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 James Walker  
 Blaine Wolfe

**WDC Youth & Young Adult Services Committee Meeting  
 Agenda**

**September 22, 2015  
 9:30 a.m. – 11:00 a.m.  
 April Gibson, Chair**

**ResCare  
 4301 South Pine Street, Suite 92  
 Tacoma, WA**

- |   |                      |        |
|---|----------------------|--------|
| 1. Hello / Introductions  | Dale King            | 5 min  |
| 2. Review Prior Meeting Notes   | Dale King            | 5 min  |
| 3. Inventory of Workforce Related Services & Programs in Pierce County                      | Cheri Loiland        | 15 min |
| 4. Criteria Eligibility and Priority of Service Discussion                                  | Brent Capatch        | 15 min |
| 5. Washington State Auditor's Office Workforce Development System Performance Audit 8/31/15 | Cheri Loiland        | 15 min |
| 6. Other Business <ul style="list-style-type: none"> <li>• Tour of ResCare</li> </ul>       | LaKesha Egardo-Jones | 15min  |
| 7. Next Meeting Agenda Items  |                      |        |
| 8. Thank You / Adjourn  |                      |        |

WorkForce Central Staff  
 Linda Nguyen, CEO  
[lnguyen@workforce-central.org](mailto:lnguyen@workforce-central.org)

Deborah, Howell, CAO  
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 Tacoma, WA 98409  
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Future Meetings

October 27, 2015 9:30 – 11:00 am @ Reach Center  
 November 24, 2015 9:30 – 11:00 am  
 December 22, 2015 9:30 – 11:00 am

**Workforce Development Council (WDC) of Tacoma Pierce County  
WIOA Committee Membership Planning Document**

9-09-15

**WDC Youth and Young Adult Services Committee**

- Committee Chair is member of WDC and appointed.
- ✓ Since all of WDC members are required to serve on a WDC Committee, approximately 4-6 members of the committee will be WDC members.
- Vice Chair selected from Committee and must be willing to also serve on Coordinating Committee.

<b>Representation</b>	<b>Name, Title, Employer, Email, Phone(s)</b>	<b>WDC Member</b>
Chair of Committee	April Gibson, Administrator Puget Sound Orthopedics <a href="mailto:a.gibson@proliancesurgeons.com">a.gibson@proliancesurgeons.com</a>	✓
Vice Chair of Committee	Dale King Superintendent/COO Tacoma Rail <a href="mailto:dale.king@cityoftacoma.org">dale.king@cityoftacoma.org</a>	✓
1. K-12 Representative	Brandon Ervin, Program Specialist Tacoma Public Schools <a href="mailto:bervin@tacoma.k12.wa.us">bervin@tacoma.k12.wa.us</a>	
2. WA State Department of Social and Health Services	Jarret McGill, Social Health Program Consultant WA State Department of Social & Health Services <a href="mailto:mcgiljj@dshs.wa.gov">mcgiljj@dshs.wa.gov</a>	
3. Youth Services/Community Based Organization	Nicholas Bayard, Director The REACH Center <a href="mailto:nbayard@reachtacoma.org">nbayard@reachtacoma.org</a>	
4. Foster Care System		
5. Juvenile Detention System		
6. Business	Kathy Hall, Vice President of Program Services Vadis <a href="mailto:Kathy@vadis.org">Kathy@vadis.org</a>	
7. Business	April Gibson, Administrator Puget Sound Orthopedics <a href="mailto:a.gibson@proliancesurgeons.com">a.gibson@proliancesurgeons.com</a>	✓
8. Business	Tim Owens, Manager Marshalls <a href="mailto:owensbunch@comcast.net">owensbunch@comcast.net</a>	✓
9. Business	Blaine Wolfe, Project Executive Absher Construction Company <a href="mailto:blaine.wolfe@absherco.com">blaine.wolfe@absherco.com</a>	✓
10. City of Tacoma/Tacoma Rail	Dale King Superintendent/COO Tacoma Rail <a href="mailto:dale.king@cityoftacoma.org">dale.king@cityoftacoma.org</a>	✓
11. Labor Representative or Apprentice JATC Representative	Mark Martinez, Executive Secretary Pierce County Bldg & Construction Trades Council <a href="mailto:piercebctc@earthlink.net">piercebctc@earthlink.net</a>	✓
12. Education	Kelly Goodsell, Executive Director - Special Services Puget Sound Educational Services <a href="mailto:kgoodsell@psed.org">kgoodsell@psed.org</a>	
13. Community Representative	Isa Nichols, CEO/Executive Director Maxine Mimms Academics <a href="mailto:isanichols@maxinemimmsacademy.org">isanichols@maxinemimmsacademy.org</a>	
14. WA State Division of Vocational Rehabilitation	Kady Kilventon, Rehabilitation Counselor WA State Division of Vocational Rehabilitation <a href="mailto:kilvekb@dshs.wa.gov">kilvekb@dshs.wa.gov</a>	
15. WA State Employment Security Department	Erin Blades, Supervisor Employment Security Department <a href="mailto:eblades@esd.wa.gov">eblades@esd.wa.gov</a>	

