



**SAN JOAQUIN COUNTY WORKNET
 EMPLOYMENT AND ECONOMIC DEVELOPMENT DEPARTMENT
 POLICIES AND PROCEDURES DIRECTIVE**

DIRECTIVE NO.	EFFECTIVE DATE	APPLICABILITY	PAGE
D-24 Rev. 1	March 4, 2020	EPD, CMD, GMD	1 of 4
SUBJECT: YOUTH SERVICES			

I. PURPOSE

The purpose of this Directive is to establish a written policy and guidance regarding the availability, eligibility, and elements of Youth Services under the Workforce Innovation and Opportunity Act (WIOA). This Directive shall define the responsibilities within the San Joaquin County Employment and Economic Development Department (EEDD).

II. GENERAL INFORMATION

- WIOA (Public Law 113-128)
- Title 20 Code of Federal Regulations (CFR) Part 681
- Workforce Services Directive 17-07, WIOA Youth Program Requirements

III. POLICY

It is the policy of the EEDD, in accordance with the WIOA, and all applicable federal and State laws, and all State Directives and Information Notices, that Youth Services will be made available to eligible youth seeking service in accordance with the policies and procedures set forth in this directive.

IV. PROCEDURE

The principles and procedures set forth in this policy shall be used by all providers delivering WIOA Youth Services within the local area.

WIOA Youth Services shall be available to both in-school youth (ISY) and out-of-school youth (OSY). However, providers must spend at least 75 percent of the local workforce area's WIOA youth formula allocation on youth workforce activities for OSY (WIOA Section 129[a][4]). Additionally, at least 20 percent of the local workforce area's WIOA youth formula allocation must be spent on work experience opportunities (WIOA Section 129[c][4]).

An ISY is an individual who is: (a) Attending school (as defined by State law), including secondary and postsecondary school; (b) Not younger than age 14 or (unless an individual with a disability who is attending school under State law) older than age 21 at time of enrollment. Because age eligibility is based on age at enrollment, participants may continue to receive services beyond the age of 21 once they are enrolled in the program; (c) A low-income individual; and (d) One or more of the following:

1. Basic skills deficient;
2. An English language learner;
3. An offender;
4. A homeless individual who meets the criteria defined in sec. 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), a homeless individual who meets the criteria defined in sec. 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)), or a runaway;
5. An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under sec. 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement;
6. An individual who is pregnant or parenting;
7. An individual with a disability; or
8. An individual who requires additional assistance to complete an educational program or to secure or hold employment.

An OSY is an individual who is: (a) Not attending any school (as defined under State law but not including Title II Adult Education, Job Corps, Youth Build, or charter schools with federal and state workforce partnerships); (b) Not younger than age 16 or older than age 24 at time of enrollment. Because age eligibility is based on age at enrollment, participants may continue to receive services beyond the age of 24 once they are enrolled in the program; and (c) One or more of the following:

1. A school dropout;
2. A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter. School year calendar quarter is based on how a local school district defines its school year quarters. In cases where schools do not use quarters, local programs must use calendar year quarters;
3. A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient or an English language learner;
4. An offender;
5. A homeless individual who meets the criteria defined in sec. 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), a homeless individual who meets the criteria defined in sec. 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)), or a runaway;
6. An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship

- guardianship or adoption, a child eligible for assistance under sec. 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement;
7. An individual who is pregnant or parenting;
 8. An individual with a disability; or
 9. A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

Providers must either provide directly, or make available through meaningful referral, each of the following fourteen (14) services available to WIOA youth participants:

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;
2. Alternative secondary school services, or dropout recovery services, as appropriate;
3. Paid and unpaid work experiences that have academic and occupational education as a component of the work experience, which may include the following types of work experiences (The WIOA places a priority on providing youth with occupational learning opportunities through work experience):
 - a. Summer employment opportunities and other employment opportunities available throughout the school year;
 - b. Pre-apprenticeship programs;
 - c. Internships and job shadowing; and
 - d. On-the-job training opportunities;
4. Occupational skill training, which includes priority consideration for training programs that lead to recognized postsecondary credentials that align with in-demand industry sectors or occupations in the local area involved, if the Local WDB determines that the programs meet the quality criteria described in WIOA sec. 123;
5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
6. Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors;
7. Supportive services, including the services listed in §681.570;
8. Adult mentoring for a duration of at least 12 months, that may occur both during and after program participation;
9. Follow-up services for not less than 12 months after the completion of participation, as provided in §681.580;
10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth;
11. Financial literacy education;

12. Entrepreneurial skills training;
13. 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; and
14. Activities that help youth prepare for and transition to postsecondary education and training.

Sub-recipients have the discretion to determine what specific program services a youth participant receives, based on each participant's objective assessment and individual service strategy. Sub-recipients are not required to provide every program service to each participant.

V. QUESTIONS REGARDING THIS DIRECTIVE

May be referred to the Executive Director EEDD via Managers or designee.

VI. UPDATE RESPONSIBILITY

The Executive Director of EEDD and/or designee shall be responsible for updating this directive, as appropriate.

VII. APPROVED



JOHN M. SOLIS
EXECUTIVE DIRECTOR

JMS: