

## **Attachment A – WIOA Youth Program Elements**

### **Tutoring, Study Skills Instruction/Dropout Prevention for HS Diploma Element (#1)**

**Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies are services 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. Tutoring, study skills training and instruction are services that focus on providing academic support, helping a youth identify areas of academic concern, assisting with overcoming learning obstacles, and providing tools and resources to develop learning strategies. Tutoring, study skills training and instruction can be provided one-on-one, in a group setting, through resources and workshops.**

Secondary school dropout prevention strategies are intended to lead to a high school diploma and include services and activities that keep a young person in-school and engaged in a formal learning and/or training setting.

Activities to keep a youth in-school and engaged in a formal learning and/or training setting.

#### **Example Services that lead to HS diploma:**

- Literacy development
- Active learning experiences
- After-school opportunities
- Individualized instruction
- Remedial academic instruction
- Career Development and Occupational Studies (CDOS) with HS diploma education
- Academic supports
- Identify academic concerns
- Develop learning strategies
- Secondary school dropout prevention strategies

### **Alternative Secondary School/Dropout Recovery for HS Equivalency Element (#2)**

**Education/training for youth who have struggled in traditional secondary education leading to recognized NYS HS Equivalency and not HS diploma or credential. Dropout recovery services or alternative secondary school services with a goal of helping the youth to re-engage and persist in education that leads to the completion of a recognized high school equivalent.**

#### **Example Services leading to HS equivalency:**

- Basic education skills training

- Individualized Instruction
- English as a Second Language training
- HS Equivalency approved by NYS Department of Education, e.g.:
  - Test Assessing Secondary Completion (TASC)
  - Regents-TASC preparation
  - National External Diploma Program
  - College Credit and Out-of-State Testing
- Remedial academic instruction
- Career Development and Occupational Studies (CDOS) with HS equivalency education
- Education plan development for youth who have dropped out of school
- Educational credit recovery for youth who have dropped out of school

### **Work Experience Element (#3)**

**WIOA § 681.600 defines Work experience as “a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experience may be paid or unpaid, as appropriate. A work experience may take place in the private for-profit sector, the non-profit sector, or the public sector. Labor standards apply in any work experience where an employee/employer relationship, as defined by the Fair Labor Standards Act or applicable State law, exists. Work Experiences provide the youth participant with opportunities for career exploration and skill development. Allowable work experience expenditures include the following:**

- Staff time working to identify and develop a work experience opportunity, including staff time spent working with employers to identify and develop the work experience;
- Staff time working with employers to ensure a successful work experience, including staff time spent managing the work experience;
- Staff time spent evaluating the work experience;
- Participant work experience orientation sessions;
- Employer work experience orientation sessions;
- Classroom training or the required academic education component directly related to the work experience;
- Incentive payments directly tied to the completion of work experience; and
- Employability skills/job readiness training to prepare youth for a work experience
- Wage/stipends paid for participation in a work experience.

Characteristics of work experience:

- Planned, structured learning experience
- Paid or unpaid
- For a limited period-of-time
- Compliant with labor standards laws
- Connected with career interests of youth or provides transferrable skills

Three required simultaneous or sequential work experience components:

- Work at a work site
- Academic education at or away from work site
- Occupational education at or away from work site

Local areas have the flexibility to decide who provides the academic and occupational components.

- The academic and occupational education component refers to contextual learning that accompanies a work experience. It includes the information necessary to understand work in specific industries and/or occupations.
- WIOA identifies the following categories of work experience:
  1. Summer employment opportunities
  2. Other employment opportunities available throughout the school year
  3. Pre-apprenticeship programs
  4. Internships
  5. Job Shadowing
  6. On-the-Job Training (OJT) Opportunities
  7. Other work experience opportunities
- Provides the youth with opportunities for career exploration, skill development, and to reflect on personal, job-specific and transferrable skills
- 20% of local area funds must be spent on this element, excluding supportive services assisting the youth in participating in work experience

