverty Area**

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This section outlines the number and title associated with each section throughout the document.

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| 3. Policy  | 8. Attachments            |
| 4. Provisions                                    | 9. Action Required        |
| 5. Locate Address Correlated to the Census Tract | 10. Inquires              |
| 6. Documentation of Residence                    | 11. Policy Effective Date |
|  | 12. References            |

### 2 – PURPOSE

To establish a policy providing guidance and guidelines in the provision of Title 1-B, WIOA sec. 129, Use of funds for Youth Activities, 20 CFR § 681.260, youth living in a high poverty area. The policy serves to establish a process for conducting WIOA eligibility certification to determine low income of a youth living in a high poverty area.

### 3 – POLICY

WIOA 129 (a)(2), a youth living in a high-poverty area automatically meets the low-income barrier criterion for WIOA eligibility. A high-poverty area is a "Census tract, a set of contiguous Census tracts, Indian Reservation, tribal land, or Native Alaskan Village or county that has a poverty rate of at least ~~30~~30.25% as determined every five (5) years using ACS five-year data." The ACS is the source that collects and provides detailed data every five years about social, economic, demographic (population) and housing for communities across the United States.

### 4 – PROVISIONS

A youth who resides in an area defined as a "high poverty area" as indicated on the applicable census tract shall automatically meet the low-income eligibility criteria under WIOA regardless of household income. Therefore, all youth residing in a "high poverty area" who are seeking to participate in the WIOA youth program will automatically be considered low-income.

### Expand Definitional Element

The following criteria are in addition to the WIOA requirement to define a residence in a “high poverty area” as outlined above. These provisions are meant to meet the intent of the WIOA law and regulations and to expand definitional elements that will allow more youth to be WIOA eligible consistent with community needs.

- A youth living in:
  - (a) Public Housing – Government owned housing provided for eligible low-income family; or
  - (b) Subsidized Housing (Income Based-Housing) – Privately owned housing where the owner offers reduced rents to low-income tenants, or
  - (c) Housing Choice Voucher (Section-8 Program) – Rent assistance provided to eligible low-income family.

~~❖ Must receive 100% housing voucher in rental assistance.~~

### 5 – LOCATE ADDRESS CORRELATED TO THE CENSUS TRACT

To determine if a youth’s residence is located in a “high poverty area”, visit the following search tool:

- Open website link:  
[https://script.google.com/macros/s/AKfycbx3TJcVkStw9J5FleO4CzmahmwB3wqGNlloh-usK86A\\_QzyM5NcAAv4-WWrpjvvszz/exec](https://script.google.com/macros/s/AKfycbx3TJcVkStw9J5FleO4CzmahmwB3wqGNlloh-usK86A_QzyM5NcAAv4-WWrpjvvszz/exec)
- If the website link does not work, see NGP staff for the updated link.
- ~~<https://www.google.com/maps/d/viewer?mid=1Xk-S91keHe9g6iZzuAeGwfMvtZBgxzBU&ll=33.88484528269274%2C-84.19066741611186&z=12>~~
- Click the magnifying glass to search for an address. Enter the youth’s address.
- The “high poverty area” is indicated by the blue shaded areas on the map. Tract number and status percent will populate with a “✓” sign indicating “High Poverty Area” or an “X” indicating “Not High Poverty”.

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**Disclaimer** – The search tool utilized to verify census tract is often changing, refer to ARC staff to ensure that you are using the latest search tool.

### 6 – DOCUMENTATION OF RESIDENCE

The Career Advisor must print the document(s) to validate youth residence in a high poverty area and upload it to the WorkSource Georgia Portal (also known as VOS).

### 7 – DEFINITIONS

- **ACS** – American Community Survey
- **ARC** – Atlanta Regional Commission
- **ARWDB** – Atlanta Regional Workforce Development Board
- **CFR** – Code of Federal Regulations

- **NGP** – NextGen Program
- **NGPP** – NextGen Program Policy
- **NGSP** – NextGen Service Provider
- **Sec./ §** – Section
- **TCSG, OWD** – Technical College System of Georgia, Office of Workforce Development
- **TEGL** – Training and Employment Guidance Letter
- **VOS** – Virtual OneStop System (Workforce Georgia Portal)
- **WIG, PS** – Workforce Implementation Guidance, Programmatic Services
- **WIOA** – Workforce Innovation and Opportunity Act

#### 8 – ATTACHMENTS

There is no attachment.

#### 9 – ACTION REQUIRED

ARC/ARWDB NGP shall:

- Take the necessary action(s) to ensure compliance with this Policy.
- Ensure that the NGSPs are informed, trained, and provided a copy of this Policy.

#### 10 – INQUIRIES

Inquiries regarding this Policy and its guidance should be directed to an ARC/ARWDB NGP staff.

#### 11 – POLICY EFFECTIVE DATE

This policy shall be effective upon the ARWDB approval date indicated on the first page of this document, and shall remain in effect until further notice.

#### 12 – REFERENCES

- **Federal CFR – (Final Rules & Regulation) 20 CFR – § 681.260; and § 684.130**
- **State Workforce (TCSG) – Policies and Procedures Manual 02/18/2021**
- **TEGL No. – 23-14, 08-15, and 21-16**
- **Uniform Guidance – 2 CFR Part 200**
- **WIGS PS – 15-002**
- **WIOA Public Law Sec. – 113-128 and 129(a)(2)**

Atlanta Regional



**NextGen Program**  
Connecting Talent with Opportunity  
A proud partner of the American Job Center network

**SUPPORTIVE SERVICES**  
**NextGen Program Policy: NGPP 03-0405**  
**ARWDB Approved: October 27, 2021**

**DATE:** ~~August 2021~~ October 2025 (Revised)  
**TO:** ARC/ARWDB Staff & NextGen Service Providers  
**FROM:** Marsharee O'Connor, NextGen Program Director  
**SUBJECT:** **Guidance & Guidelines for Supportive Services Assistance**

**1 – CONTENTS**

This section outlines the number and title associated with each section throughout the document.

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| 2. Purpose  | 9. Unallowable Supportive Services |
| 3. Policy   | 10. Concurrent Enrollment          |
| 4. Provisions   | 11. Definitions                    |
| 5. Twelve Months Follow-Up Period                       | 12. Attachments                    |
| 6. Eligibility and Determination of Need Assessment     | 13. Action Required                |
| 7. Documentation of Eligibility & Determination of Need | 14. Inquiries                      |
| 8. Allowable Supportive Services                        | 15. Policy Effective Date          |
|   | 16. References                     |

**2 – PURPOSE**

To establish a policy providing guidance and guidelines in the provision of Title 1-B, WIOA sec. 129(c)(2), Youth Program 14 Element, 20 CFR § 681.570, Youth Supportive Services. The policy serves to establish a process for identifying need and providing supportive services assistance to participants receiving WIOA services. As defined in WIOA sec. 3(59), the available supportive services activities enable an individual to continue to have access to employment, education, and training opportunities to succeed in the labor market.

**3 – POLICY**

Supportive services are one of the 14 program elements options available under WIOA youth services. Supportive services may be made available to participants during enrollment in WIOA Title-I activities and/or after WIOA program exit (during the 12-months follow-up) period. To ensure coordination across programs, non-duplication of resources and services, and to establish limits on the amount and duration of services between Title-I programs, supportive services for the NGP must align with the Adult and Dislocated Workers Programs. **The total amount of Supportive Services MAY NOT exceed \$3,000 per participant, per program year unless approved by ARC prior to providing the assistance.**

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- ❖ *The supportive services cap of \$3,000 also **INCLUDES** the incentive cap of up to **\$500-750** as outlined in the latest NGP Incentive Policy. **The total amount of Incentive MAY NOT exceed \$750 per participant, per program year unless approved by ARC prior to providing the incentive.***

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Participants must first obtain supportive services through other programs before relying on WIOA Title-I funding. Career Advisors will assist participants to work with other programs to ensure they receive all the benefits to which they are entitled to under the law.

The ARWDB Director is authorized to adjust the maximum amount of support services funding allowable per person per year (not to exceed \$3,000) to ensure ARWDB programs and services are operated in the most effective manner possible. The ARWDB Director will review relevant data annually to determine if adjustments in the maximum cap should be adjusted. Future adjustments will become effective at the start of the program year unless extenuating circumstances arise to justify a change during the year. If warranted, mid-year adjustments will be recommended by the ARWDB Director and confirmed by the ARWDB Executive Committee.

#### 4 – PROVISIONS

Supportive services must be issued in accordance with the requirements contained in the Cost Principles in 2 CFR Part 200 (be reasonable and necessary, both in cost and in items being purchased), and be necessary for participation in career or training activities or the success of the Service Plan (ISS/ISP/IEP). Supportive services will only be provided when the individual is unable to obtain supportive services through another program that provides such services. To prevent duplication of resources and services, services available through other agencies will be researched, explored, and utilized prior to using WIOA funds. The Career Advisor will access services available in the community and make all efforts to access those services at no, or low cost to the participant.

Any assessments, tests and/or supportive services provided to the participant must be documented in the participant's Service Plan. Also, all supportive services must have been approved and recorded in WorkSource Georgia Portal (also known as VOS) prior to the participant receiving or obtaining the goods or services. Backdated requests for services WILL NOT be approved.

- ❖ The provisions of supportive services related to duration, time, and type outside of what is addressed in this policy will be considered on a case-by-case basis.

#### 5 – TWELVE MONTHS FOLLOW-UP PERIOD

To ensure success after the program, supportive service may be provided to participants who exit the WIOA program and are in the 12- months follow-up period as defined in 20 CFR § 681.580. This is to ensure educational retention for those who are attending advance training (non-WIOA funded) or post-secondary school; and job retention, wage gains, and career progress for those who obtain unsubsidized employment. The approval process is the same as for participants in active status. Support service shall commence no earlier than participant's WIOA enrollment date and shall end upon completion of the 12-months follow-up period.

## 6 – ELIGIBILITY AND DETERMINATION OF NEED ASSESSMENT

### **ELIGIBILITY:**

To be eligible for any WIOA financial assistance payments, participant must have been determined WIOA eligible and:

1. Be participating in career services and/or training services;
  - ❖ **EXCEPTION** – *Limited supportive services (such as paying for copies of the social security card or birth certificate, etc.) may be provided to individuals who are not yet enrolled in WIOA. This type of supportive services enables the individuals to successfully participate in assessment activity as well as to complete the eligibility certification requirements for WIOA enrollment. Once enrolled in WIOA, the supportive services amount spent prior to WIOA enrollment will also count towards the \$3,000 cap indicated above.*
2. Be unable to obtain supportive services through other programs providing such services; and
3. Must comply with program regulations and policies during the period of training and/or enrollment to continue to receive supportive services payments.

### **DETERMINATION OF NEED:**

1. **Financial/Physical Need** – There must be documentation in the participant’s physical case file and VOS that demonstrates that the participant is incapable of providing these services for him/herself. Documentation may consist of:
  - a) Low-income status as documented by family/household income determination.
  - b) Receipt of federal or state public assistance.
  - c) Receipt of UI benefits.
  - d) Documentation of skill upgrading that would lead to employment in a local or state in-demand occupation.
  - e) Documentation of lack of employment or underemployment.
  - f) Separation from employment notice.
  - g) Birth certificates of child(ren) receiving childcare.
  - h) Transportation distance to attend training.
2. **Resource Coordination** – There must be documentation that supportive services or funds for those services are not available from other state or federal grant programs. There must be analysis of all federal/state/local resources available and how they are being coordinated. For example, an ARC/ARWDB analysis of need form will document the total basis of need considering UI, Pell, Hope Grant/Scholarship etc., or other

instances of federal/state/local resources available, to determine how resources are being coordinated. Examples of acceptable documentation:

- a) Participant time sheets or attendance record, to demonstrate active participation in WIOA activity/services (signed and dated by the participant and the instructor/supervisor providing training/WEx services).
- b) Income Determination, to demonstrate the participant's is incapable of providing these services for him/herself
- c) UI records, to demonstrate the income as well as if the funding were exhausted.
- d) Application for applicable state and federal funds, to demonstrate that funding through those entities were denied or exhausted.
- e) Supportive Services Request Form, to demonstrate the type of supportive services requested, justification of the requested amount, how the funds will assist the participant, and the time frame the supportive services will be provided (signed and dated by the participant and the Career Advisor).

