

# The Seventh Planning District Consortium Workforce Development Board

## Administrative Office

4000 Viking Dr., Suite A-1, Bossier City, LA 71111 | (318) 632-2022

**Matt Wheeler**, Chairman | **Candle Sattler**, Interim Director of Workforce Development

- Title:** Policy to Secure and Hold Employment
- Purpose:** Establish eligibility criteria for out-of-school youth applicants consistent with 20 CFR 681 of the WIOA Regulations.
- Policy:** Policy for defining required additional assistance to enter or complete an educational program or to secure and hold employment.
- Procedure:** Procedures to be followed by LWDA 70 Staff in determining and documenting that an out-of-school youth requires WIOA program services to secure and hold employment.

## American Job Center Locations



cdconline.org

**Bienville Parish**  
2434 Manning St.  
Ringgold, LA 71068  
(318) 894-9173

**Bossier Parish**  
4000 Viking Dr., Suite B-1  
Bossier City, LA 71111  
(318) 741-7363

**Caddo Parish**  
125 E. Louisiana Ave.  
Vivian, LA 71082  
(318) 676-5721

**Claiborne Parish**  
507 W. Main St.  
Homer, LA 71040  
(318) 927-3338

**DeSoto Parish**  
142 Lake Rd.  
Mansfield, LA 71052  
(318) 671-2391

**Lincoln Parish**  
307 N. Homer St., Suite 307  
Ruston, LA 71270  
(318) 251-5023

**Natchitoches Parish**  
303 Bienville St.  
Natchitoches, LA 71457  
(318) 357-2414

**Red River Parish**  
615 E. Carroll St., 3rd Floor  
Coushatta, LA 71019  
(318) 932-9570

**Sabine Parish**  
1125 W. Mississippi Ave., Suite A  
Many, LA 71449  
(318) 256-2698

**Webster Parish**  
902 Lee St.  
Minden, LA 71055  
(318) 371-3024



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**Purpose or Policy**

Section 681.300 of the WIOA regulations allows the local Workforce Development Board to "establish definitions and eligibility documentation requirements" for determining that an out-of-school youth requires WIOA services specifically to "secure and hold employment". This policy describes the procedures to be followed and documentation to be used by The Coordinating & Development Corporation (LWDA 70) Staff in making this determination.

**Need for Policy**

Youth between the ages of 17 to 24 are typically continuing their education (secondary or post-secondary) or entering the labor market seeking employment. United States Census Bureau statistics for the ten parishes that make up Region 7 (Northwest Louisiana) demonstrate that this can be a difficult life transition for youth. Labor force participation for youth between the ages of 17 to 24 is lower than that of the population in its prime labor force participation years (25 to 54) but youth experience much higher unemployment rates. The Census Bureau's American Community Survey shows that in Bossier Parish, youth between the ages of 17 to 24 experience double digit unemployment rates, 11.7% to 19.8%, compared with an overall civilian labor force unemployment rate of 5.8%. In the more rural parishes in Northwest Louisiana, such as Bienville and Red River, youth unemployment is even higher with unemployment rates reaching over 20%.

**Determining and Documenting Requires Additional Assistance**

Because of the greater difficulty that youth encounter in obtaining employment, LWDA 70 has chosen to focus on a youth's recent work history or labor market experience in determining "requires additional assistance". This determination will consider three circumstances:

1. The youth has never held a job.
2. The youth was fired from a job within the 12 months prior to application for WIOA services.
3. The youth has never held a full-time job (i.e., more than 30 hours a week) for more than 13 consecutive weeks.

In determining if a youth meets one or more of these three circumstances, LWDA 70 Staff will utilize the one-page form included with this policy.

Completion of this form will provide documentation needed to establish that the youth meets the WIOA eligibility criterion of " ... is a low-income individual that requires additional assistance to enter or complete an educational program or to secure or hold employment" with low income individual further defined in the Louisiana Workforce Commission's WIOA Youth Programs Operation policy (OWD 2-21.2).

**This policy shall remain in effect until revised or canceled by the Seventh Planning District Consortium Workforce Development Board.**

**Passed and Approved on this   4   day of December 2020.**



The Seventh Planning District Consortium Workforce Development Board  
Title: Matt Wheeler, Chairperson

12/4/2020  
Date

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## Applicant for WOA Out-of-School Youth Services Criteria for Meeting "Requires Additional Assistance"

Applicant: \_\_\_\_\_

LWDA 70 Staff: \_\_\_\_\_

Eligibility Determination Date: \_\_\_\_\_

### CHECK THE FOLLOWING THAT APPLIES TO APPLICANT:

<input type="checkbox"/>	Never held a job
<input type="checkbox"/>	Fired from job within 12 months prior to application
<input type="checkbox"/>	Never held full-time job (30+ hours/week) for more than 13 consecutive weeks
<input type="checkbox"/>	Applicant Self-Attestation
<input type="checkbox"/>	Wage Record Attached
<input type="checkbox"/>	Other (Specify) _____

Applicant's Signature: \_\_\_\_\_

LWDA 70 Staff Comments:

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

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