

Workforce Investment Act Youth Program

Recruitment To Follow-Up

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WIA Youth Program

Topics To Be Covered

- Purpose of WIA Youth Program;
- Outreach and Recruitment;
- Registration;
- Eligibility Requirements;
- Objective Assessment;
- Individual Service Strategy (ISS);
- Goal Setting;
- Program Elements;
- Exit; and
- Follow-up Services.

WIA Youth Program

Purpose

- Provide to eligible youth seeking assistance in achieving academic and employment success, effective and comprehensive activities, which include a variety of options including educational and skill competencies and provide effective connections to employers.
- Provide opportunities for training to eligible youth.

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- Ensure ongoing mentoring opportunities, in the work place and the community, for eligible youth with adults committed to providing such opportunities.
- Provide continued supportive services for eligible youth.
- Provide incentives for recognition and achievement to eligible youth.

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- Provide opportunities for eligible youth to participate in activities related to leadership development, decision making, citizenship, and community service.



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Outreach and Recruitment

- Engaging youth that can talk positively about programs as peer advocates and recruiters;
- Collaborating with community and faith based organizations that already work with disadvantaged youth, especially out-of-school youth;
- Hold orientations with food and prizes;
- Operate user friendly registration process;

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- Emphasize appeal, values, uniqueness of WIA services;
- Facebook;
- Use radio and TV campaigns;
- Recruit in places youth spend time such as malls, sporting events, music stores, etc.; and
- Focus on rewards of participation such as summer employment, tutoring, and engaging activities.

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Organizations Making Referrals

- Faith-Based;
- High Schools;
- Social Service Agencies;
- Non-Profit;
- Juvenile Justice Institutions;
- Homeless Shelters; and
- Community-Based.

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Registration

664.215(a)(b)(c)

(Design Framework Activity)

- All youth must be registered.
- Registration: Process of collecting information to support determination of eligibility.
- Required to collect Equal Opportunity Data.

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Eligibility Requirements

664.200(a)(b)(c)(1)(2)(3)(3)(4)(5)(6)

- Not less than 14 and not more than 21 at time of registration; and
- Low-income as defined in WIA section 101(25).

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Eligibility Requirements continued...

Is within one or more of following categories:

- Deficient in basic literacy skills;
- School dropout;
- Homeless, runaway, or foster child;
- Pregnant or parenting;
- Offender; or
- Requires additional assistance to complete educational program or secure and hold employment.

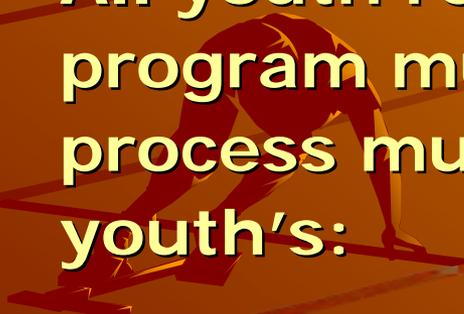
(local WDBs develop their own definition of additional assistance)

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Objective Assessment

664.405(a)(1) and 129(c)(1)(A)
(Design Framework Activity)

All youth registered for the WIA Youth program must be assessed. This process must objectively assess each youth's:



- Academic skill levels;
- Occupational skill levels; and
- Service needs.

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Objective Assessment

- First step in determining needs of participants and establishing goals and service strategies.
- Includes formal and informal assessments.
- On-going process and used continuously while youth is active in program.



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What Is Assessment?

- Snapshot of where the youth is at a particular moment.
- Means of gathering information necessary for case management.
- Changes with each subsequent meeting with youth.



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Why Is Assessment Important?

Assessment is necessary to find out the needs of youth and then provide appropriate services to address those needs, which will enable the youth to attain the goals set in their Individual Service Strategy (ISS).



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Why Is Assessment Done?

- Provide youth with understanding of current level of ability;
- Provide case manager information that helps identify services youth need;
- Identify and monitor areas of progress as youth receives services; and
- Provide case manager and staff working with youth baseline data to assist in locating jobs that will meet ability of youth.

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Individual Service Strategy (ISS)

664.405(a)(2) and 129(c)(1)(B)
(Design Framework Activity)

All youth registered in WIA youth program must have an ISS developed for them. It must include the following:

- Employment goal (including, non-traditional employment);
- Appropriate achievement objectives; and
- Appropriate services for participant taking into account the results of their objective assessment.

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Purpose Of ISS

- Identify and set employment, education, and personal development goals;
- Identify service objectives and a service plan of action needed to achieve identified goals;
- Document services provided and results.



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ISS Components:

- Identification information;
- Time frames;
- Summary of assessment information;
- Measurable short and long-term goals;
- Start and end dates for activities/services;
- Organizations and/or individuals providing services and resources; and
- Tasks and responsibilities of participant, case manager, family members and others.

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The ISS Process Includes:

- Regular review with participant of both planned and accomplished goals, objectives, and action plan;
- Refinement of existing goals, objectives and action plan; and
- Retooling, by changing directions, as needed to reflect the participant's changing goals and growing awareness of opportunities and responsibilities of adult life.

