

Central/Western Maine Workforce Investment Board

Policy & Procedure Governing Youth Enrollment

The following policy and procedure will govern the application of enrollment of customers in Youth services provided under the Workforce Investment Act (WIA). These policies and service guidelines assume that all CareerCenter customers will have full access to Information Center service options, including enrollment in the variety of existing workshops for developing job search and application skills. The policy and procedure outlined below applies to the use of funds for **Youth services** beyond basic employability skills and more extensive career transition and technical training skills.

Since resources are severely limited with demand far outweighing supply, case managers will work with Youth to explore a number of training/career redirection options, including internet resources available to the general public, adult education, community programs for skills development (such as literacy development programs, local training initiatives, faith-based program options). The following guidelines are meant as a guide to case managers and Area III Managers to evaluate individual needs.

Specific WIA Enrollment Considerations:

- Is the Youth between the ages of 14-21, low income and meets at least one of the following barriers to employment:
 1. School dropout (individual is no longer attending any school and has not received a secondary school diploma or its recognized equivalent);
 2. Basic skills deficient (individuals that have English, writing or computing skills at or below the 8th grade level on a generally accepted standardized test;
 3. Pregnant or parenting
 4. Homeless, runaway, or foster child
 5. Offenders
 6. An individual (including a youth with a disability) who requires additional assistance to complete an educational program, or to secure and hold employment. This is locally defined in each local workforce investment area.
- Is the youth unable to find employment or educational opportunities by using CareerCenter self-directed and informational services only?
- Is the youth enrolled in a partner program? If so, how much, if any, is that program able to assist the youth with his/her employment goals? Does the partner program have funds that can be leveraged with WIA funds?
- Will participation in the program have an impact on increasing placement in employment, education, advanced training or the military?
- Will participation in the program have a positive impact on youth attaining a GED, diploma, certificate or degree?
- Will youth that are basic skills deficient be able to increase their educational functioning level by one or more levels?
- Will participation in the program result in an increase in wages? For Older Youth the increase in wages in the second and third quarters after exit will be based on the current MDOL performance goals.

Priority of Service Considerations :

The Workforce Investment Act through its Training Employment Guidance Letter 13-09 recommends that WIA funds be directed toward low income youth who are most in need. If WIA youth funds are low, youth from the following categories will be given priority (the list is not in a particular order):

- Out of school youth
- Youth at risk of dropping out
- Youth in foster care
- Youth with disabilities

- Pregnant and parenting youth
- Homeless and runaway youth
- Youth offenders
- Youth whose parents are incarcerated

The Workforce Investment Act requires that at least 30 percent of youth funds must be used to serve out-of-school youth. An out-of-school youth is an eligible youth who is a school dropout; or an eligible youth who has received a secondary school diploma or its equivalent but is basic skills deficient, unemployed, or underemployed. Regardless of the amount of funds available, 30% will always be directed to out-of-school-youth.

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