Workforce Development Council (WDC) of Tacoma Pierce County

WIOA Committee Membership Planning Document

9-09-15

16. Pierce County Library System		
Workforce Development Council/WorkForce Central Staff	Brent Capatch, Youth Coordinator 253.330.8128; <a href="mailto:bcapatch@workforce-central.org">bcapatch@workforce-central.org</a>  Cheri Loiland, Chief WIOA Transition Officer 253.254.7908; <a href="mailto:cloiland@workforce-central.org">cloiland@workforce-central.org</a>  LaKesha Egardo-Jones, Project Director ResCare Workforce Services 253.573.6682; <a href="mailto:lakesha.egardo-jones@rescare.com">lakesha.egardo-jones@rescare.com</a>  Debbie Lean, Executive Assistant 253.414.0141; <a href="mailto:dlean@workforce-central.org">dlean@workforce-central.org</a>	

WDC Youth & Young Adult Services Committee Meeting

NOTES

August 25, 2015

9:30 – 11:00 a.m.

WorkForce Central

3650 S. Cedar St, Tacoma

Classroom 1

Attendees: Dale King, Erin Blades, Kathy Hall, Nick Bayard

WFC Staff: Linda Nguyen, Deborah Howell, MaryEllen Laird, Brent Capatch, Lakesha Egardo-Jones and Debbie Lean

AGENDA	NOTES	ACTION ITEMS
1. Welcome/Introductions (Dale King)	<ul style="list-style-type: none"> <li>Vice Chair Dale King called the meeting at 9:35 a.m.</li> <li>Roundtable introductions were made.</li> </ul>	
2. Review Prior Meeting Notes (Dale King)	<ul style="list-style-type: none"> <li>Prior meeting notes were accepted as prepared.</li> </ul>	
3. Tomorrow's Economy Discussion (Brent Capatch)	<ul style="list-style-type: none"> <li>Brent shared that Cheri handed out the draft of Tomorrow's Economy to give a snapshot of where globally and locally the economy sits and opened up discussion to see if there are any points that really hit home and could drive some formative discussion and outcomes that the committee would like to initiate.</li> <li>Linda shared that this report was generated by the Workforce Training Education &amp; Coordinating Board. Not sure if they adopted it yet.</li> <li>Linda shared that when we talked about the policy at an earlier meeting on working with out of school and in school young adult there were two philosophical camps to come out of it. Asked that the committee have a discussion that with limited resources we all have do we want to prioritize certain segments of the youth and young adult population or do we want to say that all young workers matter to us because they are all are being impacted by the economic downturn. Having this discussion will be important when building the local plans.</li> <li>After lengthy discussion, it was decided it could be by priority of service (priority #1, #2, #3). Know that when there are times of limited resources we are going to have to give special attention to people with the barriers, income threshold or a certain population. It would send the message that we care about everyone but we prioritize based on the funding that is</li> </ul>	

