


PY 2022 WIOA Youth Formula Funds
 SFY 2023 Minnesota Youth Program (MYP)
 Cover Sheet/Signature Page

APPLICANT AGENCY - Use the legal name and full address of the fiscal agency with whom the grant will be executed.	Contact Name and Address
Washington County 14949 62 nd St. N. Stillwater, MN 55082	Washington County CareerForce 2150 Radio Dr. Woodbury, MN 55125
Director Name: Jennifer Castillo, Director of Community Services Telephone Number: 651-430-6461 Fax: 651-430-6605 E-Mail: Jennifer.castillo@co.washington.mn.us	Contact Name: Rick Roy, Workforce & Veteran Services Division Manager Telephone Number: 651-275-8660 Fax: 651-275-8682 E-Mail: rick.roy@co.washington.mn.us cc to: Karen.ritter@co.washington.mn.us

Basic Organization Information

Federal Employer ID Number:	Minnesota Tax Identification Number:
41-6005919	8027574
DUNS Number:	SWIFT Vendor ID Number (if known):
07-869-2282	0000197321

I certify that the information contained herein is true and accurate to the best of my knowledge and that I submit this application on behalf of the applicant agency.

Signature:	
Title:	Director, Community Services
Date:	02-22-2022

Attachment 2

PY 2022 Budget Information Summary:

WIOA Youth Formula Grant Program (updated 11/23/21)

(See following pages for definitions of cost categories)

WDA Number and Contact:	WDA 16, Karen Ritter
E-Mail Address/Phone No:	Karen.ritter@co.washington.mn.us ; 651-275-8658
Date Submitted (or Modified):	5-20-22

Cost Category	Carryover From PY21 <i>(Cannot exceed 20% of PY 21 Amount.)</i>	New WIOA Funds	Total Funds Available	Estimated Expenses 4/1/22 to 9/30/22	Estimated Expenses 10/1/22 to 3/31/23	Estimated Expenses 4/1/23 to 9/30/23	Estimated Expenses 10/1/23 to 3/31/24
764/833 Administration <i>(Cannot Exceed 10%)</i>	\$7,956	\$16,000	\$23,956	\$9,000	\$15,000	\$23,956	\$23,956
841 In-School Youth Work Experience Wages/Fringe	\$16,016	\$20,000	\$36,016	\$12,000	\$24,000	\$36,016	\$36,016
825 Out-of-School Youth Work Experience Wages/Fringe	\$8,280	0	\$8,280	\$5,000	\$8,280	\$8,280	\$8,280
872 In-School Youth Work Experience Staff Costs	0	\$16,066	\$16,066	\$5,000	\$10,000	\$16,066	\$16,066
855 Out-of-School Youth Work Experience Staff Costs	0	0	0	0	0	0	0
874 In-School Youth Direct Services (Non-Work Exp.)	\$19,000	0	\$19,000	\$6,000	\$12,000	\$19,000	\$19,000
877 Out-of-School Youth Direct Services (Non-Work Exp.)	0	\$80,000	\$80,000	\$20,000	\$40,000	\$60,000	\$80,000
848 In-School Youth Support Services	\$300	\$500	\$800	\$100	\$200	\$400	\$800
862 Out-of-School Youth Support Services	\$2,600	0	\$2,600	\$500	\$1,000	\$2,600	\$2,600
860 In-School Youth Other Services	0	0	0	0	0	0	0
878 Out-of-School Youth Other Services	\$1,260	0	\$1,260		\$1,260	\$1,260	\$1,260
837 In-School Youth Training	0	0	0	0	0	0	0
838 Out-of-School Youth Training	\$44,853	\$29,699	\$74,552	\$8,000	\$32,000	\$64,000	\$74,552
Total:	\$100,265	\$162,265	\$262,530	\$65,600	\$143,740	\$231,578	\$262,530
Estimated Percentage of NEW WIOA Funds Expended on Out-of-School Youth (Must be at least 75 percent):							75%
Estimated Percentage of NEW WIOA Funds Expended on Work Experience (Must be at least 20 percent):							24.6%
Estimated Total Number of Youth to be Served With WIOA Youth Funding:							26

Attachment 2
 SFY 2023 Budget Information Summary:
 Minnesota Youth Program
 (See following pages for definitions of cost categories)

WDA Number and Contact:	Washington County, #16
E-Mail Address/Phone No:	Karen.ritter@co.washington.mn.us
Date Submitted (or Modified):	4-22-22

Cost Category	Total Funds Available	Estimated Expenses 7/1/22 to 9/30/22	Estimated Expenses 7/1/22 to 12/31/22	Estimated Expenses 7/1/22 to 3/31/23	Estimated Expenses 7/1/22 to 6/30/23
764/833 Administration (Cannot Exceed 10%)	\$3,500	\$875	\$1,750	\$2,625	\$3,500
881 Youth Participant Wages and Fringe Benefits	\$33,131	\$8,282	\$16,566	\$24,847	\$33,131
885 Direct Services to Youth	\$40,991	\$10,248	\$20,495	\$30,744	\$40,991
860 Outreach to Schools (Direct Services; This cannot exceed 20%.)	\$0	\$0	\$0	\$0	\$0
891 Support Services	\$17,039	\$11,359	\$17,039	\$17,039	\$17,039
Total:	\$94,661	\$30,764	\$55,850	\$75,255	\$94,661

Estimated Number of MYP Youth Served/Cost Per Participant

Estimated No. of MYP Youth Served:	37
Outreach to Schools (OTS) Youth + Families Served (Note that OTS is an optional activity):	--
Estimated Total Number of MYP Youth and Families Served:	37
Estimated Cost Per MYP Participant:	\$2,558.40
Estimated Cost Per OTS Participant-Family:	--

If your area is budgeting funds for 860 - Outreach to Schools, please provide a few sentences summarizing planned activities:

Definitions of Cost Categories

(WIOA and MYP) Administration – Costs are defined by federal Uniform Guidance (2 CFR, Section 200) and are generally associated with the expenditures related to the overall operation of the employment and training system. Administrative costs are associated with functions not related to the direct provision of services to program participants. These costs can be both personnel and non-personnel and both direct and indirect. Specifically, the following functions are considered “administrative”:

- Accounting, budgeting, financial and cash management functions;
- Procurement and purchasing functions;
- Property management functions;
- Personnel management functions;
- Payroll functions;
- Audit functions
- Incident reports response functions;
- General legal service functions;
- Costs of goods and services required for the administrative functions of the program including such items as rental/purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space;
- Systems and procedures required to carry out the above administrative functions including necessary monitoring and oversight; and,
- Travel costs incurred for official business related to the above administrative functions.

(WIOA and MYP) Youth Participant Wages and Fringe Benefits – Wages and benefits paid directly to youth participants while engaged in program activities. For WIOA Youth budgeting and reporting only, these expenses are itemized separately on the monthly Reimbursement Payment Request (RPR) form/Financial Status Report (FSR) form for In-School Youth (ISY) and Out-of-School Youth (OSY).

(WIOA Youth ONLY) Youth Work Experience Staff Costs – Costs associated with staff recruiting, training and/or monitoring worksites where WIOA Youth work experience participants are placed. Staff wages and fringe should be allocated on a pro-rated basis (as appropriate), with the remaining portion of staff wages and fringe allocated to “Direct Services to Youth” category. This category applies to WIOA Youth funds ONLY; these expenses are itemized separately on the monthly Reimbursement Payment Request (RPR) form/Financial Status Report (FSR) form for In-School Youth (ISY) and Out-of-School Youth (OSY).

(WIOA and MYP) Direct Services to Youth – Costs associated with providing direct service to youth, EXCLUDING costs of youth participant wages and fringe benefits, support services and (WIOA Youth funds only) Individual Training Accounts for OSY or ISY. Wages and fringe benefits for staff who provide direct services to youth participants should be included in this cost category. Stipends provided to participants for non-training activities should be included in this category. For WIOA Youth budgeting and reporting only, these expenses are itemized separately on the monthly Reimbursement Payment Request (RPR) form/Financial Status

Report (FSR) form for In-School Youth (ISY) and Out-of-School Youth (OSY).

IMPORTANT NOTE: The definition of Direct Services to Youth also applies for those WDAs choosing to operate an “Outreach to Schools (OTS) Initiative” under MYP. At the discretion of the WDA, up to 20 percent of the MYP allocation may be used for Outreach to Schools activities. (See below for further discussion of OTS.)

(WIOA and MYP) Support Services – Items that are necessary for a youth to participate in WIOA or MYP, such as transportation, clothing, tools, child care, housing/rental assistance, school-related expenses, etc. These expenses may be paid directly to the youth or to a third-party vendor. For WIOA Youth budgeting and reporting only, these expenses are itemized separately on the monthly Reimbursement Payment Request (RPR) form/Financial Status Report (FSR) form for In-School Youth (ISY) and Out-of-School Youth (OSY).

(WIOA Youth ONLY) Other Services – This category should be used only for reporting program expenditures that otherwise do not necessarily fit in one of the other categories. WDAs using this category should be prepared to summarize and explain how these funds are being used. This category applies to WIOA Youth funds ONLY; these expenses are itemized separately on the monthly Reimbursement Payment Request (RPR) form/Financial Status Report (FSR) form for In-School Youth (ISY) and Out-of-School Youth (OSY). Any costs associated with “training” should be categorized under “In-School Training” or “Out-of-School Training” as appropriate (see below).

(WIOA Youth ONLY) In-School and Out-of-School Youth Training – Funds used for paying costs associated with each WIOA Youth participant receiving training services. This can include everything from online, self-paced learning of basic work readiness skills (for instance), all the way up to funding for participants working towards a WIOA-recognized credential at a post-secondary institution on the Eligible Training Provider List. Appropriate costs may include tuition, fees, books and other costs associated with the participant’s course of study. Stipends provided to participants for training activities should be included in this category. This category applies to WIOA Youth funds ONLY; these expenses are itemized separately on the monthly Reimbursement Payment Request (RPR) form/Financial Status Report (FSR) form for both In-School Youth (ISY) and Out-of-School Youth (OSY).

(MYP ONLY) Outreach to Schools Activities – Outreach to Schools (OTS) activities complement the work of existing school counselors and provide youth and families with career exploration and career counseling, college information and current labor market information. Examples of Outreach to Schools activities that have been implemented include (but are not limited to):

- Providing information to individuals and groups regarding occupations and industries in demand and with the highest growth throughout the region using current labor market information, including providing opportunities for students to directly experience occupations through job shadowing, mentoring and business tours.
- Providing workshops to classes on planning for post-secondary training, including accessing financial aid and selecting an appropriate program, as well as other career

planning topics such as goal setting and navigating business culture. Providing opportunities to interact with local business and industry including tours, organizing business and industry speaker panels, job shadowing, and mentoring.

- Providing individual counseling and career exploration including career assessments, resume preparation and job search assistance, and mock interviews.
- Tours of CareerForce locations and information about the resources available and how to access and utilize the resources.
- Connections to community and private sector resources through a local career fair, career event, and tours of businesses in strategic industries.
- Group and individual counseling including instruction and presentations on CAREERwise, labor market information and strategic industries and demand occupations.
- Individualized counseling including career exploration and career assessments, resume preparation, mock interviews, and job search assistance.

