

Fresno Regional Workforce Development Board

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Blake Konczal, Executive Director

OPERATIONAL DIRECTIVE

FRWDB OD # 11-17, Revision B

Date Released: June 19, 2018

To: All Fresno Regional Workforce Development Board Providers of Services

From: Blake Konczal, Executive Director

Effective Date: July 1, 2018

Subject: WIOA Youth Program Flow (Out- of-School ages 18-24)

Applicable Program: Youth Services

Revision History: Initial Release – 9/14/17

This Revision B updates the flow to accommodate the transition to CalJOBS and the movement of Objective Assessment to the CalJOBS Participant Plan (OD 18-18).

This Operational Directive (OD) applies to all out-of-school youth ages 18-24 and out-of-school youth 17 years old that have obtain their High School Diploma/ GED.

This OD references OD 09-17, Measurable Skills Gain.

Providers of services are to implement this OD immediately.

After youth attends the Youth Orientation, they are to be scheduled for and attend a Youth Program Entrance Interview to ensure that all youth enrolled will be willing and able to complete the All Youth One System (AYOS). If youth is not recommended for the AYOS, youth must be provided with appropriate referral(s) to other services available in the community (Form [YTH-006](#), Youth Universal Referral). Any Youth 18 years and older must be referred to the One-Stop for use of Basic Career Services. If recommended for the AYOS, then youth can progress to the initial eligibility interview and basic skills assessment.

Once determined eligible for WIOA Youth Services, ACA will meet with participant to complete their Objective Assessment (OA) and develop their Individual Employment Plan (The Plan) prior to enrolling into the Job Readiness Workshop.

Youth are not considered enrolled in CalJOBS until a Service Code that starts the 90 day Clock, is entered.

- Objective Assessment (412) and Develop Service Strategies (413) DO NOT start the 90 "clock".

All participants are required to complete the entire Job Readiness Workshop prior to Training Services or Career Services. After the completion of the Job Readiness Workshop, ACA will meet with participant to complete the development of the Plan, documenting all actions/plan services that will be provided to the youth. The goal for all youth is to complete all activities as outlined in the Plan.

If an out of school youth does not have their high school diploma or GED, their Plan must document services, or attempt to assist the youth in returning to school or completing their GED and case noted. If the participant is enrolled into a high school diploma or GED program they may be provided Career Services concurrently with their high school diploma or GED program.

Movement to Training Services must be documented and justified in the Plan and case notes, detailing the method(s) used to determine the need for Training Services. Participants must meet a minimum of 9th grade reading and math levels in CASAS for all occupations except those classified as Professional Drivers which have a minimum 6th grade reading and math level requirement, before any type of training can be considered.

If the participant seeking training does not meet the minimum required grade levels for training, participants must remediate to the require levels for training. Additional soft skills issues may be addressed concurrently with remediation. Soft skills training participants do not need to be at 9th grade for specific soft skills training.

All Out-of-School youth in training are subject to positive outcomes for the Measurable Skills Gain performance measure (see Measurable Skills Gain OD for additional clarification).

Upon completion of their training goals, youth moves to Job Ready Activities. The ACA works with youth to get them job ready. Job Ready preparation activities must be documented in their Plan. Additional Soft Skills issues may be addressed concurrently with Work Experience activities.

The following provides the timelines for completing the Job Ready preparation process:

