

## WORK4WV-Region 1, Inc.

Region 1 Workforce Development Board Policy Letter # 12

Subject: Youth Policy

Effective: January 2017

**BACKGROUND:** Youth Services will be administered under Sections 3, 107, 116, 123, and 129 of the Workforce Innovation and Opportunity Act of 2014 and the Region 1 Workforce Development Board. The Workforce Innovation and Opportunity Act (WIOA) of 2014 allows the Region 1 Workforce Development Board to provide contracted Youth Services to eligible youth. The purpose of Youth Services is to provide effective and comprehensive activities for improving educational and skill competencies and provide effective connections to employers.

**POLICY:** The Region 1 Workforce Development Board (WDB) will offer Youth Services to eligible youth residing in the following counties: Fayette, Greenbrier, McDowell, Mercer, Monroe, Nicholas, Pocahontas, Raleigh, Summers, Webster, and Wyoming. The R1WDB Youth Services Program will be delivered by a qualified, eligible Service Provider selected on a competitive basis in response to a public Request for Proposal (RFP).

*Under WIOA, at least seventy-five percent (75%) of all funds intended for youth must be spent on eligible Out-of-School Youth. The Region 1 WDB has elected to allot twenty-five percent (25%) of youth funds to be spent on eligible In-School Youth. Additionally, under WIOA, Twenty percent (20%) of the total Program Year Youth funds received must be expended on paid work experiences, minus the allowable ten percent (10%) administrative costs from these funds.*

A. **Eligibility Requirements for In-School Youth**

In accordance with the Workforce Innovation and Opportunity Act Section 129(a)(1)(C)(iv) an eligible **in-school** youth is defined as an individual who at the time of application is:

1. Attending school (as defined by State law)
2. Not younger than age 14 or (unless an individual with a disability who is attending school under State law) older than age 21;
3. A low-income individual; and
4. One or more of the following:
  - Basic skills deficient
  - An English language learner
  - An offender
  - A homeless individual, a homeless child or youth, 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

- Pregnant or parenting
- A youth who is an individual with a disability
- An individual who requires additional assistance to complete an educational program or to secure or hold employment.

**B. *Eligibility Requirements for Out-of-School Youth***

In accordance with the Workforce Innovation and Opportunity Act Section 129(a)(1)(C)(iv) an eligible **out-of-school** youth is defined as an individual who at the time of application is:

- (i) Not attending any school (as defined under State law):
- (ii) Not younger than age 16 or older than 24; and
- (iii) One or more of the following:
  - (I) A school dropout
  - (II) A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent school year calendar quarter.
  - (III) A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is-
    - (aa) basic skills deficient; or
    - (bb) an English language learner
  - (IV) An individual subject to the juvenile or adult justice system
  - (V) A homeless individual, a homeless child or youth, 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
  - (VI) An individual who is pregnant or parenting
  - (VII) A youth who is an individual with a disability
  - (VIII) A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment

**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.

**EXCEPTIONS:** not more than 5% of youth served may be in-school youth “needing additional assistance,” not more than 5% of youth served can be NOT low income.

In accordance with the Workforce Innovation and Opportunity Act Section 129(a)(1)(C)(iv) an eligible out-of-school youth is defined as an individual who at the time of application is:

- 1. Not attending any school (as defined under State law):
- 2. Not younger than age 16 or older than 24; and
- 3. One or more of the following:
  - A school dropout
  - A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent school year calendar quarter.
  - A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is-
    - (aa) basic skills deficient; or
    - (bb) an English language learner
  - An individual subject to the juvenile or adult justice system
  - A homeless individual, a homeless child or youth, 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

- An individual who is pregnant or parenting
- A youth who is an individual with a disability
- A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment

C. **Deficient in Basic Literacy Skills**

Both In-School Youth and Out-of-School Youth are considered to be “deficient in basic literacy skills” if he/she computes or solves problems, reads, writes, or speaks English at or below the 9<sup>th</sup> grade level on a generally accepted standardized test, IE the TABE or WorkKeys ©.