PY 2022-2023 WIOA Youth Performance
 (Definitions of Each Measure are on the Following Page)

WDA/Contact:	Washington County, Karen Ritter
E-Mail Address/Phone Number:	Karen.ritter@co.washington.mn.us ; 651-275-8658
Date Submitted (or Modified):	6/22/22

WIOA Youth Performance Measure	PY 2021 WDA PLANNED	PY 2022 STATE NEGOTIATED LEVEL	PY 2023 STATE NEGOTIATED LEVEL	PY 2022 WDA PLANNED	PY 2023 WDA PLANNED
Employment/Education/ Training 2nd Quarter After Exit:	76%	68.0%	69.0%	69%	69%
Employment/Education/ Training 4th Quarter After Exit:	75%	69.0%	69.0%	69%	69%
Credential Attainment:	62.5%	62.0%	62.0%	62%	62%
Median Earnings:	\$3,700	\$4,000	\$4,000	\$4,000	\$4,000
Measurable Skills Gain:	49%	41.0%	42.0%	50%	50%

WIOA Youth Performance Definitions

Employment/Education/Training 2nd Quarter After Exit: The percentage of Title I Youth program participants who are in education or training activities, or in unsubsidized employment, during the second quarter after exit from the program.

Employment/Education/Training 4th Quarter After Exit: The percentage of Title I Youth program participants who are in education or training activities, or in unsubsidized employment, during the fourth quarter after exit from the program.

Credential Attainment: The percentage of those participants enrolled in an education or training program (excluding those in on-the-job training (OJT) and customized training) who attain a recognized postsecondary credential or a secondary school diploma, or its recognized equivalent, during participation in or within one year after exit from the program. A participant who has attained a secondary school diploma or its recognized equivalent is included in the percentage of participants who have attained a secondary school diploma or its recognized equivalent only if the participant also is employed or is enrolled in an education or training program leading to a recognized postsecondary credential within one year after exit from the program.

Measurable Skills Gain: The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains, defined as documented academic, technical, occupational, or other forms of progress, towards such a credential or employment. Depending on the type of education or training program, documented progress is defined as one of the following:

1. Documented achievement of at least one educational functioning level of a participant who is receiving instruction below the postsecondary education level;
2. Documented attainment of a secondary school diploma or its recognized equivalent;
3. Secondary or postsecondary transcript or report card for a sufficient number of credit hours that shows a participant is meeting the State unit's academic standards;
4. Satisfactory or better progress report, towards established milestones, such as completion of OJT or completion of one year of an apprenticeship program or similar milestones, from an employer or training provider who is providing training; OR,
5. Successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams.

Median Earnings: The median earnings of participants who are in unsubsidized employment during the second quarter after exit from the program.

Youth Committee Information For PY 2022/SFY 2023

Provide a current Mission Statement and Work Plan for your Youth Committee

The Youth Committee operates as the “Education Engagement Action Team” (as of December 2020.)

Purpose and focus of committee: *Focused on connecting youth to education and training through secondary and post-secondary opportunities and other socio-economic supports that aid in the transition to adulthood and self-sufficiency.*

Priorities:

1. *Promote all post-high school education*
2. *Career Pathway Education – middle school on up*
3. *Assist with employer engagement*
4. *Special needs student support*

Include a Current Youth Committee Membership List (see below for sample format). Add additional rows as needed. Indicate “Yes” or “No” in the right-hand column if the Youth Committee member is a voting member of the LWIB.

YOUTH COMMITTEE MEMBER NAME	ORGANIZATION/REPRESENTING (examples: business, education, community-based organizations, youth, parent, etc.)	Full LWDB Member?
Chair: <i>Susie Evans</i> Phone Number: <i>651-425-6169</i> E-Mail: <i>sevans1@sowashco.org</i>	Great Rivers Adult Education Consortium; program manager	Y
Member Name: <i>Julie Strommen</i> Phone Number: <i>651-270-0837</i> E-Mail: <i>Julie.strommen@andersencorp.com</i>	Andersen Windows corporation; private business	Y
Member Name: <i>Michael Shaw</i> Phone Number: <i>651-768-1156</i> E-Mail: <i>mjshaw@mmm.com</i>	3M Corporation; private business	Y
Member Name: <i>Melissa Jorgensen</i> Phone Number: <i>651-702-8668</i> E-Mail: <i>mjorgensen@isd622.edu</i>	Tartan High School (district 622); career pathways coordinator	N
Member Name: <i>Greg Renne</i> Phone Number: <i>651-379-9600 (office)</i> E-Mail: <i>grenne@iupat82.org</i>	IUPAT Council 82; union representative	Y
Member Name: <i>Angela Schak</i> Phone Number: <i>651-425-6668</i> E-Mail: <i>aschak@sowashco.org</i>	Great Rivers Adult Education Consortium; program coordinator	N
Member Name: <i>Zach Devine</i> Phone Number: <i>651-425-6669</i> E-Mail: <i>zdevine@sowashco.org</i>	Great Rivers Adult Education Consortium, Programs Coordinator / Education	N

Member Name: <i>Sharon Blomgren</i> Phone Number: 651-846-1617 E-Mail: <i>Sharon.blomgren@saintpaul.edu</i>	St. Paul College; post-secondary workforce training & continuing education	N
Member Name: <i>Sarah Shanley</i> Phone Number: 651-415-5632 E-Mail: <i>sshanley@916schools.org</i>	Northeast Metro Intermediate School District 916; career & technical education (Perkins grant & partnerships coordinator)	N
Member Name: <i>Jennifer Huston (alternate for Sharon Blomgren)</i> Phone Number: 651-846-1786 E-Mail: <i>Jennifer.huston@saintpaul.edu</i>	St. Paul College; post-secondary workforce training & continuing education	N
Member Name: <i>Tom Colosimo</i> Phone Number: 612-386-3715 E-Mail: <i>thecolosimos@comcast.net</i>	BestPrep volunteer; career coach	N
Member Name: <i>Sheng Xiong</i> Phone Number: 651-275-8701 E-Mail: <i>sheng.xiong@co.washington.mn.us</i>	Washington County CareerForce; youth employment counselor	N
Member Name: <i>Deb Cunningham</i> Phone Number: 651-275-8657 E-Mail: <i>Debra.cunningham@co.washington.mn.us</i>	Washington County CareerForce; youth services support staff	N
Member Name: <i>Karen Ritter</i> Phone Number: 651-275-8658 E-Mail: <i>Karen.ritter@co.washington.mn.us</i>	Washington County CareerForce; supervisor for WIOA programs	N

Youth Service Provider Information For PY 2022/SFY 2023

Provide an updated list of all current youth service providers (see below for sample format). The information provided in this chart will be posted on the DEED website. Please be sure that the contact person's name, phone number and e-mail address are entered correctly for each service provider. Add additional rows for additional providers as needed.

Youth Service Provider/Contact	WIOA	MYP																					
<p>Name of Service Provider: <i>Washington County CareerForce</i></p> <p>Address: <i>2150 Radio Dr.</i></p> <p>City, State, ZIP <i>Woodbury, MN 55125</i></p> <p>Contact Person: <i>Sheng Xiong, Employment Counselor</i></p> <p>Contact Person Phone: <i>651-275-8701</i></p> <p>Contact Person E-Mail: <i>Sheng.xiong@co.washington.mn.us</i></p> <p>Service Provider Website: <i>https://www.co.washington.mn.us/837/Workforce-Development</i></p>	<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>ISY:</td> <td>X</td> <td></td> </tr> <tr> <td>OSY:</td> <td>X</td> <td></td> </tr> </tbody> </table>		Yes	No	ISY:	X		OSY:	X		<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>Summer ONLY:</td> <td></td> <td>X</td> </tr> <tr> <td>Year-Round (incl. summer):</td> <td>X</td> <td></td> </tr> <tr> <td>Outreach to Schools:</td> <td></td> <td>X</td> </tr> </tbody> </table>		Yes	No	Summer ONLY:		X	Year-Round (incl. summer):	X		Outreach to Schools:		X
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Outreach to Schools:		X																					
<p>Name of Service Provider: <i>Tree Trust</i></p> <p>Address: <i>1419 Energy Park Dr.</i></p> <p>City, State, ZIP <i>St. Paul, MN 55108</i></p> <p>Contact Person: <i>Jolene Rotich, Program Manager, Summer Youth Employment Program</i></p> <p>Contact Person Phone: <i>612-214-5921</i></p> <p>Contact Person E-Mail: <i>Jolene.rotich@treetrust.org</i></p> <p>Service Provider Website: <i>www.treetrust.org</i></p>	<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>ISY:</td> <td></td> <td>X</td> </tr> <tr> <td>OSY:</td> <td></td> <td>X</td> </tr> </tbody> </table>		Yes	No	ISY:		X	OSY:		X	<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>Summer ONLY:</td> <td>X</td> <td></td> </tr> <tr> <td>Year-Round (incl. summer):</td> <td></td> <td>X</td> </tr> <tr> <td>Outreach to Schools:</td> <td></td> <td>X</td> </tr> </tbody> </table>		Yes	No	Summer ONLY:	X		Year-Round (incl. summer):		X	Outreach to Schools:		X
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Attachment 1

Workplan: Youth Program Service Delivery Design (Includes WIOA Young Adult and MYP)

IMPORTANT NOTE: The narrative section covers PY 2022 WIOA Young Adult and SFY 2023 for MYP. Please provide an answer after each question. This information becomes a part of both grant agreements with DEED.

1. Attach a copy of the most recent Request for Proposal(s) (RFP) issued by the WDA for WIOA Young Adult and the Minnesota Youth Program, as appropriate. If the LWDB has determined there is an insufficient number of eligible youth service providers based on Section 123(b) of WIOA law, please include a copy of appropriate board minutes and/or resolution stating as such.

All WIOA Title I Young Adult services are provided directly by Washington County CareerForce staff.

We will contract with Tree Trust in 2022 to provide summer-only activities with MYP funds. Neither Washington County nor DEED require a competitive RFP be issued for such services.

2. Describe outreach and recruitment of:
 - **Out-of-School Youth (“OSY”)**

WDA 16-Washington County uses many approaches for outreach and recruitment of out-of-school young adults including:

- *Flyers and brochures focusing on tuition assistance for post-secondary education/technical college and work experience for young adults, are posted with local post-secondary institutions, GED/ABE programs, low-income housing communities, agencies providing youth-specific services, local libraries, our CareerForce career lab locations, and local spots where youth tend to congregate.*
- *CareerForce career specialists refer walk-in youth to the program’s employment counselor.*
- *Success stories featuring young adults who were enrolled in the program are posted on our County CareerForce web page to give viewers an idea of services and possibilities.*
- *The young adult employment counselor regularly connects with the Washington County foster care social workers, child protection workers, and probation officers through attendance at their monthly staff meetings.*
- *Regularly connecting with MFIP and SNAP employment counselors to determine if they have potential clients that would qualify for the young adult program. These employment counselors work together within Washington County CareerForce, so connections and introductions can be made with the participant when they are meeting with their MFIP or SNAP counselor and introduce the young adult program to the youth.*
- *Work closely with Youth Service Bureau and local Vocational Rehabilitation Services (VRS) staff, along with local community-based organizations serving youth to provide program information, referral process and a general understanding of the Washington County Young Adult program to serve their out-of-school youth/young adults.*
- *Consistent communication with the county-area school districts’ GED programs (including time*

spent onsite) to ensure students are aware of the resources available to them. A member of District 833's ABE staff serves on our education engagement action team (our youth committee) to create better connections with out of school youth.