EXCEPT for WEx related activities, a participant may waive WIOA supportive services assistance payment, if accepting payment would mean the loss of benefits. The following two provisions apply:

- The participant may request the assistance payment to start at a later date, but MAY NOT claim retroactive payments for those assistance.
- Advances against future assistance payments ARE NOT allowed.

#### **7 – DOCUMENTATION OF ELIGIBILITY & DETERMINATION OF NEED**

**Support Service Request Form:** Each participant requesting supportive services must complete a "Supportive Services Request Form". The Career Advisor will determine the basis of need and sign off on the justification for support that is necessary and reasonable to complete WIOA activities. For additional information regarding VOS documentation, see "ELIGIBILITY AND DETERMINATION OF NEED ASSESSMENT" section of this document.

- Justification – Must include the WIOA activity for which supportive services is being provided, a projection of the quarterly amounts as well as the total anticipated amount of supportive services requested. Also, the requested form must be collected and included in the participant's physical case file as well as uploaded to VOS.

All documentation of each supportive services payment type and amount must be entered in VOS under the appropriate service activity code to include the type of support service, amount, date of service, etc. Supportive services data and document requirements for VOS are:

1. Documents to be uploaded – "Support Service Request Form" and any validation of proof of service.
2. Service Plan – Include goal(s) or objective(s) tied to the Supportive Services need as well as the plan of action to deliver said services.

3. Case-notes – All attempts to secure other funding as well as issuance of supportive services must be noted under the case-notes section.
4. Service Activity Code – The appropriate service activity code must be assigned. This section will be used to enter the payment type and amount of supportive services:
  - a) 480 Support Service – Child/Dependent Care.
  - b) 481 Support Service – Transportation Assistance.
  - c) 482 Support Service – Medical.
  - d) 483 Support Service – Temporary Shelter.
  - e) 485 Support Service – Other.
  - f) 486 Support Service – Counseling.

Supportive service payments to participants shall be administered by the NGSP. Such payments shall be disbursed in the form of checks, vouchers, gift cards, gift certificates, gas cards, or MARTA cards, as deemed appropriate and in alignment with the type of supportive service rendered.

Career Advisors are responsible for tracking payments, to ensure compliance with the \$3,000 limitation. ARC/ARWDB Finance staff will also maintain records to monitor the yearly cap limitations. All supportive services information in VOS must be updated and completed at the end of each fiscal quarter for all participants receiving supportive services in the fiscal quarter. ARC/ARWDB NGP staff will perform a secondary review and reconciliation of participants' information in VOS to ensure the case management system and physical case files reflect an accurate account for the supportive services provided on a quarterly basis.

## 8 – ALLOWABLE SUPPORTIVE SERVICES

As defined in WIOA sec. 3(59), supportive services include, but are not limited to, the following:

### 1. Linkages to Community Services

Assistance may be provided for participants needing linkages, referrals, and information about the availability of supportive services assistance not covered by WIOA. These services may include, but are not limited to: SNAP (Food stamps), TANF, veteran's assistance, financial assistance for education, and other public assistance funds.

### 2. Assistance with Transportation

Assistance (gas for personal vehicle, public transportation, etc.) may be approved for up to \$100.00 per month. Costs for other transportation services such as taxi's, private transportation firms (ride-share services), ~~and company vehicle usage charges~~ will be reimbursed at a maximum amount of ~~\$100~~200.00 per month. Additional expenses may be approved by the ARC/ARWDB NGP Director for extenuating circumstances.

- For the WEx activity, mileage reimbursement may be available for participants who commute to and from a work site or training site for which no other form of transportation is reasonably available. Mileage reimbursement may be allowed up

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to the first 14 calendar days to support the participant's participation in WEx. Map mileage (calculated using an online map program) may be used as the basis for payment.

- ***Supportive services expenditures provided during WEx, according to TEGL 21-16, (except for incentives – see [the latest NGP-NextGen Program Policy – Youth Incentive Policy 04-01](#)) CANNOT be counted toward the WEx expenditure requirement even if supportive services assist the participant in participating in the WEx.***

### 3. Assistance with Child Care and Dependent Care

Childcare and dependent care assistance may be provided to participants who are not able to participate in WIOA programs without such assistance. This includes participants who are in danger of dropping out or making less than satisfactory progress due to unsatisfactory or unreliable childcare/dependent care arrangements. Funds from other sources, such as DFCS or TANF, may be combined with WIOA funds with written approval by the ARC/ARWDB NGP Director. In those instances, WIOA funds may only be used for those expenses not covered by the other funding source. For participants receiving TANF benefits, NGSPS must document that the participant is not receiving dependent care benefits from TANF before providing dependent care assistance through WIOA.

- If dependent care is not otherwise available from DFCS, TANF or other funding sources, assistance may be available and NGP may reimburse the cost of:
  - Care for dependent children under age 6 or adult dependents with documented care needs, up to a maximum of ~~\$70~~200 per week per dependent (excluding late fees) while the participant is enrolled in basic career services or an ITA training service during times when the individual is scheduled and/or commuting to training activities.
  - Care for children ages 6 through 14 during times when school is not in session. For each dependent child ages 6 through 14, a maximum of ~~\$45~~150 per week per child may be provided to assist with after school care while a participant attends or commutes to scheduled training activities. A full-time rate of ~~\$70~~150 per week for each dependent child through age 14 may be provided during summer school break.
- Participants are encouraged to use licensed dependent care providers whenever possible. If not licensed, the service must be provided by a dependent care provider who cares for children outside of the participant's home.
- Dependent care costs will be paid directly to the dependent care provider if possible. However, under certain circumstances the cost may be reimbursed to the ~~customer~~participant. Payments are based on receipts from the dependent care provider and include verification of a child's attendance record and verification of

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class attendance by the participant. Payments will be made monthly and will depend on timely receipt of the specified documentation.

- ARC/ARWDB will reimburse up to \$~~45-100~~ per child for a one-time registration fee if this fee is customarily charged by the dependent care provider to all clients. No reimbursements will be made for late fees incurred by participants.

#### 4. Assistance with Educational Testing

Assistance is authorized for the payment of application fees to educational institutions. These are fees that are paid to determine a participant's eligibility and acceptance at the educational institution which will allow the participant to obtain information on financial aid awards. Assistance with books, fees, school supplies, and other necessary items for the students enrolled in post-secondary education classes are authorized as well.

- Tuition assistance will be reviewed for approval on a case-by-case basis by ARC/ARWDB NGP Director.

#### 5. Reasonable Accommodations for Individuals with Disabilities

Assistance to enable an individual with a disability to gain access to participate in employment and training services.

- ❖ *It is **NOT** allowable to use WIOA supportive services funds to make capital improvements to a training facility or worksite for general compliance with the requirements of the Americans with Disabilities Act of 1990.*

#### 6. Meals

For each day, a participant attends class for a minimum of 3 hours, \$~~6-15~~ may be provided to assist with meal expenses. Meal assistance is not available if provided by another agency such as DFCS.

#### 7. Emergency Assistance

Defined as payments made on behalf of a WIOA participant to help with problems that would impact his/her continuation in and/or completion of a program. Emergency assistance can be provided for but not limited to, the following:

- Emergency ~~car~~ auto repairs.
- Emergency healthcare ~~and~~ medical services.
- Emergency utilities (power, heating fuel).
- Emergency housing.

Emergency ~~Car~~ Auto Repairs – May be provided if the ~~car~~ vehicle is ~~no longer safe, is the only means of transportation to and from training and is~~ owned by the ~~customer~~ participant and ~~the repair is necessary for the participant to attend training and the most economical option for the participant's transportation needs~~. The ~~customer~~ participant will be required to obtain

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three (3) written quotes for repairs, not exceeding 25% of the tax value of the vehicle or \$500, whichever is lower.

Emergency Healthcare and Medical Services – ~~Assistance is authorized for healthcare and medical services.~~ This assistance is not intended to cover the costs of major issues such as major surgery or major dental care, and is not intended to encourage visits to healthcare centers or doctors for minor illnesses for which the participant would not normally seek medical attention. Eyeglasses or protective eyewear may be provided if there are no other resources available to provide the eyewear, and the ~~customers-participant's~~ vision is impaired. Broken eyeglasses may be replaced if the ~~customer-participant~~ cannot afford to replace them and cannot attend classes. Emergency healthcare must not exceed ~~\$500~~1,000.

Emergency Utilities – Payment is defined as one month's payment for electricity or heating fuel for a ~~customer~~participant. Deposits are not allowable because the amount may be reimbursed to a participant later. Since this is a one-time emergency intervention, a plan must be established to ensure the participant will be able to meet long term utility needs. Emergency utility payments must not exceed \$500.

Emergency Housing – Assistance may be provided to participants on a case-by-case basis and require prior approval from ARC/ARWDB NGP Director. The assistance may include cost for rent and temporary housing. Past due rent is allowable. Deposits are not allowable because the amount may be reimbursed to a participant at a later date. Since this is a one-time emergency intervention, a plan must be established to ensure the participant will be able to meet long term housing needs. Assistance may not exceed ~~\$1000~~1,300 for one month or no more than ~~\$1800~~2,000 to include one month's back rent. Requests for the payment of rent requires the following supporting documentation:

- A rental or lease agreement bearing the participant's name, and
- An original statement signed by the landlord reflecting the amount of rent due and the corresponding dates.
- If a participant does not have a formal lease with a landlord, a notarized letter stating the name of the participant, the address of the property, and the amount of delinquency is required.

## 8. After Training Assistance

Allowable supportive services provided after training to obtain employment include, but are not limited to:

- Tools, uniforms, other work clothing, and boots/shoes required for employment (also includes eyeglasses and protective eye gear);
- Bonding and liability insurance for employment;
- Drug testing required by employer;
- Financial counseling; and

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- Auxiliary aides and services necessary for persons with disabilities.

For participants enrolled in programs such as HVAC, automotive technology, and automotive collision, which require expensive tools for training as well as employment, supportive services may be used to supplement tool purchase costs during training in the event the participant's training ITA funds are exhausted by tuition, books, fees and other training costs.

- ❖ This determination will be made on a case-by-case basis by the ARC/ARWDB NGP Director.

### 9. Virtual Learning (Web-based Platform)

For those participants engaged in virtual learning, support may be provided. Support may include:

- Wi-Fi services.
- Computer (laptop or desktop).
- Software (Microsoft Office Suite). This must be a one-time cost and not a recurring cost.

**NEEDS-RELATED PAYMENTS** – Though needs-related payments as described in 20 CFR § 680.930 through § 680.970 WIOA, sec. 134(d)(3) and § 681.570 WIOA, sec. 129(c)(2) are an allowable supportive service authorized to provide financial support to participants (out-of-school and 18 – 24 years) for the purpose of enabling them to participate in training, ARC/ARWDB does not provide such support.

### 9 – UNALLOWABLE SUPPORTIVE SERVICES

Payments **ARE NOT** allowed for titled or deeded items or when recovery of the expense is anticipated. Unallowable supportive services include:

- Rent deposits or housing deposits;
- Mortgage payments;
- Car payments;
- Purchase of vehicles;
- Fines;
- Current or past taxes;
- Current or past child support;
- Legal fees (except fees for legal aid) such as bail and restitution; and
- Payment toward goods or services incurred or received prior to the participant's enrollment in WIOA.

### 10 – CONCURRENT ENROLLMENT

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In accordance with 20 CFR § 680.430, NGP participants may concurrently co-enroll in NGP and the Adult Program and can receive supportive services from both programs' funding stream. However, supportive services cannot be duplicated, and the maximum \$3,000 program year limit includes cumulative funds awarded from both the NGP and Adult Program.