	<p>available.</p> <ul style="list-style-type: none"> <li>● Suggestions for further discussion: <ul style="list-style-type: none"> <li>○ Income level base</li> <li>○ Barrier Base</li> <li>○ Accommodation</li> <li>○ Ethnic Race</li> </ul> </li> <li>● Staff can think about what the discussion has been and come up with some of those examples and then have a discussion about it at the next meeting and maybe craft something to move forward to the WDC as a recommendation.</li> <li>● WIOA definition of out of school youth as 16-24 (disengaged). At the next meeting the committee will discuss the eligibility criteria for both in and out of school youth and the suggested ideas that came from this meeting.</li> <li>● Once we define our young population then decide what the core fundamental services that all youth need regardless of what subcategory they hit. What do we want the system to offer and then from there what fundamental services or help can we offer to the youth with these kinds of barrier. What should those services be as we are learning what is out there currently.</li> <li>● Partners may have to repurpose how they do things, if they can, or we need to find out where the gaps are and determine how to fill those gaps.</li> <li>● Dale would like to take a field trip to a place where the work gets done. <ul style="list-style-type: none"> <li>○ ResCare – September 22<sup>nd</sup></li> <li>○ REACH – October 27<sup>th</sup></li> <li>○ Debbie to reach out to TJ Bohl to see about a meeting and/or tour of Remann Hall at a future date</li> <li>○ Pierce County Alliance may be an option also</li> </ul> </li> <li>● Linda updated the committee with regards to the Core Leadership Team. Under WIOA it requires core partners that have to bring assets to the table and be measured performance wise the same under WIOA. Formed a Core Leadership Team with the heads of the core partners: <ul style="list-style-type: none"> <li>○ Employment Security Department (ESD) - Wagner-Peyser labor exchange</li> <li>○ Division of Vocational Rehabilitation (DVR)</li> <li>○ Title 1-B (the three funding streams that we control: Youth/Adult/DW).</li> </ul> </li> </ul> <p>Also added DSHS/TANF and Pierce County Library System as they have invested so much as it relates to technology. This group is going to select a facilitator to help with conversations and be able to articulate what does it look like, who are the partners, what are each partner's role and how are</p>
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	<p>we going to move forward. Meeting is August 31<sup>st</sup> with the facilitator (possibly Sally Perkins) and we will set up the scope of work.</p>	
<p><b>4. Career Link Presentation (Brent Capatch)</b></p>	<ul style="list-style-type: none"> <li>• Brent gave a presentation on what Career Link Pierce County is doing right now.</li> <li>• This presentation strategically ties to what we are doing locally- connecting education and industry to bridge the gap from those that graduating from high school and not knowing what to do or where to go at that point.</li> <li>• Career Link is set up with a key partnership with Tacoma Public Schools and is hoping to address challenges that employers have with really bringing about the next generation and next workforce that is going to follow those in place to build a robust pipeline with skilled applicants to fill those local jobs necessary.</li> <li>• Linda shared that she would like to see all committee members' businesses on the Career Link Business List.</li> </ul>	<p>Debbie will send PowerPoint presentation to committee members unable to attend meeting</p>
<p><b>5. Other Business</b></p>	<ul style="list-style-type: none"> <li>• Brent shared that Jarret McGill gave a Washington Connection presentation at the last meeting so for anyone who was unable to make it, there were handouts available.</li> </ul>	
<p><b>6. Next Meeting Agenda Items</b></p>	<p>September:</p> <ul style="list-style-type: none"> <li>• Inventory of Workforce Related Services &amp; Programs in Pierce County</li> <li>• Criteria Eligibility and Priority of Service Discussion</li> </ul> <p>Future Meeting:</p> <ul style="list-style-type: none"> <li>• Puget Sound Educational Services Presentation (October mtg.) (Kelly Goodsell)</li> <li>• Panel of the Core Partners to speak about what they do</li> </ul>	
<p><b>7. Thank You/Adjourn</b></p>	<p>At 11:00 am</p>	



