SECONDARY EDUCATION SERVICES FOR THE YOUTH PROGRAM

The WIOA Title I youth program is a comprehensive program. One of the steps towards self-sufficiency is a high school diploma or equivalency. However, the next step of post-secondary training, industry recognized credential, and/or employment must be emphasized to a participant and established in his/her employment plan. Educational services are the means to the long-term goal of the youth program: employment and self-sufficiency.

If a youth participant is working on their educational studies with the high school, Adult Education & Literacy (AEL) provider, etc. the DLR case manager must be in frequent communication with the education provider and participant to determine attendance, progress, testing results and, as a team, develop an education plan. This education plan should be included in the participant’s employment plan. The appropriate education service, Educational Achievement or Alternative Education, must be documented in SDWORKS. If the case manager is not an active member in supporting the participant’s educational services, the case manager should not take credit for these educational services in SDWORKS. While a participant is working towards his/her high school education, concurrent services may be appropriate; examples may include work experiences, career exploration, support services or Integrated Resource Teams.

The youth program is not simply a funding source for paying for an individual’s high school equivalency, industry recognized credential or post-secondary education. The youth program is to assist in preparing individuals for credential attainment, which is one step of this comprehensive program leading an individual to a long-term goal of employment and self-sufficiency.

STUDENTS AND PARTICIPANTS UNDER 18
If a student is under 18, they are required by SD Codified Law Chapter 13-27-1 to attend school until the age of 18 or their secondary school credential has been achieved. The youth program supports and encourages high school completion as the preferred outcome for our participants.

IN SCHOOL HIGH SCHOOL EQUIVALENCY PREPARATION PROGRAM (IN-SCHOOL YOUTH)
When a student is working on their high school equivalency funded through the K-12 school system, this is an Educational Achievement Service as identified below. If a student is 16 or 17 years of age and working on their high school equivalency through the high school, the following completed form must be received and retained in the case file, http://www.sdjobs.org/workforce_training/documents/ged_underage_testing_waiver.pdf. If this documentation is not available, the youth program will not move forward with utilizing youth funds for high school equivalency practice or official exams. The youth program can utilize funding to pay for high school equivalency practice and official exams if this is the plan established by the education provider, participant and DLR case manager.

HOMESCHOOL (OUT-OF-SCHOOL YOUTH)
If a participant, under the age of 18, and the participant’s family determine the student will be homeschooled, the following completed form must be received and retained in the case file, http://www.sdjobs.org/workforce_training/documents/ged_underage_testing_waiver_home_school.pdf. Effective March 1, 2016, youth program funding will not be utilized to pay for secondary school education services, such as high school equivalency classes (GED® classes) for participants under the age of 18. The case manager must have an understanding of the participant’s education situation and provide guidance regarding secondary school completion resources in the community. Supportive Service youth funds may be utilized to pay for the high school equivalency practice and official exams and all other youth services with the exception of high school equivalency classes (GED® classes). Participants receiving youth funds for their high school equivalency classes prior to March 1, 2016, may continue to do so.
For additional information regarding the Underage Testing Waiver and Homeschool Waiver please visit http://www.sdjobs.org/workforce_training/ged.aspx.

STUDENTS / PARTICIPANTS OVER 18
All participants in need of their high school education will be referred to the high school or AEL Provider as appropriate. The service a participant receives while attending AEL to work on their high school equivalency, is an Alternative Education Service.

RE-TEST
If a youth participant is not successful in passing the high school equivalency practice exam or official exam, this individual should receive remediation prior to re-testing. The plan for remediation and length of time for the remediation prior to re-testing should be determined by the education provider, participant and case manager. Youth funds may be utilized for one re-test. If a situation arises where one re-test is not sufficient and there is justification for another re-test, this must be approved by the DLR central office. All justification must be recorded in SDWORKS Notes.

REASONABLE ACCOMMODATIONS
If the case manager is aware that the participant is in need of accommodations, this should be communicated to the education provider as soon as possible. Youth supportive service funds may be utilized to provide accommodations, if the education is approved by the youth program. Official GED® testing accommodation requirements can be found at http://www.gedtestingservice.com/testers/computer-accommodations#Accommodations5.

ALTERNATIVE SECONDARY SCHOOL SERVICES
Alternative Secondary School Services are one of the youth service elements required to be made available to youth participants.

Alternative Secondary School Services includes basic education skills training, individualized academic instruction, English as a Second Language training, credit recovery, counseling, and educational plan development for youth who have dropped out of secondary school. Such services are generally provided by WIOA Title II Adult Education and Literacy providers who assist individuals in earning a high school equivalency.

An agreement between the WIOA Title II Adult Education and Literacy providers in South Dakota and the South Dakota Department of Labor and Regulation has been established that WIOA Title II will serve WIOA Title I youth participants who are eligible for WIOA Title II with instruction leading to a secondary school diploma.

A DLR employment specialist assists in arranging or monitoring such services for a youth participant if appropriate and must be in close connection with the education provider.

EDUCATIONAL ACHIEVEMENT SERVICES
Educational Achievement Services are one of the youth service elements required to be made available to youth participants.

Educational Achievement Services include secondary school dropout prevention strategies such as: 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 equivalency (including a recognized certificate of attendance or similar document for individuals with disabilities). Such services focus on providing academic support, helping a youth identify areas of academic concern, assisting with overcoming learning obstacles, and
providing tools and resources to develop learning strategies. Such services may be provided one-on-one or in a group setting. Examples may include: tutoring, literacy development, active learning experiences, after-school opportunities, and individualized instruction.

A DLR case manager assists in arranging such services for a youth participant. These services are typically provided by the public school system. This service has been approved as a sole source by the Workforce Development Council. In situations where a case manager must find and pay a provider for such services, this may be done with any available and willing provider in the community with an individual agreement if the agreement does not break state procurement laws. This will be paid for through Supportive Services.

An agreement between the South Dakota Department of Labor and Regulation and the South Dakota Department of Education has been established to provide Educational Achievement Services.

When such services are provided by another partner agency, DLR case managers must be in close connection with the provider to ensure continuity of services.

WIOA LAW §129(c)(2)
TEGL 21-16
SDDLR Policy §5.16
April 1, 2017