#### 11 – DEFINITIONS

- **ARC** – Atlanta Regional Commission
- **ARWDB** – Atlanta Regional Workforce Development Board
- **CFR** - Code of Federal Regulations
- **DFCS** – Department of Family and Children Services
- **HVAC** – Heating, Ventilation and Air Conditioning
- **ITA** – Individual Training Account
- **SNAP** – Supplemental Nutrition Assistance Program
- **TANF** – Temporary Assistance for Needy Families
- **TEGL** – Training and Employment Guidance Letter
- **UI** – Unemployment Insurance
- **NGP** – NextGen Program
- **NGPP** – NextGen Program Policy
- **NGSP** – NextGen Service Provider
- **OJT** – On-the-Job Training
- **Sec./ §** – Section
- **Service Plan (ISS/ISP/IEP)** – Individual Service Strategy/ Individual Service Plan/ Individual Employment Plan
- **VOS** –Virtual OneStop System (WorkSource Georgia Portal)
- **WEx** – Work Experience
- **WIG PS** – Workforce Implementation Guidance Programmatic Services
- **WIOA** – Workforce Innovation and Opportunity Act

#### 12 – ATTACHMENTS

The following document is included as an attachment to the Policy:

- Supportive Services Request Form

#### 13 – ACTION REQUIRED

ARC/ARWDB NGP shall:

- Take the necessary action(s) to ensure compliance with this Policy.
- Ensure that the NGSPs are informed, trained, and provided a copy of this Policy.

#### 14 – INQUIRES

Inquiries regarding this Policy and its guidance should be directed to an ARC/ARWDB NGP staff.

#### 15 – POLICY EFFECTIVE DATE

This policy shall be effective upon the ARWDB Approval date indicated on the first page of this document, and shall remain in effect until further notice.

#### 16 – REFERENCES

- **Federal Register (Final Rules & Regulation) 20 CFR** – § 680.430; § 680.930; § 680.970; § 681.570; and § 681.580
- **NGPP 04 – Youth Incentive Policy**
- **State Workforce (TCSG) – Policies and Procedures Manual ~~02/18/2021~~**
- **TEGL No. – 8-15 and 21-16**
- **Uniform Guidance – 2 CFR Part 200**
- **WIOA Public Law Sec. – 3(59); 129(c)(2); and 134(d)(3)**



## YOUTH INCENTIVE

### NextGen Program Policy (NGPP 04-~~023~~)

ARWDB Approved: October 27, 2021

**DATE:** August ~~2021~~October 2025 (Revised)  
**TO:** ARC/ARWDB Staff & NextGen Service Providers  
**FROM:** Marsharee O'Connor, NextGen Program Director  
**SUBJECT:** **Guidance & Guidelines for Incentive Awards**

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This section outlines the number and title associated with each section throughout the document.

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| 2. Purpose   | 9. Unallowable Awards             |
| 3. Policy  | 10. Internal Control & Compliance |
| 4. Provisions                                      | 11. Definitions                   |
| 5. Eligibility                                     | 12. Attachments                   |
| 6. Documentation of Eligibility & Service Delivery | 13. Action Required               |
| 7. Award Options                                   | 14. Inquires                      |
| 8. Allowable Award Criteria                        | 15. Policy Effective Date         |
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### 2 – PURPOSE

To establish a policy providing guidance and guidelines in the provision of Title 1-B, WIOA sec. 129, Use of funds for Youth Activities, 20 CFR § 681.640, Youth Incentives. The policy serves to establish a process for awarding incentives to participants receiving WIOA services. Awarding of incentives acknowledges recognition and achievement of pre-determined milestones directly linked to education, training or WEx activity.

### 3 – POLICY

Incentives funded through WIOA must be connected to milestones achieved through a work-based learning (OJT, pre/apprenticeship, other WEx activities), education, or training activity that is reflected in the participant's individualized assessment and ISS/ISP/IEP. Achievement of milestones include improvements marked by testing, attainment of a credential, or other successful program outcomes. **Participants may earn incentive awards up to \$500-750 per participant, per program year.** Total incentives must not exceed the \$500-750 cap unless approved by ARC prior to issuance. Unlike supportive services, incentive awards for financial eligibility and determination of need **DOES NOT** need to be documented to provide incentive award to participants.

- ❖ The incentive award of up to \$500-750 will count towards the \$32,000 supportive services cap outlined in NGP Supportive Services Policy.

## 4 – PROVISIONS

Incentives may be made available to participants during enrollment in WIOA Title-I activities and/or after WIOA program exit (during the 12-months follow-up) period. The incentive awards must align with WIOA outcomes of remediation of basic skills, attainment of HSD/GED, gaining industry-recognized skills and credentials that will lead to in-demand, self-sustaining employment. Achievements obtained prior to WIOA enrollment do not qualify for incentives. Incentives are not intended for use as emergency assistance. See the “NextGen Program Policy – Supportive Services” regarding emergency assistance.

## 5 – ELIGIBILITY

Participant must be active in the NGP or in 12-months follow-up activity. Incentives are awarded for recognition and achievement directly tied to training activities and work experiences provided it is made a part of the participant's ISS/ISP/IEP. Accordingly, the participant in collaboration with a Career Advisor, must develop an ISS/ISP/IEP delineating the training, employment and WEx goals. Awarding of incentives shall commence no earlier than participant's WIOA enrollment date and shall end upon completion of the 12-months follow-up period.

Incentives awards made to participants must comply with the following requirements:

- a) Tied to the goals of the specific program;
- b) Outlined in writing before the commencement of the program that may provide incentive awards;
- c) Aligned with the NGP and NGSP's organizational policies; and
- d) Issued in accordance with the requirements contained in the Cost Principles in 2 CFR Part 200 and 20 CFR § 681.640.

## 6 – DOCUMENTATION OF ELIGIBILITY & SERVICE DELIVERY

Incentive services data and document requirements for the WorkSource Georgia Portal (also known as VOS):

1. Documents to be uploaded – The Career Advisor must acquire verification documentation of attainment (copy of credential/test scores/grades, employer evaluations, attendance record, etc.) prior to issuance of the incentive award. The verification documentation must be uploaded to VOS.
2. Service Plan – Description of the achievement to qualify for specified incentive award must be documented in VOS under the Service Plan ISS/ISP/IEP.
3. Case-notes – Any other relevant information regarding progress, challenges, and successes.
4. Service Activity Code – The appropriate Incentives service activity code must be assigned:
  - 484 – Support Services – Incentives/Bonuses

## 7 – AWARD OPTIONS

Incentives may be awarded in the form of:

- Gift cards (not to exceed \$100 per card);
- Gas cards (not to exceed \$50 per card); and
- Gift certificates (not to exceed \$100 per certificate).

Cash incentives are **NOT** allowable.

## 8 – ALLOWABLE AWARD CRITERIA

There are two types of incentive expenditure classifications:

1. Career Services – Incentives awarded for participants in WEx and follow-up services.
2. Training Services – Incentives awarded for participants in training (e.g. ITA or GED).

The following are some, but not all, recognized criteria for incentive awards:

- a) **Credential Attainment** – Attainment of a secondary school diploma or equivalent (HSD/GED), recognized post-secondary credential, or occupational industry-recognized credential obtained during participation in the NGP or during the 12-month follow-up period;
- b) **Measurable Skills Gain** – Attainment of a skill gain as defined by USDOL for program reporting (Federal Performance Measure):
  - Achievement of at least one educational functioning level, if receiving instruction below postsecondary education level;
  - Attainment of secondary school diploma or equivalent (HSD/GED);
  - Secondary or postsecondary transcript for sufficient number of credit hours
    1. Secondary – Transcript or report card for one semester, or
    2. Postsecondary – At least 12 hours per semester or, for part-time students, a total of at least 12 hours over two completed consecutive semesters.
  - Satisfactory progress report toward established skill-based milestone from an employer or training provider;
  - Passage of an exam required for an occupation or progress attaining technical/occupational skills as evidenced by trade-related benchmarks.
- c) **WEx** – Successful completion of WEx activities.
  - ❖ According to TEGL 21-16, incentives awarded for WEx **MAY BE** counted toward the WEx expenditures pending it is directly tied to the completion of WEx;
- d) **Placement in Education (post-secondary/Advanced Training) or Unsubsidized Employment (including Military)** – Attainment of full-time employment in the participant’s selected occupation/industry or placement in post-secondary or advanced education as reflected in the ISS/ISP/IEP.
- e) **Retention** – Employment retention in the same occupation/industry during the second and fourth quarters during the 12-months follow-up period.

❖ **Participants CANNOT receive multiple incentives for the same activity.**

## 9 – UNALLOWABLE AWARDS

According to TEGL 21-16, all incentive awards paid with WIOA funds must be in compliance with outlined Uniform Guidance (Cost Principles) under 2 CFR Part 200. The following are unallowable uses of WIOA funds for incentive awards:

1. Entertainment costs such as movie or sporting event tickets or gift cards to movie theaters or other venues whose sole purpose is entertainment;
2. Recruitment or referrals;
3. Rewards for submitting eligibility documentation or for completing the eligibility certification process;
4. Possession of a credential (diploma or certificate) attained prior to WIOA enrollment; and
5. Regular attendance or participation in the NGP where award is to sustain the participant's ongoing attendance or participation.

### **Use of non-WIOA funds as incentives:**

- TEGL 21-16 permits the leveraging of private funds for incentives that WIOA cannot fund. NGSP “must adhere to and maintain documentation in accordance to 2 CFR Part 200 Cost Principles and other related federal and state regulatory requirements when leveraging such funds, which are subject to federal and state monitoring review.”

## 10 – INTERNAL CONTROL & COMPLIANCE

NGSP must establish a clear and concise written policy that outlines the uniform and consistent procedures for awarding incentives. At a minimum the policy must include the following:

- a) The method and justification for the issuance of incentives. Also, the policy must provide the types of incentive awards being offered (i.e., what activity/service/program the participant is participating in and how success is measured), and the amount of the incentive awards for each activity/service/program successful outcome.
  - Incentives must be administered in a manner that ensures all participants receive equal awards for equal achievements.
- b) Method by which gift cards, gas cards and gift certificates for incentives are purchased.
- c) Method by which gift cards, gas cards and gift certificates for incentives are stored.
- d) Adequate systems of internal control to accurately and timely track (purchase and issuance) and report all incentive awards. The system for tracking must include signatory compliance, tracking document to include issuance date, etc. Also, a minimum of three individuals must sign off to indicate that an incentive has been awarded:
  1. Career Advisor – The individual who is accountable for case managing the participant.
  2. NGSP Director – The individual who is responsible for the program's budget.

- 3. Participant – The WIOA enrolled individual who is receiving the incentive award.
- ❖ For letters “c” and “d” above, must ensure safeguard of items (gift cards, gas cards and gift certificates) purchased.
- ❖ **If items are purchased in bulk, NSGPs will ONLY be reimbursed for the purchase cost of items issued to participants.**

e) Assurances of compliance and alignment with NGP Incentive Policy.

## 11 – DEFINITIONS

- **ARC** – Atlanta Regional Commission
- **ARWDB** – Atlanta Regional Workforce Development Board
- **CFR** - Code of Federal Regulations
- **HSD/GED** – High School Diploma/ General Education Diploma
- **ISS/ISP/IEP** – Individual Service Strategy/ Individual Service Plan/ Individual Employment Plan
- **ITA** – Individual Training Account
- **NGP** – NextGen Program
- **NGPP** – NextGen Program Policy
- **NGSP** – NextGen Service Provider
- **OJT** – On-the-Job Training
- **Sec./ §** – Section
- **TCSG/OWD** – Technical College System of Georgia, Office of Workforce Development
- **TEGL** – Training and Employment Guidance Letter
- **USDOL** – United States Department of Labor
- **VOS** – Virtual OneStop System (WorkSource Georgia Portal)
- **WEx** – Work Experience
- **WIG PS** – Workforce Implementation Guidance Programmatic Services
- **WIOA** – Workforce Innovation and Opportunity Act

## 12 – ATTACHMENTS

There is no attachment.

## 13 – ACTION REQUIRED

ARC/ARWDB NGP shall:

- Take the necessary action(s) to ensure compliance with this Policy.
- Ensure that the NGSPs are informed, trained, and provided a copy of this Policy.

## 14 – INQUIRIES

Inquiries regarding this Policy and its guidance should be directed to an ARC/ARWDB NGP staff.

## 15 – POLICY EFFECTIVE DATE

This policy shall be effective upon the ARWDB approval date indicated on the first page of this document, and shall remain in effect until further notice.

