

<p style="text-align: center;">WIOA YOUTH POLICY Calcasieu Parish Consortium <b>Workforce Development Board LWDA #51</b> Allen, Beauregard, Calcasieu, Cameron, Jeff Davis &amp; Vernon Parishes</p>	<p style="text-align: center;"><b>Workforce Innovation &amp; Opportunity Act</b>  <b>YOUTH ENROLLMENT POLICY</b></p>
YP 11	Youth Policies <span style="float: right;">Approved by WDB 4/26/2018</span>

**Purpose:**

**Recruitment** – Youth Staff will attend registration sessions, which are held at local community colleges, universities, etc. to provide information regarding WIOA opportunities. This will also allow staff the opportunity to encourage potential students of dates and times of upcoming WIOA orientation sessions.

**Step 1.** Applicant will complete the youth application with the receptionist. Upon completion, a youth staff member will contact the applicant to schedule an appointment and advise them of documentation needed for Step 2. Youth staff will request SNAP and wage records be run once the application has been completed.

Applicant will be advised to return for new participant orientation on the following Fridays. (Orientations will be held on the 1<sup>st</sup> and 3<sup>rd</sup> Friday of every month) At the new participant orientation, Youth Staff will inform the applicants of the Process, Qualifications, Barriers, and Services that the WIOA Youth Program has to offer.

**Step 2.** Tuesdays - 30 min Appointment – Initial Assessment

- Complete the Check list form
- Provide all required documentation
- Determine Eligibility
- Youth application and eligibility determination
- Provide to Site Coordinator for eligibility review
- Case note eligibility determination

**Step 3.** Mondays – Testing

- Last opportunity to provide all required documentation
- Required to stay for both assessments, unless an emergency
- Schedule appointment for Step 4 and provide the applicant with an advisor form. (if applicable)
- Advise applicant they need to schedule classes at the school they are planning to attend and bring the Fee bill, Schedule, and completed advisor form to Step 4 appointment. (if applicable)

**Step 4.** Wednesdays - Paperwork

- Youth Human Services Technician will conduct Case Management and complete the ISS and Objective assessment with participant
- Youth Staff will complete remaining paper work with participant
- Participant must provide Class schedule, Fee bill, Advisor Form and book list if available

Youth Staff will utilize Thursday’s and Friday’s to work on anything else needing to be completed; such as time sheets for the participant, etc.

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**Step 5.**

- Once folder is completed, provide to Site Coordinator for review and approval.
- **Do not** enter any intensive activities, provide promissory notes to schools or write any vouchers until Site Coordinator has reviewed for approval and the participant starts school.
- All enrollment folders must be forwarded to MIS no later than 5:00 pm one week from the day class begins. **Example:** If class begins on a Tuesday, the folder is due the following Tuesday by 5:00pm.
- *Should you run into a problem meeting this deadline, provide in writing to Site Coordinator and MIS Specialist the reason why.*

WIOA youth staff will need the participants booklist, syllabus, and supply list in order for authorization for tuition payments (if applicable) to be released by that Friday. Upon receipt of book list and class syllabuses, vouchers will be written for required books and/or supplies.

**Once the participant is enrolled**

Youth staff will:

- Monitor and manage participant caseloads by making monthly contact and documenting any findings through case notes in the HiRE system.
- Monitor time and attendance records.
- Maintain excel spreadsheet on all participants receiving financial assistance through WIOA, such as tuition, childcare, uniforms, supplies, etc. in an effort not to exceed established Scholarship caps of \$6000.00 per semester.
- Make necessary referrals to partner agencies, as needed.
- All case notes and updated program overview sheets must be filed in MIS folder no later than the Friday after the updates were made.
- Maintain and monitor all open activities, goals, and objectives in HiRE on training participants by assuring activities are extended to avoid soft exits.

**Work Experience and Training Orientations**

Provide at least two of the 14 elements. Participants will be provided with their time sheets for training. This orientation session will be **mandatory**. Staff will utilize a sign in checklist sheet to verify that the participant has received their time sheets and required elements. Participants must attend to have authorizations for payment released. Participants who have previously been enrolled and are receiving WIOA services will follow this same procedure by providing all necessary documents from the previous semester for authorizations to be released for tuition payments and book and/or supply vouchers to be written.

- Beginning of Spring Semester – Four Hours
  - Provide at least two of the fourteen elements
  - Ensure all required documents have been received for this semester (schedule, new



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- advisor form, fee bill, book list, syllabus, and supply list)
- Insure all documents requested from Fall semester have been received (Final grades and Transcript)
- Provide participants with time sheets and explain how timesheets are to be completed.
- Case note in each participant's individual HiRE account the beginning of the semester information: such as curriculum, class schedule, begin date and end date, that they received timesheets, participated in at least two element sessions and that all required documents have been received.
- Upon completion of the session, WIOA staff will complete and submit incentive form to provide a \$50 incentive to the participant for completion of goal, which is directly linked to the element received.
- During Spring Break – Four Hours
  - Provide at least two of the fourteen elements
  - Ensure time sheets have been received for the first half of the semester and make sure they have the remainder of time sheets for the rest of the semester.
  - Case note in each participant's individual HiRE account that they attended, received at least two elements and how they are progressing in school and their current GPA's and/or grades.
  - Upon completion of the session, WIOA staff will complete and submit incentive form to provide a \$50 incentive to the participant for completion of goal which is directly linked to the element received.
- End of Spring Semester – Four Hours
  - Provide at least two of the fourteen elements
  - Receive all of the end of semester documents (final grades and transcript)
  - Ensure that all time sheets have been received for the semester.
  - Case note end of the semester information, such as final grades and progression to the next semester or possibly successful graduation and/or completion of certifications as well as attended, received at least two elements.
  - Upon completion of the session, WIOA staff will complete and submit incentive form to provide a \$50 incentive to the participant for completion of goal which is directly linked to the element received.
- Summer Bash
  - Attendance is optional unless participant is attending summer school then it is **mandatory**.
  - Upon completion of the session, WIOA staff will complete and submit incentive form to provide a \$50 incentive to the participant for completion of goal, which is directly linked to the element received, only for those participants who will be attending Summer School.



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- Beginning of Fall Semester- Four Hours
  - Provide at least two of the fourteen elements
  - Ensure all required documents have been received for this semester (schedule, new advisor form, fee bill, book list, syllabus, and supply list)
  - Insure all documents requested from Spring semester have been received (Final grades and Transcript)
  - Provide participants with time sheets and explain how timesheets are to be completed.
  - Case note in each participant's individual HiRE account the beginning of the semester information: such as curriculum, class schedule, begin date and end date, that they received timesheets, participated in at least two element sessions and that all required documents have been received.
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  - Ensure time sheets have been received for the first half of the semester and make sure they have the remainder of time sheets for the rest of the semester.
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  - Receive all of the end of semester documents (final grades and transcript)
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