

Workforce Investment Act – Youth Program

Service Description	Begin WIAY Participation?	Extend WIAY Participation?	Definition
CORE SERVICES- at least one core service must be provided before intensive services.			
ALEXsys Registration	No	Yes	Participant has completed registration process for the internet based Alaska Labor Exchange System (ALEXSYS).
Availability of and Referral to Supportive Services	No	No	Referral and accessibility to Partner Programs, other Federal/State/Local Programs or community services and resources.
Determination of Eligibility	Yes	N/A	Determination and proof that a participant has met program eligibility requirements (including priority of service, if applicable).
Job Search/Job Placement/Career Counseling Assistance	Yes	Yes	Participant, through self-directed or staff assisted means, is assisted with career counseling or locating employment appropriate to their skills
Objective Assessment	Yes	Yes	An evaluation of the participants' skill levels, aptitudes, abilities and supportive service needs.
Outreach or Orientation to Program Information	No	No	Outreach is the action of recruitment of customers through advertising, information dissemination, personal contact or other methods and Program Orientation is the act of informing customers of the activities and services available.
WIA Ineligible	No	No	Entered into ICM when an applicant is determined ineligible for WIA services due to not meeting program eligibility requirements or is not suitable for program services.
Work Keys	No	No	Facilitating Work Keys testing.
INTENSIVE SERVICES- participants should be enrolled in order to receive intensive or training services. These services do not begin participation but they do extend participation, with the exception of case maintenance/review.			
Adult Basic Education and Literacy		Yes	Designed to upgrade a participant's basic educational skills in preparation for future training, future employment or retention in present employment. It may include such curriculum as remedial reading, writing, mathematics, literacy training, and study skills, English for non-English speakers, or GED preparation.

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Adult Mentoring		Yes	The purpose of mentoring is to provide a participant with the opportunity to develop a positive relationship with an adult. The adult mentor should provide a positive role model for educational, work skills, or personal or social development. Mentoring for youth must be categorized as either: · Academic (primarily provided to assist youth in achieving academic success); · Employment-related (primarily provided to assist youth in achieving employment-related success); or · Personal or social development-related (primarily provided to assist youth in achieving personal and decision-making skills necessary to become successful members of communities and workplaces.
Basic Skills		Yes	Designed to increase in basic education skills including reading comprehension, math computation, writing, speaking, listening, problem solving, reasoning, and the capacity to use these skills.
Case Maintenance/Review		No	Reviewing, monitoring, assessing and tracking participant progress in activities and employment goals. Includes making a phone call or sending an email to check in with the participant or employer.
Clothing		Yes	Basic necessary clothing costs needed for a participant to successfully participate in program activities. This may include job interview clothing or specialized work or training gear.
Combined Room and Board		Yes	Combined room and board will be used for a training program where the housing and food costs are combined into one set amount. An example of this would be AVTEC .
Community Service		Yes	Structured workplace or community-based learning experience, through which participants learn and develop by participating in organized community service work activities that meet identified community needs. Community and Service Learning Projects are designed collaboratively by the program and participant(s) to further understanding of course content, acquire a broader appreciation of the discipline, enrich the learning experience, and promote a lifelong civic engagement and enhanced sense of civic responsibility.
Comprehensive Guidance and Counseling		Yes	To advise a single participant at a time. Such counseling may be career related, financial or vocational or personal.

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Counseling		Yes	Reasonable costs associated with individual, family, financial, drug or alcohol abuse counseling. This may include limited non-residential services where appropriate and necessary for a participant to successfully complete program activities.
Dental Care		Yes	Reasonable dental services necessary for a participant to successfully participate in program activities. An example might include repair of an abscessed tooth. Cosmetic or elective procedures may not be provided unless there is a direct relationship to training or employment requirements.
Development of an Individual Service Strategy		Yes	The creation and/or modification of an Individual Service Strategy (ISS). The ISS is an ongoing strategy jointly developed by the participant and the case manager, which identifies an age appropriate employment/career goal, appropriate achievement objectives, and appropriate combination of services for the participant to reach these objectives. The ISS must be based on the objective assessment and should reflect the expressed interests and needs of the participant. The ISS should be reviewed and updated periodically to reflect the participant's progress in meeting the objective of the ISS including progress in acquiring basic, work readiness, and occupational skills and the adequacy of the support services provided.
Drug and Alcohol Abuse Counseling		Yes	Drug & alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth. Services may be provided on an individual or group basis, using a variety of processes and techniques.
Energy Assistance		Yes	Reasonable heating oil/fuel, electricity, propane, natural gas or wood costs necessary for a participant to successfully participate in program activities.
Eye Care		Yes	Reasonable vision services necessary for a participant to successfully participate in program activities. Examples might include examinations, frames, and prescription lenses. Effort should be made to fund these services through non-WIA sources such as Lion's Club first.