## 16 – REFERENCES

- **Federal CFR – (Final Rules & Regulation) 20 CFR – § 681.640**
- **NGPP 03 – Supportive Services Policy ~~03~~**
- **State Workforce (TCSG) – Policies and Procedures Manual ~~02/18/21~~**
- **TEGL No. – 21-16**
- **Uniform Guidance – 2 CFR Part 200**
- **WIGS PS – 17-001**
- **WIOA Public Law Sec. – 129**

Atlanta Regional



**NextGen Program**  
Connecting Talent with Opportunity  
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**YOUTH WORK EXPERIENCE (WEx)**  
**NextGen Program Policy: NGPP 05-0203**  
**ARWDB Approved: October 27, 2021**

**DATE:** ~~August 2021~~ October 2025 (Revised)  
**TO:** ARC/ARWDB Staff & NextGen Service Providers  
**FROM:** Marsharee O'Connor, NextGen Program Director  
**SUBJECT:** **Guidance & Guidelines for Operating and Providing Work Experience Services/Activities**

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**2 – POLICY**

To establish a policy providing guidance and guidelines in the provision of Title 1-B, WIOA sec. 129(c)(2)(C) activities; Work Experience, 20 CFR § 681.540, § 681.550, and § 681.600. WIOA 129(c)(4) and 20 CFR § 681.590(a) requires that a minimum of 20 percent (20%) of local workforce area funds for Title IB Youth Program must be spent on WEx activities. The policy serves to establish a process for operating WEx and providing WEx opportunities to participants receiving WIOA services.

**3 – POLICY**

~~WEx is designed to provide exposure to the world of work for WIOA enrolled participants. 20 CFR § 681.600 requires that WEx must include an academic and occupational education component which~~

- ~~• Is the contextual learning that accompanies a WEx;~~

- ~~• The academic may occur concurrently or sequentially with the occupational component;~~
- ~~• May occur inside or outside the worksite;~~
- ~~• Includes information needed to understand and work in specific industries or occupations; and~~
- ~~• Can be provided by the employer or may be provided separately in the classroom.~~

~~This integrated education and training model ensures the participants are provided workforce preparation activities, basic academic skills, and hands-on occupational skills training that are taught within the same time frame and connected to training in a specific occupation, occupational cluster, or career pathway.~~

#### 4 – PROVISIONS

WEx must be a planned and structured learning experience that takes place in a workplace for a limited period of time with an academic and occupational education component. Participants must be provided with opportunities for career exploration, skill development, work ethics reinforcement, and workforce preparation activities to aid the participant in gaining marketable skills that lead to unsubsidized employment or entry into a registered apprenticeship program. WEx may take place in a private, public or non-profit sector. WEx is not intended to exclusively benefit the employer, participants placed in WEx are considered Trainees and employers should not depend on the Trainee's productivity to maintain or advance the employers' profits or performances.

**WEx may be paid or unpaid** and are beneficial for those participants who have sporadic employment history or limited marketable skills and are looking to upgrade their skills. WEx provide the participant with an opportunity for work acculturation and basic occupational skills attainment.

**WEx after WIOA Exit** – Subsidized WEx is not available for participants who have exited (in Follow-up services) the NextGen Program.

#### 5 – WORK EXPERIENCE DESIGN

WEx is designed to provide exposure to the world of work for WIOA enrolled participants. 20 CFR § 681.600 requires that WEx must include an academic and occupational education component which:

- Is the contextual learning that accompanies a WEx;
- The academic may occur concurrently or sequentially with the occupational component;
- May occur inside or outside the worksite;
- Includes information needed to understand and work in specific industries or occupations; and
- Can be provided by the employer or may be provided separately in the classroom.

This integrated education and training model ensures the participants are provided workforce preparation activities, basic academic skills, and hands-on occupational skills training that are taught within the same time frame and connected to training in a specific occupation, occupational cluster, or career pathway.

NGSP must have a WEx program design that specifies the operational processes and tools required to effectively and efficiently operate WEP (including but not limited to program goals, length of WEx, assessment of participant's interest and aptitude, participant wage, monitoring of worksites and participants, etc.). NGSP must refer to their contract Goal Sheet each program year to ensure that the number of WEx participants to serve, the cost per participant, and the WEx allocated funds align with their WEx program design.

### Length of WEx

The length of WEx must be limited to the length of time appropriate for career exploration and for developing good work habits. As a result, WEx placement should be no more than sixteen (16) weeks. However, depending on the complexity of the job tasks and the individual needs of the participants, there may be circumstances where WEx can be extended. An NGSP must receive prior approval from ARC prior to extending a participant's WEx beyond sixteen weeks.

- ❖ WEP activities should conclude by the end of each program year.

### Multiple WEx Activities for One Participant

NGSPs are allowed to provide multiple WEx to participants if:

- Unpaid WEx and Paid WEx are tied together under the same Worksite.
- The first WEx was a Successful completion.
- Additional WEx should be:
  - Tied to the same industry or career path and provide additional learning opportunities for the WEx participant.
  - Must also have an additional educational component attached and cannot use the same educational component attached to the first WEx.
  - Should help participants learn more about a career field by exploring additional or related career pathways in the industry.
  - If another WEx placement is explored unrelated to the previous WEx placement, the WEx must be tied to a Goal indicated in the Service Plan that justifies the change in the career path.

### Additional WEx cannot be:

- With the same Worksite, unless tied to unpaid WEx at that Worksite
- ❖ Provided to help participant with cash flow

## 6 – ASSESSMENTS PRIOR TO WORK EXPERIENCE PLACEMENT

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WEx must be appropriate based on the needs identified by an objective and comprehensive assessment as documented in the participant's Service Plan (ISS/ISP/IEP). WEx opportunities may be offered to participants after an assessment of the participants skills, interests, aptitudes, prior WEx, education, employability and career objectives have been conducted and its determined that the participant will benefit from participating in WEx. Once deemed appropriate for WEx, the WEx must be included in the participant's Service Plan.

## 7 – TYPES OF WORK EXPERIENCE ACTIVITIES

The types of paid and unpaid WEx activities available for participants include the following:

1. **Summer Employment and other employment opportunities available throughout the school year** – Summer employment placements that typically occurs after the last day of school for summer break and ends before school resumes for the following semester as well as year-round employment opportunities throughout the school year.
2. **Pre-apprenticeship Programs** – A preparatory program that prepares participants who want to begin an apprenticeship for a certain industry and trade. It is *“designed to prepare individuals to enter and succeed in Registered Apprenticeship programs. These programs have a documented partnership with at least one Registered Apprenticeship program sponsor and together, they expand the participant's career pathway opportunities with industry-based training coupled with classroom instruction.”* The pre-apprenticeship must be sponsored by one of the Registered Apprenticeship programs indicated on the Eligible Training Provider List (ETPL).
3. **Internships and Job-Shadowing** – These two activities take place in a workplace and both offer the participants exposure to employers and their working environments. They must be supervised, emphasize learning and professional development, and include an evaluative component for both the employer and the participant. Program differences are distinguished below:
  - A. **Internship** – A planned and structural learning experience that can be paid or unpaid, the activity **can last from one week up to sixteen (16) weeks** and must offer career related learning opportunities and experiences. It cannot be routine or repetitive tasks unrelated to identified learning goals.
  - B. **Job-Shadowing** – Enables the participant to walk through the workday as a shadow (spend some time observing) to a competent worker to witness firsthand (learn) about the occupation, to understand the work environment and the skills needed for the occupation and potential career options. This **can last from one day up to one week**.
4. **On-the-Job Training (OJT)** – “Provides reimbursements to employers to help compensate for the costs associated with skills upgrade training and loss of production for newly hired employees. OJT can assist employers who are looking to expand their business and need additional staff trained with specialized skills. OJT employers may receive reimbursement of 50% or 75% of the wage rate of OJT trainees.” OJT benefits the employees (youth

participants) by providing an opportunity to “earn while learn” in a hands-on environment, acquire job and career advancement skills, and provides an opportunity for long-term employment.

❖ **All OJT opportunities must be approved and directed by ARC. OJT funds are reserved at ARC and are not allocated to an NGSP’s contracts.**

5. **Preemployment Training/Work Maturity** – The activities, programs or services designed to help a participant acquire a combination of basic academic, critical thinking, self-management, and employability skills.

## 8 – WORKSITE ELIGIBILITY

In determining an employer’s viability to become a worksite, an NGSP must:

1. Authenticate the employer’s history with WEx contracts, history of layoffs, relocation, and labor disputes, as well as occupational and industry outlook.
2. Conduct a worksite pre-assessment to verify that the requirement of 20 CFR 683.260 is met.

## 9 – WORKSITE AGREEMENT

NGSP must complete a Worksite Agreement with each worksite that is utilized. The signed copy of the Worksite Agreement must be given to all parties to ensure that the expectations are fully understood.

- At a minimum, the Worksite Agreement should include the following elements
  1. Names and contact information for all parties;
  2. The names and titles of the Worksite Supervisors who are authorized to sign the timesheet for the WEx participant(s);
  3. The participant’s WEx start and end date;
  4. Responsibilities and expectations of the participant, the worksite, and the NGSP;
  5. The job title, pay, duties, and goals for each WEx participant;
  6. A statement informing the worksite that they may be subjected to worksite monitoring by Federal and State representatives, NGP, as well as regular visitations by NGSP staff to check on the progress of the WEx participants;
  7. Other information relevant to the specific WEx activity; and
  8. Signatures and dates for all applicable parties.

## 10 – TRAINEE WORK EXPERIENCE AGREEMENT & HANDBOOK

Trainee Agreement – If the participant is not a party to the Worksite Agreement, there must be an executed agreement with the participant to define expectations.

- At a minimum, the Trainee Work Experience Agreement must address the following elements:
  1. Worksite, address, supervisor, and telephone number;
  2. Start and end date;
  3. Responsibilities and expectations of the participant, the worksite employer, and the NGSP;
  4. Job Description: Job title, wage, duties, and goals; and
  5. Participant signature and date.
    - ❖ If the participant is under 18, the agreement must contain the signature of the participant’s parent or legal guardian.

The scheduled number of hours per week may be modified by the worksite after work begins pending the written approval of the participant and the NGSP.

Trainee Handbook – Include all the requirements and provisions for the Trainee to participate in the WEx activity. The Trainee MUST sign the Orientation Form that is included in the Trainee Handbook.

#### 11 – WORK EXPERIENCE EXPENDITURE PROVISION

A minimum of sixty percent (60%) of the WEx funding must be allocated to participants’ wages and a maximum of forty percent (40%) to staff who are directly working with WEP, as well as other related WEx costs. NGSP may elect to allocate more than 60% funding toward participant wages.

- The same WEx funding allocation requirements of 60/40% applies to all “Employer of Record” partnerships.
- NOTE: The 60/40% requirements do not apply to OJT, as those opportunities are paid with funds reserved by ARC.
- No certificate training costs will be allocated to the WEx budget.

Allowable expenditures may include items such as:

- Wages or stipends paid for participation in a WEx;
- Staff time working to identify and develop a WEx opportunity, including staff time spent working with employers to identify and develop WEx;
- Staff time working with employers to ensure a successful WEx, including staff time spent managing WEx;
- Staff time spent evaluating WEx;
- Participant WEx orientation sessions;
- Employer worksite orientation sessions;

- Classroom training or the required academic education component directly related to WEx;
- Incentive payments directly tied to the completion of WEx; and
- Employability skills or job readiness training to prepare youth for a WEx.

WEx participants are not authorized to work overtime and shall not be compensated for overtime wages, sick leave, vacations, lunch breaks, or holidays recognized by the NGSP or employer as a “paid holiday”.

When determining the types of expenditures that are allowable to help meet this requirement, additional information can be found in TEGL 8-15 and TEGL 21-16.

## 12 – EMPLOYER OF RECORD

In order to provide paid WEx opportunities, NGSP must have the capacity to be an Employer of Record, whether directly provided or through partnership with an agency or an employer who will serve as the Employer of Record. The Employer of Record must adhere to all child labor laws regarding hours of employment, working conditions, etc. as required by Federal and State labor standards. The Employer of Record must have FICA taxes and Workers Compensation insurance. Worker compensation must be provided prior to and during WEx worksite placements.