### **Employment/Internships, Not Limited to Summer**

- Work experience placement that is not limited to the summer months:
  - Internships
  - Work-based learning

### **Job Shadowing**

- Youth learn about a job by witnessing the work day as a shadow of a competent worker
- Temporary, unpaid exposure to workplace
- Experience in occupational area of interest to participants
- Youth witness firsthand the:
  - Work environment
  - Employability and occupational skills in practice
  - The values of professional training
  - Potential career options
- Youth conduct informational interviews of staff at job shadowing site

### **On-the-Job Training**

- Occupational training is provided for the participant in exchange for wage reimbursement
- Hands-on, productive work
- Limited duration as appropriate to the occupation

- Requires a contract with the business or registered apprenticeship program sponsor in the public, private non-profit, or private sector

### **Pre-Apprenticeship Programs**

- Prepares youth to enter and succeed in a registered apprenticeship program
- Should include opportunities to attain at least one industry-recognized credential
- Requires a partnership with one or more registered apprenticeship programs for placement of pre-apprenticeship program participants into a registered apprenticeship
- Training and curriculum based on the skill needs of businesses in the region and state
- Includes educational and career counseling and supportive services
- Involves hands-on, meaningful learning activities that are connected to education and training activities, such as exploring career options, and understanding how skills acquired through coursework can be applied to future career

### **Occupational Skills Training Element (#4)**

- Organized program of study providing specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry level, intermediate or advanced levels.
- Must give priority consideration to occupational skills trainings that are:
- Aligned with local area in-demand industry sectors and occupations
  - Outcome-oriented
  - Aligned with ISS
  - Lead to a recognized postsecondary credential
- WIOA funds are provided through Individual Training Accounts (ITAs) for customers to participate in occupational skills training(s):
  - With Youth Program funds only OSY are allowed to receive an ITA
  - In-school youth (ISY) 18 or older may receive an ITA only from Adult/Dislocated Worker Program funds, if they are co-enrolled

### **Example Services:**

- National Institute for Automotive Service Excellence
- National Institute for Metalworking Skills, Inc., Machining Level I
- Microsoft Certified IT Professional
- Certified Novell Engineer
- Sun Certified Java Programmer
- Federal Aviation Administration aviation mechanic license
- State-licensed asbestos inspector
- Certified Nursing Assistant
- Licensed Practical Nurse
- ServSafe Food Handler, OSHA 10, CPR Training (these are not a WIOA credential for performance)

### **Integrated Ed./Education Concurrent with Workforce Preparation Element (#5)**

Education offered concurrently with workforce preparation and training reflects an integrated education and training model and describes how workforce preparation activities, basic academic skills, and hands-on occupational skills training are to be taught within the same timeframe and connected to training in a specific occupation, occupational cluster, or career pathway.

- Three components offered concurrently, or within the same time frame and as part of a planned study/training:
  - Basic academic skills education
  - Workforce preparation activities and
  - Hands-on occupational skills training
- Connection to training in specific occupational cluster or career pathway
- Integrated education and training model is not any of the following which occur separately and at different times:
  - Occupational skills training that includes hands-on component, such as CNA
  - Alternative secondary school services with basic academic education component
  - Work experience with hands-on occupational skills training and/or workforce preparation
- Preferably provides a certificate in career/technical program

#### **Example Services:**

- Integrated Basic Education and Skills Training (IBEST) programs
- Career Pathways Programs with three components of Integrated Education

### **Leadership Development Opportunities Element (#6)**

#### **Key Concepts:**

- Opportunities that encourage:
  - Responsibility
  - Confidence
  - Employability
  - Self-determination
  - Positive social behaviors

#### **Example Services:**

- Exposure to postsecondary educational possibilities
- Community and service learning projects
- Peer-centered activities, including peer mentoring and tutoring
- Civic engagement activities which promote the quality of life in a community
- Trainings for, but not limited to:
  - Organizational and team work

- Decision-making
- Team leadership
- Citizenship
- Life skills
- Determining priorities
- Problem solving
- Parenting skills
- Work behavior
- Serving on youth leadership committees, such as a Standing Youth Committee