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Family Care		Yes	Reasonable family care services necessary for a participant to successfully participate in program activities. This may include childcare, elder care, or respite care assistance needed by a participant. Dependent care may also be provided for a participant placed in unsubsidized employment; however, whenever possible, efforts should first be made to fund these services through non-WIA sources such as PASS.
Group Counseling		Yes	Advising several customers at one time. Such counseling may be career related, financial or vocational or personal.
Health Care		Yes	Necessary medical services for a participant to successfully participate in program activities. Examples might include a physical exam required for employment.
Housing and Lodging		Yes	Reasonable housing/lodging expenses necessary for a participant to successfully participate in program activities. This may include rent or mortgage payments.
Housing Maintenance Emergency		Yes	Reasonable housing maintenance emergency costs may be necessary to assist a participant in continuing program activities when such an emergency would prevent successful completion of a participant's program activities. This may include repair of a heating system, broken windows/doors or faulty mechanical systems that create a serious threat.
ID's and Licenses		Yes	Reasonable identification, licensure or certification costs necessary for a participant to successfully participate in program activities. This may include TWIC, professional licensing fees, background checks, fingerprinting and photos. Also includes testing fees when the participant is not actively receiving a training service but needs to test in order to obtain a state certification, for example an NCLEX.
Individual and Career Planning		Yes	To advise a single participant at a time. Such counseling may be career related, financial or vocational or personal.
Interpretation Services		Yes	Reasonable interpreter costs may be necessary for non-English speaking participants to successfully participate in program activities.
Job Development		Yes	The location and recruitment of job openings, either for specific customers or to be added to a list of available job openings.

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Job Interview Skills training		Yes	Training participants in job seeking and job holding techniques through interactive presentations, which may be combined with support group (job club) interaction and activities designed to reinforce the customers' resolve in their job search efforts.
Job Referrals		Yes	The act of arranging interviews with employers, for participants, that may lead to employment.
Job Shadowing		Yes	Job shadowing is typically a part of career exploration activities. A youth follows an employee at a firm for one or more days to learn about a particular occupation or industry. Youth spend time, one-on-one, with employees doing their job. Businesses and employees who host Job Shadowing go about their regular work while discussing it with the youth. A youth observes the daily routine of an employee and then "interviews" the employee about his/her work and education. Job shadowing can help youth explore a range of careers and specific career objectives in order to select a career pathway. Participating several times a year, youth gain first-hand experience in a variety of careers choices so they can: <ul style="list-style-type: none"> · Understand the daily duties and activities involved with each job and career · Ask questions about the job and workplace · Identify their career interests · Become aware of the technical and academic skills they would need to enter each career · Develop communication skills · Apply a connection between academic classroom work and their career goals. Note: This is a short-term, one or more days observation type activity. The program could include more than one profession to be shadowed to allow for participant choice. Services provided to youth participants must be appropriate to the needs of the individual youth as defined in their Individual Service Strategy and documented in enrollment notes.
Laundry/Dry Cleaning		Yes	Reasonable laundry costs may be necessary for a participant to successfully participate in program activities. This may include purchase of laundry supplies, use of coin operated laundry facilities and dry cleaning depending on the cleaning requirements of the uniform or clothing.

