

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

DIRECTIVE NO.	EFFECTIVE DATE	APPLICABILITY	PAGE
25-26	May 8, 2026	Departmental	1 of 8
SUBJECT: WIOA YOUTH SERVICES			

I. PURPOSE

The purpose of this directive is to establish policies and procedures for the San Joaquin County Workforce Development Board's (WDB) provision of Youth Services under the Workforce Innovation and Opportunity Act (WIOA) Title I, consistent with WIOA [Section 134\(c\)\(2\)](#), [20 CFR Part 681](#), and relevant [Employment Development Department \(EDD\) Workforce Services Directives](#). These services, delivered through the America's Job Center of California (AJCC) network, are designed to assist individuals in overcoming barriers to employment, acquiring in-demand skills, and achieving sustainable, self-sufficient employment.

II. GENERAL INFORMATION

Under WIOA Section 129, formula funds allocated to local areas for Youth programs must be used to provide a comprehensive array of youth services designed to support academic and occupational success. Youth services are delivered through a framework of 14 required program elements, rather than the career services model used for Adult and Dislocated Worker programs. These elements are intended to assist eligible youth in completing education, developing workforce skills, exploring career pathways, and obtaining employment.

Youth services are provided based on an objective assessment of each participant's skills, barriers, and service needs, and are guided by an Individual Service Strategy (ISS) that identifies appropriate services and career goals. There is no required sequence of services; instead, services are delivered in a manner that is responsive to the individual needs and circumstances of each youth participant.

Youth services must be made available through the America's Job Center of California (AJCC) system and its partner network, ensuring coordination and

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access to WIOA core programs under Titles II, III, and IV, as well as other community resources. All services must be delivered in accordance with the AJCC Memorandum of Understanding (MOU) and comply with universal access and nondiscrimination requirements outlined in WIOA Section 188 and 29 CFR Part 38.

This directive supersedes PPD D-24, Youth Services, dated March 4, 2020.

Definitions

Adult Education: Academic instruction and education services below the postsecondary level that increase an individual's ability to read, write, and speak English, and perform mathematics or other essential skills needed to obtain a secondary school diploma or its recognized equivalent, transition to postsecondary education or training, and obtain employment.

Alternative school: A school environment designed to meet grade-level (K–12) standards while addressing the specific needs of students who may benefit from non-traditional educational settings. This includes, but is not limited to, continuation schools, magnet schools, and charter schools. Youth enrolled in an alternative school at the time of program enrollment are considered in-school youth (ISY).

Attending School: An individual is considered to be attending school if they are enrolled in secondary or postsecondary education at the time of WIOA eligibility determination. A youth who has graduated from high school and is registered for postsecondary education is considered in-school youth (ISY), even if classes have not yet begun. However, if the youth registers for postsecondary education but does not ultimately attend, the youth is considered out-of-school youth (OSY) if the eligibility determination is made after the decision not to attend. Youth on scheduled school breaks (e.g., summer break) are considered ISY if they are enrolled and expected to return to school in the next academic term.

Not Attending School: An individual is considered not attending school if they are not enrolled in secondary or postsecondary education at the time of eligibility determination. For WIOA purposes, individuals enrolled in the following programs are considered out-of-school youth (OSY), unless otherwise specified under WIOA guidance:

- WIOA Title II Adult Education programs, YouthBuild, Job Corps, high school equivalency programs, or dropout re-engagement programs
- Postsecondary courses that are non-credit bearing
- Charter school programs that operate primarily in partnership with WIOA-funded programs, including federally funded YouthBuild, Job Corps, California Conservation Corps, or state-certified local conservation corps

Exception: Youth enrolled in a high school equivalency program funded by the public K–12 system and classified by the school district as still enrolled are considered in-school youth (ISY).

Offender: An individual who is currently involved in or has been involved in the criminal justice system at any stage, including pre-trial, trial, incarceration, or supervision. This includes individuals who require assistance overcoming barriers to employment resulting from a record of arrest, conviction, or juvenile adjudication, or who may benefit from WIOA services.

Postsecondary School: An educational institution offering instruction beyond the secondary level, including California community colleges and accredited public or private colleges and universities.