D. **Offender**

The term “offender” refers to an individual who:

1. Is or has been subject to any stage of the criminal justice process, and for whom services under this Act may be beneficial; or
2. Require assistance in overcoming artificial barriers (concerns and challenges which are specific to the individual) to employment resulting from a record of arrest or conviction.

E. **Requires additional assistance to complete an education program:**

Region 1 WDB provides employment and training programs for young people ages 14-21 who meet the criteria for In-School Youth and 16-24 who meet the criteria for Out-of-School Youth. They must be below income requirements and meet at least one or more mandated barriers to employment. In order for a youth to use the criterion “*Is an individual (including youth with a disability) who requires additional assistance to complete an education program, or to secure and hold employment,*” the following conditions must be met:

1. Verification obtained from a professional source (school official, physician, or drug or alcohol rehab agency, psychologist, literacy center, AEL coordinator, AE instructor, employer (current or past), Veteran’s administration, Division of Rehabilitation Services, DHHR, Documentation such as school records, attendance records, medical records, SSD records, social service records, worker’s compensation records, case records, or applicant statement may also be used.
2. This criteria includes the following:
  - Participant possesses a disability, including a learning disability or has an IEP
  - Youth has poor school attendance (as defined by school)
  - Youth has limited English proficiency
  - Youth that is attending an alternative school
  - Child of incarcerated parent(s)
  - Migrant youth
  - Youth that has aged out of foster care
  - Youth with behavioral problems at school
  - Youth from a family with illiteracy problem(s)
  - Youth in a situation of domestic violence

- Youth with a substance abuse problem
- Youth with chronic health conditions
- Youth that lacks occupational goals/skills
- Youth that has a poor work history (been fired from 1 or more jobs within the last six months, OR has a history of sporadic employment, such as “has held three (3) or more jobs within the last twelve (12) months, and is no longer employed”), or
- Youth that has been actively seeking employment for at least two (2) months, but remains unemployed or underemployed, This includes a youth with no employment history, a youth with limited part-time experience (those working on an as-needed or seasonal basis), and youth actively seeking full-time employment, by have only achieved part-time employment.
- Youth with other circumstance that requires additional assistance to obtain education or employment.

**F. Funding Requirements**

As stated in the Act, funding for eligible youth must:

1. Provide effective and comprehensive activities, which shall include a variety of options for improving educational and skill competencies and provide effective connections to employers in in-demand industries and occupations;
2. Ensure on-going mentoring opportunities with adults committed to providing such opportunities;
3. Provide opportunities for training, including pre-apprenticeships or internships, and enrollment in post-secondary education;
4. Provide continued support services;
5. Provide incentives for recognition and achievement; and
6. To provide opportunities for activities related to leadership, development, decision-making, citizenship, and community service.

**G. Program Design**

Funds allocated to Region 1 to serve eligible youth shall be used to carry out programs that:

1. Provide an objective assessment of the academic levels, skill levels, and service needs of each participant including a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes needs, and developmental needs, except that a new assessment of a participant is not required if the provider carrying out such a program determines it is appropriate to use a recent assessment of the participant conducted pursuant to another education or training program;
2. Develop a service strategy for each participant that identifies an employment goal including, in appropriate achievement objectives, and appropriate services taking into account the assessment referenced above, except that a new service strategy for a participant is not required if the provider carrying out such a program determines it is appropriate to use a recent service strategy developed for the participant under another education or training program; and
3. Provide preparation for post-secondary educational opportunities, strong linkages between academic and occupational learning, preparation for unsubsidized employment opportunities, and effective connection to intermediaries with strong links to local and regional employers.

