YOUTH 14 PROGRAM ELEMENTS

Policy Number: 204 Revision 1
Effective Date: July 1, 2019
Revision Date: July 1, 2022

I. BACKGROUND

The Workforce Innovation and Opportunity Act (WIOA) Sec. 129(c)(1)(C) provides an overview of the WIOA Youth program requirements. It requires that in addition to the objective assessment and individual service strategy, the participant receive activities leading to the attainment of a secondary school diploma or its recognized equivalent, or a recognized post-secondary credential; preparation for post-secondary educational and training opportunities; strong linkages between academic instruction and occupational education that lead to the attainment of recognized post-secondary credentials; preparation for unsubsidized employment opportunities, in appropriate cases; effective connections to employers, including small employers, into in-demand industry sectors and occupations of the local and regional labor markets.

II. GENERAL POLICY

The WIOA requires that 14 program elements be made available to all Youth who are served by the WIOA Youth program. The Youth enrollment occurs when the Youth receive one of the elements for the first time. These program elements are designed to fill the gaps in the lives of Youth who lack the family, educational, and social frameworks to meet their essential needs.
The goal of the WIOA Youth program is to assist Youth in making a successful transition to employment and further education. WIOA recognizes that simply providing training is not enough to enter a specific occupation. A wide range of activities and services must be available to assist Youth, especially at-risk Youth. The 14 Program Elements provide those activities and services.

PROGRAM ELEMENTS:
To support the attainment of a secondary school diploma or its recognized equivalent, entry into post-secondary education, and career readiness for participants, the Program Elements consist of –

1. **Tutoring, study skills training, instruction, and dropout prevention services:**

- Tutoring, study skills training, 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 post-secondary credential (20 CFR 681.460);

2. **Alternative secondary school services, or dropout recovery services, as appropriate:**
    - Under 20 CRF 681.460 (a)(2), alternative secondary school services, such as basic education skills training, individualized academic instruction, and English as a Second Language training, are those that assist Youth who have struggled in traditional secondary education (TEGL 21-16);
    - Dropout recovery services, such as credit recovery, counseling, and educational plan development, are those that assist Youth who have dropped out of school (TEGL 21-16);
    - While the activities within both types of services may overlap, each are provided with the goal of helping Youth to re-engage and persist in education that leads to the completion of a recognized high school equivalent (TEGL 21-16);

3. **Paid and unpaid work experience (Administrative Bulletin 210):**
    - A planned, structured learning experience that takes place in the workplace. Work experiences provide Youth with opportunities for career exploration and skill development (20 CFR 681.60), which may include:
        a. Summer employment opportunities and other employment opportunities available throughout the school year;
        b. Pre-apprenticeship programs (Administrative Bulletin 216);
        c. Internships and job shadowing; and
        d. On-the-job training opportunities (Administrative Bulletin 213);

4. **Occupational Skills Training (Administrative Bulletin 208):**
    - An organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels. Local areas must give priority consideration to training programs that lead to recognized post-secondary credentials that align with in-demand industry sectors or occupations in the local area (20 CFR 681.540);

5. **Education offered concurrently with workforce preparation and training for a specific occupation:**
    - This program element reflects an integrated education and training model and describes how workforce preparation activities, basic academic skills, and hands-on occupational skills training are to be taught within the same timeframe and connected to training in a specific occupation, occupational cluster, or career pathway. This program element refers to the concurrent delivery of services that make up an integrated education and training model (20 CFR 681.630 & TEGL 21-16);

6. **Leadership development opportunities:**
    - Opportunities that encourage responsibility, confidence, employability, self-determination, and other positive behaviors which may include exposure to post-secondary educational possibilities, community service, peer-centered activities, organizational and teamwork training, training in decision making, citizenship training including life skills training, civic engagement activities, and other leadership activities (TEGL 21-16);

7. **Supportive Services (Administrative Bulletin 217):**
    - Support services are provided to enable Youth participants to participate in Youth program activities;

8. **Adult mentoring:**
    - Adult mentoring must last at least 12 months and may take place both during the program and following exit from the program and be a formal relationship between a Youth participant and an adult mentor that includes structured activities where the mentor offers guidance support, and encouragement to develop the competence and character of mentee. It is discouraged for WIOA case managers to be mentors unless documented that outside mentors are sparse. If case manager serves as a mentor, detailed case notes of activities are required;

9. **Follow-Up Services (Administrative Bulletin 220):**
    - Critical services provided following a Youth's exit from the program to help ensure the Youth is successful in employment and/or post-secondary education and training. Follow-up services are to be provided for no less than 12 months after completion of participation, as appropriate;

10. **Comprehensive guidance and counseling:**
    - Comprehensive guidance and counseling provide individualized counseling to participants, which may include drug and alcohol abuse counseling and referrals, as appropriate. Confidential case notes must reflect referral and progress (TEGL 21-16);

11. **Financial literacy education:**
    - Supports the ability of Youth participants to create household budgets, initiate savings plans, understand financial services and products, make informed financial decisions, understand rights and protections related to identity theft and financial data, and pursue financially related activities and education that are age appropriate and timely (20 CFR 681.500);

12. **Entrepreneurial skills training:**
    - This program provides the basics of starting up and operating a small business. Such training must develop skills associated with entrepreneurship (20 CFR 681.560 & TEGL 21-16);

13. **Labor Market Information:**
    - 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 (TEGL 21-16); and

14. **Post-Secondary preparation and transition activities:**
    - Activities that help Youth prepare for and transition to post-secondary education and training. Post-secondary preparation and transition activities and services prepare Youth for advancement to post-secondary education after attaining a high school diploma or its equivalent (TEGL 21-16).

III. ACTION

The above listed program elements shall be offered to WIOA Youth participants as a consumer choice process. Training services must be provided in a manner that maximizes informed consumer choice in selecting a training provider prioritizing occupation in in-demand occupations.

Local Youth programs must provide services to a participant for the amount of time necessary to ensure successful preparation to enter post-secondary education and/or unsubsidized employment. While there no minimum or maximum time a Youth can participate in the WIOA Youth program, programs must link participation to the Individual Participant Plan and not the timing of Youth service provider contracts or program years. 20 CFR 681.450

REFERENCES

All Contractors will be monitored for complaints with the MIS procedures for timeliness, accuracy and completeness of all forms and documents.

- 20 CFR § 681.200-681.320
- TEGL 10-23, Change 3 – Work Authorization Verification in Grant Programs Administered by the Employment and Training Administration
- TEGL 11-11, Change 2 – Selective Service Registration Requirements
- TEGL 21-16, Change 1 – Youth Program Guidance
- TEGL 23-19, Change 2 – Guidance for Validating Required Performance Data Submitted by Grant Recipients of U.S. Dept. of Labor Workforce Programs
- WIN 0041, Revision 1 – Address Confidentiality Program
- WIN 0144 – Assisting Victims and Survivors of Human Trafficking
- Veterans Policy 6010 – Priority of Service for Veterans and Eligible Spouses
- WorkSource System Policy 1011, Revision 7 – CASAS for Basic Skills Assessment
- WorkSource System Policy 1019, Revision 13 – Eligibility Policy and Handbook

---