

Fresno Regional Workforce Investment Board

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Blake Konczal, Executive Director

Information Bulletin

FRWIB IB # 12-14

Date Released: December 4, 2014

To: All Fresno Regional Workforce Investment Board Providers of Services

From: Blake Konczal, Executive Director

Effective Date: December 4, 2014

Subject: Youth Mentoring Activities

Applicable Program: Youth Program

Revision History: Initial Release

This Information Bulletin (IB) supersedes Operational Directive (OD) 02-07, Formal Youth Mentoring

Section 129 (c)(2)(I) of the Workforce Investment Act (WIA) stipulates that all WIA funded youth programs must make adult mentoring services available to WIA youth clients for the period of participation and a subsequent period for a total of not less than 12 months.

Based on this requirement, the following mentoring process is established.

All Providers of Services must insure that Mentoring Services are made available to all WIA youth clients on an as needed basis.

If a Youth participant can benefit from a mentoring program, the ACA must contact one of following agencies to set-up the first meeting for participant. Once the referral is made, the youth must be given the appropriate contact information and appointment time. Use the Youth Referral form

Provider of Services may refer clients to existing mentoring programs or they may choose to develop an adult mentoring program as a part of their program design.

The following Youth Mentoring programs are available for the ACA to refer youth as needed:

- Big Brothers/Big Sisters: 559-268-2447
- Boy Scouts of America: 559-320-2100
- Comprehensive Youth Services: 559-229-3561
- Encourage Tomorrow: 559-233-2880
- Focus Forward: 559-600-4961
- Fresno Barrios Unidos: 559-453-9662
- Fresno EOC Foster Grandparent Program: 559-263-1533
- Fresno P.A.L.: 559-621-2472
- Girl Scouts of America: 559-291-5078

If the Provider chooses to provide mentoring services as part of their program design, the Provider of Services will be responsible for insuring that all mentors have passed a drug test, background check and proper training in the following areas prior to having any contact with youth clients:

- confidentiality,
- sexual harassment and
- mandatory child abuse reporting laws

Regardless of the method used to provide mentoring services, the Provider of Services is responsible for documenting the services in the client's case file and tracking hours of participation to ensure that WIA requirements are met.

If any questions, please contact the Youth Program Manager.

Forms:

[YTH-006](#) Youth Referral Form