### **Supportive Services Element (#7)**

**Supportive Services are services that enable youth to participate in WIOA activities. These services include, but are not limited to, (a) Linkages to Community Services; (b) Assistance with transportation; (c) Assistance with child care and dependent care; (d) Assistance with housing; (e) Needs-related payments; (f) Assistance with educational testing; (g) Reasonable accommodations for youth with disabilities; (h) Legal aid services; (i) Referrals to health care; (j) Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear; (k) Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes; and (l) Payments and fees for employment and training-related applications, tests and certifications. Supportive Services may be provided to cover the cost of a service itself (i.e. child care, bus pass), or cover the cost of assisting an individual to enable them to navigate systems to access needed services (e.g. transportation, child care, housing, etc.).**

#### Supportive Services – Child Care

**Example Services:** Assistance with childcare

#### Supportive Services – Dependent Care

**Example Services:** Assistance with dependent care

#### Supportive Services – Housing

**Example Services:** Assistance with housing

#### Supportive Services – Needs-Related Payments

- Financial assistance to participants for enabling them to participate in training, who are not (or no longer) qualifies for unemployment compensation

**Example Services:**

- Financial assistance to participate in training

#### Supportive Services – Transportation

**Example Services:** Assistance with transportation

## Supportive Services – Other

### **Example Services:**

- Services that do not fit any of the above Service Types, but not limited to:
  - Assistance with books, fees and school supplies
  - Purchase of uniform/proper work attire
  - Legal aid services\
  - Fees for Record for Arrests and Prosecutions (RAP) sheet requests
  - Payments for fees for employment and training-related applications, tests, and certification
  - Linkages to community services
  - Job coaching

### **Adult Mentoring Element (#8)**

- Formal relationship between youth and an adult mentor
- Must last at least 12 months
- Face-to-face, one-on-one interactions
- Structured activities with guidance, support, and encouragement to develop the competence and character of the mentee
- Building meaningful trust with the youth
- Adequate screening and selection of mentors

### **Example Services:**

- Workplace mentoring
- One-on-one mentoring
- Group mentoring
- Mentoring via electronic means

### **Follow-Up Services Element (#9)**

**Critical services provided following a youth's exit from the program to help ensure the youth is successful in employment and/or post-secondary education and training.**

**Follow-up services may include regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise.**

Criteria:

- During design framework, youth should be informed of 12-month post-exit follow-up services
- Begins immediately after the last expected date of service in the Youth Program or any other DOL-funded program in which the participant is co-enrolled
- Use of a follow-up agreement with the youth to ensure their buy-in and clarify expectations a few months before exit
- Post-exit or after last date of service, follow-up services include, provision of:
  - Concrete services that are not any of the 13 WIOA Youth Program elements and help youth with success in employment or training

- Follow-up service must not include, post-exit contacts attempted or made for the sole purpose of securing documentation to report performance or getting an update without provision of a concrete follow-up services
- Required for at least 12 months after the last planned service end date or when no future services are scheduled
- The type, frequency, and intensity of follow-up must align with needs and strengths of each youth and the local follow-up policy

The following Program Elements can be provided as Follow-Up Services:

- Follow-Up Adult Mentoring
- Follow-Up Financial Literacy
- Follow-Up Supportive Services
- Follow-Up Labor Market and Employment Information
- Follow-Up Postsecondary Transition

**Example Services:**

- Same services as in the respective element (Adult Mentoring, Financial Literacy, Supportive Services, LMI and Postsecondary Transition, but post-exit services or after last expected date of service

Follow-Up Non-Element (Youth)

- Concrete follow-up service that does not fit any of the 13 elements

**Example Services:**

- Contact with training provider/college advisor and subsequent interaction with youth
- Regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise

**Comprehensive Guidance and Counseling Element (#10)**

Comprehensive guidance and counseling provides individualized counseling to participants. This includes drug and alcohol abuse counseling, mental health counseling and referral to partner programs as appropriate to the needs of individual youth; provides therapeutic professional counseling.