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Leadership Development		Yes	<p>Opportunities that encourage participation in activities related to leadership, decision-making, citizenship, and community service. Engagement by youth in such activities should assist youth in gaining skills to become more responsible, employable, and to encourage other positive social behaviors. Leadership opportunities include some of the following activities:</p> <ul style="list-style-type: none"> · Exposure to post-secondary educational opportunities · Community and service learning projects · Peer-centered activities, including peer mentoring and peer tutoring · Organizational and teamwork training, including team leadership training · Training in decision-making, including determining priorities, and · Citizenship training, including life skills training such as parenting, work behavior training, and budgeting of resources · Job Readiness · Life skills training · Work readiness/Pre-employment skills
Meals/Food		Yes	<p>Direct vendor payments, reimbursement or fixed-rate advances to a participant for food/meal costs that will allow a participant to participate in program activities.</p>
Needs Related Payments		Yes	<p>Cash benefits to be used to enable a participant to assist with basic needs while attending full-time training and may be issued bi-weekly or monthly. The case manager must evaluate the participant's need and determine that NRPs are the most effective for meeting a participant's needs. NRPs may be provided up to 30 calendar days prior to a participant's start date for training and up to 30 calendar days upon the completion of training while the participant is seeking work. The case manager may request to extend the 30-day period up to 90 days to address circumstances associated with a participant entering training or upon the completion of training and entry into employment.</p>
Other Supportive Services		Yes	<p>Reasonable supportive services for a participant with a disability may be necessary for the participant to successfully participate in program activities. This may include services and/or devices that cannot be provided by a partner or community source such as Vocational Rehabilitation.</p>
Personal Care		Yes	<p>Reasonable hygiene and grooming costs necessary for a participant to successfully participate in program activities. This may include toothpaste, soap, toiletries, feminine hygiene products, manicures, haircuts and other grooming services.</p>

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Relocation Assistance		Yes	Reasonable expenses related to moving a participant, immediate family members and their household goods to the location of their verified employment.
Summer Employment		Yes	A program for youth operated during the summer months as part of a comprehensive strategy for addressing the youth's employment and training needs. The summer youth employment opportunity element is not intended to be a stand-alone program. It provides summer employment opportunities that link academic and occupational learning as part of the required youth program elements. Summer youth employment must provide direct linkages to academic and occupational learning, such as coordinating with school systems and may provide other elements and strategies as appropriate to serve the needs and goals of the participants.
Short Term Pre-Vocational Training		Yes	Short-term prevocational services, including development of learning skills, communication skills (ESL), interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training is considered 'Prevocational Services'. <i>Short-term</i> is defined as generally six (6) months or less in length. Short term workshops and in-house training activities and such employer based activities as short term work experience and internships also fall under this category.
Training Related Materials & Supplies & Books/Software		Yes	Assistance with the purchase of supplies primarily necessary for participation in TRAINING rather than employment.
Transportation for Out of Area Job Search Assistance/ Placement		Yes	Direct vendor payments, reimbursement or fixed-rate advances to a participant for out of local commuting area transportation needs that will allow a participant to participate in program activities if safe, dependable, affordable means of transportation are not available.
Transportation for Local Training or Job Search/Placement		Yes	Direct vendor payments, reimbursement or fixed-rate advances to a participant for local commuting area transportation needs that will allow a participant to participate in program activities if safe, dependable, affordable means of transportation are not available.
Transportation for Out of Area ITA Related Training		Yes	Direct vendor payments, reimbursement or fixed-rate advances to a participant for out of local commuting area ITA related transportation needs that will allow a participant to participate in program activities if safe, dependable, affordable means of transportation are not available.

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Transportation for Out of Area , Non-ITA Pre-Vocational Training		Yes	Direct vendor payments, reimbursement or fixed-rate advances to a participant for out of local commuting area, non-ITA pre-vocational training transportation needs that will allow a participant to participate in program activities if safe, dependable, affordable means of transportation are not available.
Tutoring		Yes	Instruction designed to coach, teach, and guide youth to increased academic success potential. Tutoring can be provided as a group activity, one-on-one service or via computer based programs. Study skills are strategies and methods of purposeful learning. Study skills training is designed to improve learning ability and may include but is not limited to learning styles, time management, study habits, and listening and writing skills.
Work Related Supplies		Yes	Reasonable work related supply costs necessary to obtain/retain employment. Such as tools.
Youth Allowances/Stipend		Yes	A Stipend is a fixed regular monetary payment made to a WIA Youth participant during his/her enrollment to encourage the WIA youth to participate in certain activities (seat time payments). The stipend can be used for activities such as classroom instruction. Stipends may be paid based on actual hours of attendance.
Youth Incentive		Yes	Monetary payment given to a WIA Youth participant for successful participation and achievement of expected outcomes as defined in the ISS upon completion of established benchmarks or upon final program completion. Incentives may be used to retain youth in a program and must be tied to training, education, or work readiness. Such achievements must be documented in the participant's file as the basis for an incentive payment.