- NGSP must have reasonably insurance coverage for any other work-based learning activities that requires the participant to be at a worksite (but is not working).

## 13 – COMPENSATION

Per Uniform Guidance 2 CFR Part 200, participants must be provided with a reasonable wage or stipend consistent with that paid for similar work.

### Wages

Participants must be compensated according to Georgia minimum wage standards or as otherwise stated according to law, statutes and regulations, or are paid the prevailing wage of employees with similar training, experience, and skills for a similar occupation, as set by the employer. However, since WEx is intended as a trainee position, wages do not typically exceed those for entry level employees.

### Stipend

A stipend is an allowable payment for participation in unpaid WEx or classroom activities, including work readiness or employability skills training. Stipend is a one-time payment that must not exceed \$250.00 per qualifying WEx activity. Stipend must be issued through a uniformed payment system (fixed payments) to a participant for the classroom-based learning (career awareness and exploration) and job shadowing activities. Successful completion of the activity must be documented as the basis of stipend payment. The activity should be of limited duration and be tied to specific learning goals. NGSP must describe on the Service Plan the activity and the goal to be achieved that will result in a stipend being paid.

- NGSP must develop a job shadowing and classroom-based stipend policy to guide how stipends may be paid for WEx activities. The policy and procedure for stipend payment must align with Uniform Guidance, 2 CFR Part 200.
- Wages and stipends must be issued in the form of a check or direct deposit. **NO** cash payments.

## 14 – SUPPORTIVE SERVICES & INCENTIVES

### Supportive Services

Supportive services based on specific need as determined and deemed appropriate by NGSP may be provided to participants engaged in WEx activities. See the latest NGP “**Supportive Services Policy**”.

### Incentives

Incentive may be rewarded to participants upon successful completion of activities tied to identified WEx goals in the participant’s Service Plan. See the latest NGP “**Incentive Policy**”

## 15 – WIOA WORKPLACE GUIDELINES

All employment State Statutes and Federal Administrative Codes concerning youth 14-17 engaged in WEx shall be followed. NGP reserves the right to monitor the employment and training activities of youth for compliance with all applicable provisions, Administrative Codes and requirements relating to the employment of children/minor.

### Labor Law Standards

All labor standards where an employee/employer relationship exists, as defined by the Fair Labor Standards Act (FLSA) or applicable State law must be followed. TEGL 14-08 states that wage requirements under the FLSA apply to all participants employed under WIOA. Therefore, the provisions of FLSA apply to all participants engaged in a paid WEx, as do Federal and State minimum wage laws.

### Non-Discrimination and Equal Opportunity

WIOA Section 188 (a)(2) prohibits discrimination on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief. WEx services must be provided to all participants provided the activities align with the participant’s Service Plan.

### Georgia State Workers’ Compensation/Health and Safety Standards

WIOA §667.274 of the Federal Register 29 CFR Part 652 et al provides:

- “(a) Health and Safety Standards established under Federal and State law otherwise applicable to working conditions of employees are equally applicable to working conditions of participants engaged in programs and activities under Title I of WIOA. (b)(1) To the extent that a State Workers Compensation Law applies, workers’ compensation must be provided to the participants in program 7 and activities under Title I of WIA on

the same basis as the compensation is provided to other individuals in the State in a similar employment.”

- “(2) If a State Workers Compensation Law applies to a participant in work experience, workers’ compensation benefits must be available for injuries suffered by the participant in such work experience. If a State Workers Compensation Law does not apply to a participant in work experience, insurance coverage must be secured for injuries suffered by the participant in the course of such work experience.”

### **Sectarian Placements**

Under WIOA Section 188 (a)(3), WEx participants shall not be employed to carry out the construction, operation, or maintenance of any part of any facility that is used or to be used for sectarian instruction or as a place for religious worship (except with respect to the maintenance of a facility that is not primarily or inherently devoted to sectarian instruction or religious worship, in a case in which the organization operating the facility is part of a program or activity providing services to participants).

## **16 – UNALLOWABLE PLACEMENTS**

### **Displacement of Employees**

20 CFR § 680.840 emphasizes that WEx funds may not be used directly or indirectly to support the following:

- A. Participants engaged in WEx cannot displace current employees.
- B. Participants should not be placed in a WEx when:
  - A regular employee is on layoff from the same or any substantially equivalent job; or the employer has terminated the employment of any regular unsubsidized employee or otherwise caused an involuntary reduction in its workforce with the intention of filling the vacancy with a WEx participant; or the job is created in a chain of command that infringes in any way on the promotional opportunities of currently employed workers; and/or
  - The placement results in a partial displacement, such as a reduction in the hours of non- overtime work, wages, or employment benefits, of any current employee (as of the date of the WEx participation); and/or
  - The placement impairs existing contracts for services or collective bargaining agreements; or “filling of a job opening that is vacant because the former occupant is on strike, or is being locked out in the course of labor dispute, or the filling of which is otherwise an issue in a labor dispute involving a work stoppage”.

### **Non-allowable WEx Worksites**

WEx placements cannot involve work in a casino or other gambling establishment, aquarium, zoo, golf course, swimming pool, and other occupations that may be prohibited for youth.

## 17 – DOCUMENTATION OF ELIGIBILITY & SERVICE DELIVERY

WEx services data and document requirements for the WorkSource Georgia Portal (also known as VOS) are:

1. Documents to be uploaded – All documents indicated under “20 – ATTACHMENTS” section of this Policy, State & Federal tax forms (Form G-4 and Form W-4), and employment eligibility verification (Form I-9 and E-Verify).
2. Service Plan – Include goal(s) and objective(s) as indicated under “6 – ASSESSMENTS PRIOR TO WORK EXPERIENCE PLACEMENT” section of this Policy.
3. Case-notes – Document progress, challenges, successes and other relevant information related to the WEx.
4. Service Activity Code – The appropriate WEx service activity code must be assigned:
  - ~~a)~~ ~~400 – Youth Summer Employment~~
  - ~~b)~~ ~~a)~~ 401 – Preemployment Training/Work Maturity (must be used in conjunction with the other codes, not a stand-alone code)
  - ~~c)~~ ~~b)~~ 408 – Internship Un-Paid
  - ~~d)~~ ~~c)~~ 409 – Youth-Job Shadowing
  - ~~e)~~ ~~d)~~ 419 – Support Service – Stipends
  - ~~f)~~ ~~e)~~ 422 – Pre-Apprenticeship Training (Work Experience)
  - ~~g)~~ ~~f)~~ 423 – Pre-Apprenticeship Training (Classroom Training)
  - ~~h)~~ ~~g)~~ 425 – Work Experience – Paid
  - ~~i)~~ ~~h)~~ 426 – Work Experience – Un-Paid
  - ~~j)~~ ~~i)~~ 427 – Youth Internship – Paid
  - ~~k)~~ ~~j)~~ 428 – Youth On-the-Job Training
  - ~~l)~~ ~~k)~~ 435 – Education Offered Concurrently as Workforce Preparation Activity & Training for a Specific Occupation or Occupational Cluster

## 18 – MONITORING

NGSP must conduct monitoring and review of its WEx funds, program, services (to include WEx worksites,) on a regular basis. NGSP must have a process in place to demonstrate that monitoring is being conducted. The Worksite, NGSP’s WEP, services, and activities may be monitored by Federal or State (Technical College System of GA, [Office of Workforce Development](#) (TCSG)) ~~agency~~ and will be monitored by ARC NGP staff. Monitoring will include, but is not limited to:

- In person or desk review of files to include Worksite Agreement, timesheets, performance, etc.;
- Worksites visits;
- Worksites, participants, and NGSP interviews; and
- Expenditures and invoices.

## 19 – DEFINITIONS

- **ARC** – Atlanta Regional Commission
- **ARWDB** – Atlanta Regional Workforce Development Board
- **CFR** - Code of Federal Regulations
- **NGP** – NextGen Program
- **NGPP** – NextGen Program Policy
- **NGSP** – NextGen Service Provider
- **OJT** – On-the-Job Training
- **Sec./ §** – Section
- **Service Plan (ISS/ISP/IEP)** – Individual Service Strategy/ Individual Service Plan/ Individual Employment Plan
- **TCSG/OWD** – Technical College System of Georgia, Office of Workforce Development
- **TEGL** – Training and Employment Guidance Letter
- **VOS** – Virtual OneStop System (WorkSource Georgia Portal)
- **WEP** – Work Experience Program
- **WEx** – Work Experience
- **WIG PS** – Workforce Implementation Guidance Programmatic Services
- **WIOA** – Workforce Innovation and Opportunity Act

## 20 – ATTACHMENTS

The following documents are included as attachments to the Policy:

1. Worksite Agreement
2. [Worksite Supervisor Handbook with Orientation form](#)
- ~~2-3.~~ Trainee Work Experience Agreement
4. [Trainee Handbook with Orientation form](#)
- ~~3-5.~~ Trainee [Final](#) Work Evaluation
- 4-6. Timesheet & Trainee Progress Evaluation

## 21 – ACTION REQUIRED

ARC/ARWDB NGP shall:

- Take the necessary action(s) to ensure compliance with this Policy.
- Ensure that the NGSPs are informed, trained and provided a copy of this Policy.

## 22 – INQUIRES

Inquiries regarding this policy and its guidance should be directed to an ARC/ARWDB NGP staff.

## 23 – POLICY EFFECTIVE DATE

This policy shall be effective upon the ARWDB approval date indicated on the first page of this document, and shall remain in effect until further notice.

## 24 – REFERENCES

- **State Workforce (TCSG) – Policies and Procedures Manual** ~~02/18/2021~~
- **WIOA Public Law Sec.** – 129(c)(2); 129(c)(4); 188(a)(2); 188(a)(3); 3(44); and 3(59)
- **Federal Register (Final Rules & Regulation) 20 CFR** – § 680.700; § 681.480; § 681.540; § 681.550; § 681.570; § 681.580; § 681.590; § 681.590(b); § 681.600; § 681.840; § 683.260; and § 683.270
- **Uniform Guidance** – 2 CFR Part 200
- **TEGL No.** – 8-15; 23-14; and 21-16
- **NGPP 03 & 04** – Incentive Policy and Supportive Services Policy

Atlanta Regional



**NextGen Program**  
Connecting Talent with Opportunity  
A proud partner of the American Job Center network

## WIOA Youth Eligibility

### ~~POLICY~~ **NextGen Program Policy: NGPP 06-01**

**ARWDB Approved: August 28, 2024**

**DATE:** ~~August 2024~~ October 2025 (Original)  
**TO:** ARC/ARWDB Staff & NextGen Service Providers  
**FROM:** Marsharee O'Connor, NextGen Program Director  
**SUBJECT:** Guidance & Guidelines for WIOA Youth Eligibility Determination & Documentation Policy

#### 1 – CONTENTS

This section outlines the number and title associated with each section throughout the document.

- |   |   |
|---|---|
| 2. Purpose                                | 11. Enrollment and Participation              |
| 3. Policy                                 | 12. Personally Identifiable Information (PII) |
| 4. Provisions                             | 13. Complaint and Grievance                   |
| 5. Low-Income Individual (Youth) Criteria | 14. Referral                                  |
| 6. Low-Income Determination Guidelines    | 15. Definitions                               |
| 7. Citizenship/Authorization to Work      | 16. Attachments                               |
| 8. Veterans and Priority of Service       | 17. Action Required                           |
| 9. NextGen Program Orientation            | 18. Inquires                                  |
| 10. Documentation of Eligibility          | 19. Policy Effective Date                     |
|   | 20. References                                |

#### 2 – PURPOSE

To establish a policy providing guidance and guidelines in the provision of Title 1-B, WIOA sec. 129(a)(1) eligibility criteria for WIOA youth programs. The policy serves to establish a process for conducting WIOA eligibility certification (eligibility determination and documentation verification) to determine enrollment in WIOA youth programs.

#### 3 – POLICY

This policy outlines the requirements to ensure that every youth who receives WIOA Title I Youth program funded services under WIOA is deemed eligible through a standard and consistent eligibility certification process before they can enroll and participate to receive WIOA services.

