

Youth Program Element Policy

1. **West Piedmont Workforce Development Board shall include the fourteen (14) required program elements on the menu of services for youth:**
 - a. 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.
 - b. Alternative secondary school services, or dropout recovery services, as appropriate.
 - c. Paid and unpaid work experiences that have as a component academic and occupational education, which may include:
 - i. Summer employment opportunities and other employment opportunities available throughout the school year.
 - ii. Pre-apprenticeship programs.
 - iii. Internships and job shadowing; and,
 - iv. On-the-job training opportunities.
 - d. Occupational skill training, which may 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.
 - e. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.
 - i. Adult education and literacy activities such as basic academic skills training, critical thinking skills, or digital literacy skills;
 - ii. Workforce preparation activities such as self—management skills grooming for employment, or following directions, and
 - iii. Workforce training such as occupational skills training, on-the-job training, job readiness training, or customized training.
 - f. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate.
 - g. Supportive services.
 - h. Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months.
 - i. Follow-up services for not less than 12 months after the completion of participation, as appropriate.
 - j. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate.
 - k. Financial literacy education.

- i. Support the ability of participants to create budgets, initiate checking and savings accounts at banks, and make informed financial decisions.
 - ii. Supporting participants in learning how to effectively manage spending, credit, and debt, including student loans, consumer credit and,
 - iii. Supporting a participant's ability to understand, evaluate and compare financial products and services.
 - l. Entrepreneurial skills training
 - i. Entrepreneurial skills training provides the basics of starting and operating a small business. These trainings should develop the skills associated with entrepreneurship and may include but not limited to:
 - 1. Taking initiative, creatively seeking out and identifying business opportunities, develop budgets and forecast resource needs, understand various options for acquiring capital and the trade-offs associated with each option; and,
 - 2. Communicate effectively and market oneself and one's ideas.
 - m. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services.
 - n. Activities that help youth prepare for and transition to postsecondary education and training.
 - i. Inform participants of legal responsibilities after turning 18, assess participant strengths/abilities/interests, help participants prepare and submit post-secondary education applications and financial aid, investigate and apply for scholarships, and develop portfolio that demonstrates accomplishments and competencies.
2. All fourteen (14) program elements will not necessarily be provided by the WIOA Title 1 Youth provider.
 3. Youth may receive some services through coordination with Core Partner Programs including Adult Education and Literacy, Wagener-Peyser, Vocational Rehabilitation, WIOA Title 1 Adult, or other required partner programs.
 4. The coordinated effort to provide a full complement of services to youth may require co-enrollment in accordance with the eligibility and enrollment procedures of the funding streams.
 5. The Workforce Innovation and Opportunity Act requires that a minimum of 75% of West Piedmont Workforce Development Board WIOA Title 1 youth funds, minus administrative costs, must be spent on out-of-school youth.
 6. The West Piedmont Workforce Development Board has chosen to use its WIOA Title 1 funds for out-of-school youth services ages 16 to 24 years of age.

7. **The Workforce Innovation and Opportunity Act requires a minimum of 20% of the West Piedmont Workforce Development Board WIOA Title 1 Youth funds, minus administrative costs, must be spent on work experiences including:**
 - a. **Academic and Occupational Education;**
 - b. **Summer Jobs;**
 - c. **Pre-Apprenticeship Programs;**
 - d. **On-the-Job Training; and,**
 - e. **Job Shadowing and Internships.**

8. **Program expenditures on the work experience program elements include wages as well as staffing costs for the development and management of the work experiences.**

9. **Examples of the 20% priority spending on work experiences:**
 - a. **Youth wages including Federal Insurance Contributions Act (FICA) tax;**
 - b. **Staffing and travel costs for developing and providing work readiness training for youth participants;**
 - c. **Staffing and travel costs to meet and work with employers to develop work experiences for youth participants; and,**
 - d. **Staffing and travel costs for on-site monitoring and job coaching at the youth participants' work site.**