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TRAINING SERVICES –participants should be enrolled in order to receive intensive or training services. These services do not begin participation but they do extend participation.			
Alternative Secondary School		Yes	<p>A public school or publicly contracted educational program that serves youth who have not been successful in mainstream “traditional” academic programs and provides instruction leading to a high school diploma. Specialized, structured curriculum offered inside or outside of the school system which may provide work/study and/or General Educational Development (GED) preparation for youth. Alternative secondary school offerings may:</p> <ul style="list-style-type: none"> · Lead to a GED; · Provide academically rigorous preparation for work and/or post-secondary education; · Assist with the transition to work and/or post-secondary education; · Be related to the career and/or educational goals of the youth; or · Address the youth’s barriers to work and/or education. Some examples of schools include: <ul style="list-style-type: none"> · Alternative high schools · specialty boarding schools · residential treatment centers for substance abuse · behavior modification centers · wilderness treatment schools · juvenile boot camp schools <p>Note: To be classified as an “alternative school” or “alternative course of study” for WIA purposes, a specialized structured curriculum is required that is distinguishable from the regular curriculum offered to students in corresponding grades or classes. Although Alternative Education programs are often referred to as “schools” they are actually programs within a school. The term “alternative school” should not be confused with “magnet schools” for specialized or accelerated studies.</p>
Apprenticeship		Yes	<p>Apprenticeship is a combination of on-the-job training and related classroom instruction in which workers learn the practical and theoretical aspects of a highly skilled occupation. Apprenticeship programs are sponsored by joint employer and labor groups, individual employers, and/or employer associations.</p>
Customized Training		Yes	<p>Training conducted with a commitment by an employer or group of employers to employ a participant upon successful completion of training.</p>
Entrepreneurial Training		Yes	<p>Training designed to provide customers with the skills to start businesses of their own.</p>

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Internships		Yes	Work Experience in the private sector. A short-term pre-vocational service designed to instill work habits and work ethics or to allow the sampling of jobs to determine if a participant has the aptitude and interests necessary for training and/or placement in a specific job or occupation.
Job Readiness Training		Yes	A formal classroom activity providing instruction in job seeking and job holding skills that can be augmented with such curriculum as business math and business communications. Local employers may also suggest additional curriculum based on identified shortcomings of job applicants.
Occupational Skills Training		Yes	Occupation specific training provided by an ETPL approved public or private vendor with demonstrated training capability and paid for through an individual training account (ITA).
On The Job Training		Yes	Training by an employer that is provided to a paid participant while engaged in productive work in a job that provides knowledge or skills essential to the full and adequate performance of the job.
Other Training Tuition		Yes	Tuition, books and fee costs associated with training including customized or classroom training and also general non ETPL related training tuition.
Private Sector Training		Yes	Formal training programs conducted or sponsored by private business or organized labor. It may include apprenticeship training programs and specialized programs on specific machines or in the application of specific computer programs presented by the manufacturers of such machines or programs.
Skills Upgrade and Retraining		Yes	Training designed to enhance the skills of currently employed customers but who are working at less than their skill potential and have minimal or no advancement opportunities and who require upgrade training to increase earnings potential and move then to self-sufficiency.
FOLLOW UP SERVICES - do not begin or extend participation.			
ALL Core, Intensive, Training Services		No	All Core, Intensive, and Training services are available to be provided during the follow up period. Ensure that service type "F" is used when entering the service; otherwise it may extend the participation and change the exit date.