## 4 – PROVISIONS

WIOA sec. 3(18)), defines both in-school youth (ISY) and out-of-school youth (OSY) as the youth populations who are eligible for WIOA youth services.

### OSY Eligibility Barriers – WIOA 3 (46) and 129 (a) (1) (B)

#### Out-of-School Youth - is an individual who is:

- a) Not attending any school (as defined under State law);
- b) Not younger than 16 or older than age 24 at time of enrollment. Because age eligibility is based on age at enrollment, participants may continue to receive services beyond the age of 24 once they are enrolled in the program; and
- c) **One or more** of the following:
  1. A school dropout;
    - Dropout – An individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent. A youth attending an alternative school is not a school dropout. [WIOA Sec. 3(54)]
  2. A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter. School year calendar quarter is based on how a local school district defines its school year quarters. In cases where schools do not use quarters, local programs must use calendar year quarters;
  3. A recipient of a secondary school diploma or its recognized equivalent **who is a low-income individual** and **is either basic skills deficient or an English language learner**;
    - Basic Skills Deficient – A youth is basic skills deficient if they have English reading, writing, or computing skills at or below the 8th grade level (at or below 8.9 grade level) on a generally accepted standardized test or a comparable score on a criterion-referenced test.
    - English Language Learner – The term “English language learner” when used with respect to an eligible individual, means an eligible individual who has limited ability in reading, writing, speaking, or comprehending the English language, and whose native language is a language other than English; or who lives in a family or community environment where a language other than English is the dominant language. [WIOA Sec. 3 (7)].
- ❖ **An individual with a high school diploma (HSD) does not automatically fall within this barrier. Individuals can have an HSD and may still qualify for the program under a different barrier, one that does not require income.**
4. An individual who is subject to the juvenile or adult justice system (offender);

5. A homeless individual (as defined in § 41403 (6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043 e-2 (6)), a homeless child or youth (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434 a (2)), a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement;
6. An individual who is pregnant or parenting;
7. An individual with a disability;
8. **A low-income individual** who requires additional assistance to enter or complete an educational program or to secure or hold employment. (20 CFR 681.210). **See the latest “NextGen Program Policy – Requires Additional Assistance Policy”.**

**NOTE:** For the purposes of WIOA, USDOL does not consider providers of adult education under Title II of WIOA, YouthBuild programs, the Job Corps program—high school equivalency programs, or drop-out re-engagement programs to be schools, regardless of the funding source. Therefore, youth enrolled in these programs are considered OSY.

**ISY Eligibility Barriers – WIOA 3 (27) and 129 (a) (1) (C)**

MUST MEET all four (4) requirements:

- a) Not younger than 14 and not older than 21 years;
- b) Attending school (as defined by State law);
- c) Low-income, as defined by WIOA §3(36), or lives in a high poverty area; and
- d) **One or more** of the following:
  1. Basic skills deficient;
  2. An English language learner;
  3. An offender;
  4. A homeless individual (as defined in § 41403 (6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043 e-2 (6)), a homeless child or youth (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434 a (2)), a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement;
  5. Pregnant or parenting;
  6. Disabled; or
  7. Requires additional assistance to complete an educational program or to secure or hold employment. **See the latest “Requires Additional Assistance Policy”.**

**NOTE:** Youth attending high school equivalency programs funded by the public K-12 school system who are classified by the school system as still enrolled in the school are an exceptions; they are considered ISY. (20 CFR 681.230). Also, youth attending private and charter schools are considered ISY for the purposes of WIOA eligibility.

## 5 – LOW-INCOME INDIVIDUAL (YOUTH) CRITERIA & DETERMINATION GUIDELINES

All ISY and the following two categories of OSY must be low-income individuals to be served in the WIOA Youth Program:

1. A Recipient of a Secondary School Diploma or its Recognized Equivalent Who is a Low-Income Individual and is either Basic Skills Deficient or an English Language Learner;
2. A Low-Income Individual who Requires Additional Assistance to Enter or Complete an Educational Program or to Secure or Hold Employment.

The term "low-income individual" means an individual (youth) who:

- a. Government Assistance – Receives, or in the past six (6) months of the application date Date (income MUST be within six months of application) has received, or is a member of a family that is receiving or in the past 6 months has received, assistance through the Supplemental Nutrition Assistance Program (SNAP) established under the Food and Nutrition Act of 2008, the program of block grants to States for temporary assistance for needy families program under part A of title IV of the Social Security Act, or the supplemental security income program established under title XVI of the Social Security Act, or State or local income-based public assistance;
- b. Is in a family with total family income that does not exceed the higher of — the poverty line; or
- c. 70 percent of the lower living standard income level;
  - Lower Living Standard Income Level (LLSIL) – The income level (adjusted for regional, metropolitan, urban, and rural differences and family size) determined annually by the Secretary based on the most recent lower living family budget issued by the Secretary [WIOA Sec 36 (B)]. The State forwards the Lower Living Standard Income Levels to the local areas when they are issued.
    - i. Family Income – The income received from includable sources of income of all members of the “family” for the past six months of application date.
      - The term "family" means two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories: (a) a husband, wife, and dependent children; (b) a parent or guardian and dependent children; (c) a husband and wife.
  - See the latest “Includable” and Excludable” chart and guidance on the NGP Private Site.

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- d. Is a homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994, or a homeless child or youth (as defined under section 725(2) of the McKinney-Vento Homeless Assistance Act
- e. Receives or is eligible to receive a free or reduced-price lunch under the Richard Russell National School Lunch Act);
- f. Is a foster child on behalf of whom State or local government payments are made; or
- g. Is an individual with a disability whose own income meets the income requirement of clause (b), but who is a member of a family whose income does not meet this requirement.
- h. SPECIAL RULE – For the purpose of this subsection, the term “low-income,” used with respect to an individual, also includes a youth living in a high-poverty area. [WIOA Sec. 3 (36) (A)]
  - High Poverty Area- A Census tract, a set of contiguous Census tracts, Indian Reservation, tribal land, or Native Alaskan Village or county that has a poverty rate of at least 25 percent as set every 5 years using American Community Survey 5-Year data. (20 CFR 681.260). **See the latest “NextGen Program Policy – High Poverty Area Policy”**

**Five Percent (5%) Limitation Provisions**

The Five Percent (5%) Exception and the Five Percent (5%) Limitation provisions in determining youth eligibility under WIOA allow limited flexibility in serving youth who face barriers to employment and/or education, but do not meet all standard eligibility requirements.

- Five Percent (5%) Exception — Allows a limited number of OSY and ISY to be enrolled who do not meet low-income criteria but meet all other eligibility requirements and have one or more qualifying barriers to employment or education.
- Five Percent (5%) Limitation — Restricts the number of ISY who may be enrolled to no more than five percent (5%) of all youth participants in the NGP during a program year.

See the latest “NextGen Program Policy – Requires Additional Assistance” for the comprehensive list of requirements to be eligible under the 5% Exception and 5% Limitation provisions.

No more than 5% of ISY who meet the Requires Additional Assistance barrier may enroll in ARWDB NextGen Program. See the latest “Requires Additional Assistance Policy”.

- The 5% enrollment will be calculated on a yearly basis (based on the Fiscal/Program Year – July 1st of one year to June 30th of the following year).

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- ~~❖—NGSPs must receive prior approval from ARC (NextGen Program Director) to enroll youth in the Program.~~

#### **Five Percent (5%) Exception**

Up to 5% of OSY or ISY who meet the WIOA barrier eligibility requirements (including the Requires Additional Assistance barrier), but family income exceed the low-income eligibility guidelines (over income) may enroll in the ARWDB NextGen Program. **See the latest “Requires Additional Assistance Policy”.**

- ~~❖—The 5% enrollment will be calculated on a yearly basis (based on the Fiscal/Program Year — July 1st of one year to June 30th of the following year).~~
- ~~❖—NGSPs must ensure that income validation document(s) is provided, as self attestation cannot be used as a qualifier for proof of income.~~

~~NGSPs must receive prior approval from ARC (NextGen Program Director) to enroll youth in the Program.~~

#### **6—LOW-INCOME DETERMINATION GUIDELINES**

**All** ISY and the following two categories of OSY must be low-income individuals to be served in the WIOA Youth Program:

1. A Recipient of a Secondary School Diploma or its Recognized Equivalent Who is a Low-Income Individual and is either Basic Skills Deficient or an English Language Learner;
  2. A Low-Income Individual who Requires Additional Assistance to Enter or Complete an Educational Program or to Secure or Hold Employment.
- ~~❖—See the latest “Requires Additional Assistance Policy”.~~

The following is to be used when establishing that a youth is a low-income individual:

- ~~❖—Lower Living Standard Income Level (LLSIL)—The income level (adjusted for regional, metropolitan, urban, and rural differences and family size) determined annually by the Secretary based on the most recent lower living family budget issued by the Secretary [WIOA Sec 36 (B)]. The State forwards the Lower Living Standard Income Levels to the local areas when they are issued.~~
- ~~❖—Family Income—The income received from includable sources of income of all members of the “family” for the past six months of application date.~~
  - ~~❖—The term “family” means two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories: (a) a husband, wife, and dependent children; (b) a parent or guardian and dependent children; (c) a husband and wife.~~
  - ~~❖—See the latest “Includable” and Excludable” chart and guidance on the NCP Private Site.~~

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## 7 – CITIZENSHIP/AUTHORIZATION TO WORK

To receive WIOA services, participants must be citizens or nationals of the United States, lawfully admitted resident aliens, refugees, asylees and parolees and other immigrants authorized by the Attorney General to work in the United States. [WIOA Sec. 188 (5)].

- Victims of Human Trafficking – Per section 107(b) of the Trafficking Victims Protection Act (TVPA), an alien who is a victim of a severe form of trafficking is eligible for WIOA on the same basis as individuals with refugee status under section 207 of the Immigration and Nationality Act. The USDOL issued TEGL 19-01, Change 1, which declares that states may not deny services available to victims of severe forms of trafficking based on their immigration status. To confirm eligibility as a victim of severe form of human trafficking, an alien may present a letter of certification from the Department of Health and Human Services (HHS), a “T” Visa, or a HHS Letter of Eligibility (minors).
- Deferred Action for Childhood Arrivals (DACA) – Per TEGL 2-14, which provides guidance to States and grantees concerning the eligibility of individuals granted relief under the Deferred Action for Childhood Arrivals (DACA) Initiative participants for Workforce Investment Act and Wagner-Peyser Act Programs. For an otherwise program eligible DACA participant to receive funded services under WIOA, the individual must provide documentation of their employment authorization.

## 8 – VETERANS AND PRIORITY OF SERVICE

Veterans and eligible spouses receive priority of service for all USDOL funded employment and training programs.

- Priority of Service – A veterans or eligible spouse either receives access to a service earlier in time than a non-covered person, or, if the resource is limited the veteran or eligible spouse receives access to the service instead of the non-covered person. (TEGL 10-09).

## 9 – NEXTGEN PROGRAM ORIENTATION

The Orientation is to provide the youth with a comprehensive understanding of the WIOA youth program and services, to answer any questions or concerns the youth may have, and to prepare the youth for participation in the WIOA youth program.

NGSPs are responsible for developing an Orientation Form outlining the information stated below. The Form MUST be signed and dated by the participant prior to enrollment.

Orientation must have the following components (but not limited to):

- Overview of the purpose of the youth program.
- Eligibility requirements.
- Overview of services offered (consist of the 14 Elements).
- Employment opportunities (Work Experience, Follow-up and Placement/Retention).
- Customer’s expectations and responsibilities.

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- NSGSP’s expectations and responsibilities (Service Plan, Attendance policy, Contact frequency, etc.)
- Expected performance outcome (skills gain, Credential/Certification).
- Discussion of rights under the non-discrimination and equal opportunity provisions of the WIOA (State Workforce (TCSG) – Policies and Procedures Manual).
- Other resources available and referral process if youth is not eligible for the WIOA youth program.

**10 – DOCUMENTATION OF ELIGIBILITY**

**NGP WIOA Youth Application and Other Documentations** – All youth must complete a NGP youth application as the first step for the documentation completion and collection for eligibility determination. If the youth is under the age of 18, the application must be signed and dated by the participant and the parent/guardian.

