



POLICIES AND PROCEDURES

POLICY TYPE: WIOA Youth Services
EFFECTIVE: July 1, 2024
REVISED:

PURPOSE/BACKGROUND

The Workforce Innovation and Opportunity Act (WIOA) provides for the provision of high-quality services for youth beginning with career exploration all the way through entering un-subsidized employment or postsecondary education. This policy outlines the required services to be provided by Lane Workforce Partnership’s funded youth services.

REFERENCES

- WIOA Final Rule Part 681.200 – 681.710
- Training and Employment Guidance Letter #09-22
- Training and Employment Guidance Letter #21-16
- Training and Employment Guidance Letter #10-23
- State of Oregon Policies

OVERVIEW OF WIOA SERVICES

The goal of WIOA Youth services is to help individuals obtain quality employment in in-demand industries and occupations and/or transition to post-secondary education or a Registered Apprenticeship Training Program. WIOA requires a certain set of services for both In-school and Out-of-school youth programs.

Assessment and Development of an Individual Service Plan:

The youth service provider must provide an objective assessment of each youth participant that meets the requirements of WIOA sec. 129(c)(1)(A) and includes a review of the academic and occupational skill levels, as well as the service needs and strengths, of each youth for the purpose of identifying appropriate services and career pathways to inform the Individual Service Plan. LWP does not prescribe what assessment tool the contracted service provider must use, just that it must be a standardized assessment.

Each participant shall have an Individual Service Plan (ISP) jointly developed with the career advisor and the youth participant. The ISP is based on the needs of each youth participant and is directly linked to one or more indicators of performance described in WIOA sec. 116(b)(2)(A)(ii), that identifies career pathways to include education and employment goals, considers career planning and the results of the objective assessment, and describes the achievement objectives for the participant.

It is the policy of Lane Workforce Partnership, that all enrolled youth participants who are not able to produce documentation verifying their work authorization status, shall have as a goal on the ISP attainment of such documents.

The ISP shall be updated regularly, LWP recommends no less than once every quarter. Youth shall be provided with a copy of their ISP and the progress toward the youths' achievement of their goals shall be documented in I-Trac. The updated ISP shall be uploaded to eBridge annually. LWP does not require that each update be uploaded to eBridge, only that each update is documented in I-Trac either within the goals tab or in an I-Trac case note.

Required Elements of Youth Services:

The Youth Service Provider shall make each of the following 14 services available to youth participants. These services may be funded by WIOA and/or other community-based partners. The Youth Service Provider has the discretion to determine what specific program services a youth participant receives based on each participant's objective assessment and ISP.

- 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 academic and occupational education as a component of the work experience, which may include the following types of work experiences:
 - a. Summer employment opportunities and other employment opportunities available throughout the school year
 - b. Pre-apprenticeship programs
 - c. Internships and job shadowing; and
 - d. On-the-job training opportunities.
- 4) Occupational skills training, which includes priority consideration for training programs that lead to recognized postsecondary credentials that align with in-demand industry sectors or occupations in the local area involved, if the Local WDB determines that the programs meet the quality criteria described in WOA sec. 123.
- 5) Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.
- 6) Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors.
- 7) Supportive services, including the services listed in §681.570.
- 8) Adult mentoring for a duration of at least 12 months, that may occur both during and after program participation.
- 9) Follow-up services for not less than 12 months after the completion of participation, as provided in §681.580.
- 10) Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth.
- 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; and
- 14) Activities that help youth prepare for and transition to postsecondary education and training.

Eligible Activities and Work Authorization:

Per WIOA §681.200 - §681.220 - Youth Program Eligibility and TEGL 10-23, grantees may deliver many services without proof of the participant's work authorization. However, WIOA Section 188(a)(5) and Title IV of the Personal Responsibility and Work Opportunity Reconciliation act (PRWORA) restricts the eligibility of non-U.S. citizens and non-U.S. nationals to receive what the law defines as "federal public benefits."

Services that may be provided to eligible participants with or without verifying work authorization include:

- Labor exchange services such as labor market information, career exploration, career guidance, resume writing assistance, and job search assistance.
- Information on workers' rights and where to find legal assistance.
- Referrals to community resources such as transportation, childcare support, food assistance, housing assistance, medical assistance, and other similar resources.
- Individualized services such as career assessments, development of an individual employment plan, group counseling, one-on-one case management, career planning, information on foreign credential evaluation services and on obtaining credit for prior learning.
- Basic skills education, including English language instruction, and high school equivalency.
- Assistance in completing paperwork to finalize work authorization.
- Assistance in applying for an occupational license including the cost of such application.

While verification of a person being authorized to work in the United States is not an eligibility requirement, participants who are not able to verify their work authorization status shall not be eligible to receive the services listed below:

- Job placement
- Occupational post-secondary training
- Work experience
- Supportive services that represent a direct financial benefit such as a voucher or reimbursement, relocation expenses, or needs-related payments.

The Youth Service Provider shall put into place a system to verify a participant's eligibility for the above services prior to the provision of the service. Refer to LWP's WIOA Youth Eligibility Policy and LWP WIOA Youth Supportive Services Policy for additional information on youth eligibility criteria and allowable expenditures for youth.

Work authorization can be evidenced by several types of documents. These include but are not limited to:

- Form I-9 acceptable documents, including documents presented by green card holders.
- Employment Authorization Documents (EADs) held by individuals including refugees, asylees, parolees, and other immigrants with work authorization, including individuals with deferred action, Deferred Action for Childhood Arrivals (DACA) protection, and individuals who have work authorization while their applications for asylee, parolee, or other status (such as TPS or other) are pending.

PROCEDURE

This policy is for the provision of information as to the types of WIOA funded services available to youth seeking services through the local workforce service delivery system. Staff shall ensure that participants meet the eligibility requirements for enrollment prior to the provision of such services.

ISSUED

Date: July 1, 2024

LWP Director of Workforce Programs