#### H. *Program Elements*

The R1 Youth Services Program will make available the following fourteen elements and will offer them to eligible youth in accordance with each youth's Individual Service Strategy. It is not required that each youth receive services provided under all fourteen elements, but it is expected that each youth will receive services under at least two of the fourteen elements as part of their comprehensive plan. The fourteen service elements are:

1. Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential.
2. Alternative secondary school services, or dropout recovery services, as appropriate.
3. Paid and unpaid work experiences that have as a component academic and occupational education, which may include (i) summer employment opportunities and other employment opportunities available throughout the school year; (ii) pre-apprenticeship programs; (iii) internships and job shadowing; and (iv) on-the-job training opportunities.
4. Occupational skill training which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in the local area involved.
5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupation cluster.
6. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate.
7. Supportive services.
8. Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months.
9. Follow-up services for not less than 12 months after the completion of participation, as appropriate.
10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate.
11. Financial literacy education.
12. Entrepreneurial skills training
13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services.
14. Activities that help youth prepare for and transition to postsecondary education and training.

## **ADDITIONAL PROGRAM REQUIREMENTS**

*The RIWDB, acting through the Service Provider(s), shall ensure that each eligible youth receives information on the full range of appropriate services that are available through the local board or other eligible providers or one-stop partners, as well as referral to appropriate training and educational programs that have capacity to serve the eligible youth on either a sequential or concurrent basis.*

*The contracted Youth Services Provider(s) shall ensure that a eligible youth who does not meet the enrollment requirements of a particular program or who cannot be served shall be referred for further assessment, as necessary, and referred to appropriate programs that may meet the basic skills and training needs of the youth.*

*The RIWDB shall ensure that parents, youth participants, and other members of the community with experience relating to programs for youth are involved in the design and implementation of the youth program through participation in the Youth Committee.*

### **I. Prohibitions**

No provision of this Act shall be construed to authorize any department, agency, officer, or employee of the United States to exercise any direction supervision, or control over the curriculum, program of instruction, administration, or personnel of any educational institution, school, or school system, or over the selection of library resources, textbooks, or other printed or published instructional materials by any educational institution, school, or school system.

All of the funds made available under this Act shall be used in accordance with the requirements of this Act. None of the funds made available under this Act may be used to provide funding under the School-to-Work Opportunities Act of 1994 (20 U.S.C. 6101 et seq) or to carry out, through programs funded under this Act, activities that were funded under the School-to-Work Opportunities Act of 1994, unless the programs funded under this Act serve only those participants eligible to participate in programs under this Act.

### **J. Linkages**

The Youth Committee shall establish linkages with educational agencies responsible for services to participants as appropriate. WIOA Youth funds are not sufficient, nor are they intended, to fund all youth needs in the region. The WDB, the Youth Committee, and the Youth Services Provider must also seek partnerships with other youth-serving agencies to build a comprehensive youth service delivery system.

### **K. Performance Measures**

WIOA establishes a comprehensive performance accountability system in order to optimize the return on investment of federal funds and to assess the effectiveness of local areas. WIOA performance measures went into effect on July 1, 2015. Under WIOA the literacy and numeracy measure was eliminated and additional measures of retention, median earnings, and skills gains were added.

**Following is the chart which indicates State Performance Measures for PY 16-PY 17:**

WIOA	Employment Rate 2 <sup>nd</sup> Quarter After Exit	Employment Rate 4 <sup>th</sup> Quarter After Exit	Median Earnings	Credential Attainment	Measurable Skills Gain
Youth	60%	43%		69%	Baseline

**Following are Region 1 Local Performance Measures:**

**Recruitment/Enrollment Activities:**

The following targets have been established for the 2016-2017 program year:

- At minimum two (2) recruitment events will take place throughout the region during the program year to enlist new In-School and Out-of-School youth into the Connections Program.
- At minimum, the total youth enrollment for the In-School Youth Program will be an average of 55 youth (excluding youth in follow-up), throughout the program year.
- At minimum, the total youth enrollment for the Out-of-School Youth Program will be an average of 110 youth (excluding youth in follow-up), throughout the program year.