Documentation consists of records, certificates, documents, identification cards, and other items, which can be ~~photocopied~~ scanned or digitized and included in the youth’s files. Source documents include documents issued by a governmental entity (e.g. driver’s license), education institution (e.g. transcript), private company (e.g. such as utility bills), and signed youth self-certification/attestation.

- All the youth’s barriers, residence, school status and age documents must be dated (if a date is required) within six months of eligibility date.
- When documenting low income based on Family Income, all income documents MUST be uploaded as supporting documentation(s) along with the Income Calculation Worksheet.
- ~~All the family’s includable sources of income documents must be dated within six months of application date. See the latest “Includable” and Excludable” chart and guidance on the NGP Private Site.~~

**NOTE: All elements used to determine a youth as eligible for the WIOA Youth Program/NextGen Program, must be documented, and the documentation must be uploaded to the youths file in VOS.**

**Income Verification and Calculation**

All the family’s includable sources of income documents must be dated within six months of application date. See the latest “Includable” and Excludable” chart and guidance on the NGP Private Site.

When calculating income, NGSPs are encouraged to use any one of the following methods. Also, the NGSPs should obtain as many pay stubs or supporting documents as possible to conduct accurate and reliable verification and calculation of income.

1. Straight Pay or Salary Method – A sample of pay stubs are provided covering the most recent six months of family income. There is no variation in the wages for any of the pay stubs submitted for the income verification; therefore, the NGSP calculates the income

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based upon the wages indicated on one of the pay stubs. The gross income is multiplied by the number of pay periods in the six-month determination period and the result is multiplied by two, to get the annualized income used to determine eligibility.

2. Average Pay Method – A sample of pay stubs are provided, which show variation in the gross earnings. The variation may result from overtime, lost time or work for a different employer. In calculating the annualized income, the NGSP must determine the average gross earnings based upon the number of pay stubs provided. To determine the average gross earnings, the NGSP must total the gross earnings of all pay stubs provided and divide the result by the number of pay stubs. The result will be the average gross earnings per pay period. After determining average gross earnings, the intake worker will then determine the pay frequency and multiply the average gross earnings by the number of pay periods in a year.
3. Year-To-Date Method – The most recent pay stub is provided with cumulative year-to-date gross earnings indicated. The individual provides recent pay stubs with cumulative year-to-date gross earnings indicated on the pay stub. The cumulative year-to-date gross earnings indicate the gross earnings up to the date of the pay period ending date on the pay stub. To compute the annualized income, the NGSP counts the number of pay periods that have occurred since January 1<sup>st</sup> or from the date of employment if after January 1<sup>st</sup>. The NGSP divides the number of pay periods into the gross year-to date earnings indicated on the pay stub. The result of this computation (average gross income per pay period) is then multiplied by the number of pay periods in the six-month determination period. The result is then multiplied by two, to determine the annualized gross earnings..
4. Intermittent Work Method – The individual has not had steady work with one or more employers, the individual provides as many pay stubs as possible and complete an Applicant applicant Statement statement (Self-Attestation) explaining all missing pay stubs and non-work periods during the last six months. The NGSP totals all wages for the six-months period and multiplies the result by two to annualize the gross income. If the individual reports little or no includable income, the individual shall indicate other resources relied upon for support during the last six months on the Applicant Statement.

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**Self-Certification/Attestation (Applicant Statement)** – A statement (written document) attesting to the veracity of certain eligibility barrier criteria may be used under certain circumstances. The document must be:

- Document can be typed, hand-written, or completion (in its entirety) of the NextGen Program “Self-Attestation Form”. **See the latest “Self-Attestation Form”**
  - ❖ The NextGen Program WIOA Application cannot be used as a form of Self-Certification/Attestation.
- Signed and dated by the youth (prior to Eligibility Date in VOS).
- Explanation of why verifying document is unattainable.

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- **NOTE:** For the use self-attestation as an eligibility verification requirement, NGSPs are limited to ten percent (10%) of total youth enrolled in their youth program during a program year.

The following are the only eligibility criteria that may be documented with a self-certification/attestation:

- Dropout
- Youth Who is Within the Age of Compulsory School Attendance, But Has Not Attended School For at Least the Most Recent Complete School Year Calendar Quarter
- Homeless/Runaway
- Pregnant or Parenting
- Offender
- Requires Additional Assistance (as applicable based on NGPP 01-04)
- English Language Learner (ELL)
- Low income for the following elements:
  - ❖ Youth with little or no Income. The Statement should indicate means of support.
    - If independent youth (usually be included in the definition of a family, but is claiming to no longer be a dependent), A-a statement must be made by the head of the household, not the youth. See the NGP “Head of Household” form.

### Selective Service Registration

All male United States (US) Citizens and male aliens living in the US born on or after January 1, 1960, aged 18 to 25, must register with Selective Service. Below is a list of requirements for various circumstances:

- Selective Service registration requirements can be found at [www.sss.gov](http://www.sss.gov) and click on "Registration Info".
- Registration may be completed online at <https://www.sss.gov/RegVer/wfRegistration.aspx>.
- To check a registration, go to [www.sss.gov/must.htm](http://www.sss.gov/must.htm) and click on “Check a Registration.”
- ❖ **NOTE:** Per TEGL 11-11, once a male turns 18 years of age while participating in WIOA-funded youth program, registration with Selective Service must be completed no later than 30-days after he becomes 18 years in order to continue to receive WIOA-funded services. If a youth under the age of 26 years refuses to register with the Selective Service, WIOA-funded services must be suspended until he registers.

~~**NOTE:** All elements used to determine a youth as eligible for the WIOA Youth Program must be documented, and the documentation must be uploaded to the youths file in VOS.~~

## General Eligibility Documents

<b>Both Citizenship (Identity) &amp; Employment Eligibility Status - these documents cover both requirements</b>	<ul style="list-style-type: none"> <li>• Birth Certificate</li> <li>• US Passport</li> <li>• Unexpired Foreign Passport*</li> <li>• Permanent Resident Alien Card</li> <li>• Unexpired Employment Authorization Document w/Photo</li> </ul>
<b>Citizenship (Identity)</b>	<ul style="list-style-type: none"> <li>• Valid Driver's License or State ID</li> <li>• ID card issued by government</li> <li>• School ID w/ Photo</li> <li>• Voter registration Card</li> <li>• US Military Card or Draft Card</li> <li>• Native American Tribal Document</li> <li>• Under 18 yrs. old: school record, clinic/hospital/doctor record, daycare/nursery record</li> </ul>
<b>Employment Eligibility</b>	<ul style="list-style-type: none"> <li>• US Social Security Card</li> <li>• Birth Certificate</li> <li>• Native American Tribal Document</li> <li>• US Citizen ID Card</li> <li>• Employment Authorization Document issued by DHS</li> </ul>
<b>Age</b>	<ul style="list-style-type: none"> <li>• Birth Certificate</li> <li>• Passport</li> <li>• Driver's License or State ID</li> </ul>
<b>Social Security Number</b>	<ul style="list-style-type: none"> <li>• US Social Security Card</li> <li>• Social Security printout (must have SSN)</li> <li>• If needed, providers should assist the applicant in obtaining Social Security identification and note in case file</li> </ul>
<b>Residency in Service County</b>	<ul style="list-style-type: none"> <li>• Driver's License or ID</li> <li>• Utility Bill</li> <li>• Official mail from Gov't</li> <li>• Official mail from School</li> <li>• NextGen Head of Household form</li> </ul>
<b>Selective Service Registration (18+ males)</b>	<ul style="list-style-type: none"> <li>• Selective Service Acknowledgement Letter</li> <li>• Form DD-214 "Report of Separation"</li> <li>• Screen printout of registration website</li> <li>• Selective Service Card</li> <li>• Verification Form (Form 3A)</li> <li>• Stamped Post Office Receipt of Registration</li> <li>❖ Person's w/ disability do not have to if disability is continually confining</li> <li>❖ Hospitalized, Institutionalized, or Incarcerated wait till they get out</li> </ul>
<b>Georgia Illegal Immigration Reform &amp; Enforcement Act Affidavit</b>	<ul style="list-style-type: none"> <li>• Signed and Notarized</li> <li>❖ Participants who are turning 18 must comply with Georgia's Immigration Law that requires customer affidavits for eligibility to receive a public benefit.</li> </ul>
<b>Low-income verification (if applicable)</b>	<ul style="list-style-type: none"> <li>• Screen printout of High Poverty Area map</li> <li>• Proof of income (paystub, W-2) for ALL family members + Income Calculation Worksheet</li> <li>• If using Parent income, must show proof of parent relationship</li> <li>• Individual's proof of income if Family of One/Independent with no dependents or Person w/Disability (proven in file) + Income Calculation Worksheet</li> <li>• SNAP or TANF recipient letter</li> </ul>

<b>WIOA Barrier Eligibility Documents</b>	
<b>Offender</b>	<ul style="list-style-type: none"> <li>• Court records or letter from court</li> <li>• Letter from probation/parole officer</li> <li>• Offender/court database search</li> </ul>
<b>Homeless or Runaway</b>	<ul style="list-style-type: none"> <li>• Signed statement from shelter</li> <li>• Signed statement from individual providing temporary assistance</li> <li>• Statement from Social Service agency</li> </ul>
<b>Pregnant</b>	<ul style="list-style-type: none"> <li>• Doctor/clinic results</li> <li>• Physician's note</li> <li>• Letter from program for pregnant teens</li> </ul>
<b>Parenting</b>	<ul style="list-style-type: none"> <li>• Child's birth certificate with client name as parent</li> <li>• Government assistance letter with client as Direct Recipient and child as dependent</li> <li>• Medical card</li> <li>• Statement from Social Services agency               <ul style="list-style-type: none"> <li>❖ Note: A male with a pregnant girlfriend/wife is not yet parenting</li> </ul> </li> </ul>
<b>Foster Care or Aged out of Foster Care</b>	<ul style="list-style-type: none"> <li>• Letter from court</li> <li>• Letter from foster care agency</li> <li>• Statement/Referral from Social Services agency</li> <li>• Signed statement from foster parent</li> </ul>
<b>Out-of-Home Displacement</b>	<ul style="list-style-type: none"> <li>• Letter from social service agency</li> </ul>
<b>Compulsory school age but not attending</b>	<ul style="list-style-type: none"> <li>• School attendance records               <ul style="list-style-type: none"> <li>❖ Note: Must not be attending for one whole school calendar quarter</li> </ul> </li> </ul>
<b>Dropout</b>	<ul style="list-style-type: none"> <li>• School withdrawal form</li> <li>• School records</li> </ul>
<b>Disabled</b>	<ul style="list-style-type: none"> <li>• Individual Education Plan (IEP) from school or other program – within 6 months of enrollment in NextGen Program</li> <li>• Signed self-attestation or disability checked YES on Medical &amp; Disability page of NextGen Application</li> <li>• Medical records</li> <li>• Signed statement from licensed professional</li> <li>• Rehabilitation evaluation</li> <li>• Social Security Administration disability records</li> </ul>

### **WIOA Orientation**

Orientation documentation must outline the information discussed in “Section 9 – NextGen Program Orientation” of this Policy. Also, orientation document must be signed and dated by youth. If youth is under 18 years of age, parent/guardian must also sign and date the Orientation form.

### **11 – ENROLLMENT AND PARTICIPATION**

To participate in WIOA Youth programs, a youth must be enrolled. To be an active participant, all of the following must occur:

- 1) Orientation of WIOA programs and services
- 2) An eligibility determination.
- 3) The provision of an Objective Assessment.
- 4) Development of the SP/ISS/IEP/ISP; and
- 5) Participation in any of the fourteen (14) youth program elements (20 CFR 681.320).

Once a youth is determined eligible and is enrolled, the youth remain eligible for youth services until exited.

- An individual who is an OSY “at time of enrollment” and is subsequently placed in school, is still considered an OSY. Additionally, an individual who is an OSY between the ages of 16-24 at the time of enrollment, and is now beyond the age of 24, is still considered an OSY until exited.
- An individual who is an ISY and between the ages of 14-21 at the time of enrollment, and is now beyond the age of 21, is still considered an ISY until exited.

