

The Seventh Planning District Consortium Workforce Development Board

Administrative Office

4000 Viking Dr., Suite A-1, Bossier City, LA 71111 | (318) 632-2022

Matt Wheeler, Chairman | **Candle Sattler**, Interim Director of Workforce Development

Title: Youth Policy under the Workforce Innovation and Opportunity Act/WIOA)

Purpose: To establish guidelines for the Youth Program on expenditure requirements, program design, and performance.

Policy: Implementation of the WIOA Youth Policy consistent with WIOA Section 129.

Procedure: The following guidelines will be followed by LWDA 70 staff in providing services to out-of-school Youth.

American Job Center Locations



cdconline.org

Bienville Parish
2434 Manning St.
Ringgold, LA 71068
(318) 694-9173

Bossier Parish
4000 Viking Dr., Suite B-1
Bossier City, LA 71111
(318) 741-7383

Caddo Parish
125 E. Louisiana Ave.
Vivian, LA 71082
(318) 676-6721

Claiborne Parish
507 W. Main St.
Homer, LA 71040
(318) 927-3338

DeSoto Parish
142 Lake Rd.
Mansfield, LA 71052
(318) 671-2391

Lincoln Parish
307 N. Homer St., Suite 307
Ruston, LA 71270
(318) 251-5023

Natchitoches Parish
303 Bienville St.
Natchitoches, LA 71457
(318) 357-2414

Red River Parish
815 E. Carroll St., 3rd Floor
Coushatta, LA 71619
(318) 932-9570

Sabine Parish
1125 W. Mississippi Ave., Suite A
Mony, LA 71449
(318) 256-2698

Webster Parish
902 Lee St.
Minden, LA 71055
(318) 371-3024



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EQUAL OPPORTUNITY EMPLOYER/PROGRAM AUXILIARY AIDS AND SERVICES ARE AVAILABLE UPON REQUEST TO INDIVIDUALS WITH DISABILITIES.

WIOA YOUTH PROGRAM

The WIOA Youth Program is targets young people between the ages of 16-24 who are out-of-school to assist them in career guidance, exploration, and educational attainment. The focus is on work experience, education, and an increase in the number of program elements bringing the total number of program elements to 14.

Expenditure Requirements

- WIOA increased the minimum out-of-school Youth expenditure from 30% to 75%. LWDA 70 will spend up to 100% of their funds on out-of-school Youth.
- A minimum of 20% of total Youth formula funds must be spent on Work experience activities that include an academic or an occupational education component. Work experience activities may include paid and unpaid work experience, summer employment opportunities, job shadowing, On-the-Job Training, internships, and pre-apprenticeships. The 20% may include all expenses related to the work-based programs including staffing and curriculum development and should be calculated after subtracting the funds spent on administrative costs. Funds spent on work experience must be tracked and reported on a monthly basis.

Out-of-School Youth (OSY)

OSY must be age 16 to 24 and not attending any school (as defined by state law) and falls into one or more of the following categories.

1. Individual with a disability;
2. School dropout;
3. Not attended school for at least the most recent complete school year calendar quarter;
4. A high school graduate who is basic skills deficient;
5. A high school graduate who is low-income and either an English language learner or basic skills deficient;
6. An offender (juvenile who is or has been subject to any stage of the criminal justice process);
7. A homeless Youth or a runaway Youth;
8. In foster care or has aged out of foster care;
9. Pregnant or parenting;
10. Disabled, or
11. A low-income individual who requires additional assistance to complete an educational program or to secure and hold employment.

In order to meet the basic skills and training needs of Youth who do not meet the eligibility requirements of a program or cannot be served, Account Executives must ensure that the Youth be referred to the appropriate programs to meet the basic skills and

training needs of the Youth.

Program Design

WIOA legislation includes 14 program elements that must be included in WIOA Youth Program design. While these program elements must be made available to all eligible youth participants between the ages of 16-24, not all elements must be funded with WIOA Youth funds. Local programs may leverage partner resources to provide program elements as long as the activity is closely connected and coordinated with the WIOA

Youth Program to ensure the activity is of high quality and beneficial to the Youth participant. These elements consist of:

1. Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to the completion of a secondary school diploma or its recognized equivalent or for a recognized post-secondary credential. This includes a recognized Certificate of Attendance or similar document for individuals with disabilities.
2. Alternative secondary school services or dropout recovery services, as appropriate.
3. Paid and unpaid work experience that include academic and occupational education as a component of the work experience. Types of work experience include the following:
 - 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 align with industry sectors or occupations in the local area involved if the Local Workforce Development Board determines that the programs meet the quality criteria described in WIOA Section 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 service.
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 appropriate.
10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling, as well as referral to counseling, as appropriate to the needs of the participant.
11. Financial literacy education.
12. Entrepreneurial skills training.
13. Services that provide labor market and employment information about in-demand industry sector or occupations available in the local area, such as career awareness, career counseling, and career exploration services.
14. Activities that help youth prepare for transition to post-secondary education and training.

The WIOA Youth Program must also include:

1. An objective assessment of the academic levels, skill levels, and service needs of each participant. The assessment must include a review of the following:
 - a. Basic skills
 - b. Occupational skills
 - c. Prior work experience
 - d. Employability
 - e. Interest and aptitude and
 - f. Supportive services and developmental needs
2. An Individual Service Strategy (ISS) that is directly linked to the WJOA performance indicators and identifies career pathways that include education and employment and also includes appropriate achievement objectives and services based on the assessment.

Indicators of Performance

1. **Placement in Employment, Education, or Training:** The percentage of program participants who are in education, training activities, or in unsubsidized employment during the second quarter after exit from the program.
2. **Retention in Employment, Education, and Training:** The percentage of program participants who are in education, training activities, or in unsubsidized employment during the second quarter after exit from the program.

3. Earnings after Entry into Employment: Median earnings in the second quarter after exit.
4. Credential Rate: Attainment of a secondary diploma or equivalent or a recognized post-secondary credential during participation or within one year after exit from the program.
5. Skills Gain: Percentage of participants in education leading to credential or employment during the program year and achieving measurable gains towards the credential or employment.

This policy shall remain in effect until revised or canceled by the Seventh Planning District Consortium Workforce Development Board.

Passed and Approved on this 4 day of December 2020.



The Seventh Planning District Consortium Workforce Development Board
Title: Matt Wheeler, Chairperson

12/4/2020
Date