- *We encourage current and past participants to inform their friends and family of our program and what the CareerForce and Young Adult program can provide.*
- *Partnership with Family Means (a non-profit which provides after-school child and teen activities for Landfall and Cimarron, 2 low-income and communities of color within the county) allows paid work experience at work sites within those communities, for youth living there. The model also provides a program recruitment tool since younger youth in the community look up to the young adults working as role models. Career exploration and post-secondary planning activities are provided to youth as well.*
- *The young adult employment counselor and program assistant attend many local school resource events and fairs, mock interviewing sessions in classrooms; college and business expos, job fairs and other community outreach events.*
- *The Young Adult Employment Counselor regularly communicates with NorthStar Youth Outreach Center- resource offered by Tubman Foundation to provide resources to homeless youth.*

- **In-School Youth (“ISY”)**

- *Program information is provided to local school districts including ALCs; County foster care social workers, probation officers, and MFIP counselors; and youth-serving organizations in the county. Most of the referrals we get for ISY are from school work coordinators or transition IEP teachers.*
 - *WIOA and MYP information is displayed in the CareerForce career lab locations throughout Washington County. The career lab specialists are kept informed of any changes to the program including how to refer potential clients that walk in to use the services.*
 - *The young adult counselor presents career exploration, job search, workplace success/readiness, and resume and interviewing skills material, along with program information directly to students in classrooms at a number of schools: Tartan High school, Forest Lake ABE, Stillwater and Cottage Grove ALCs and the 916 Transition program located at Century College's east campus.*
 - *CareerForce youth program staff participates in a youth services resource fair sponsored by South Washington County Schools. Additionally, young adult staff provide job search information and workplace success information in a half day Career Skills Day hosted by Suburban Washington County CTIC for all of Washington County's school districts.*
3. Describe eligibility determination process, including the WDA's strategy for use of the “5% window” for all ISY and affected OSY participants whose income exceeds limits (reminder: up to 5% of ISY and OSY participants (who require income eligibility) served by WIOA Young Adult program may be individuals who do not meet the income eligibility requirements, provided they fall within one or more of the categories described in WIOA Sec. 129 (C). See Chapter 2 of the WIOA Youth Administrative Policy.

We will not enroll any WIOA ISY or OSY who is over income since they would be subject to the 5% enrollment limit. Our budget is not large enough to accommodate enrollment of the 20+ newly-enrolled participants per program year, which would be required to allow 5% (1 of 20 enrollments = 5%.)

Referrals to and inquiries about services for youth come from many community sources, from parents, and from youth themselves. First step in the eligibility determination process may be initial screening by phone with youth services staff, or submission of an application for review. All youth interested in the young adult program must complete an application which collects basic as well as detailed information for eligibility and includes some information used as a basis for the individual service strategy. The young adult or their parent/guardian returns eligibility verifications (acceptable documents for proof of age, name, residency, Selective Service registration, citizenship or authorization to work, and Social Security number) along with the application. Barriers are primarily documented by assessments results, school documents, human service documents from county financial workers, and medical documents. If a young adult is out of school and can't provide disability documentation, a statement from the family physician will be acceptable. For those young adults that are leaving the justice system, their discharge write-up is acceptable documentation of their risk factor. All out-of-school young adults are given a CASAS Goals test to determine reading and math levels and to determine if they are basic skills deficient.

Older youth attending post-secondary training are referred to the WIOA adult program, and other youth who do not meet eligibility criteria for ISY, OSY, or MYP are referred to other community, educational, or employment options as appropriate.

4. Identify the WDA's definition of "An individual who requires additional assistance to complete an education program or to secure and hold employment." The definition must be reasonable, quantifiable, and based on evidence that the specific characteristic of the participant identified objectively requires additional assistance. See Chapter 2 of the WIOA Youth Administrative Policy.

*We will not enroll any ISY who is low income but **only additionally qualifies** due to "requiring additional assistance" since it is subject to the 5% enrollment limit. Our budget is not large enough to accommodate the 20+ newly-enrolled participants per program year which would be required to allow even 1 person to be enrolled under this criteria (1 of 20 = 5%).*

*For an OSY who is low income **and** requiring additional assistance, we define additional assistance as one of the following:*

- *covered by an IEP when last attended most recent grade in secondary school*
- *chemically dependent (or a child of parents who abuse drugs or alcohol)*
- *young adult who arrived in the U.S. as refugee*
- *experiencing personal, emotional or physical difficulty or trauma (documented by a mental or physical health professional)*
- *youth whose parent is incarcerated*
- *youth living with domestic violence*
- *experiencing chronic health issues (documented by a health professional) that impact attendance at school and/or work*

5. Describe the objective assessment process used to identify appropriate services and potential career pathways for young adults. Identify the assessment tools used by the WDA for all in-school and out-of-school participants.

All young adults complete an initial application that determines eligibility and basic information about them (age, race, ethnicity, family information, disability status, education background and

income). Once the young adult has been determined eligible, they will meet with the employment counselor and complete an assessment of education & employment history, work readiness skills, barriers to work (transportation, childcare or other basic support needs), and initial, stated career interests. Holland-based career assessment tools, as well as other skills and values assessments, will be administered if needed, and labor market information tools will be introduced and explained. Math and reading levels are assessed using CASAS GOALS Appraisal, if that information isn't available from current or recent school or ABE program records. An individual service strategy, addressing the 14 WIOA program elements and based on all of the information collected, is developed by the counselor and youth. The plan creates a framework and timeline for how the young adult should proceed to meet their goals.

6. Describe process for developing the Individual Service Strategy (ISS) and use of the Individualized Education Plan (IEP), including provision of wraparound support services. If your WDA/service provider(s) incorporate "Guideposts for Success" with some (or all) of your participants, please discuss when and how it is used.

An individual service strategy (ISS) is developed to include the overall career development of the young adult. The ISS is based on information obtained during the assessment process including but not limited to education level, math and reading grade level equivalents, career assessments, education goals, job knowledge and abilities, strengths, skills, barriers, financial needs and resources needed. A copy of the school district's IEP will be obtained from the school for those youth with an IEP. School IEPs will be utilized as a foundation to build on in the development of the CareerForce ISS. It will identify specific needs of the young adult to develop appropriate and achievable goals for them, including necessary accommodations.

With the assistance of young adult program staff, young adults develop appropriate goals (work readiness, basics skills and/or occupational skills goals) and determine which of the 14 required program components will be addressed to meet their individual needs. Short term goals or steps are determined to assist with achievement of individual goals. The ISS is reviewed frequently and updated as needed.

7. Describe your strategy for providing integrated experiential learning, work-based learning, and work experience for participants. Discuss to what extent your WDA is adapting these activities due to the ongoing pandemic.

***Integrated experiential learning & work based learning** are offered to the extent possible as WIOA- or MYP-funded paid work experience in a setting that reinforces concepts learned by the youth in their school classroom setting (e.g., work in a childcare facility for a youth studying child development; work in an automotive parts store or repair shop for a youth studying automotive repair; work as an office assistant for a youth studying business services). There is a continual effort to connect with local employers, especially those offering jobs exposing young adults to work within in-demand career pathways. Another way this is offered is by encouraging a student to pursue a volunteer role or internship in an industry or occupation related to their course of study.*

We have a partnership with the Finishing Trades Institute Upper Midwest (FTIUM) for youth and young adults wanting to explore the finishing trades within the construction industry. Career exploration occurs through hands-on experience in the Institute's classrooms, supported by integrated occupational and labor market data guided discussions with a CareerForce counselor. The Institute is also a Minnesota-approved PSEO training location.

We have the framework set up to assist employers who want to hire through the OJT option, and will work with MN DLI to assist interested employers in establishing apprenticeships.

Work experience: *paid work experience through MYP or WIOA funds offers interested youth an opportunity to learn workplace expectations and work readiness skills. This is typically used for youth who have no prior work experience, or unsuccessful prior work experience. Worksites throughout the county are set up with non-profit, public or private employers. The youth employment counselor will also work with youth wanting job search support to find unsubsidized work that pays more than the rate paid through our program funds for a subsidized placement. Ongoing support for job retention is offered.*

The pandemic has continued to challenge *us in both recruiting interested youth and providing work experience or work-based learning of any kind. Initially worksites shut down and when it was safe to reopen, some youth didn't feel safe returning for personal reasons. Currently the rate of pay and labor shortage are making it easier for youth to find work on their own in many cases.*

We had some success in virtual follow-up sessions of guided exercises and discussions focused on career exploration and labor market awareness with several youth who participated in a shortened duration of summer work experience with Tree Trust in summer 2020. Feedback from youth and parents was positive, and youth earned incentives for benchmarks of completion.

We were able to plan and implement a similar model of individual subsidized work placements along with guided, virtual career exploration exercises for youth enrolled in District 833's ALC summer credit recovery during summer 2021. However, it was not successful due to the district not retaining the designated teacher who had work experience licensure under the district's employment contract. Lack of communication and information sharing followed.

8. Describe your strategy for introducing Career Pathways for young adults and process for providing current labor market information on high-growth, in-demand occupations in the region.

*As part of the young adult's individualized service strategy, the employment counselor and the young adult spend a lot of time investigating careers and the labor market information that relates to them. Resources utilized include CAREERwise, MN Career Pathways, MinnesotaWorks, O*Net online database, MN DEED's LMI website and the Occupational Outlook Handbook. Information is provided through classroom presentations or on an individual basis. Staff attend yearly LMI training provided by DEED.*

Another option is for young adults to take a career exploration class offered by a professional trainer within Washington County CareerForce. This class will expose young adults to labor market information and in-demand occupations and enable them to make informed decisions regarding their future in the workforce. Assessments completed within the workshop are Strong Interest Inventory Assessment, Myers Briggs Assessment and the PACE Palette assessment. The employment counselor reviews results with the young adult and uses CAREERwise and other tools to assist youth in learning how much education is needed to work in that field and where training programs are found. Young adult participants also complete informational interviews with employers in the field to find out more. The educational needs and plan will be added to the Individualized Service Strategy.

Washington County CareerForce has continuously operated adult career pathways grants through DEED since fall of 2013, including FastTRAC, P2P and WESA grants. They provide training, resources and credentialing for pathways into in-demand careers. Referrals and co-enrollment between WIOA youth and ACP grants benefit youth.