School: Any public or private secondary or postsecondary educational institution, including traditional K–12 schools, continuation schools, magnet schools, charter schools, and home schools, as defined under state law.

School Dropout: An individual who is no longer attending any school and has not received a secondary school diploma or its recognized equivalent. This definition does not include individuals who have dropped out of postsecondary education.

Secondary School: A nonprofit institutional day or residential school that provides secondary education as defined under state law, including public secondary schools and charter schools. This definition does not include education beyond grade 12.

References

- [WIOA \(Public Law 113-128\)](#)
- [WIOA Section 129](#)
- [WIOA Section 188](#)
- [Title 20 Code of Federal Regulations \(CFR\) Part 681](#)
- [Title 29 CFR Part 38](#)
- [WSD17-07 WIOA Youth Program Requirements](#)

III. POLICY

It is the policy of the San Joaquin County Employment and Economic Development Department (EEDD), in accordance with WIOA, applicable federal and state laws, and state-issued directives and guidance, to provide comprehensive Youth services to eligible in-school and out-of-school youth in accordance with [WIOA Section 129](#). Youth services shall be delivered based on an objective assessment of each participant and guided by an Individual Service Strategy (ISS) that identifies appropriate services, career pathways, and measurable goals.

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The EEDD shall ensure that all Youth participants have access to the 14 required program elements, either directly or through coordinated partnerships, and that services are designed to support educational attainment, skill development, and entry into employment or postsecondary education. Priority shall be given to serving out-of-school youth in accordance with WIOA requirements.

All Youth services must be delivered in a manner that is accessible, equitable, and responsive to the individual needs of participants, and in compliance with [WIOA Section 188](#) and [29 CFR Part 38](#). Service delivery should also support achievement of WIOA primary indicators of performance and align with local workforce development priorities.

IV. PROCEDURE

WIOA Youth services shall be made available to eligible in-school youth (ISY) and out-of-school youth (OSY) in accordance with WIOA Section 129 and applicable federal and state guidance. Program operations shall comply with all applicable WDB policy directives, including but not limited to those governing Youth Eligibility Determination, Work Experience, Individual Training Accounts, and Incentive Payments.

EEDD shall ensure compliance with WIOA Youth expenditure requirements, including that not less than 75% of WIOA Youth formula funds are expended on out-of-school youth and not less than 20% are expended on work experience activities, unless a lower threshold is authorized under an approved federal or state waiver, in which case EEDD shall adhere to the waiver requirements.

A. Youth Eligibility

Eligibility determination for WIOA Youth participants, including documentation requirements and barrier definitions for in-school youth (ISY) and out-of-school youth (OSY), shall be conducted in accordance with the current EEDD WIOA Youth Eligibility PPD. Eligibility must be verified and documented prior to enrollment into the WIOA Youth program.

B. Program Services and Required Elements

In accordance with WIOA Section 129(c)(2), the WDB shall ensure that all WIOA Youth participants have access to the 14 required program elements. Services may be provided directly by the EEDD or through documented referral to approved partners, consistent with WDB policies and applicable WIOA requirements.

Provision of program elements shall be guided by the participant's objective assessment and Individual Service Strategy (ISS), as defined in the current

EEDD Youth Eligibility PPD. Specific service delivery decisions, sequencing, and intensity shall be determined by participant need and documented in CalJOBS.

The required program elements are as follows:

