

**CATAWBA WIA INSTRUCTION PY00-014, Addendum #1**

**TO:** All PY'02 WIA Grantees

**SUBJECT:** Definition of “requires additional assistance to complete an educational program, or to secure and hold employment”

**ISSUANCE DATE:** January 30, 2003

**EFFECTIVE DATE:** Immediately

**EXPIRATION DATE:** Indefinite

**Purpose:** The purpose of this instruction is to transmit the WIA’s definition and eligibility requirements for regarding the “requiring additional assistance to complete an educational program or to secure and hold employment”.

**Background:** Section 664.210 of the Regulations allows local WIBs to establish its local definition and eligibility documentation requirements for individuals who may need additional assistance to complete an educational program, or secure and hold employment.

**Policy:** (1) An individual who has failed to achieve the required score on the local administered standardized test or has not passed the High School Exit Exam will require additional assistance to complete an educational program or secure and hold employment. The Grantees must secure the test results from the local educational agencies to document eligibility for the additional services. (2) An individual who will have difficulty in securing or retaining employment as indicated by low scores on a pre-employment skills assessment. This deficiency must be documented in the participant’s file.

**INQUIRES:** If you have any questions regarding this instruction, please me at 327-9041.

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Robert A. Barber  
SDA Administrator