Our youth employment program staff partner with schools and agencies throughout the county to provide career pathways introductions. Events include: Century College's ABE Day and Career Pathways Day, as well as their Career Engagement Fair; Career Skills Day Competition with Washington County's Career Transition Interagency Committee (CTIC) for youth with disabilities; Career Exploration Day at Forest Lake Area High School.

We partner with and promote Women in Construction (WIC) Week events in March each year for exploration of non-traditional work in the construction industry. We partner with the Finishing Trades Institute-Upper Midwest (FTIUM) to offer career exploration, hands-on experience in the finishing trades, and job search skills to youth ages 16-24, within grants that FTIUM has been awarded by MN DLI.

When we work with Tree Trust for summer work experience, career exploration is integrated both onsite and during follow-up guided conversations and exercises with a CareerForce counselor. Students complete Interest assessments onsite when working, accompanied by some career ladder and labor market information. The CareerForce counselor takes those topics further through guided exercises and discussion.

9. If applicable, attach a copy of the WDA's policy for developing Individual Training Accounts (ITAs) and indicate the date approved by the LWDB/Youth Committee. Also indicate if your WDA intends to pursue a waiver allowing ITAs to be established for in-school youth (ISYs).

Attached, with an update made 3-22-22 to the section addressing maximum amount of ITA funding.

Washington County will request a waiver for ITAs for ISY under PY22 funds, given our current funding level and estimated PY21 carryover funding.

10. Describe follow-up strategies (including provision of supportive services) for the WIOA Young Adult program and discuss any policy relating to extending beyond the statutory requirement of offering follow-up for at least 12 months after exit.

All young adults that exit the WIOA program are offered follow up services for 12 months after their exit date. Common strategies include emails to them with potential jobs for which they would qualify and job fair information; resources needed for housing, scholarships, post-secondary education, transportation and food; and phone calls to them for a general check-in and to find out what other needs they may have.

Phone, email, family member contact, Facebook and other social media may be used to find and engage the youth. The young adult employment counselor provides gift cards used as incentives to get youth to supply necessary employment information or credential documentation during the 12 month period.

We don't extend follow-up beyond the required 12 month period, however if youth contact staff for assistance after 12 months, we don't hesitate to offer assistance and assess whether enrollment for additional services may be needed.

11. Describe the Youth Incentive Policy and attach a copy of the most recent local incentive policy and when it was last approved by your LWIB/Youth Committee. Refer to 2 CFR 200.438 and [Chapter 18](#) "WIOA Youth Cost Matrix" for additional background.

The Young Adult Incentive Policy as approved by the Youth Development Action Team in April 2020 is attached. The policy is aligned with performance measures in the WIOA law.

12. Discuss your policy and practices relating to providing supportive services to participants. (Attach a copy of the most recent WDA's Support Service Policy for Youth)

Supportive services are available based on initial and ongoing assessment of youth's needs and situation, and based on budget availability. If there are outside agencies and resources that would also or better serve a youth's needs, we connect youth with those as well. Supportive services are not paid prior to enrollment nor prior to individual service strategy development. Copy of current policy attached.

13. Describe how co-enrollments will be facilitated for youth, including a summary of all funds that are "braided or blended" with participants beyond WIOA Youth Formula Grant funds and MYP funds.

Co-enrollment across programs is practiced where allowed by law and policy, and when beneficial to either the youth or program funding and outcomes. Staff from several programs are co-located in the same building, including all WIOA Title I services, WIOA Title III services, MFIP, SNAP, County and State cash assistance programs. WDA 16 also administers two adult career pathways grants.

Common co-enrollments and braiding of funds include:

- WIOA ISY or OSY and MYP
- WIOA OSY and WIOA adult
- WIOA ISY or OSY and MFIP
- WIOA OSY and P2P (adult career pathways)
- WIOA OSY and WESA Equity (adult career pathways) grant
- WIOA OSY and Title II adult education
- WIOA OSY and Title IV VRS

14. Describe local partnerships serving "opportunity youth" who have significant barriers to employment and/or youth who are under-served and under-represented in the workforce, including (but not limited to):

- Dropouts and potential dropouts
- Youth with language and/or cultural barriers to employment
- Youth in foster care and aging out of foster care
- Homeless youth or runaways
- Youth offenders and at-risk of involvement with the juvenile justice system

- Youth with disabilities
- Teen parents
- Youth of color and other under-served, under-represented youth populations

Dropouts and potential dropouts

The employment counselor works closely with the County truancy program and social workers on site, as well as the county school districts' ABE managers and instructors. Program information is sent directly to staff yearly. He is onsite at two districts' ABE/GED programs, 2-4 times/month to connect with youth. Our partnership with Family Means' staff and services in the Landfall and Cimarron communities allows us to connect directly with youth in those communities who are experiencing difficulty in school.

Youth with language and/or cultural barriers to employment

The Washington County CareerForce staff has developed a strong relationship with the Adult Basic Education and ESL programs of the five school districts throughout Washington County. We continue a strong partnership with South Washington Schools for our Pathways to Prosperity (P2P) program and process. English is not the first language of many of the P2P grant participants, so the ongoing assistance from the ABE/ESL instructor during the Bridge and the college credit segments of their participation, as well as support from the CareerForce employment counselor/navigator, is critical to their success.

Youth in foster care and aging out of foster care

The employment counselor and the senior social worker that leads the foster care unit communicate regularly. The employment counselor attends unit meetings to provide information and answer questions, as well as sends information/updates to the senior social worker for distribution to all of the other foster care social workers. Social workers refer young adults to the youth program for services.

Homeless youth or runaways

The young adult program counselor maintains regular communication with staff at Canvas Health, Youth Service Bureau, NorthStar Youth Outreach Center and St. Croix Family Resource Center, agencies providing some combination of youth outreach, counseling and/or drop-in services to Washington County youth; and St. Andrew's Lutheran church in Mahtomedi that provides a clothing closet, general case management, resource support and employment search support, as well as overnight stays at Guardian Angels church in Oakdale.

NorthStar Youth Outreach Center is located at Maplewood Mall; St. Croix Family Resource Center operates drop-in centers at St. Paul Lutheran church in Stillwater and at All Saints Lutheran Church in Cottage Grove. Each provides connections and resources to youth at-risk of or experiencing homelessness. Services include a safe place for homeless youth to stay for a few hours every day where they can shower, look for employment, wash their clothes and do other things they may need to do since they don't have a place to live.

We keep all of these agencies informed and up to date about our services and contact information.

Youth offenders and at-risk of involvement with the juvenile justice system

A program for offenders at Washington County has been created called Re-Entry Assistance Program (RAP) which includes staff from Community Corrections, Sheriff's department, Public

Health, Community Services and Canvas Health. The group meets once a week and discusses new applications, on-going service and conducts pre-lease meetings with inmates. They provide complete wrap-around services for the individuals prior to and upon their release. A CareerForce staff member is on this team and referrals are made to the young adult program when someone meets eligibility and wants the help.

Youth with disabilities

The young adult program works closely with the high school transition counselors and the school to work coordinators in the county's districts to provide employment readiness through work experiences, as well as career exploration, for young adults with disabilities. In most cases the schools develop the worksites and the young adult program will provide the hourly wage and the work readiness training for the young adult to successfully gain school credit for their time on the job. In other cases new community worksites are developed by the young adult employment counselor.

Teen parents

Employment counselors for the MFIP program are co-located onsite within our CareerForce locations and they work closely with the young adult employment counselor to make appropriate referrals. The youth employment counselor attends their staff meetings to keep them updated of any changes to the program and recruits for the summer employment program. Washington County Public Health nurses and WIC staff also refer eligible young parents.

Youth of color and other under-served, under-represented youth populations

The Young Adult program has a strong partnership with Family Means to serve an under-served and under-represented population of Hispanic youth in the Cimarron and Landfall communities of Washington County. This partnership has provided great success for the Hispanic young adults who are employed through the young adult program's work experience component as assistants and leaders in the after-school programs operated by Family Means in the communities. Many of them achieve success in this first job, obtaining their driver's license and going to college, because of this partnership. They are role models for the children in the communities who attend the after-school programs, and who strive to be the next program assistant and leader working in the program.

Of the 44 youth served in our WIOA and MY programs from 7/1/20 to date:

- *8 youth identified as Hispanic or Latino (1 did not self-identify)*
- *10 identified as youth of color (4 did not self-identify)*
- *31 youth stated they have a disability (3 did not self-identify)*
- *0 youth had been in foster care*
- *4 identified as offenders*
- *1 experienced pregnancy*
- *1 identified as runaway*
- *20 were part of families receiving public assistance*

15. Describe how the Work Readiness Indicator will be implemented for youth participants and whether this is used for WIOA participants, MYP participants, or both. If the WDA uses a standardized form for measuring and documenting work readiness skills, please attach a copy.

- Approach to assuring work readiness skill attainment for youth participants

- Approach to assuring that the worksite supervisor evaluates work readiness skills of youth participants, including a process for documenting the employer's evaluation of the youth participant's work readiness skills.

Work readiness is tracked for both WIOA- and MYP-enrolled youth when placed in subsidized worksites.

All young adults that participate in a work experience must complete either a workplace success workshop or an individual work readiness orientation prior to the start of their job. The workshop details workplace expectations and rules of conduct, gives an overview of the rules of the work experience and the consequences if rules aren't followed. The orientation follows the same format.

Each young adult is evaluated by their worksite supervisor on 10 elements of work behavior and selected core job skills (specific to the work experience site and position) related to career pathway development. Supervisors are informed about the requirement to complete evaluations of those elements of work behavior and core job skills after one month and every 6 months (or as needed), with a final evaluation at the end. Evaluations are compared for skill improvement. The youth employment counselor works with the site supervisor and youth if the youth are not demonstrating improvement throughout their time in the program. The goal is for youth to achieve a rating of satisfactory or better and show improvement on at least 8 of the 10 elements.

Those 10 elements and selected core skills also define the focus of coaching and instruction for the supervisor, supported by the youth employment counselor. Completed evaluations are collected by the youth employment counselor and information is entered into the "Youth Performance Indicator" section of WF1.

16. If the WDA is planning to provide Outreach to Schools activities as a component of MYP in SFY 2023, please provide an overview and anticipated goals/objectives. See page 7 for additional discussion of OTS activities.

We will not be using MYP funds for outreach to schools in SFY 2023.

17. Describe Youth-Focused Innovations/Best Practices, including (but not limited to):

- Attach the Shared Vision for Youth Blueprint to identify local interagency partnerships which serve the neediest youth and address the "opportunity gap", "achievement gap", and disparities in the workforce. (See Attachment 4)

Completed.

- Private sector internships, on-the-job training, mentoring, job shadowing, pre-apprenticeship or apprenticeship training.

We will continue to seek employers interested in these types of training, however broad employer buy-in and partnership has been a challenge. We have had a successful partnership with the Finishing Trades Institute – Upper Midwest (FTIUM), training center

for the International Union of Painters and Allied Trades (IUPAT) including a 5 week summer sampler for youth interested in learning more about working in those trades.

The recruiter for FTIUM is also helpful in connecting our interested OSY participants with trades employers looking to hire a new worker.