- 1. Tutoring, Study Skills Training, and Dropout Recovery Services**
Academic support services that improve educational performance and support attainment of a secondary school diploma or recognized equivalent. Includes tutoring, study skills development, academic remediation, and dropout prevention and recovery strategies.
- 2. Alternative Secondary School Services**
Educational services provided through alternative learning environments or structured programs designed to support youth who are not succeeding in traditional school settings, including credit recovery and alternative pathways to diploma attainment.
- 3. Paid and Unpaid Work Experiences**
Structured, time-limited work-based learning opportunities that include academic and occupational education components. Activities may include summer employment, internships, pre-apprenticeships, job shadowing, and on-the-job training. All work experience activities must comply with the current EEDD Youth Work Experience PPD.
- 4. Occupational Skills Training**
Training services that provide specific occupational skills leading to industry-recognized postsecondary credentials and aligned with local in-demand industry sectors and occupations. All occupational skills training must comply with the current EEDD Individual Training Accounts PPD.
- 5. Education Offered Concurrently with Workforce Preparation Activities**
Integrated education and training services delivered in a coordinated model that combines basic academic instruction, workforce preparation, and occupational skills training within the same program context.
- 6. Leadership Development Opportunities**
Activities that promote responsibility, civic engagement, teamwork, communication skills, and positive social behaviors. May include community service, peer leadership activities, and structured leadership training opportunities.
- 7. Supportive Services**
Services designed to remove barriers to participation and completion, including transportation, childcare, housing assistance, work-related tools,

uniforms, testing fees, and other necessary supports as defined in the current EEDD Supportive Services Policy.

8. Adult Mentoring

Formal, long-term mentoring relationships lasting a minimum of 12 months. Mentoring may begin during program participation and continue after exit and must provide consistent guidance and support aligned with participant goals.

9. Follow-Up Services

Required services provided for not less than 12 months after program exit to support retention in education, training, or employment. Services may include case management, career counseling, supportive service, and ongoing check-ins.

10. Comprehensive Guidance and Counseling

Individual or group counseling services addressing academic, career, and personal development needs. Includes referrals to specialized services such as mental health counseling or substance use support when appropriate.

11. Financial Literacy Education

Instruction designed to improve financial capability, including budgeting, credit management, savings, debt reduction, banking, and financial decision-making skills.

12. Entrepreneurial Skills Training

Training designed to develop skills needed to plan, start, and operate a business, including business planning, marketing, financial management, and operational fundamentals.

13. Labor Market and Employment Information Services

Provision of current labor market information, including in-demand occupations, wage data, career pathways, and job search resources. May include career exploration and labor market analysis activities.

14. Postsecondary Preparation and Transition Activities

Services that support readiness for and transition into postsecondary education and training, including application assistance, financial aid guidance, enrollment support, and transition planning.

C. Incentive Payments

Incentive payments to Youth participants, when offered, shall be administered in accordance with the current EEDD WIOA Youth Incentive Payments PPD.

Incentives must be tied to objective, pre-established performance criteria and must be documented and approved in accordance with local policy.

E. Service Strategy and Case Management

All Youth participants must receive:

- An objective assessment of academic level, skill level, and service needs; and
- An Individual Service Strategy (ISS) that identifies goals, services, and planned outcomes.

Services shall be delivered in alignment with the ISS and adjusted as participant needs change. Case management must ensure coordination with AJCC partners and community resources to support service integration and avoid duplication.

Prior to program exit, case managers must evaluate participant readiness for closure based on documented progress, completion of planned services, and attainment of goals as outlined in the ISS. Documentation must clearly reflect services provided, progress made, and outcomes achieved, including justification for program exit. All updates to the ISS, progress notes, and closure determinations must be recorded in CalJOBS in accordance with applicable state guidance and WDB policies.

F. Follow-Up Services

Follow-up services shall be provided for a minimum of 12 months following program exit. Services should be based on individual need and may include continued mentoring, supportive services, incentives, employment retention assistance, and post-secondary transition support.

Incentive payments may be provided in accordance with the WIOA Youth Incentive Payments PPD when tied to the achievement of outcomes that are established during program participation and verified during the follow-up period, such as employment, credential attainment, and measurable skill gains. Such incentives are considered program-related awards linked to previously established Individual Service Strategy (ISS) goals and must be documented, including appropriate verification and CalJOBS reporting requirements.

G. Documentation and Reporting

All services, assessments, ISS updates, and outcomes must be documented in CalJOBS in accordance with applicable state guidance and WDB policies. Documentation must clearly support eligibility, service provision, and performance reporting requirements.

V. QUESTIONS REGARDING THIS DIRECTIVE

May be referred to the Executive Director of 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

A handwritten signature in cursive script that reads "Patricia Virgen".

PATRICIA VIRGEN
EXECUTIVE DIRECTOR

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