

YOUTH SERVICES

DESIGN FRAMEWORK

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YOUTH INCENTIVES

Title I of WIOA outlines a broad youth vision that supports an integrated service delivery system amongst one stop and community partners. It affirms the workforce system's commitment to providing high-quality services for all youth and young adults beginning with career exploration and guidance, continued support for educational attainment, opportunities for skills training in in-demand industries and occupations, such as pre-apprenticeships or on-the-job training, and culminating with sustainable employment along a career pathway, enrollment in post-secondary education, or Registered Apprenticeship. The Title I Youth program continues to seek high levels of performance, accountability, and quality in preparing young people for the workforce.

The Workforce Innovation and Opportunity Act of 2014 emphasized the importance of coordination among Federally-funded employment and training programs, including those required partners of the One Stop. If a participant may benefit from more than one of the One Stop partner programs, enrollment in and coordination amongst the programs is encouraged. If available, U.S. DOL encourages local programs to partner with existing entities that can provide program elements at no cost to the WIOA youth program.

An employment specialist in coordination with the youth participant, have the discretion to determine specific services a youth participant receives, based on the participant's objective assessment and employment plan. One Stop Centers are not required to provide every service to every youth participant.

DESIGN FRAMEWORK

The DLR Wagner-Peyser and Youth programs will provide the design framework services. The following youth activities are included as part of each local area's design framework services: intake, objective assessment, development of the employment plan, and case management.

FOURTEEN YOUTH SERVICE ELEMENTS

Local programs must make each of the following 14 services available to youth participants:

1. [Tutoring, study skills training, instruction, and dropout prevention](#)
2. [Alternative secondary school and dropout recovery services](#)
3. [Paid and unpaid work experiences](#)
4. [Occupational skills training](#)
5. [Education offered concurrently with workforce preparation](#)
6. [Leadership development opportunities](#)
7. [Support services](#)
8. [Adult mentoring](#)
9. [Follow-up services](#)
10. [Comprehensive guidance and counseling](#)
11. [Financial literacy](#)
12. [Entrepreneurial skills development](#)
13. [Services that provide labor market information](#)
14. [Post-Secondary preparation and transition activities](#)

Although [Youth Incentives](#) are not one of the fourteen youth service elements, they are a youth-only service that can help youth participants meet milestones identified in their employment plan.

1. Tutoring, Study Skills Training, Instruction, and Dropout Prevention

Tutoring, study skills training, and instruction that leads to a high school diploma includes services such as providing academic support, helping a youth identify areas of academic concern, assisting with overcoming learning obstacles, or providing tools and resources to develop learning strategies. Tutoring, study skills training, and instruction can be provided one-on-one, in a group setting, or through developed resources and workshops.

Dropout prevention strategies intended to lead to a high school diploma include activities that keep a young person in-school and engaged in a formal learning and/or training setting. Strategies include, but are not limited to, tutoring, literacy development, active learning experiences, after-school opportunities, and individualized instruction.

2. Alternative Secondary School and Dropout Recovery Services

Alternative secondary school services are services that assist youth who have struggled in traditional secondary education. Dropout recovery services are those that assist youth who have dropped out of school. Both types of services help youth to re-engage in education that leads to the completion of a recognized high school equivalent.

3. Paid and Unpaid Work Experiences

Work Experience can include:

- Internships not limited to summer months,
- Internships during summer months,
- Pre-Apprenticeship programs,
- On-the-Job training opportunities (see On-the-Job Training [Policy 5.28](#)),
- Job Shadows

Any paid services under this heading will count toward the Work Experience Expenditure Priority outlined within the Youth section in Eligibility and Priority of Service for Wagner-Peyser, Adult, Dislocated Worker, QUEST, Youth, and SCSEP [Policy 4.1](#). Refer to Work Experience [Policy 5.36](#) for information on paid and unpaid work experiences.

Pre-apprenticeship Program

Pre-apprenticeship program is a program designed to prepare individuals to enter and succeed in an apprenticeship program. Pre-apprenticeship is a set of strategies designed to prepare individuals to enter and succeed in a Registered Apprenticeship program and has a documented partnership with at least one, if not more, Registered Apprenticeship programs. For individuals without the fundamental skills to succeed in a Registered Apprenticeship program and Youth who are exploring career options, Pre-apprenticeship training programs act as a bridge. Operated by education, community or faith-based organizations, Pre-apprenticeships help candidates decide on an occupational track, develop foundational skills, and improve productivity once employed.

On-The-Job Training

Refer to On-the-Job Training [Policy 5.28](#) for information regarding this service.

Job Shadow

Job shadow is a career exploration experience for participants providing one-on-one time with an employee. The participant will observe daily activities and can ask questions about the job and the industry. The job shadow allows the individual to determine career compatibility and responsibilities. Job Shadows must be driven by the participant and ultimately their personal employment goals and exploration.

