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<b>Policy Number:</b>	<b>2020-4</b>
<b>Subject of Policy:</b>	<b>14 Element Youth Policy</b>
<b>WIOA Citation:</b>	<b>WIOA section 129 (a) WIOA section 129(c)</b>
<b>Prior Policy:</b>	<b>None</b>
<b>Prior Policy Action:</b>	<b>None</b>
<b>Effective Date:</b>	<b>December 16, 2020</b>

### **Purpose**

To ensure effective and comprehensive programming of WIOA youth services within the Central Western Maine Workforce Development Board (CWMWDB) region.

### **Background**

The youth objectives set forth by WIOA reflect a path of self-sufficiency through academic or training engagement and or employment attainment and ongoing participation. Goal attainment is possible through the provision of services, including those designated under WIOA and CWMWDB. The CWMWDB region has particular youth service needs and as such has tailored program elements herein.

### **Definition**

WIOA section 129(a)(1) defines eligible youth.

WIOA section 129(c)(2) defines 14 program elements as follows:

Element 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;

**CWM Element 1** providers include, but are not limited to,

Alternative secondary school services, or dropout recovery services, as appropriate;

1. Paid and unpaid work experiences that have as a component academic and occupation education;
2. Occupational skill training, which shall include priority consideration for training programs that lead to recognized post secondary credentials that are aligned with in-demand industry sectors or occupations in the local area;
3. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
4. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors;
5. Supportive services
6. Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;
7. Follow-up services for not less than 12 months after the completion of participant;
8. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral;
9. Financial literacy education;
10. Entrepreneurial skills training
11. Services that provide labor market and employment information about in-demand industry sectors or occupations available;
12. Activities that help youth prepare for and transition to postsecondary education and training

## **General**

CWMWDB has simplified and categorized the program elements and identified applicable activities as expressed in WIOA or otherwise. The activities described are not exclusive and may be coupled or exchanged for other meaningful engagement, unless otherwise noted.

## **Training/ GED Activities**

### *Element 1*

*Tutoring, study skills, training, instruction, remedial assistance:* may include English as a Second Language and basic reading, writing, and mathematics content, life skills such as cooking and navigating public transportation, and computer literacy such as typing and exposure to updated Microsoft software.

### **Element 2**

*Alternative secondary school services/GED instruction:* course content may include mathematics, social studies, science, reading, and writing as required on the GED or other high school equivalency exams. The successful completion of a practice test prior to registering for each exam is strongly encouraged. Services should include exam registration, documentation, scheduling, and transportation guidance.

- a. *Transition to postsecondary education activities and training:* career exploration, and provision of career pathways among the top 3 industries and top 5 occupations in the region.

- b. *Financial literacy education*: creating household budgets, savings plans, making “informed financial decisions about education, retirement, homeownership, wealth building, or other savings goals”, spending, debt and credit management, “supporting the ability to understand, evaluate, and compare financial products, services, and opportunities”, and understanding basic currency (WIOA Section 129 (c)(2)(D).

#### A. Work Experience

- a. *Occupational skills training*: “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” (WIOA Section 129 (c)(2)(D).
- b. *Summer employment opportunities*: Set forth by CWMWDB Work Experience policy
- c. *Paid and unpaid work experience*: may include pre-apprenticeship programs, internships, job shadowing, and On-the-Job Training set forth by CWMWDB On-the-Job Training policy

#### B. Soft Skills/ Mentoring

- a. *Entrepreneurial skills training*: may be in partnership with economic development organizations, community development organization, or the local chamber of commerce.
- b. *Leadership development program*: “may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors” WIOA 129(c)(2)(F)
- c. *Labor market and employment instruction*: the provision of the Maine Department of Labor Center for Research and Information and U.S. Bureau of Labor Statistics website.

#### C. Case Management & Service Provision

- a. *Adult mentoring*: must be available for a minimum of 12 months and subject to socialization, school, career, work, personal relationships, finances, living conditions, and decision making.
- b. *Comprehensive guidance & mentoring*: especially for drug and alcohol abuse, and may be referred to appropriate providers that are physically accessible to participants.
- c. *Follow-up*: Set forth by
- d. *Supportive services*:

To the greatest extent possible, all participants shall receive at minimum one service from each category by the WIOA exit date. In the event a youth meets the CWMWDB Youth Requirements for Additional Services criteria, a minimum of two services per category shall be provided. Services may be administered by multiple providers, including sub-grantees, academic institutions, adult education providers, employers,

and other public programs. Should multiple vendors provide services under the designated service provider, a Program Design must be provided by the sub-grantee and meet at least one element of WIOA requirements under Section 129(c). The primary grantee is responsible for monitoring the sub-grantee's youth services and presenting an update in all reports to CWMWDB.

Anticipated services should remain under the guise of one or more career pathways with the understanding that such goals may change throughout the participant's engagement. Career pathways interest and anticipated services should be included in a participant's Individual Training Plan (ITP) or Individual Service Strategy (ISS). Ongoing documentation capturing service provision shall be uploaded to participant's files in Maine Job Link (MJL). Services may not be applicable for all participants. If a category's service went unmet, case managers should provide an explanation as to why in participant's case notes.

Youth services are mandatory, regardless of co-enrollment instances. However, some services provided under an ITA may meet youth service requirements, especially activities that fall within the work experience, soft skills/mentoring, and case management and service provision categories described above. Should a participant participate in an ITA, case notes should clearly delineate the funding stream for each service.

For further guidance on financial literacy services refer to WIOA section 129(b)(2)(D).

Executive Director  
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