Our CareerForce staff have partnered with the Twin Cities Women in Construction group to sponsor and host events during WIC Week. This partnership creates access to opportunities for matching interested youth to job shadowing and on-the-job training opportunities in construction.

- Pre-Employment Transition Services (Pre-ETS) project, if appropriate.

N/A

- Strategies implemented during the Disability Employment Initiative including: Integrated Resource Teams (IRTs); expanded collaboration with local partners, including Vocational Rehabilitation Services (VRS); and activities related to the “Guideposts for Success” such as employability skills/work experience, career preparation, leadership development, family engagement, and connecting activities.

Washington County was not one of the pilot sites.

- Strategies for coordinating with after-school and out-of-school time programming.

We encourage youth to participate in after-school or out-of-school time programming. Such programs have been proven to increase academic achievement, keep youth safe, and avoid risky behaviors. Although work experience is the primary after-school or out-of-school activity funded with WIOA and MY funds, youth are often referred to the following programs:

- *Big Brother/Big Sister mentoring programs*
- *4-H, Boy Scouts, Girl Scouts, YMCA*
- *Youth in Washington County’s Cimarron and Landfall communities participate in after-school programming offered onsite in the community by Family Means, a community no-profit agency. We have organized job fairs, career exploration activities, and job search instruction for the youth, in addition to providing a subsidized worksite for youth residing in the communities.*
- *Community engagement programs offered by area churches*
- Connections with MFIP and SNAP partners to assure policy alignment for youth under age 25.

Washington County CareerForce is a division (workforce and veterans services division) of Washington County’s Community Services department. MFIP and SNAP employment counselors work within the same division as WIOA services counselors. State and County

cash assistance eligibility workers are also housed within the County's Community Services Department. This streamlines coordination of referrals, plans and services since everyone can meet together and provide seamless services. The young adult services counselor was previously a counselor for the MFIP and SNAP programs so understands the rules of how the programs affect each other.

18. Describe the WDA's approach to making each of the 14 required youth Program Elements available to participants in WIOA. Briefly describe the following for each of the 14 required elements:
- a. Who provides the service. If another agency (or agencies) provide these services, describe the scope of service(s) provided and how the WDA ensures participants are receiving appropriate service levels.
 - b. If the service is provided by another agency (or agencies), describe how they were selected, what kind of MOU exists between the WDA and the provider.
 - c. Summarize whether or not WIOA youth funds are used, and/or other funding sources are braided or blended to offset some (or all) of the cost of delivering that particular service.
 - d. Summarize how the required program element is delivered to participants and any "best practices" associated with that element.
 - e. The required 14 WIOA Young Adult Program Elements [P.L 113-128, Sec 129(c)(2) and individually defined and discussed in the final rules at 20 CFR 681.460]:
 - i. Program Element 1: Tutoring, study skills training, instruction and dropout prevention services
 - ii. Program Element 2: Alternative secondary school services or dropout recovery services
 - iii. Program Element 3: Paid and unpaid work experience
 - iv. Program Element 4: Occupational skill training
 - v. Program Element 5: Education offered concurrently with workforce preparation and training for a specific occupation
 - vi. Program Element 6: Leadership development opportunities
 - vii. Program Element 7: Supportive services
 - viii. Program Element 8: Adult mentoring
 - ix. Program Element 9: Follow-up services
 - x. Program Element 10: Comprehensive guidance and counseling
 - xi. Program Element 11: Financial literacy education
 - xii. Program Element 12: Entrepreneurial skills training
 - xiii. Program Element 13: Services that provide labor market information
 - xiv. Program Element 14: Postsecondary preparation and transition activities

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

- a) *Tutoring and study skills training are coordinated and provided through the local school districts' programs designed for that purpose, their ABE programs, and/or programs provided by youth service agencies within Washington County. By working individually*

with youth referred from school counselors, ABE, and ALC programs the youth program employment counselor provides dropout prevention services including connection to work experience and career planning for development of a plan for the future.

- b) The local school districts and youth-serving community agencies participate either in our local WDA's MOU or are simply informal local WDA partners as providers of WIOA Title II services.
 - c) Title I WIOA youth funds may be used to pay for GED testing and are certainly used in the provision of drop-out prevention, career exploration and employment counseling services by our youth employment counselor. We do not currently braid or blend the Title I and Title II funds.
 - d) Youth in our local WDA are referred from the school districts and youth service agencies to our Title I youth services. Our youth employment counselor likewise refers youth to the school districts' and youth agency programs for needed instruction and services, both if ineligible for Title I and when enrolled in Title I WIOA youth services. Two districts' (622 and 831) ABE programs have invited our youth employment counselor to be onsite 2-4 times/month during class/tutoring times to better connect youth with our services. In partnership with another district (833) we have applied for and been awarded DEED adult career pathways (P2P) grants for the past 11 years.
- 2. Alternative secondary school services or dropout recovery services**
- a) Coordinated and provided through the local school districts' GED and alternative diploma programs, and ALCs. Those providers are the SMEs in those areas. The youth program employment counselor refers youth who have dropped out of school to local GED and alternative diploma programs and emphasizes the long-term employment stabilization and advancement benefits of obtaining a GED or diploma.
 - b) The local school districts participate either in our local WDA's MOU or are simply informal local WDA partners as providers of WIOA Title II services.
 - c) Title I WIOA youth funds may be used to pay for GED testing and are certainly used in the provision of drop-out prevention, career exploration and employment counseling services by our youth employment counselor. We do not currently braid or blend the Title I and Title II funds.
 - d) The youth program employment counselor refers youth who have dropped out of school to local GED and alternative diploma programs.
- 3. Paid and unpaid work experience**
- a) Paid work experience is provided directly by Washington County CareerForce for both WIOA ISY and OSY participants year round. The employment counselor works with youth to identify and obtain unpaid work experience through internships and job shadowing when appropriate as well.
 - b) N/A
 - c) WIOA ISY and OSY funds are used year-round for eligible youth in paid work experience. To date there have been no other funding sources used to offset the cost of such work experience.
 - d) Whenever possible, worksites are developed to complement career pathway courses that a youth may be enrolled in either at the secondary or post-high school level, and to match stated and assessed career pathway interests.
- 4. Occupational skills training**
- a) Coordinated and provided through local post-secondary training institutions and vendors; select occupational training programs administered by non-profit agencies; employer-based OJTs, apprenticeship opportunities and job shadowing. Although to date

we haven't had a youth engaged in an OJT, apprenticeships or job shadowing they are available to any youth who would like to pursue them. We have the support of MNDLI's apprenticeship division in helping employers develop an apprenticeship, and have the OJT tools and policies developed from use with the dislocated worker program, which can easily be adapted as needed to meet youth policy guidelines.

Under partnership with the Finishing Trades Institute of the Upper Midwest (FTIUM) we participated in summer career exploration for hands-on exposure to the finishing trades and will continue to do so. Washington County's youth employment counselor provided labor market and career planning information during the session.

- b) Selection of training programs is guided by Minnesota's ETPL when using WIOA funding, and if credentialed training is pursued it must be WIOA-certified. One of our local colleges is a signer on our local WDA's MOU. Colleges are considered SMEs in the areas of training they are providing.*
- c) WIOA funds may be used to pay training costs as long as the training program is listed on MN's ETPL. Registered apprenticeships and employer-based OJT are WIOA-eligible training as well and employers share in the cost of OJTs and registered apprenticeships. In some cases youth may be eligible for training that has tuition paid directly by a non-profit agency's grant (e.g., adult career pathways grants). Where state and federal financial aid are available and the youth is eligible, we blend funding from those sources to offset cost to WIOA.*
- d) Occupational skills training is delivered to youth by the selected training vendor or institution. The youth employment counselor monitors youth progress monthly at least and with collection of transcripts or benchmark skills testing results.*

5. Education offered concurrently with workforce preparation and training for a specific occupation

- a) We make OJT or apprenticeship opportunities available for youth. To date, we have not had an employer request it. OJTs are entered into with employers based on their ability to fulfill the requirements to provide supervised work training and abide by the supervision, training and worksite agreements. Some of the young adults enrolled in certain post-secondary training programs participate in internships built into the course requirements. To the extent possible, we place youth in paid work experience to enhance any occupation-specific coursework they may be taking in school. The youth employment counselor monitors and evaluates the OJT and paid work experience sites.*
- b) WIOA funds may be used to reimburse an employer for a percentage of the trainee's wages during the identified training period, and may be used to provide pre-apprenticeship training, or to pay tuition costs at a WIOA-certified training provider, and to pay for work experience.*
- c) Employers pay a portion of the trainee's wages during an OJT.*
- d) N/A at this time.*

6. Leadership development opportunities

- a) We have a partnership with Family Means (a community-based agency) providing after school programming in 2 particular low-income communities within Washington County. There is a natural opportunity for leadership development for youth from those communities who participate in paid work experience within Family Means'*

programming. The youth are expected to lead and set examples for the younger kids within the communities.

- b) *N/A*
- c) *WIOA funds are used for the paid work experience within the community agency's after-school programming.*
- d) *Based on assessments and interviews done with the youth, the employment counselor encourages the youth to connect with opportunities within their school and/or community to participate in leadership development.*

7. Supportive services

- a) *The need for supportive services is assessed during intake and periodically during ongoing case management. Supportive services are provided to youth demonstrating a need and when they are appropriate for success on the job or in school or training.*
- b) *Support services are issued using Title I WIOA ISY and OSY budgeted funds, according to local WDA policy.*
- c) *N/A*
- d) *N/A*

8. Adult mentoring

- a) *We don't have a formalized adult mentoring program or service within our program, however youth are encouraged to connect with positive adults in their life such as a school counselor, advisor or coach at their school, youth programs staff at a community church, or in extracurricular activities.*
- b) *There are a couple youth service agencies within the county that do offer formal mentoring programs (Youth Service Bureau, Family Means) and we refer to those when appropriate. There is not an MOU between our agency and theirs.*
- c) *No WIOA funds are used for the mentorship programs delivered by other youth agencies.*
- d) *N/A*

9. Follow-up services

- a) *All WIOA youth are informed about the availability of follow up services and they are provided follow-up services, as appropriate to their situations and individual service strategies, for 12 months after program exit. Services are provided by the program employment counselor or the program's support staff, unless the youth declines follow up services or cannot be located or contacted.*

Types of follow up services we offer include information and support appropriate to the youth's needs, and may include (1) supportive services; (2) adult mentoring; (3) financial literacy education; (4) 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; and (5) activities that help youth prepare for and transition to postsecondary education and training.

- b) *N/A*
- c) *WIOA funds are used for staff time to provide follow-up service and as allowable and appropriate for supportive service during follow-up.*
- d) *N/A*

10. Comprehensive guidance and counseling

- a) *The youth employment counselor refers youth to appropriate resources and agencies in the community for the types of in-depth mental and chemical health counseling needed.*

Comprehensive guidance and counseling as related to career planning is provided by the youth program employment counselor.