## Workforce Innovation and Opportunity Act (WIOA) Transition Policy

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### WFC WIOA TITLE I-B YOUTH DETERMINATION POLICY

POLICY NUMBER: WIOA-TP-Y-001

EFFECTIVE DATE: 7-1-2015

**Supersedes:** This policy does not supersede a previous policy. This is a modification of the current WIA Adult, Dislocated Worker and Youth Eligibility Policy, Policy Number WFC-WIA-08-26-2013ELIG/DOC and serves as a WIA/WIOA transition policy. This policy will be revised and reissued after the WIOA final rules are issued and as further DOL/ETA guidance is received.

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### PURPOSE

This policy communicates key provisions and changes authorized by the Workforce Innovation and Opportunity Act (WIOA) to determine eligibility for youth seeking services funded by WIOA. The WFC WIA Adult, Dislocated Workers and Youth Eligibility & Documentation Policy Handbook, Revision 3 remains in effect except for the changes noted here until the release of the Final WFC WIOA Eligibility & Documentation Handbook

### BACKGROUND

WIOA Section 3 (18) and 129 (a) (1)(B) and (C) describes eligibility for the WIOA Title I youth which includes in school youth (ISY) and out of school youth (OSY) program.

With few exceptions, the WIOA criteria for OSY are generally the same as those under WIA. WIOA increases the age of OSY from 21 to 24 years of age. Unlike under WIA, low income is not a requirement to meet eligibility for *most* categories of OSY under WIOA. However, low income is now a part of the criteria for youth who need additional assistance to enter or complete an educational program or to secure or hold employment. Also, WIOA has made youth with a disability a separate eligibility criterion.

In addition, WIOA includes a new criterion: a youth who is within the age of compulsory school attendance but has not attended school for at least the most recent school year calendar quarter.

WIOA clarifies that age is based on time of enrollment and as long as the individual meets the age eligibility at time of enrollment OSY can continue to receive WIOA youth services beyond the age of 24.

For ISY, eligibility criteria is essentially the same as under WIA but the disability criterion has been separated from the "needs additional assistance" criterion. As with OSY, age is based on time of enrollment and as long as the individual meets the age eligibility at time of enrollment, they can continue to receive WIOA youth services beyond the age of 21.

WIOA includes a youth as low-income if he or she receives or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.).

WIOA clarifies that there is no self-service concept for the WIOA youth program and every individual receiving services under WIOA youth must meet ISY or OSY eligibility criteria and be formally enrolled in the program.

## POLICY

Youth eligible for services must meet the following criteria:

- U.S. citizen or otherwise legally entitled to work in the U.S.
- Registered for the Selective Service, if applicable

**Out-of-School Youth** must be aged 16-24, not attending any school, and meet one or more of the following:

- A school dropout (no High School degree, GED or equivalent)
- Within the age of compulsory school attendance (up to age 17 RCW 28A.225 ) but has not attended school for at least the most recent complete school year calendar quarter
- An individual in the adult or juvenile justice system
- Homeless, a runaway, in or aged out of foster care
- Pregnant or parenting
- Disabled
- Has a High School degree or its equivalent, is low income and is basic skills deficient, or an English language learner
- Low-income and requires additional assistance to enter or complete an educational program or to secure or hold employment. (Refer to the WIA Adult, Dislocated Worker & Youth Eligibility & Documentation Handbook, and Revision 3 for additional assistance criteria )