## 12 – PERSONALLY IDENTIFIABLE INFORMATION (PII)

As part of WIOA funded activities, NGP staff may have access to program participant or staff PII. This information is generally found in personnel files, participant data sets, performance reports, program evaluations, grant and contract files, or other sources. Federal law and federal policies require that PII and other sensitive information be secured and protected at all times.

**See guidance on PII on the NGP Private Site.**

The Office of Management and Budget (OMB) defines “Personally Identifiable Information” (PII) as information that can be used to distinguish or trace an individual’s identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual. The USDOL has defined two types of PII, “protected PII” and “non-sensitive PII.” The differences between protected PII and non-sensitive PII are primarily based on an analysis regarding the “risk of harm” that could result from the release of the PII.

1. “Protected PII” is information that if disclosed could result in harm to the individual whose name or identity is linked to that information. Examples of protected PII include, but are not limited to, social security numbers (SSNs), credit card numbers, bank account numbers, home telephone numbers, ages, birthdates, marital status, spouse names, educational history, biometric identifiers (fingerprints, voiceprints, iris scans, etc.), medical history, financial information, and computer passwords. 22 2)
2. “Non-sensitive PII” is information that if disclosed, by itself, could not reasonably be expected to result in personal harm. It is standalone information that is not linked or closely associated with any protected or unprotected PII. Examples of non-sensitive PII include information such as first and last names, e-mail addresses, business addresses, business telephone numbers, general education credentials, gender, or race. However, depending on the circumstances, a combination of these items could potentially be categorized as protected or sensitive PII.

## 13 – COMPLAINT AND GRIEVANCE

WIOA mandates the development of procedures for filing complaints and grievances submitted by WIOA program participants, staff, and other parties affected by, and who allege, violations of the requirements of WIOA Title I and WIOA-related regulations or policies must adhere to this policy. **See guidance on Complaints and Grievances on the NGP Private Site.**

#### 14 – REFERRAL

Regardless of eligibility for the Youth Program, an individual may be eligible for other program services through the OneStop system. Referrals to other One-Stop partners and providers must be offered to assist individuals with further assessment, training, and educational needs.

- However, it is very imperative that if a youth ~~who~~ is not deemed eligible for WIOA youth programs, the NGSPs must provide a referral to the youth of partner/providers that can address their needs.

#### 15 – DEFINITIONS

- |  |  |
|--|--|
| ▪ ACS – American Community Survey                      | ▪ Sec./ § – Section  |
| ▪ ARC – Atlanta Regional Commission                    | ▪ SP – Service Plan ( <u>IEP/ISP/ISS</u> )   |
| ▪ ARWDB – Atlanta Regional Workforce Development Board | ▪ TCSG, OWD – Technical College System of Georgia, Office of Workforce Development |
| ▪ CFR – Code of Federal Regulations                    | ▪ TEGL – Training and Employment Guidance Letter                                   |
| ▪ IEP – Individual Education/Employment Plan           | ▪ USDOL – United States Department of Labor  |
| ▪ ISP – Individual Service Plan                        | ▪ VOS – Virtual OneStop System (Workforce Georgia Portal)                          |
| ▪ ISS – Individual Service Strategy                    | ▪ WIG, PS – Workforce Implementation Guidance, Programmatic Services               |
| ▪ <u>ISY – In-School Youth</u>                         | ▪ WIOA – Workforce Innovation and Opportunity Act                                  |
| ▪ NGP – NextGen Program                                |  |
| ▪ NGPP – NextGen Program Policy                        |  |
| ▪ <u>NGSP</u> – NextGen Service Provider               |  |
| ▪ <u>OSY – Out-of-School Youth</u>                     |  |

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#### 16 – ATTACHMENTS

There is no attachment.

#### 17 – ACTION REQUIRED

ARC/ARWDB NGP shall:

- Take the necessary action(s) to ensure compliance with this Policy.
- Ensure that the NGSPs are informed, trained, and provided a copy of this Policy.

#### 18 – INQUIRIES

Inquiries regarding this Policy and its guidance should be directed to an ARC/ARWDB NGP staff.

#### 19 – POLICY EFFECTIVE DATE

This policy shall be effective upon the ARWDB approval date indicated on the first page of this document, and shall remain in effect until further notice.

## 20 – REFERENCES

- **Federal CFR – (Final Rules & Regulation) 20 CFR – § 681.260; and § 684.130**
- **NGPP 02 “High Poverty Area Policy”**
- **NGPP 01 “Requires Additional Assistance Policy”**
- **State Workforce (TCSG) – Policies and Procedures Manual**
- **TEGL No. – 10-09, 11-11, 23-14, 08-15, 21-16, 19-01, and 02-14**
- **Uniform Guidance – 2 CFR Part 200**
- **WIGS PS – 15-002**
- **WIOA Public Law Sec. – 113-128, 129(a)(2), 188 (5), and 3 (36) (A)**

NextGen Activity Totals for Program Year 2025

All Providers	1 QTR			2 QTR			3 QTR			4 QTR			YEARLY TOTAL
	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	
<b>Participant Activities</b>													
WIOA Visits - In person	245	221	290	0	0	0	0	0	0	0	0	0	756
WIOA Visits - Virtual (Webinar/Face-Time)	97	93	172	0	0	0	0	0	0	0	0	0	362
Non-WIOA Visits - In person	42	38	47	0	0	0	0	0	0	0	0	0	127
Non-WIOA Visits - Virtual (Webinar/Face-Time)	0	0	0	0	0	0	0	0	0	0	0	0	0
Credential Attainment	0	1	1	0	0	0	0	0	0	0	0	0	2
Employment Placement (Including Military)	1	2	6	0	0	0	0	0	0	0	0	0	9
Education Placement (Adv. Tran./Post-Sec.)	0	0	0	0	0	0	0	0	0	0	0	0	0
Paid Work Experience (WEX)	1	2	0	0	0	0	0	0	0	0	0	0	3
Unpaid Work Experience (WEX)	0	0	0	0	0	0	0	0	0	0	0	0	0
WIOA Applications Received	13	16	6	0	0	0	0	0	0	0	0	0	35
Enrollment in WIOA	9	17	8	0	0	0	0	0	0	0	0	0	34
<b>Contract - Goal Sheet Enrollment Requirement</b>			42			103			102				95
<b>Active WIOA Participant Enrollment - Monthly</b>	9	17	8	0	0	0	0	0	0	0	0	0	0
<b>Active WIOA Participant Enrollment - Quarterly</b>	34			0			0			0			34

NextGen Activity Totals for Program Year 2025

Cherokee Focus	1 QTR			2 QTR			3 QTR			4 QTR			YEARLY TOTAL
	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	
<b>Participant Activities</b>													
WIOA Visits - In person	39	59	96										194
WIOA Visits - Virtual (Webinar/Face-Time)	0	0	2										2
Non-WIOA Visits - In person	4	11	6										21
Non-WIOA Visits - Virtual (Webinar/Face-Time)	0	0	0										0
Credential Attainment	0	1	0										1
Employment Placement (Including Military)	0	1	0										1
Education Placement (Adv. Tran./Post-Sec.)	0	0	0										0
Paid Work Experience (WEX)	0	1	0										1
Unpaid Work Experience (WEX)	0	0	0										0
WIOA Applications Received	0	1	1										2
New WIOA Enrollment	0	0	1										1
<b>Contract - Goal Sheet Enrollment Requirement</b>			10			13			13				9
<b>Active WIOA Participant Enrollment - Monthly</b>	0	0	1	0	0	0	0	0	0	0	0	0	0
<b>Active WIOA Participant Enrollment - Quarterly</b>	1			0			0			0			1

NextGen Activity Totals for Program Year 2025

Hearts - Clayton	1 QTR			2 QTR			3 QTR			4 QTR			YEARLY TOTAL
	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	
<b>Participant Activities</b>													
WIOA Visits - In person	62	78	102										242
WIOA Visits - Virtual (Webinar/Face-Time)	35	37	40										112
Non-WIOA Visits - In person	15	11	15										41
Non-WIOA Visits - Virtual (Webinar/Face-Time)	0	0	0										0
Credential Attainment	0	0	1										1
Employment Placement (Including Military)	1	1	6										8
Education Placement (Adv. Tran./Post-Sec.)	0	0	0										0
Paid Work Experience (WEX)	0	1	0										1
Unpaid Work Experience (WEX)	0	0	0										0
WIOA Applications Received	6	6	3										15
Enrollment in WIOA	4	8	3										15
<b>Contract - Goal Sheet Enrollment Requirement</b>			0			23			22				22
<b>Active WIOA Participant Enrollment - Monthly</b>	4	8	3	0	0	0	0	0	0	0	0	0	0
<b>Active WIOA Participant Enrollment - Quarterly</b>	15			0			0			0			15

NextGen Activity Totals for Program Year 2025

Hearts - Fayette	1 QTR			2 QTR			3 QTR			4 QTR			YEARLY TOTAL
	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	
<b>Participant Activities</b>													
WIOA Visits - In person	71	3	6										80
WIOA Visits - Virtual (Webinar/Face-Time)	26	2	2										30
Non-WIOA Visits - In person	11	2	4										17
Non-WIOA Visits - Virtual (Webinar/Face-Time)	0	0	0										0
Credential Attainment	0	0	0										0
Employment Placement (Including Military)	0	0	0										0
Education Placement (Adv. Tran./Post-Sec.)	0	0	0										0
Paid Work Experience (WEX)	0	0	0										0
Unpaid Work Experience (WEX)	0	0	0										0
WIOA Applications Received	0	1	0										1
Enrollment in WIOA	0	1	0										1
<b>Contract - Goal Sheet Enrollment Requirement</b>			0			0			0				0
<b>Active WIOA Participant Enrollment - Monthly</b>	0	1	0	0	0	0	0	0	0	0	0	0	0
<b>Active WIOA Participant Enrollment - Quarterly</b>	1			0			0			0			1

NextGen Activity Totals for Program Year 2025

Hearts - Gwinnett	1 QTR			2 QTR			3 QTR			4 QTR			YEARLY TOTAL
	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	
<b>Participant Activities</b>													
WIOA Visits - In person	71	75	68										214
WIOA Visits - Virtual (Webinar/Face-Time)	26	42	109										177
Non-WIOA Visits - In person	11	8	5										24
Non-WIOA Visits - Virtual (Webinar/Face-Time)	0	0	0										0
Credential Attainment	0	0	0										0
Employment Placement (Including Military)	0	0	0										0
Education Placement (Adv. Tran./Post-Sec.)	0	0	0										0
Paid Work Experience (WEX)	1	0	0										1
Unpaid Work Experience (WEX)	0	0	0										0
WIOA Applications Received	7	8	2										17
Enrollment in WIOA	5	8	4										17
<b>Contract - Goal Sheet Enrollment Requirement</b>			32			34			34				33
<b>Active WIOA Participant Enrollment - Monthly</b>	5	8	4										0
<b>Active WIOA Participant Enrollment - Quarterly</b>	17												17





## COMMITTEE MEETING SCHEDULE

### NextGen Committee (NGC)

#### Calendar Year 2025

#### Meeting Location:

*Atlanta Regional Commission (ARC)  
International Tower  
229 Peachtree Street NE., Suite 100, Atlanta, GA 30303*

DATE	TIME	CONFERENCE ROOM / LOCATION
February 12, 2025 <del>Rescheduled 19<sup>th</sup></del> (Wednesday)	<del>12:00 pm – 2:00 pm</del>	Atlanta Regional Commission Executive Conference Room
May 14, 2025 <del>Rescheduled 8<sup>th</sup></del> (Wednesday)	<del>12:00 pm – 2:00 pm</del>	Atlanta Regional Commission
August 20, 2025 <del>Rescheduled 6<sup>th</sup></del> (Wednesday)	<del>12:00 pm – 2:00 pm</del>	Atlanta Regional Commission
November 12, 2025 (Wednesday)	12:30 pm – 2:30 pm <del>12:00 pm – 2:00 pm</del>	Atlanta Regional Commission

**NOTE:** Meetings are typically held at ARC; however, different locations may be designated.