- b) There is no MOU existing between the Washington County CareerForce and the local providers of in-depth mental and chemical health counseling. Referrals are made to local agencies with expertise, appropriately trained staff and a history in provision of those services.*
- c) If there is a cost to the youth for mental or chemical health counseling and no insurance coverage or other way to afford the service, WIOA supportive services funds may be used to pay for the services. Career planning is provided by our youth program's employment counselor, funded by WIOA direct services funding.*
- d) N/A*

11. Financial literacy education

- a) Provided by referral to either a workshop delivered by Community Action Partnership of Ramsey & Washington Counties or to financial solutions services offered by Family Means.*
- b) There is no MOU between Washington County CareerForce and Community Action Partnership, nor between CareerForce and Family Means. CareerForce staff may assist youth in connecting with the agency and services. Community Action Partnership does use our office space to deliver a financial literacy workshop. Family Means provides 1:1 financial literacy education at their offices.*
- c) If there is any cost associated with a financial literacy education or counseling service, we may use WIOA supportive services funding to pay for a reasonable cost.*
- d) N/A*

12. Entrepreneurial skills training

- a) Introductory self-employment workshops are available through the metro CareerForce system's workshops for youth who are interested. For those interested in pursuing further, we refer to a variety of sources including local colleges' continuing education courses in self-employment, SCORE and the online modules offered by SBA.*
- b) Although Century College is a signatory on our MOU, there are no MOUs between the other providers of entrepreneurial training in the community and our agency.*
- c) If there are tuition and materials costs associated with entrepreneurial training at another agency or educational institution, WIOA funds may be used to pay for those costs.*
- d) N/A*

13. Services that provide labor market information

- a) Available through the in-depth career exploration workshop offered by our CareerForce trainer and by the youth program employment counselor's advising. CareerForce case management and support staff participate in annual LMI update seminars delivered by DEED's LMI staff and in online topics offered by WorkforceGPS.*
- b) DEED is a signatory on our MOU.*
- c) WIOA direct services funds are used to pay for staff time in providing such information/service.*
- d) N/A*

14. Postsecondary preparation and transition activities

- a) *Provided by the youth employment counselor and through an in-depth career exploration workshop offered by our CareerForce trainer. A full range of career pathway and occupational training options is presented, not limited to traditional college. Assistance with financial aid applications and the process is offered. The program counselor also participates in area school districts' career fairs.*
- b) *N/A*
- c) *WIOA direct services funds are used to pay for staff time.*
- d) *N/A*

[Attachment 4]

MINNESOTA BLUEPRINT FOR SHARED VISION FOR YOUTH
Interagency Projects Supporting Positive Outcomes for At-Risk Youth

Vision: “By age 25, Minnesota’s young people will be ready for the responsibilities and rewards of economic self-sufficiency, healthy family and social relationships, community involvement, stable housing and life-long learning.”

MISSION STATEMENT: *State and local agencies will collaborate to assure that Minnesota’s neediest youth will acquire the talents, skills, and knowledge necessary to ensure their healthy transition to successful adult roles and responsibilities.*

Outcomes				
Improve Transition Outcomes for Ex-Offenders	Improve Transition Outcomes for Youth Aging Out of Foster Care	Improve Transition Outcomes for Youth with Disabilities	Prevent and End Homelessness	Reduce High School Dropout Rates
Strategies				
The WDA 16 employment counselor will work with the county probation officers/correction officers to identify potential young adults that would be eligible and provide them with training and workforce preparation.	The WDA 16 employment counselor works with County foster care social workers to take referrals and meet with young people aging out of foster care, and continue to share information about the young adult program with staff so that we can collaborate on clients to help young adults with work and career planning.	The WDA 16 employment counselor regularly meets with school counselors and work experience coordinators at many of the high schools in Washington County. The employment counselor keeps them up to date on policy changes and how many students that we are able to help with work experiences each year. Schools include Tartan High school, Forest Lake Central Learning Academy/ALC, Metro 916 programs, Cottage Grove ALC, and Stillwater high school and ALC.	The young adult program counselor maintains regular communication with staff at Canvas Health, Youth Service Bureau, NorthStar Youth Outreach Center and St. Croix Family Resource Center, agencies all providing some combination of youth outreach, counseling and/or drop-in services to Washington County youth; and St. Andrew’s Lutheran church in Mahtomedi that provides a clothing closet, general case management, resource support and employment search support, as well as	Cover cost of GED testing and provide incentives to young adults on the program for GED completion.

Outcomes				
Improve Transition Outcomes for Ex-Offenders	Improve Transition Outcomes for Youth Aging Out of Foster Care	Improve Transition Outcomes for Youth with Disabilities	Prevent and End Homelessness	Reduce High School Dropout Rates
Strategies				
			overnight stays at Guardian Angels church in Oakdale.	
The WDA employment counselor will work with city diversion programs to identify potential young adults that would be eligible for the program and provide career planning and workforce preparation	WDA 16 employment counselor will also work with public assistance workers (eligibility specialists) to identify young adults that have aged out of foster care to assist them with their transition into the workforce.	The WDA 16 employment counselor works closely with Canvas Health (a mental and chemical health counseling agency) to identify young adults that are ready to work and start their transition into the workforce.	Washington County Community Services operates a Homeless Outreach Services Team (HOST) comprised of social workers that provides direct services and resources to homeless individuals, including youth. HOST staff were conducting a test run of scheduled office hours in our Woodbury CareerForce office location prior to the pandemic. Washington County's CareerForce youth services counselor seeks referrals from the HOST team and updates them on services available.	We have a close partnership with ABE program staff in Districts 833, 622 and 831. The young adult employment counselor is onsite at GED/ABE classrooms to meet personally with students in the programs and inform them of available services. ABE program staff refer appropriate students to the young adult program if they are looking for work or career planning.
The Re-Entry Assistance Program (RAP) program for offenders at Washington County includes staff from Community Corrections, Sheriff's department, Public Health, Community Services and Canvas Health. The group meets once a week and discusses new		Contracted services with Tree Trust in the summer provide many youth with disabilities a first, or successive, work experience opportunity to develop work habits and history, to improve success in transitioning to unsubsidized work.		Family Means, a community based program, provides after-school and summer programming for children and teens in the low income communities of Landfall and Cimarron specifically. The young adult program provides work experience funds to pay

Outcomes				
Improve Transition Outcomes for Ex-Offenders	Improve Transition Outcomes for Youth Aging Out of Foster Care	Improve Transition Outcomes for Youth with Disabilities	Prevent and End Homelessness	Reduce High School Dropout Rates
Strategies				
<p>applications, on-going service and conducts pre-lease meetings with inmates. They provide complete wrap around services for the individual prior to release and upon their release. The CareerForce staff works with this team and referrals are made to the Young Adult program when someone meets eligibility and wants the help.</p>		<p>The WDA 16 employment counselor will work closely with the pre-ETS counselor at the office of Vocational Rehabilitation Services (VRS) for Washington/Ramsey counties to assess and enroll eligible young adults into MYP or WIOA youth services.</p>		<p>wages for youth to work as program assistants. The collaboration allows older youth to serve as mentors to younger students in the communities attending the after-school and summer programs. The result is that older youth increase their leadership and work readiness skills and younger youth have positive role models within their own community. Many younger youth have been overheard saying that they want to be a program assistant when they get older and understand that they can't unless they stay in school.</p>
<p>The WDA employment counselor works with the County Jail Commander to arrange meeting with inmates onsite at the Stillwater Jail to provide available resources for individuals upon release, as well as participate in resource fairs for inmates.</p>				<p>The WDA employment counselor connects regularly with Youth Service Bureau to identify appropriate young adults participating in their services and programs who could use help with job search or placement, workplace preparation, and career</p>

Outcomes				
Improve Transition Outcomes for Ex-Offenders	Improve Transition Outcomes for Youth Aging Out of Foster Care	Improve Transition Outcomes for Youth with Disabilities	Prevent and End Homelessness	Reduce High School Dropout Rates
Strategies				
				planning to assist with school retention.

From: [Tracy, Kay \(DEED\)](#)
To: [Karen Ritter](#)
Cc: [Olson, John R \(DEED\)](#); [Douma, Lynn \(DEED\)](#); [Eisenstadt, Larry \(DEED\)](#)
Subject: Washington County PY21 WIOA youth budget question
Date: Wednesday, May 18, 2022 7:00:31 AM
Attachments: [image001.jpg](#)
[image002.jpg](#)

Hi Karen:

Youth Team has no problem approving a waiver to allow Washington County to carry over PY21 WIOA Youth funds in excess of the 20% allowable under federal law. Spending patterns slowed for many areas due to the pandemic.

Those are your funds and the best approach would be to keep the dollars in Washington County. Are you working with the Homeless Youth Service provider for you area? They should help with recruitment.

Kay + JRO

Kay Tracy | Director

Department of Employment and Economic Development

1st National Bank Building, 332 Minnesota Street, Suite E200 St. Paul MN 55101

Direct: (651) 259-7555

<http://mn.gov/deed/youth>

Follow DEED on  

From: Karen Ritter <Karen.Ritter@co.washington.mn.us>

Sent: Tuesday, May 17, 2022 4:45 PM

To: Tracy, Kay (DEED) <kay.tracy@state.mn.us>; Olson, John R (DEED) <john.r.olson@state.mn.us>

Subject: Washington County PY21 WIOA youth budget questions

This message may be from an external email source.

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Hi Kay and John,

As I'm looking at what our June 30 total spending projection is for PY21 WIOA youth funds, we'll need to either request a waiver to carry over more than 20% or submit a budget modification to return some funds. We're most likely going to be carrying over about 45.6%. The largest carryover line item is OSY training at \$44,853 unless we can obligate some training funding to any incoming youth.

Several factors played into our carryover at greater than 20%:

- Unexpectedly large increase in funding (more than double our PY20 allocation; and \$94,577 more than the average of all allocations, PY17 through PY20)
- 12 youth inquiries, including agency/school referrals, about services but lack of follow through to enroll
- No referrals from some area school district staff (GED, ALC and high school career pathway coordinators) despite connections made
- Lingering effects of pandemic on student engagement levels within schools and on job seeking
- Highly competitive wages in current job market

Based on this information, would a budget modification to return some unspent funds (allowing for 20% or less carryover) or a waiver request be preferable on your end?

Karen

Karen Ritter | Supervisor

Washington County Workforce Development Division, Woodbury

2150 Radio Drive, Woodbury, MN 55125

651-275-8658

651-275-8662 (fax)

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Individual Training Account (ITA) Policy

Washington County CareerForce - WIOA Young Adult Program

(approved on 4-15-20 by the Local WDB)

Purpose of Policy

In order to enhance individual participant choice in their education and training plans and provide flexibility to service providers, US Department of Labor allows Workforce Development Areas (WDAs) to use individual training accounts (ITA). An ITA is used for obligating funds for training and/or training related expenses under the WIOA Young Adult program. Young adults that are participating in WIOA-certified training, pre-apprenticeship training, or apprenticeship-required training may use an ITA to support their training activities.

