

DATE: July 29, 2016
TO: All WIOA Sub recipients
FROM: Rogelio Valdez
SUBJECT: Youth Service Delivery

Reference: WIOA Sec. 129 (c), TEGL 8-15 TEGL 23-14

Assessment

After enrollment in the program, the career planner conducts an assessment to determine what the youth is lacking to obtain education or employment. If the young adult was previously assessed by another one-stop partners, the career planer may use a recent previous assessment.

Assessment must include a review of the following:

1. Basic Skills
2. Occupational Skills
3. Prior Work Experience
4. Employability
5. Interests and aptitudes
6. Supportive service and developmental needs

Individual Service Strategy

After assessment, the career planner develops a youth individual service strategy for the participant to meet their education and career goals. The plan must identify the milestones to progress along the career pathway. Those participants receiving education or training leading to a recognized postsecondary credential or employment must identify the skills gains to be measured.

Skill gains may be documented by the following:

- Increase in educational functioning levels
- Attainment of a high school diploma or recognized equivalent
- Transcripts or report card of education units completed
- Completion of major milestones as documented in the training plan
- Occupational Exams

To arrange the service plan, the career planner determines which of the 14 elements are appropriate to assist the individual in completing the education or employment goals along their career pathway.

The 14 elements are:

- #1 Tutoring, study skills training, instruction, and evidence-based dropout 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 offerings;
- #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, as available on the WIOA Eligible Training Providers List;
- #5 Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster- This program element reflects the integrated education and training model and requires integrated education and training to occur concurrently and contextually with workforce preparation activities and workforce training. This program element describes how workforce preparations activities, basic academic skills, and hands-on occupational skills training are to be taught within the same time frame and connected to training in a specific occupation, occupational cluster, or career pathway.
- #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- Mentoring may take many forms, but at a minimum must include a youth participant matched with an individual adult mentor other than the participant's career planner. Mentoring services may include group mentoring, mentoring via electronic means, and other forms as long as it also includes individual mentoring from an assigned mentor.
- #9 Follow-up services for a minimum of 12 months after last program activity- the services provided to youth participants after program exit to ensure success in established outcomes, such as placement into post-secondary education and training or employment.
- #10 Comprehensive guidance and counseling, including drug and alcohol abuse counseling, and referrals.
- #11 Financial literacy education - supporting the ability of participants to create budgets and manage spending, credit and debt, initiate savings plans, and make informed financial decisions
- #12 Entrepreneurial skills training - Entrepreneurship education that provides an introduction to the values and basics of starting and running a business. This may also include business plan development and the skills associated with them.
- #13 Labor market information and career information services
- #14 Activities that help youth prepare for and transition to postsecondary education and training

Additional detailed guidance will be on-going.

Questions may be directed to the WIOA/TAA Mailbox.