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The goal of the ISS process is to enable youth to take responsibility for and actively participate in getting from where they are to where they want to go.



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Goal Setting

- Key component in development of ISS; and
- Important participant is actively involved developing goals for their ISS.



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Goals Should Be:

SMART

- **(S)mart**
- **(M)easurable**
- **(A)ttainable**
- **(R)ealistic**
- **(T)imely**

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Goal Setting

Goals identified through the objective assessment process can be categorized in a number of ways:

1. Personal Goals;
2. Career Goals;
3. Educational Goals; and
4. Skill Attainment Goals.

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Types Of Skill Attainment Goals

- Basic;
- Occupational; and
- Work readiness.



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Basic Skill Goals

Basic skill goals reflect a measurable increase in basic education skills including reading, math computation, writing, speaking, listening, problem-solving, reasoning, and capacity to use these skills.



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Occupational Skill Goals

Occupational skill goals include performing actual tasks and technical functions required by certain occupations at entry, immediate, or advanced levels.

For example:

- Safety procedures;
- Clean-up routines;
- Work-related terminology; and
- Use of tools and equipment.

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Work Readiness Skill Goals

Work readiness skill goals include:

- World of work awareness;
- Labor market information;
- Occupational information;
- Values clarification;
- Personal understanding;
- Decision making;
- Job search awareness; and
- Daily living skills

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Design Framework Outcomes

- ✦ Individual eligible and becomes a participant;
- ✦ Individual is not eligible (must refer to other youth service providers or other youth programs);
- ✦ Individual eligible, but does not become a participant because they would not benefit from the program (must refer to other youth service providers or other youth programs); and
- ✦ Individual is not low-income, but has one of the eight barriers listed in (664.220) so they can become a participant under the State's 5% policy (State Policy Update 03 – 09)

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If a registered individual only receives design framework activities they will not be counted in the common measures.



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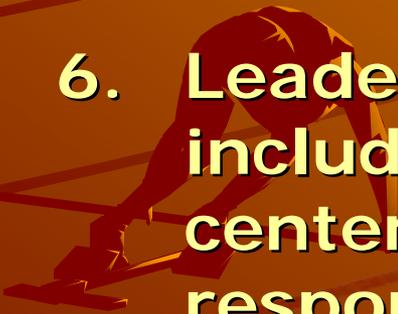
Program Elements (664.410)

Once an individual has been determined eligible and receives their first service they become a participant in the WIA youth program, local WDBs may provide the participant with any or all the services from the following program elements:

1. Tutoring, study skills training, and instruction leading to completion of secondary school, including dropout prevention;
2. Alternative school services;
3. Summer employment linked to academic and occupational learning;

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4. Paid and unpaid work experiences including internships;
5. Occupational skills training;
6. Leadership development, which may include community service and peer-centered activities encouraging responsibility;



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7. Supportive services such as child care, transportation, or housing assistance;
8. Adult mentoring for at least 12 months that occur both during and after program participation;
9. Follow-up services provided at least 12 months after the participant exits from the program; and
10. Comprehensive guidance and counseling.



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Concurrent Enrollment

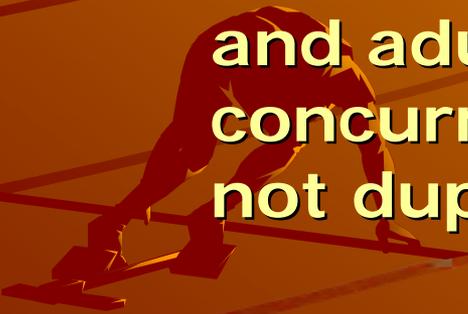
664.500 (a)(b)(c)

- Under the Act, eligible youth are 14 through 21 years of age. Adults are defined in the Act as 18 and older. Individuals ages 18 through 21 may be eligible for both adult and youth programs. There is no specified age for the dislocated worker program.
- Individual's who meet the respective eligibility requirements may participate in adult and youth programs concurrently.

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Concurrent Enrollment continued...

- Local program operators must identify and track the funding streams which pay the costs of services provided to individuals who are participating in youth and adult/dislocated worker programs concurrently, and ensure that services are not duplicated.



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Youth Common Measures:

1. Placement in Employment or Education;
2. Attainment of a Degree or Certificate; and
3. Literacy and Numeracy Gains.



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Exit

The term “program exit” means a participant does not receive a service funded by the program or funded by a partner program for 90 consecutive calendar days and is not scheduled for future services.



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Follow-Up Services

664.450

- Participants must receive some form of follow-up services for a minimum duration of 12 months;
- Follow-up services may be provided beyond 12 months at the discretion of the state or local board; and
- Types of follow-up services and duration must be determined based on the needs of the participant.

Follow-up services may include any or all of the ten program elements.

WIA Youth Program

Helpful Websites

<http://dwd.wisconsin.gov/dwdwia/youth/default.htm>

<http://dwd.wisconsin.gov/dwdwia>

http://www.doleta.gov/youth_services



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