When assisting a WIOA Title I Youth participant in preparing a job shadow, refer to Participant Job Shadow Handbook [Resource 8](#) and Business Job Shadow Handbook [Resource 7](#) for further guidance. Only activities designated as most beneficial to the participant need to be completed.

If providing case management for a non-WIOA funded service (ex. Vocational Rehabilitation funded work experience), it is appropriate to enter this service into SDWORKS and charge time to the Youth Work Experience time codes.

Youth Stipend

Title I Youth can earn \$15 per hour for no more than eight hours per business. If a participant would like to shadow one business for more than eight hours this would be unpaid, and a work experience should be discussed. It must be communicated with the participant and business that any job shadow hours over eight will not be paid.

*WIOA Law 134(b)(2)(A)
20 CFR §678.430*

4. Occupational Skills Training

Refer to Occupational Skills Training [Policy 5.27](#) for information needed for this youth program element.

5. Education Offered Concurrently with Workforce Preparation

This program element reflects an integrated education and training model and requires integrated education and training to occur concurrently and contextually with workforce preparation activities, basic academic skills, and hands-on occupational skills training are to be taught within the same time frame and connected to training in a specific occupation, occupational cluster, or career pathway.

*WIOA LAW §129(c)(2)
20 CFR §681.630*

6. Leadership Development Opportunities

Leadership development opportunities encourage responsibility, confidence, employability, self-determination, and other positive social and civic behaviors such as:

- Exposure to postsecondary education possibilities;
- Community and service learning projects;
- Peer-centered activities, including peer mentoring and tutoring;
- Organizational and team work training, including team leadership training;
- Training in decision-making, including determining priorities and problem solving;
- Citizenship training, including life skills training such as parenting and work behavior training;
- Civic engagement activities which promote the quality of life in a community; and
- Other leadership activities that place youth in a leadership role such as serving on youth leadership committees.

Positive social and civic behaviors are outcomes of leadership development opportunities, which are incorporated by local programs as part of their menu of services.

Most of leadership development activities are provided through the DLR employment specialist. However, if leadership development activities are not available through the local office, the local office can find a provider within the community. Based off the workforce development council's approval including the leadership development element as a sole source, the local office can find a provider in the community and pay for this service through a supportive service as long as this meets the state procurement laws. Examples of this may include driver's education or parenting classes. When such services are provided by another partner agency, employment specialists must be in close connection with the provider to ensure continuity of services.

*WIOA LAW §129(c)(2)
20 CFR §681.520 & §681.530*

7. Support Services

Refer to Support Services [Policy 5.34](#) for information needed for this youth program element.

8. Adult Mentoring

Mentoring is 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 the mentee.

Adult mentoring is arranged by the DLR employment specialist. Agreements for adult mentoring will be established for participants on a work experience through the work experience agreement. Mentors are not paid positions.

Adult mentoring for youth must:

1. Last at least 12 months and may take place both during the program and following exit from the program;
2. 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 the mentee; and
3. While group mentoring activities and mentoring through electronic means are allowable as part of the mentoring activities, at a minimum, the local youth program must match the youth with an individual mentor with whom the youth interacts with on a face-to-face basis.

Mentoring may include workplace mentoring where the local program matches a youth participant with an employer or employee of a company. When such services are provided by a partner agency, employment specialists must be in close connection with the provider to ensure continuity of services.

**WIOA LAW §129(c)(2)
20 CFR §681.490**

9. Follow-up Services

Follow-up services must include more than only a contact attempted or made for securing documentation in order to report a performance outcome. Participants must be made aware of the follow-up period and told that services such as support services, adult mentoring, incentives, financial literacy, counseling about the workplace, and labor market and employment information about industry sectors can still be provided.

Follow-up services are provided to all participants for a minimum of 12 months unless the participant declines to receive follow-up services or the participant cannot be located or contacted. See Follow-up Services [Policy 5.23](#) for more information needed for this youth program element.

10. Comprehensive Guidance and Counseling

Comprehensive guidance and counseling provides individualized counseling to participants. This may include drug and alcohol abuse counseling, mental health counseling, behavioral management, and referrals to partner programs, as appropriate to the needs of the individual youth. When referring participants to counseling, the local youth program must coordinate with the organization it refers to in order to ensure continuity of services.

If a participant already has an established relationship with a counselor, DLR may use that counselor to provide this service. If the participant does not have an established relationship with a counselor, the employment specialists can reach out to a counseling provider in the community to establish an agreement on behalf of the participant. If there is a cost for the counseling, local office support services should be utilized if other resources are not available.

**WIOA LAW §129(c)(2)
20 CFR §681.510**

11. Financial Literacy

Financial literacy are activities that provide youth with the knowledge and skills that they need to achieve long-term financial stability. The expectation is that financial literacy will be a workshop offered within the One Stop system. This workshop should be offered, at a minimum, on a quarterly basis and made available to all participants of One Stop system partner programs including, youth participants.