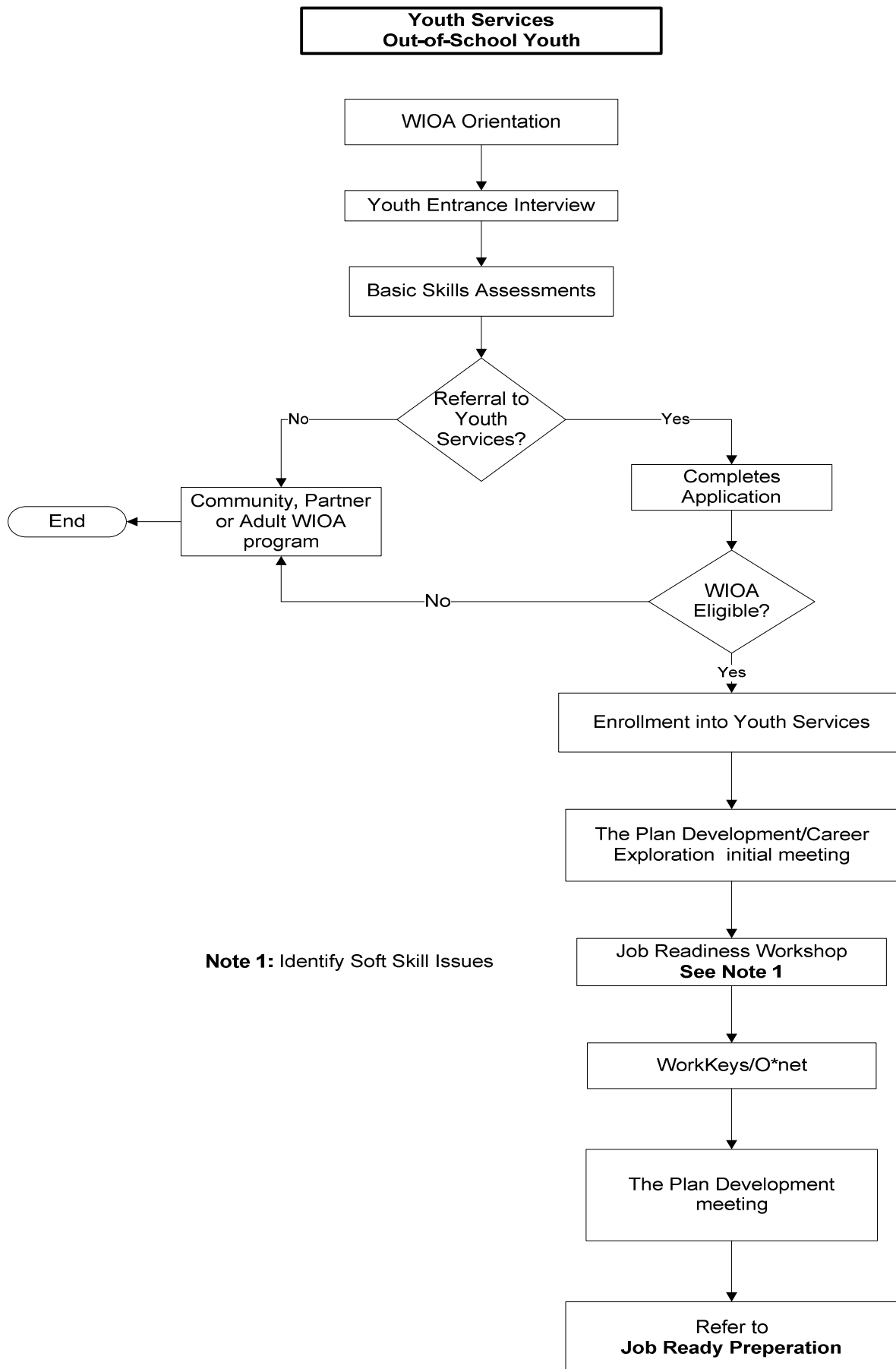
- Out-of-School youth have until 6 months after they complete their WorkKeys assessments to complete the Job Ready preparation process. After six months, the barriers to success must be addressed or the youth exited from the program by the end of the following quarter.

Required activities Refer to the appropriate Operational Directive for details include (but are not limited to):

- Complete the Job Readiness Workshop
- Complete the O*NET Assessment
- Complete WorkKeys assessment
- Career Track
- Complete the Interview Preparation Workshop
- Proceed with required Job Ready preparation activities, as outlined in their ISS