**Employability/Character Building Activities:**

- 80% of In-School youth and 80% of Out-of-School youth served in the program year will participate and successfully complete at least two (2) of the following employment activities: Job Readiness Workshops, Career Exploration Workshops, Paid/Unpaid Work Experience, Job Shadowing, Summer Employment, Job Fairs, Job Retention/Advancement Workshops, Pre-Apprenticeship Programs, Internships, and On the Job Training Opportunities.
- 40% of In-School youth and 40% of Out-of-School youth served in the program year will participate and successfully complete at least two (2) of the following Character Building Activities: Mentoring, Leadership Development, Community Service, Cultural Event, and Life Skills Training (to include financial literacy).

**Workshops/Activities Standards and Reporting:**

- A minimum of one planned Workshop/Event per county per month
- Submit a schedule of planned activities as part of the Monthly Reporting process.
- Report activities as per the original planned schedule detailing how many students participated per county in the Monthly Reports.

**L. Service Provider Responsibilities**

1. Service Provider will be responsible for recruiting at-risk youth into the Connections program who are in the targeted population.
2. The Service Provider will be responsible for gathering information at intake and entering said information into the mid-Atlantic Career Consortium (MACC) computer system.
3. The Service Provider will maintain a permanent file which will be stored in the main office of the service provider located in the Raleigh County Career Center. This includes, but is not limited to, Individual Service Strategies (ISS)/goals and enrollment/completion dates for all assigned services including partner agencies.
4. The Service Provider will comply with all contract terms and conditions relevant to the contract between the service provider and Region 1. The contract establishes that services provided cannot be changed without the R1WDB's approval and that all requests for contract/budget modifications be submitted to the R1WDB with written justification prior to implementation of any changes.
5. An individual Service Strategy (ISS) will be developed for each youth with input from the youth (and parent(s) or guardian(s) when applicable). The ISS must list all service elements, with dates of enrollment within 30 days of registration. The original will be placed in the individual file. The ISS will be reviewed quarterly and this review will be documented in case notes. Any changes to the ISS will be entered into the MACC system within 7 days.
6. The Service Provider will submit monthly reports, using forms provided by the WDB, to document both the number and category (In-School vs. Out-of-School) of youth served by the county and the utilized service elements.
7. The Service Provider will submit cost reimbursable invoices on a monthly basis, with said invoices due on the last day of each month.
8. The Service Provider will make every attempt to make monthly face-to-face contact with registered youth. In the event that a face-to-face meeting is not possible for any reason, case management staff will utilize the telephone as a means of conducting personal contact with the participant. Documentation of all contact should be included in case-notes in the MACC.
9. Eligibility & Registration: Eligibility determination for WIOA funded programs must be complete prior to enrollment/ registration. This encompasses collecting eligibility documentation including income used to determine WIOA eligibility. R1WDB will provide technical assistance on this process.
10. Orientation: All participants must receive information regarding services available through the One Stop partners and other providers.
11. Assessment: An objective assessment must be done on each Out-of-School youth participant of his/her academic, employment skills, and supportive service needs; including a review of educational skill level, occupational skills, prior work experience, employability, interests, and aptitudes.
12. Follow Up: Service Providers will be responsible for twelve (12) months follow-up activities for each youth participant after exit. Participants are to be contacted at least once a month with proper documentation noted in each individual's case notes file and the Service Provider is required to enter Case Management notes in the state approved MACC system. Service provider will collect and document all pertinent data for performance outcomes for the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> quarters after exit.



**EQUAL OPPORTUNITY AND GRIEVANCES:** The Region 1 Workforce Development Board prohibits discrimination in all aspects of the administration, management, and operation of Workforce Innovation and Opportunity Act programs and activities. Services offered at the R1 Workforce Development Board Career Centers will be provided universally without regard to race, color, sex, national origin, age, disability, or political affiliation or beliefs. Individuals may file a complaint or grievance by following the R1 Workforce Development Board Grievance Procedure and Policy, a copy of which will be provided upon request.

**EXPIRATION DATE:** This policy shall remain in effect until rescinded or modified in writing by the Region 1 Workforce Development Board.

**Approved:**

February 2, 2017

February 16, 2017

February 22, 2017

Board of Directors

Executive Committee

Local Elected Officials