The primary focus of the individual service strategy (ISS) for either an in-school youth (ISY) or out-of-school youth (OSY) is determined to be the development of skills necessary to help connect the youth with gainful employment. The ITA is not viewed as an alternative to acquiring a high school diploma or GED; rather, completion of a high school diploma or GED should continue to be an initial focus for all youth.

Participants must meet the following guidelines:

- Eligible for either in-school youth (ISY, ages 18-21) or out-of-school youth (OSY, ages 16-24) at time of enrollment
- Enrolled in WIOA young adult program, with a completed and signed individual service strategy (ISS) and education plan
- Enrollment in post-high school education, or pre-apprenticeship training, or apprenticeship-required training, preferably for an in-demand occupation and leading to a self-sufficient wage
- Completion and submission of the Free Application for Student Aid (FAFSA) when participant is planning to attend an institution or program that is FAFSA-eligible
- Seeking WIOA-certified training, and the training provider must be listed on the Minnesota ETPL

ITA Rules:

- A maximum ITA amount will be determined in each program year (PY) of participant's enrollment in eligible training, and taking into account:
 - available non-WIOA financial aid resources,
 - duration and cost of training, and
 - local WIOA funds availability
- The ITA may include tuition, books, fees, required tools and supplies, and related support services (e.g., transportation) costs.
- The ITA consists of the individual service strategy/employment plan **and** the education/training plan, which require signatures of the participant and the employment counselor. Copies of both are given to the participant and kept in participant file.
- Billing authorizations or County-issued staff purchase card will be used for payment to schools/training vendors. Payment will be made directly to the school/training vendor.
- ITA expenses will be tracked on a tracking form for each participant utilizing funds.

Incentive Policy for Youth Participants

Washington County CareerForce *(approved by Local WDB, 4-15-20)*

(For participants enrolled in the WIOA youth or MYP programs)

WIOA and MYP funds can be used to provide incentives for recognition of achievement to eligible youth seeking assistance with academic and employment success. Funds can be in the form of gift cards, certificates and awards to be used as “incentives” to encourage and motivate WIOA/MYP youth to reach specific goals and obtain positive outcomes. Such gift cards will be for a gas station (e.g., Holiday) or a major retailer (e.g., Target) which have locations throughout Washington County and are accessible. Washington County will not issue any type of gift card for an entertainment-only type of business (e.g., movie theater, bar/restaurant, sports/recreational facility, etc.).

RULES:

- Incentives will be awarded upon completion of activities that are tied to goals in each participant’s Individual Service Strategy (ISS). The youth counselor will have the ability to make the decision about when and if the youth participants receives the incentive.
- The incentives shall be awarded equitably to eligible participants.
- The incentive awards will not be part of the overall support service expenditures and tracked in WF1. A case note will be made for each incentive awarded and listed on the participant’s ISS.
- Incentives are not to exceed \$100 in a 12 month calendar year for an individual youth.
- All incentives may be limited by program funding availability.
- The incentive policy will be reviewed annually.

GED Students:

- \$25 Completing and passing all GED pre-tests
- \$25 GED attainment

Diploma Students:

- \$50 Receiving diploma-must provide copy of diploma or transcripts

Out of school youth with combined education and employment goals:

- \$10 Successful completion of 1 month of subsidized employment
- \$25 Completing the pre- and post-test for the EFL measurable skills gain measure (TABE or NCRC)
- \$50 Securing permanent employment at 30 or more hours a week and providing employment information and/or copy of pay stub to the youth counselor
- \$50 Submitting a copy of a credential while enrolled in training (e.g., associate's degree, C.N.A certificate) for 1st credential received. Youth must turn in a copy of the certificate/degree to receive incentive.
- \$50 Submitting a pay stub showing employment during the 2nd quarter after exit quarter (follow up services)

Individualized Incentives:

Youth counselor has the ability to award an incentive that is tied to an educational goal that is outlined in the ISS that is tailored to the individual needs of the youth.

WASHINGTON COUNTY CAREERFORCE
SUPPORT SERVICES POLICY – Young Adult Services

Provision of support services is subject to the following conditions:

- Support services are not an entitlement, and may be offered at the discretion of the employment counselor.
- An employment plan/individual service strategy must be developed before support services can be approved, and the need for support services must be documented either in the individual service strategy or case notes.
- Support services for youth may be provided after program exit and during the 12 months of follow up. If support services funds are used, prior use of support services funds during participant's most recent enrollment period must be taken into account and the limit per person per enrollment still applies.
- Support services are granted based on program budget availability, and may be adjusted down when program funds dictate. Total expenditures per participant may not exceed \$500.00 for the duration of program enrollment (and including during 12 months of follow up).
- Any requests for expenditures exceeding \$500.00 per participant must be reviewed by the team of employment counselors and supervisor, and be justified by extraordinary circumstances.
- Program resources may not be used if other funding is available to pay for costs.
- A participant cannot be reimbursed for an expense that occurred more than 30 days in the past, nor prior to enrollment date.

Support service needs are documented in the participant's individual service strategy/employment plan and/or case notes. The ISS and case notes are updated as needs for additional support services arise. Decisions about providing support services will be made in accordance with applicable federal, state and local policy and program budget limitations.

Approved support services available to young adult program participants may include the following:

- **Transportation** –Reimbursement for mileage, gas card, mass transit/bus card, car repairs, auto insurance
- **School-related costs** – application fees, books, school supplies, fees, GED or other test fees
- **Family Care** – Childcare reimbursement for job search activities and/or training
- **Health Care** – Includes, but not limited to, preventive and clinical medical treatment, dental, appropriate psychiatric, psychological and prosthetic services; eye exams, corrective eyewear; emergency COBRA or other health insurance payment or co-pays
- **Housing /Rental Assistance** – Assists participants in maintaining or obtaining adequate shelter for themselves and their families. Emergency payment only, no continuous assistance.
- **Counseling** – Personal, financial, legal counseling services

- **Emergency Financial Assistance** – Cash outlay to client or vendor to provide for a variety of needs of participants including but not limited to: meals/food (subsistence), licenses, initiation fees, physicals, etc. required for job search and job start.
- **Tools and Clothing** – Tools required by employer; clothing needed for job interviews or employment
- **Drug and Alcohol Counseling** – Referral and counseling services to address drug and alcohol use issues

Because of limited available funds, ***needs-related payments are neither allowed nor approved.***

Guidelines for support services:

Transportation

Mileage Reimbursement/Subsidy

- The maximum mileage reimbursement rate may be determined by current County policy for mileage reimbursement. Participants must submit mileage forms to be reimbursed.
- Monthly mileage subsidy will be available for participants enrolled in long-term training (attendance at school will be verified before payment of the subsidy). Participant must submit mileage forms to collect the subsidy.

Car Repairs

- Use of the car is necessary to progress toward employment and training goals
- The participant must obtain 2 estimates for car repairs; the lowest estimate will be paid or reimbursed

Family Care

Limited childcare funding is available to participant for school attendance and job search activities. Where program resources are used to fund childcare, the payment is generally made directly to the childcare provider. County childcare guidelines and policy will be followed in these cases. Reimbursement to participant for documented childcare payment may also be made at the discretion of the employment counselor.

Health Care

Referrals by employment counselors to the existing service system will be made to meet health care needs. Participants may qualify for state or federal insurance programs. Where no other resources are available, or for necessary co-pays, limited funding is available.

Housing or Rental Assistance

The employment counselor may make an emergency housing or rental payment in cases of extreme but clearly temporary need. Such payments will typically be for only one month.

Personal/Financial/Legal Counseling

Employment counselors may make referrals for personal/financial/legal counseling with local providers/agencies providing services on a sliding fee basis or accepting insurance payments, if

the participant has insurance coverage. Limited funding is available for counseling and counseling must be for issues related to employment.

Emergency Health (COBRA, Short-Term Insurance)

Employment counselors may consider an emergency payment of all or part of a premium if the participant can maintain coverage after that time. Such payments will typically be for only 1-3 months.

Emergency Financial assistance

Assistance with other emergency needs will be determined on an individual basis and documentation provided that no other financial resources are available to the participant. The employment counselor will base assistance on the severity of need, ability to pay, and relevance to employment and training goals. These payments would be made directly to the provider of service, or by reimbursement to the participant upon receipt of proper documentation, and subject to prior staff approval.

Tools and Clothing

Other assistance may include the purchase of tools, uniforms/clothing or other equipment needed to accept a documented job offer; and clothing for job interviews. This will occur when the items are required for employment, when the employer will not provide them, when there is a bona fide job offer, and when it has been determined the participant is unable to pay. The preferred payment method is direct payment to the vendor.

WIOA Youth Stipend Policy

Purpose: To provide policy for granting stipends youth enrolled in WIOA or MY services.

Background: WIOA law and DEED policy allow payment of stipends directly to youth from direct services funding. Stipends became a useful tool particularly during the COVID-19 pandemic when worksites weren't open and it was necessary to engage youth in program services remotely.

Substance: Stipends are intended to encourage and motivate youth to reach goals and complete assignments as they relate to career exploration and learning skills needed for employment. They are not an entitlement, and are subject to funds availability as well as contingent upon the youth's progress and follow-through. Employment counselors determine a youth's eligibility to receive stipends.

Definition: A stipend is a fixed, regular, small payment made to a youth participation during his/her program enrollment for participation in and completion of education or training services. Education or training must be approved and included into the Employment Plan or Individualized Service Plan. Stipends may be paid based on actual hours of attendance or engagement in training activities, or hours worked, and the stipend may not exceed the state's current hourly minimum wage (\$10.08/hour for MN, January 2021) for the total hours recorded.

Attendance records and/or evidence of completion of assigned career exploration or learning activities must be submitted to the employment counselor and maintained in the participant's file in order for a stipend to be issued.

Approved learning and training activities include, but are not limited to:

- career exploration activities
- high school equivalency classes
- attendance in alternative school
- attendance in ABE tutoring/courses (for basic skills deficiency)
- attendance in work readiness skills classes (e.g., financial literacy, digital literacy, professional development, personal development, etc.)

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**WASHINGTON COUNTY
WORKFORCE DEVELOPMENT BOARD MEETING
WebEx Meeting
April 15, 2020**

Members Present

Christine Dressel	Robin Anthony	Christopher Eng
Susie Evans	Jordan Fry	Tara Gearing
Jeff Klemmer	Cynthia Larson	Monica Ramirez
Lori Tapani		Tom Yuska

Action Team Members

Tom Colosimo	Stan Karwoski
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CareerForce Staff Present

Ryan Carufel	Deb Cunningham	Tina Dudzinski
Robin Hakari	Rachel O'Connell	Karen Ritter
	Rick Roy	

1. Meeting Called to Order by Chair – Christine Dressel

The meeting was called to order by Chair, Christine Dressel. It was determined there was a Quorum of business members in attendance. A Motion was made to approve the Agenda, it was seconded and the Motion was approved.

2. COVID Updates

Rick Roy said staff is working with the public through phone, emails and online material and most people are working from home. Commissioner Karwoski added the County Board evaluates the situation weekly and follows Governor Walz's executive orders. Rick continued saying we will come out of this gradually because ending these restrictions suddenly would likely cause a spike in illness again.