**In School Youth** must be aged 14-21, attending school (*as defined by State law which includes eligible students enrolled in a dropout reengagement program under RCW 28A.175.100, 28A.175.105 as in school*), low income and meet one or more of the following:

- Basic skills deficient (WIOA Sec 3 (5))
- English language learner
- An offender
- Homeless, runaway, in foster care or has aged out of the foster care system
- Pregnant or parenting
- Disabled
- Requires additional assistance to complete an educational program or to secure or hold employment (Refer to the WIA Adult, Dislocated Worker & Youth Eligibility & Documentation Handbook, Revision 3 for criteria)

Current WIA participants must be grandfathered into WIOA, even if the participant would not otherwise be eligible for services under WIOA. Additional reassessments are not required to be completed for participants already determined eligible and enrolled under WIA. Furthermore, these participants must be allowed to complete the WIA services specified in their individual service strategy and individual employment plan, even if the services are no longer allowable under WIOA. (TEGL 30-14)



For the following additional eligibility requirements, refer to the WIA Adult, Dislocated Worker & Youth Eligibility & Documentation Handbook, Revision 3:

5% WINDOW

- PARTICIPANT FILE DOCUMENTATION
- SKIES DATA ENTRY DEADLINES
- CONCURRENT ENROLLMENT
- FOLLOW-UP
- EXCEPTIONS TO FOLLOW-UP
- FOLLOW-UP DOCUMENTATION
- LOW INCOME (For WIOA, low income also includes receiving or is eligible to receive a free or reduced price lunch)

**INQUIRIES**

**Direct Inquiries To:**

WorkForce Central  
3650 South Cedar Street  
Tacoma, WA 98409-5714  
(253) 472-8094 or 1-800-999-8168

**APPROVED**

  
\_\_\_\_\_  
Linda Nguyen, WFC CEO

Date: 6/18/15

**APPROVED BY WDC**

Date: 6/18/15

# WIOA YOUTH ELIGIBILITY, PROGRAM DESIGN & PERFORMANCE

## **WIOA Youth Eligibility** (681.200-.310):

**In-school Youth:** In-school youth must meet the following eligibility guidelines:

- U.S. citizen or otherwise legally entitled to work in the U.S.; **and**
- Attending school as defined by State law; **and**
- Age 14-21; **and**
- Pierce County resident; **and**
- Selective Service Registration (if applicable); **and**
- **Low income individual; AND**
- One or more of the following:
  - Basic skills deficient
  - An English language learner
  - An individual who is subject to the juvenile or adult justice system (offender or ex-offender)
  - A homeless individual, or runaway, or in foster care or has aged out of foster care system
  - Pregnant or parenting
  - An individual with a disability
  - An individual who requires additional assistance\* to complete an educational program or to secure and hold employment **and** meets one or more of the following categories:
    - At risk of dropping out of school;
    - Involved with drug and/or alcohol (personally or live with a family member with this issue);
    - Reside in a household with abuse issues;
    - Is a victim of domestic violence or sexual child abuse;
    - Is gang affiliated;
    - Is in a grade level one or more below what is appropriate for the youth's age;
    - Has significant geographical barriers to accessing youth development services;
    - Is a member of a migrant family; or
    - Lacks significant work maturity and/or lacks a history of work.
    - **\*NOTE:** In any single program year, no more than 5% of a Pierce County's **total In-school Youth** participants can be those who require additional assistance to complete an educational program or to secure or hold employment [WIOA sec. 129(a)(3)(B)].

