

<p>MARICOPA COUNTY</p>  <p>HUMAN SERVICES DEPARTMENT Workforce Development Division</p>	<p>SECTION/REFERENCE Federal Register/ Vol.65, No.156- §664.410 PL 129(C)(2)</p>	<p>PAGE 1 OF 4</p>
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<p>SUBJECT: Program Elements</p>	<p>ADDENDA: AJC Service List WIA Elements linked to AJC Services</p>	

BACKGROUND:

The WIA Youth Program Design and Program Elements include ten service elements. The 10 required youth program elements must be available through local programs. However, local programs have the discretion to determine what specific services a youth will receive based upon the youth’s objective assessment and individual service strategy.

POLICY:

Maricopa Workforce Connection (MWC) Youth Programs provide comprehensive, integrated and age appropriate workforce development services. Program elements include a variety of services that focus on the unique needs of local area youth.

Utilizing objective assessment(s) to identify needs and the development of an Individual Service Strategy (ISS) to establish planned program outcomes, the participant will engage in one or more of the ten services elements listed below. To assist with date entry, the corresponding services with definition are listed in the table below.

Summer Employment Opportunities

Summer employment opportunities are intended to be part of a comprehensive array of services that are linked directly to academic and occupational learning programs. Summer employment is not intended as a stand-alone program and participants **must** be transitioned into a year-round service strategy. This emphasis upon year round services allows for substantial interventions in the lives of participants to attain meaningful goals of skill attainment, as well as post-secondary education, advanced training and job placement outcomes. Funding for these year-round activities may come from Workforce Investment Act (WIA) funds or combined with resources from partner agencies. The amount of services needed for a participant is determined through assessment and an Individual Service Strategy (ISS). Youth program staff is encouraged to consider the intensity of the services provided and the needs of the participant in determining the appropriate level of follow-up services.

Tutoring, basic skills training, and instruction leading to secondary school completion including dropout prevention strategies.

The Skill Attainment Program assesses younger youth for deficiencies in basic academic skills and assigns goals to work toward outcomes for the completion of high school or General Education Diploma (GED) programs. Instruction for both younger and older youth is designed to upgrade basic skills necessary to complete educational goals. Training may include remedial reading, writing, and mathematics, English for Speakers of

other Languages (ESOL), bilingual training, GED preparation, high school diploma preparation, or activities to improve school academic skills.

Paid and unpaid work experience (WEX)

WEX is a planned and structured learning activity that takes place in a workplace environment for a limited period of time. WEX may be paid/ unpaid, or may be subsidized/ unsubsidized. WEX may be assigned in the private for-profit sector and/or non-profit sector, or the public sector.

The purpose of the WEX is to provide the participant with the opportunities for career exploration and skill development. It is designed to enable participants to gain exposure to the working world and its requirements. Participation in work experience activities should help participants acquire the personal attributes, knowledge, and skills needed to obtain and retain a job and advance in employment. Benefit to the employer is not a goal of work experience, although the employer may, in fact benefit from the activities performed by the youth.

The following elements may be included but are not limited in the work experience activities:

- Instruction in employability skills or generic workplace skills such as those identified in the Skills Attainment System
- Exposure to various aspects of an industry
- Progressively more complex tasks
- Internships and job shadowing
- Job Readiness training
- Entrepreneurship
- The integration of basic academic skills into work activities (adult education and literacy activities provided in combination with other programs services)
- WEX activities may be used to obtain work-readiness skills for skill attainment and/or career explorations.

Leadership Development

Leadership development services shall be incorporated into program activities and may include the following:

- Exposure to local community college services and other post-secondary educational opportunities
- Community and service learning projects to encourage responsibility and other positive social behaviors during non-school hours.
- Peer centered activities to develop rapport and friendship with other youth to provide opportunities to understand and accept diversity to include peer mentoring and tutoring.
- Organizational and teamwork training with opportunities to assume leadership roles in the team environment.
- Training in decision-making with an emphasis on establishing priorities in the participant's school, work and personal life.
- Citizenship training to include life skills workshops such as budgeting of resources, effective parenting, etc.
- Employability skills to include training on employer expectations in the workplace.
- Positive social behaviors or soft skills that focus on the importance of maintaining a positive attitude, self esteem building, cultural diversity training and work simulation activities.

Adult Mentoring

Programs that encourage positive relationships with adults to serve as role models and mentors to youth shall be provided to participants enrolled in MWC Youth Programs. The goal of a mentoring relationship is to help the participant retain employment and prepare for future promotional opportunities. Mentoring activities excludes WIA case management. Activities may be work-based or non-work based, depending on the needs of the youth. Mentors shall maintain regular contact with the participant, which may include:

- Tutoring to assist with the completion of educational, occupational and basic skills goals
- Coaching in the areas of work ethics, job specific skills and career development skills
- Guiding participant's progress in achievement of personal and program related goals

Alternative Secondary School

When appropriate, the opportunity to attend an alternate education program must be made available to participants. This may be conducted in or outside of the school system and include Charter Schools that offer alternative formats of strategies or GED preparation classes.

Occupational Skills Training (OST)

Training services are designed to equip participants to enter the workforce and retain employment. At a minimum, the participant must be provided individual counseling and career planning for the development of an Individual Service Strategy (ISS) before receiving training services. The case file must contain a determination of need for training services, as identified in the ISS must be documented in the youth case record.

OST may include the following activities:

1. Classroom OST
2. Work Experience (WEX), which is focused around occupational training rather than work-readiness skills

Other recommendations for training in the area of positive social behaviors include the following items activities to promote maintaining healthy lifestyles, including being drug and alcohol free, maintaining positive relationships with responsible adults and peers, contributing to the well-being of one's community, voting, being committed to learning and academic success, remaining non-delinquent, postponed and responsible parenting

Supportive Services

Support services are services necessary to remove barriers to participation in MWC Youth Program activities. Youth program service staff is encouraged to coordinate services with other partner agencies. Examples include but are not limited to the following support services:

- Referrals to medical, behavioral health, and dental services; however, WIA does not pay for services
- Assistance with professional and other required work attire and work-related tool costs, including such items as eyeglasses and protective gear
- Assistance with childcare and dependent care costs
- Assistance with transportation costs
- Assistance with housing costs
- Provision of certificates and assistance with testing and licensing costs
- Incentives or needs related payments/stipends consistent with the individual service strategy

Comprehensive Guidance and Counseling

Referrals to counseling and guidance services are based on each participant's objective assessment and ISS and may include but are not limited to the following services:

- Career guidance and vocational counseling
- Drug and alcohol abuse counseling
- Behavioral health
- Case management
- Counseling services exclude WIA case management

Follow-up Services

All MWC Youth Program participants must receive frequent, systematic follow-up services for not less than 12 months following exit. A minimum of one follow-up contact per month must be made. Youth program staff should consider the intensity and needs of the participant in determining the appropriate level of follow up services. There are two purposes for conducting follow-up services:

- Tracking, documenting, and reporting for performance outcomes
- Identifying services and activities after placement in a job or enrollment/continuation in an educational program to facilitate retention

Follow-up services for participants may include but are not limited to the following services:

- Transportation
- Child Care or Dependent Care
- Housing
- Referrals to other Community Resources
- Referrals to Medical Services
- Assistance with uniforms or other work attire and work related tools
- Tracking Progress on the Job
- Work related Peer Group Support
- Assistance securing better paying job, career development and further education
- Adult Mentoring
- Assistance with Work Related Problems
- Tutoring
- Leadership Development
- Other services as appropriate

See addenda for more details on applying specific services types in the AJC system.