Financial literacy is provided through an agreement between DLR and agencies providing such services. Employment Specialists must be in close connection with the provider to ensure continuity of services for their participant(s).

*WIOA Law §129(b)(2)(D)
20 CFR §681.500*

12. Entrepreneurial Skills Development

See Entrepreneurial Training [Policy 5.21](#) for more information.

13. Services that Provide Labor Market Information

Labor market information refers to services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area and includes career awareness, career counseling, and career exploration services. Labor market information also identifies employment opportunities, and provides knowledge of job market expectations, including education and skill requirements and potential earnings.

WIOA LAW §129(c)(2)

14. Post-Secondary Preparation and Transition Activities

Most of these activities are provided by the DLR local office. However, there may be instances where there is a partner program in the community that may be better suited to provide this service. Based on the Workforce Development Council's approval to include this youth service element as a sole source exception, local offices can find providers in the community and pay for such services as necessary as long as they comply with state procurement laws. This payment would be completed as a supportive service. When such services are provided by another partner agency, employment specialists must be in close connection with the provider to ensure continuity of services.

*WIOA LAW §129(c)(2)
20 CFR §681.460WIOA Law §129(c)(2)
20 CFR §681.460
SDDL Policy §5.7
April 1, 2017*

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YOUTH INCENTIVES

Monetary incentives are available to WIOA Title I Youth participants for the recognition of activities completed during their participation period. These incentives connect directly with training activities, Work Experiences, and Title I Youth program performance measures. Youth Incentive payments are not guaranteed, nor an entitlement. Incentive dollars are based on budget availability. The use of Youth Incentives is on a case-by-case basis depending on the Employment Plan. Providing a Youth Incentive encourages participants to continue to work toward their employment goals while gaining skills and tools to use in the future.

Requirements

- Activities being incentivized must take place during the participation period.
- Incentives must be documented in an employment plan signed by the participant prior to completion of the activities being incentivized. Reference Employment Plan [Policy 5.1](#).
- All Youth Incentives must have the corresponding service or activity entered in SDWORKS on the day it was completed.
 - **For example**, talking to a youth about the Master Application Incentive is not a service, but rather a case management activity. The youth completing Master Application is a Leadership Development service.
- Justification for incentive identifying how the participant will benefit from the service and how it ties into their overall employment goals must be documented.

Incentives

Participants have opportunity to earn an incentive for completing the bundled activities outlined below that align with their employment goals. Each activity listed within the bundle is required to be complete with documentation before payment is released. An incentive is a one-time payment after the completion of ALL required activities.

If a participant does not complete all required activities within the bundle, no incentive payment will be made.

The following bundles are incentivized after **ALL** required activities are complete:

Career Exploration – Participants can earn \$150

- Career Interest Inventory
 - Complete one of the career interest assessments available at www.mynextmove.org or the South Dakota Career Interest Survey https://dlr.sd.gov/lmic/menu_sdcis.aspx and discuss the results with employment specialist. Career Interest Inventory results must be documented through a screenshot of the results page of My Next Move or the South Dakota Career Interest Survey Answer Sheet.
- Budget
 - Complete Budget Worksheet [Resource 22](#) for a monthly budget and discuss necessary monthly earning amount with employment specialist. The completed budget will serve as verification of completion.
- Labor Market Research
 - Research three occupations using South Dakota-specific information available by using the Occupation Search function at www.onetonline.org. This may be completed with an employment specialist and be documented on Career Exploration Template [Resource 27](#). A discussion with employment specialists will take place to inform future employment goals.

Adult Education & Literacy Education Credential - Participants can earn \$250

- GED® Credential or GED® Records must be shared with employment specialist prior to issuing payment.

High School Education Credential - Participants can earn \$250

- High School Diploma or transcript must be shared with employment specialist prior to issuing payment.

High School Measurable Skills Gain - Participants can earn \$150

- High School transcript with all passing grades must be shared with the employment specialist prior to issuing payment.

Pre-Employment - Participants can earn \$200

- Master Application
 - Complete the DLR Master Application worksheet both accurately and neatly. A professional and complete Youth Incentive Master Application [Form 31](#) is needed for verification.
- Cover Letter + Resume
 - Create a high-quality resume with help from, or reviewed by, DLR staff. Cover letters will be created when required for the goal job. The final resume and cover letter will be used as documentation for this activity.
- Mock Interview
 - Participate in an in-person mock interview or through Big Interview to improve skills. If completed through Big Interview, DLR staff must create an assignment in Big Interview for participant. The Youth Incentive Mock Interview [Form 32](#) will be completed by the employment specialist and discussion with participant will take place to share feedback. Form 32 will be the verification for this portion of the bundled incentive.

DLR Workshops - Participants can earn \$150

- Attend and participate in three sessions relevant to their situation on the [DLR Events Calendar](#). Attendance verification or a case note provided by the trainer will be used as verification of attendance for payment.

20 CFR §681.640

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