- Referral to therapeutic and professional counselling with required coordination and follow-up with partnering organization to ensure continuity of service and case management
- Does not include typical case management or supportive services

**Example Services:**

- Substance abuse prevention counseling
- Mental health counseling, for example:
  - Domestic violence prevention
  - Anger management



- Trauma-informed counseling
- Behavioral health treatment

### **Financial Literacy Education Element (#11)**

- Helps youth gain knowledge, skills and the confidence to make informed financial decisions
- Helps youth attain greater financial health and stability using tools, strategies and training that is:
  - High quality
  - Age-appropriate
  - Relevant
  - Places lessons into practice
  - Timely
- Provides comprehensive financial literacy education based on the needs of the youth, instead of only teaching them budgeting

#### **Example Services:**

- Opening a bank account
- Effectively managing credit, debt, student loans, consumer credit and credit cards
- Understanding credit score and reports to ensure their accuracy
- Understanding, evaluating, and comparing financial products, services, and opportunities
- Developing a savings plan
- Educating about identity theft
- Benefits planning and work incentives
- Meeting financial literacy needs of non-English speakers with appropriate training and materials
- Budget creation, for example with Dollars and Sense in CareerZone/JobZone

### **Entrepreneurial Skills Training Element (#12)**

**Entrepreneurial Skills Training provides the basics of starting and operating a small business. Such training must develop the skills associated with entrepreneurship.**

- Offers entrepreneurship education, enterprise development and experiential programs to help the youth start and operate a small business
- Develops skills such as, but not limited to:
  - Taking initiative
  - Creatively seek out and identify business opportunities
  - Developing budgets
  - Forecasting resource needs
  - Understanding various options for acquiring capital and the trade-offs associated with each option
  - Communicating effectively and marketing oneself and one's ideas

**Example Services:**

- Entrepreneurship Education:
  - Introduction to the values and basics of starting and running a business
  - Development of business budgets
  - Guidance in development of a business plan
- Enterprise Development:
  - Supports and services that incubate and help youth develop their own businesses
  - Assistance with obtaining small business loans or grants
- Experiential programs:
  - Creation of a youth-run business for youth to experience day-to-day operations
  - Facilitate placement in apprentice or internship positions with adult entrepreneurs

**Labor Market and Employment Information Element (#13)**

**This element includes services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area.**

- Provides labor market and employment information, including:
  - Career Awareness: develops knowledge of the variety of careers and occupations available, their skill requirements, working conditions and training prerequisites, and job opportunities across industries and occupations that are in-demand in the state and local area
  - Career Exploration: Assists youth with choosing an education/training or job which fits their interests, skills and abilities
  - Career Counseling or Guidance: provides advice and support in making decisions about career paths to take

**Example Services:**

- Explore earning potential, education and skills requirements, career pathways, job openings, job application process, potential earnings, and more
- Job search workshops
- Exploration of careers on CareerZone/JobZone
- Participation in job club
- Tour of a business
- Mock interviews and interviewing skills development preparation
- Discussion of assessment results
- Attendance of an alumni presentation on their career journey
- Career assessments to identify interests, values, abilities, and aptitudes
- Resume and cover letter preparation
- long-term benefits of education and training
- Understanding process of maintaining professional references

- Online social media job club
- Discussing job opportunities

### **Postsecondary Education/Training Preparation and Transition Element (#14)**

#### **Activities that help youth prepare for and transition to postsecondary education and training.**

- Assists youth with transition to postsecondary education after attaining a high school diploma or its recognized equivalent.
- Adheres to changing guidelines and connects youth postsecondary educational programs

#### **Example Services:**

- Exploration of postsecondary education, including technical training, community colleges, 4- year colleges, universities, and registered apprenticeships
- Assistance with preparing for SAT/ACT testing
- Development of college admission applications
- Searching/applying for scholarships and grants
- Preparation of financial aid paperwork