

# WIOA YOUTH POLICY

**DATE ISSUED:** May 31<sup>st</sup>, 2019

**REVISED:** June 13<sup>th</sup>, 2019

**TO:** Workforce Solutions WIOA Youth Staff

**FROM:** WIOA Employment Services Division Manager

**SUBJECT:** Youth Programming Enrollment Policy

**PURPOSE:** This policy establishes criteria and procedures for enrollment of youth in all youth programming. To become a program participant, all applications need to be vetted and processed thoroughly and accurately as to not delay service to any individual.

**PROCEDURES:**

**Eligibility:**

Each program attached to a specific funding stream has eligibility criteria attached to it. In U LEAD we have generalized these criteria and included them in the application form.

**Data Entry & Participant Intake Processes**

The Workforce One (WF1) Data Entry Process and Participant Intake Process will be occurring simultaneously.

**Workforce One (WF1) Data Entry Process:**

1. EGC meets youth in the community and discusses service options.
2. EGC and youth begin the *Application for Employment and Training Services*. Complete basic information including SS number, name, address, citizen/right to work, phone, email, program information, and staff name.
3. EGC completes *Workforce One Youth Data Entry Form* information in Top Section (information should match what is already completed on *Application for Employment and Training Services*).
4. Counselor will either fax, email, or drop off a copy of the *Workforce One Youth Data Entry Form* to MIS Unit.
5. Counselor will keep paper copy of *Workforce One Youth Data Entry Form* for their file.

6. MIS Unit will enter client and basic data into Workforce One as “pending”.
7. If youth participant does not engage in any contact with EGC within 45 days of being entered into WF1 as “pending”, EGC will close application in WF1.
8. EGC will casenote any interactions with youth, prior to formal enrollment in the program, under the client as “pending”. Any engagement between EGC and youth, prior to case being entered into Workforce One will be casenoted retroactively.
9. If/when client formally enrolls in program, EGC and youth will complete full *Application for Employment and Training Services*.
10. EGC will complete rest of the information on *Workforce One Youth Data Entry Form*, Bottom Section.
11. EGC will fax, email, or drop off a copy of the completed *Workforce One Youth Data Entry Form* to MIS Unit.
12. MIS Unit will change status of client from “pending” to “enrolled” in Workforce One.
13. MIS Unit will email EGC with notification of completed enrollment in WF1.
14. EGC should document the final intake session and include “Intake” in the subject line in case notes.
15. EGC will open activity “Career Counseling” for each participant, starting on the date of their WF1 enrollment. This activity will remain open during the duration of the participant’s engagement in the program.
16. If the intake meeting is not completed within 90 days of the enrollment date, the EGC will follow *WFS Youth Exit Policy*.
17. All other activities will be opened, and closed, throughout the duration of each participants engagement in the program, and will match their real-time involvement in those activities.

**Participant Intake Process:**

1. The potential participant turns in the application to U LEAD Staff. This can happen in multiple ways. A participant can find and fill out the application on their own, through finding the application online, at a Workforce Center, or through another partner. U LEAD staff may also recruit and assist possible program eligible participants and fill out the application and turn it in on their behalf.
2. Based on completed application, EGC will determine if participant is eligible for U LEAD supports.
3. The date the application is turned in the U LEAD staff will be the application date, and will be documented in Case Notes in WF1 once the participant’s case has been created in WF1.
4. Participant case will be assigned to EGC who recruited and supported participant in completing application. If needed, supervisor will assist in assigning and distributing cases to staff.

5. EGC will give the application to Case Aide, along with the case assignment.
6. The EGC must meet with participant and complete intake (including Assessment and Individualized Service Strategy) within 45 days of application decision.
7. Case Aide will create the paper file, put the application and additional documentation in file, and give the file to the assigned EGC.
8. Start dates (also called “Enrollment Date”) in WF1 should be consistent with when the intake was completed, though this may vary depending on the nature of the intake. If the intake took multiple days/sessions, the EGC is to determine which date makes the most sense to enter as a Start Date.
9. If the intake (including Assessment and Individualized Service Strategy is not completed within 45 days, the paper file will be returned to the Case Aide. File will be broken down. If any applicant would like program services and has not completed an intake within 45 days of applying, they will need to re-apply.
10. EGC will open “Career Counseling” activity in WF1 for all active participants. EGC will begin formally working with participant and determine appropriate activities. The “Career Counseling” activity will remain open throughout their time on each program.
11. Once a participant has completed an intake, been enrolled via WF1, they will need to be formally closed from the program to end services.

**Forms:**

- U LEAD Program Application – to be included in Section 1 of all paper files.
- Workforce One Youth Enrollment Form
- Initial Assessment Form – to be completed throughout Intake. To be included in paper file in Section 2.
- ISS – to be completed throughout intake and updated during time on program. Will be filed in Section 2.

**EFFECTIVE DATE:** June 24, 2019

**CONTACT PERSON:** WIOA Manager, Supervisor, and/or Planner