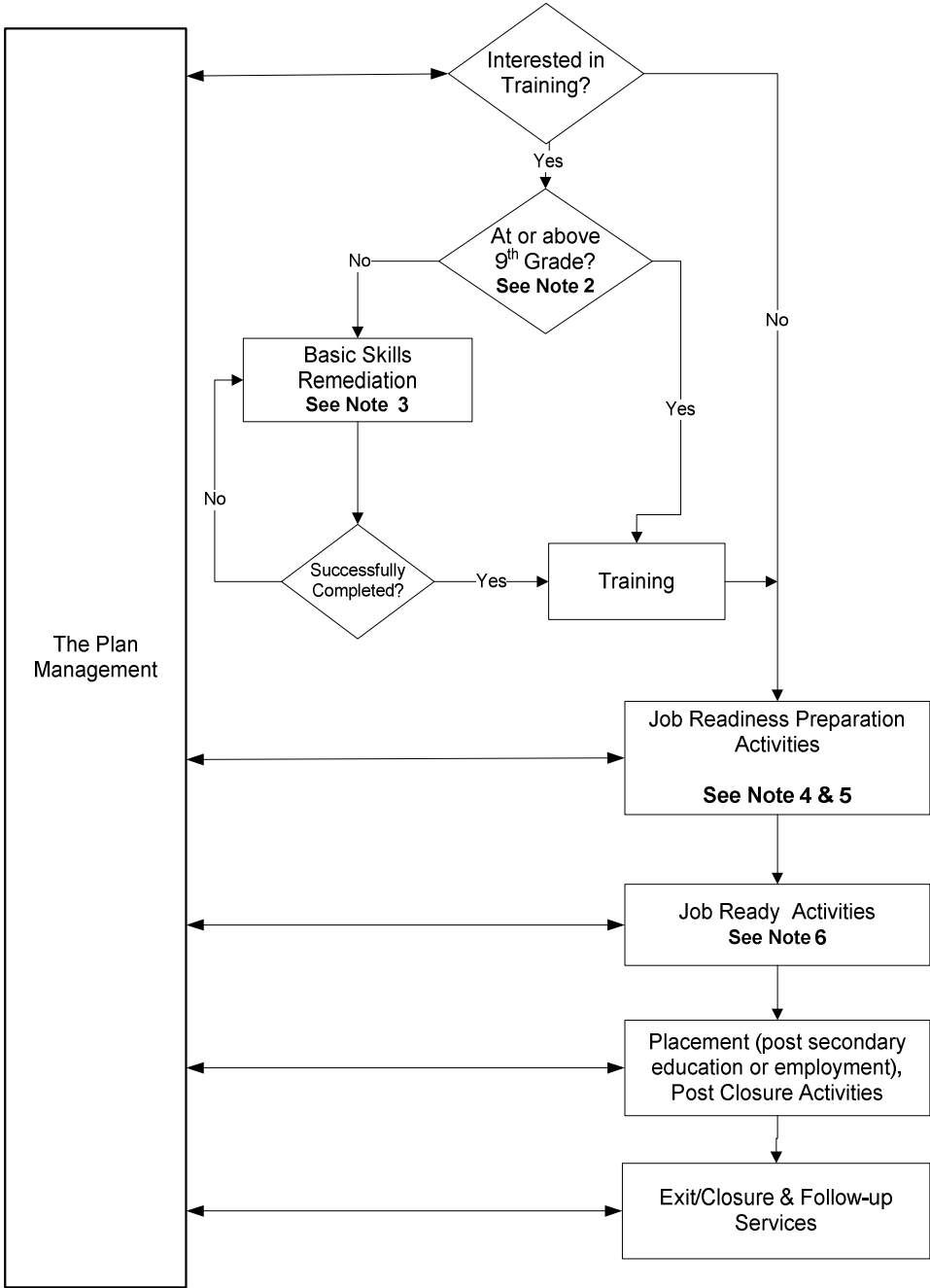
The Youth Customer Flow on pages 3 and 4 provides an overview of the processes to be utilized by the ACA in managing a Youth participants in the WIOA AYOS program.

If you have any questions, please contact the FRWDB Program Manager.



Note 1: Identify Soft Skill Issues

Job Ready Preparation



Note 2: Excludes Professional Drivers which have a minimum requirement of 6th grade.

Note 3: Additional Soft Skills Issues may be addressed concurrently with remediation. Soft Skills training participants don't need to be at 9th grade for specific Soft Skills training.

Note 4: Additional Soft Skills issues may be addressed concurrently with Work Experience activity.

Note 5: Allowable activities can include:

- Career Counseling
- Career Research
- Skills Enhancement Workshop
- Interview Prep Workshop
- Mock Interview
- Work Experience
- Leadership Activities
- Financial Literacy Workshop

Note 6: Allowable activities can include:

- Job Showing
- Work Experience
- Job Club
- Educational Research
- College/Vocational Education Registration Workshop
- Leadership Activities