**Out-of-school Youth:** Out-of-school Youth must meet the following eligibility guidelines:

- U.S. citizen or otherwise legally entitled to work in the U.S.; **and**
- Not attending school as defined by State law<sup>1</sup>; **and**
- Age 16-24; **and**
- Selective Service Registration (if applicable), **AND**

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<sup>1</sup> The State's **dropout reengagement program** authorized under RCW 28A.175.100 (a.k.a., 1418 or Open Doors) provides educational opportunities and access to services to older youth ages 16-21 who have dropped out of high school or are not accumulating sufficient credits to reasonably complete a high school diploma in a public school before the age of 21 and are *unlikely to re-engage in education by re-enrolling in a traditional or alternative high school*. While related RCW 28A.175.110 states that youth in this program are regularly enrolled students of the school district in which they are enrolled, the State finds that the intent of enrollment was to allow schools with dropout reengagement programs authorized under RCW 28A.175.100 to use basic education funds to serve dropouts and that **youth in this program are not attending school** as defined under State law **for the purposes of WIOA eligibility determinations**.

- One or more of the following:
  - A school dropout (no high school degree, GED or equivalent)
  - A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school calendar quarter.
  - A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual **and** is basic skills deficient **or** an English language learner.
  - An individual who is subject to the juvenile or adult justice system (offender or ex-offender)
  - A homeless individual, or
  - A runaway, or
  - In foster care or has aged out of foster care system
  - Pregnant or parenting
  - A youth who is an individual with a disability
  - A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment **and** meets one or more of the following categories:
    - At risk of dropping out of school;
    - Involved with drug and/or alcohol (personally or live with a family member with this issue);
    - Reside in a household with abuse issues;
    - Is a victim of domestic violence or sexual child abuse;
    - Is gang affiliated;
    - Is in a grade level one or more below what is appropriate for the youth's age;
    - Has significant geographical barriers to accessing youth development services;
    - Is a member of a migrant family; or
    - Lacks significant work maturity and/or lacks a history of work.

**WIOA Low Income Guidelines**

WIOA Youth Program Who Meet The Following Criteria:

- An out-of-school youth who is a recipient of a secondary school diploma or its recognized equivalent who is either basic skills deficient or an English language learner; or
- An out-of-school youth who requires additional assistance to enter or complete an educational program or to secure or hold employment; and
- All in-school youth.

<b>Family Size</b>	<b>Annual Income Level</b>
<b>*1</b>	<b>\$11,770</b> <i>(\$5,885 for 6-months prior to enrollment)</i>
<b>**2</b>	<b>\$18,557</b> <i>(\$9,278.50 for 6-months prior to enrollment)</i>
<b>**3</b>	<b>\$25,478</b> <i>(\$12,739 for 6-months prior to enrollment)</i>
<b>**4</b>	<b>\$31,450</b> <i>(\$15,725 for 6-months prior to enrollment)</i>
<b>**5</b>	<b>\$37,114</b> <i>(\$18,557 for 6-months prior to enrollment)</i>
<b>**6</b>	<b>\$43,403</b> <i>(\$21,701.50 for 6-months prior to enrollment)</i>
<b>**Families of 7 or more</b>	<b>Add \$6,289 for each additional family member</b>