Chris Dressel asked if businesses are notifying you that they are furloughing people.

Robin Anthony, Stillwater Area Chamber of Commerce, answered that businesses have furloughed 65% of their workforce. There is a COVID-19 "Updates and Resources" section on their website. They are conducting virtual meetings helping people with applications which are confusing for small businesses. A Business Recovery Committee has been started which meets every Thursday at 9:00 a.m. to discuss what they can do within the Stillwater School District area.

Chris Eng, Washington County Community Development Agency: He has heard heartbreaking stories from small businesses because 80-90% of their revenue stopped. This has hit businesses from all sectors, such as auto repair, restaurants, real estate, and farmers. There is frustration over the Small Business Association loans because the regulations and process are taking a long time. A loan program was approved by DEED for \$30 million and they have had over 500 applicants. <https://mn.gov/deed/business/financing-business/deed-programs/peacetime/> Businesses should

get their application in so they are in the queue. The Federal Reserve has the \$3.2 trillion Main Street Program:

<https://www.federalreserve.gov/newsevents/pressreleases/monetary20200409a.htm>

Rick Roy said some larger businesses are still hiring. People are seeking help in updating their resumes and getting into the unemployment system. Chris Dressel said banks are allowing businesses to delay payments on loans and waiving interest.

Stan Karwoski, County Board, said Chris Eng gave the County Board an update on the Open to Business program regarding how the county is helping business. They are talking to legislators about local aid and anticipate an extension of the property tax deadline to May 15th with no penalty.

Monica Ramirez, Century College, said classes have gone online and while enrollment is down for summer, some courses are up. They are adding more online classes and short certificates that can be completed in one semester. As soon as stay-at-home orders are relaxed, some technical classes will resume. Math and computer labs are still open with a small number of students in a large room. The Deans have been rotating their presence in the office and most are working remotely. They are planning for fall and it is not yet known what classes will be online or in the classroom.

3. Program Updates

Veterans Service Office – Ryan Carufel: There is a Veteran’s office in every county in Minnesota which advocates for veterans and helps them apply for federal, state and local benefits. Washington County staff have been working from home. There are almost 15,000 veterans in Washington County.

Patrick Kelly, the VA hospital director, is using the VA hospital in Minneapolis as a center for COVID-19. Long term care patients have been moved to St. Cloud. Minnesota allocated \$6.2 million to the Minnesota State Department of Veterans Affairs for veterans affected by COVID-19 to get up to \$1,000 for specific expenses. Over 900 applications have already been submitted.

Youth Programing and Plan Approval – Karen Ritter: Two policies need approval by the WDB to submit with the plan. The Individual Training Account policy is a structure to get funding to the training providers that are on the Eligible Training Providers List. Minnesota submitted a waiver to the Department of Labor to include in-school youth in that structure. The amount per youth per program year was updated to \$4,400 which includes training, supplies, and related support services. At enrollment, an employment plan will be developed and signed and County purchasing cards can be used in addition to billing authorizations. A Motion was made to approve the Youth Program Policy, it was seconded, and the Motion was approved.

The Incentive Policy provides funding through support services for recognition of achievement for youth engaged in job search or training. Youth are awarded up to \$100 for successful steps towards their goals. Some examples include \$25 for GED attainment, \$25 for getting a diploma or transcript, and \$50 for getting a job working 30 hours or more and providing pay stubs as

documentation. This information is needed for monitoring and the awards provide an incentive to provide documentation. Gift cards from Target, gas and food cards are used. A Motion was made to approve the Incentive Policy, it was seconded, and the Motion was approved.

Adult Programming – Karen Ritter: There are a variety of waivers being sought at the state and federal level. Many participants on the WIOA Adult Program and NOW grant are involved with CDL training and Interstate Driving School is continuing training; however, the DMV's are not testing. WIOA Youth enrolled in area colleges and high schools are doing distance learning.

Participants on the Senior Community Service Employment Program for 55 and over are on Emergency Paid Sick Leave furloughed with pay for the average weekly hours they worked prior to the emergency. The senior Legacy Program participants are still getting help with job search and training.

Dislocated Worker Programming has not had a rush of people yet. Most referrals to the program came from the unemployment group sessions which are no longer being held. Career Lab staff are still referring people. People who have been laid off or furloughed seem to be waiting it out to see what will happen with their business. Unemployment applications are primarily done online and there is a long wait time to get through on the phone. Unemployment is hiring 75 new people, but they will need to be trained before starting to work.

Chris Dressel asked how long does it take to hear back from Unemployment?

Robin Hakari, Career Services Specialist, replied some people received benefits in a few days. But the process takes longer for people with other issues such as problems with their password. There are long waits on phone lines and at one point some lines were shut down so staff could be assigned to process unemployment claims. The \$600 weekly payment from the federal government has been added to people's unemployment benefits and there is a 13 week extension for people who have exhausted their benefits.

MFIP/SNAP and SNAP ENT – Tina Dudzinski: Tina supervises Employment Services for Washington County's public assistance programs: the Diversionary Work Program (DWP), Minnesota Family Investment Program (MFIP) and Supplemental Nutrition Assistance Program Employment and Training (SNAP ENT). With public facing services ending, they are trying to provide the same service and response for people trying to meet their basic needs. The Governor's executive order March 20th gave temporary authority for DHS to make changes to programming to continue to provide services. Face-to-face interviews have been waived, applications can be taken by phone, verbal signatures are accepted on forms and applications, and verbal verification "to the best of their knowledge" accepted for 3rd party providers. With these changes, some benefits have been approved the same day and has resulted in a quick increase in caseloads.

The DWP program is four months long providing intensive job search assistance with the intent of diverting people from the MFIP program. With high levels of unemployment, all families are deemed unlikely to benefit from this program and being rolled over to the longer term MFIP program. Families are being granted good cause for the inability to fully participate in the

program and no adverse actions such as sanctions are being implemented. MFIP has a lifetime limit of five years and anyone approaching that limit has been given an automatic six month extension. With these changes, they are unlikely to see many people exiting these programs. SNAP for able bodied adults without dependents is time limited to three months in a 36 month time period. That time limit has been waived.

The Pathways to Prosperity for basic manufacturing skills and certified production training was supposed to start April 13 and now is scheduled to start mid-July to allow time for Adult Basic Education and Century College to shift to distance learning. DEED has granted an extension on the program to the end of December. *Stan Karwoski* added if there are any tools such as a new office environment or approach to deliver services, let him know and he will bring it to the County Board.

4. Documents and Plan Updates for June Meeting – Rick Roy

Memorandum of Understanding: This is an agreement between the partners of CareerForce outlining the services we provide, how we provide them and how we refer people to service. It was reviewed during the monitoring visit and we need to be more explicit; those changes will be reviewed by the state and sent out to our partners.

Infrastructure Funding Agreement: This document outlines how the physical costs of the CareerForce locations are covered, primarily Woodbury where all services have to be available. It is a complicated document and there have been a lot of waivers so we have made a number of changes.

One Stop Operator: WIOA law added a requirement there should be a competitive process to name an independent organization to oversee the operations of CareerForce locations. This is difficult to implement across the state because it is not highly populated and the state has applied for a waiver for that requirement. We have always had a consortium of Wagner Peysner, Adult Basic Education and Vocational Rehabilitation and are hoping to continue that.

Regional and Local Plan: The Regional Plan includes the greater metro area. DEED simplified the application and approved the work plan to be more of a narrative describing how we work together and coordinate services. Rick is working on the Local Plan with support from staff. All of these documents will be on the agenda for June to be reviewed and approved by the WDB as part of their oversight responsibilities.

5. Q&A With Board Members

Susie Evans said the monitor had tough questions but was impressed with the Board's connections with business. Chris Dressel complimented Rick for the structure put in place. Stan Karwoski commented the County Board values the business community's efforts during this challenging time and the Board will be as supportive as they can.

Meeting Adjourned – Chris Dressel

A Motion was made to adjourn the meeting, it was seconded, and the Motion was approved.

Workforce Development Board Organizational Overview

Education Engagement Action Team			
Chair		Vice Chair	
Board Member		Board Member	
Board Member		Board Member	
Action Team Voting Member		Action Team Voting Member	
Action Team Voting Member		Action Team Voting Member	
Description of Work			
<p>Focused on connecting youth to education and training through secondary and post-secondary opportunities and other socio-economic supports that aid in the transition to adulthood and self-sufficiency.</p>			
General Activities			
<ul style="list-style-type: none"> Recommend Youth Service Provider and monitor activities Coordinate with secondary education on strategies to reach out to out-of-school youth Work to embed Career Pathway strategies into secondary education Include equity element in all project plans 			
Intersection With Other Action Teams			
<p>Oversight Action Team – Work to ensure that strategies align with the intent of WIOA and leverage the work of other Action Teams.</p>			
<p>Business Engagement Action Team – Provide information and support for linkages to youth services throughout the county</p>			
<p>Community Engagement Action Team – Assess and provide feedback on “human centered” design concepts related to youth feeling welcome within the CareerForce system</p>			
Staff Support & Role – Karen Ritter, Supervisor for WIOA Programs & DEED grants			
<p>To coordinate meeting agendas and related information. Work with support staff from other Action Teams to share information and identify potential redundancies or need to collaborate/integrate project components.</p>			

Meeting Schedule									
Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
Full Board	Action Teams	Action Teams	Full Board	Action Teams	Action Teams	Full Board	Action Teams	Action Teams	Full Board

WASHINGTON COUNTY YOUTH WORK SKILLS EVALUATION

Youth Name _____

Worksite & Location _____

Check one: Initial Evaluation _____ Final Evaluation _____ Other _____

COMPETENCY AREA	PERFORMANCE EXPECTATIONS	Needs Development (1)	Satisfactory (2)	Above Expectations (3)
Attendance	Understands attendance expectations. Arranges for days off in advance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuality	Arrives to work on time and returns from break timely. Calls supervisor prior to being late (rare occasions).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appearance	Dresses appropriately for position and duties. Shows adequate hygiene.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Response to supervision	Accepts direction, feedback and constructive criticism appropriately. Makes effort to change behavior and improve work performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication skills	Communicates clearly and effectively. Listens attentively and uses appropriate language. Demonstrates tact and courtesy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	Sees what needs to be done and does it. Shows desire to be helpful. Ask for clarification when needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of work	Strives to do well. Understands what is expected and follows instructions with few or no reminders. Uses time wisely, finishes tasks on time and is effective and efficient.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teamwork	Relates positively with supervisor and coworkers. Builds relationships and respects diversity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Problem-solving	Exercises sound reasoning and analytical thinking. Uses knowledge and information to solve workplace problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety	Complies with work site health and safety regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CORE JOB SKILLS	PERFORMANCE EXPECTATIONS (At start of work experience, supervisor and youth should identify 3-6 core job skills. They should, to the extent possible, be related to youth's/young adult's career pathway interest.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
#1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
#2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
#3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
#4		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
#5		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
#6		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Continued on back

COMMENTS:

Supervisor Name _____ Supervisor Signature _____ Date _____