## WIA/WIOA Youth Programs Performance Measures

<p style="text-align: center;"><b>WIA</b> (Effective through June 30, 2015)</p>	<p style="text-align: center;"><b>WIOA</b> (Effective July 1, 2016)</p>
<p><b>1. Placement in Employment or Education</b> -1<sup>st</sup> quarter after exit</p> <p>-Of those who are not in post-secondary education or employment (including the military) at the date of participant:</p> <p>The number of participants who are in employment (including the military) or enrolled in post-secondary education and/or advanced training/occupational skills training in the first quarter after the exit quarter divided by the number of youth participants who exit during the quarter.</p>	<p><b>1. Placement in Employment or Education</b> -2<sup>nd</sup> quarter after exit</p> <p>-Percentage of participants who are in education or training activities, or in unsubsidized employment, during the second quarter after exit from the program.</p>
<p><b>2. Attainment of a Degree or Certificate</b> -3<sup>rd</sup> quarter after exit</p> <p>-Of those enrolled in education (at the date of participation or at any point during the program):</p> <p>The number of youth participants who attain a diploma, GED, or certificate by the end of the third quarter after the exit quarter divided by the number of youth participants who exit during the quarter.</p>	<p><b>2. Placement in Employment or Education</b> -4<sup>th</sup> quarter after exit</p> <p>-Percentage of participants who are in education or training activities, or in unsubsidized employment, during the fourth quarter after exit from the program.</p>
<p><b>3. Literacy and Numeracy Gains</b> -During program participation; Out-of-School Youth Only</p> <p>-Of those out-of-school youth who are basic skills deficient:</p> <p>The number of youth participants who increase one or more educational functioning levels divided by the number of participants who have completed a year in the youth program (i.e., one year from the date of first youth programs service) plus the number of participants who exit before completing a year in the youth program.</p>	<p><b>3. Median Earnings</b> -2<sup>nd</sup> quarter after exit</p> <p>-Median earnings of participants who are in unsubsidized employment during the second quarter after exit from the program.</p> <p><b>Median</b>= middle value in a data set with equal set of numbers below and above <b>Average</b>=total of numbers divided by number of items in the set</p>
	<p><b>4. Credential Rate</b> -During program participation <u>or</u> within 1 year of exit</p> <p>-The percentage of participants who obtained a recognized post-secondary credential or a secondary school diploma*, or its recognized equivalent, during participation or up to 1 year after exit.</p> <p>*A participant who has obtained a secondary school diploma or equivalent is <b>only included in this measure</b> if the participant is <b>also employed <u>or</u> is enrolled in an education or training program leading to a recognized post-secondary credential within 1 year from exit.</b></p>
	<p><b>5. In-program Skill Gains</b> -During program participation</p> <p>-Percentage of participants who, during a program year, are in education or training programs that lead to a recognized post-secondary credential <u>or</u> employment <u>and</u> who are achieving measurable skill gains, defined as documented academic, technical, occupational or other forms of progress towards such a credential or employment.</p> <p><b>6. Employer Effectiveness</b> -TBD-</p>

## **WIOA Program Design** (681.400-.660):

- 75% of WIOA youth funds must be spent on out-of-school youth.
- Local youth programs must:
  - Provide for an **objective assessment** of each youth that includes a review of the academic and occupational skill levels and service needs for the purpose of identifying appropriate services and career pathways for participants and informing the ISS;
  - **Develop and update the ISS** that is directly linked to one or more performance indicators and identifies appropriate career pathways that include education and employment goals, that considers career planning and the results of the objective assessment and that prescribes achievement objectives and services for the participant; **and**
  - Provides **case management** and **follow-up services**;
  - Meet the following referral requirements in WIOA sec. 129(c)(3)(A):
    - Provide participants with information about the full array of applicable services available through other eligible providers or one-stop partners;
    - Refer participants to appropriate training and educational programs;
    - If youth applicant does not qualify or cannot be served by the program, the provider must ensure that the youth is referred for further assessment if necessary or referred to appropriate programs to meet the skills and training needs of the youth.
- Youth age 18 or older may be co-enrolled into the WIOA Adult or Dislocated Worker programs as long as the youth meets program eligibility criteria and co-enrollment is justified (as documented in the participant file). Providers must identify and track the separate funding streams and ensure no duplication of services.
- Providers must make each of the following 14 services available to youth participants:
  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 or for a recognized post-secondary 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;
  4. Occupational skill training that leads to a recognized post-secondary credentials in in-demand occupations;
  5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation;
  6. Leadership development opportunities;
  7. Supportive services;
  8. Adult mentoring for no less than 12 months;
  9. Follow-up services for no less than 12 months after participation;
  10. Comprehensive guidance and counseling;
  11. Financial literacy education;
  12. Entrepreneurial skills training;
  13. Labor market and employment information/career awareness, career counseling and career exploration services; and
  14. Activities that help youth prepare for and transition to post-secondary education and training.
- ITAs are permitted for youth ages 18-24.