

Fresno Regional Workforce Development Board

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Blake Konczal, Executive Director

OPERATIONAL DIRECTIVE

FRWDB OD # 13-15, Revision D

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 (In-School Youth 14-21 & Out- of-School Youth 16-18)

Applicable Program: Youth Services

Revision History: Initial Release – 7/21/15; Rev B – 8/4/16; Rev C – 9/14/17

This Revision D updates the flow to accommodate the transition to CalJOBS and the movement of Objective Assessment to the CalJOBS Participant Plan (OD 19-18).

This Operational Directive (OD) references OD 09-17, Measurable Skills Gain.

Providers of services are to implement this OD immediately.

This Operational Directive applies to all in school youth and out-of-school youth ages 16-18 without a high school diploma or GED.

The goal for all youth is to complete all activities as outlined in their Individual Employment Plan (The Plan).

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 in-school youth reading and math scores must be verified by the school to confirm basic skill levels. All youth who have reading or math scores below the 10th grade must be referred to Academic Services.

As soon as youth enter the Academic Services, the ACA is to meet with them to develop the Plan.

Once a youth enrolls into their initial academic activity they can begin basic Career Counseling/Planning (career goal and soft skill discussions, computerized labor market research) with their ACA as well as other WIOA activities as needed (leadership activities, mentoring, etc.).

Any youth that has 9th grade reading and math may continue with planned services concurrently with remediation.

Upon achievement of a 1 grade gain in reading or math, youth **MAY** participate in a work experience activity. Prior to the enrollment into this work experience activity, the youth must complete the Job Readiness Workshop and the O*NET career assessment.

All youth must achieve a 10th grade level or 2 grade level increase in math and reading by the end of 12 months after enrollment into a tutorial activity. If a youth has not achieved this goal (two grade level gain) by the end of 12 months, they must be exited from the program by the end of the following quarter.

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

Upon completion of their academic goals youth moves into the Career Services. The ACA works with youth to get them job ready. Job Ready preparation activities must be documented in their Plan.

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

- In-School Youth have until 9 months after they complete their WorkKeys assessments to complete the Job Ready preparation process. After nine 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):

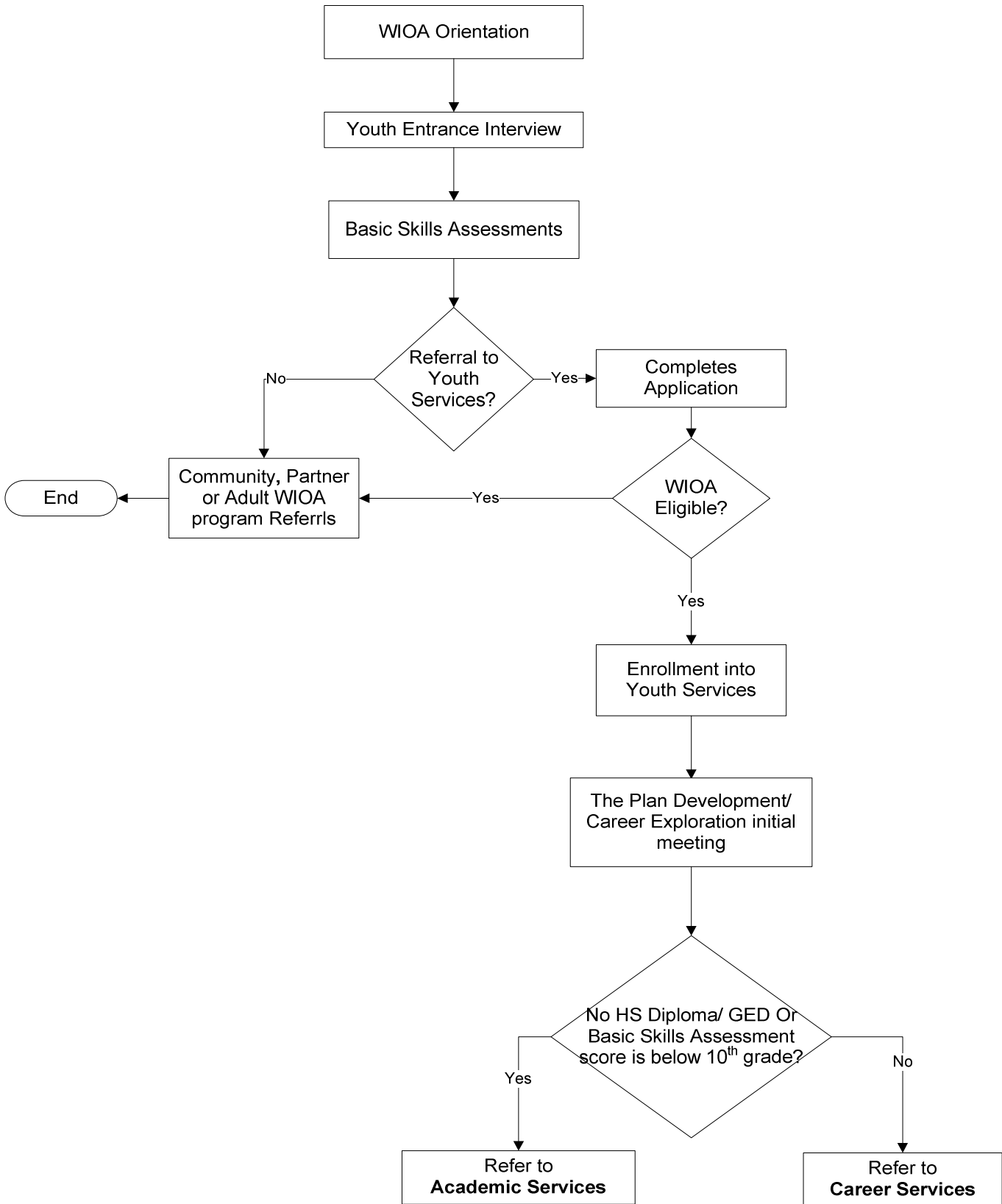
- Complete the O*NET
- Complete WorkKeys assessments
- Complete the Job Readiness Workshop
- Career Track
- Complete the Interview Prep Workshop
- Proceed with required Job Ready preparation activities, as outlined in their [Plan](#)

Specific Operational Directives, as appropriate, will be released to support the consistent implementation of the Youth Customer Flow across the All Youth One System in Fresno County.

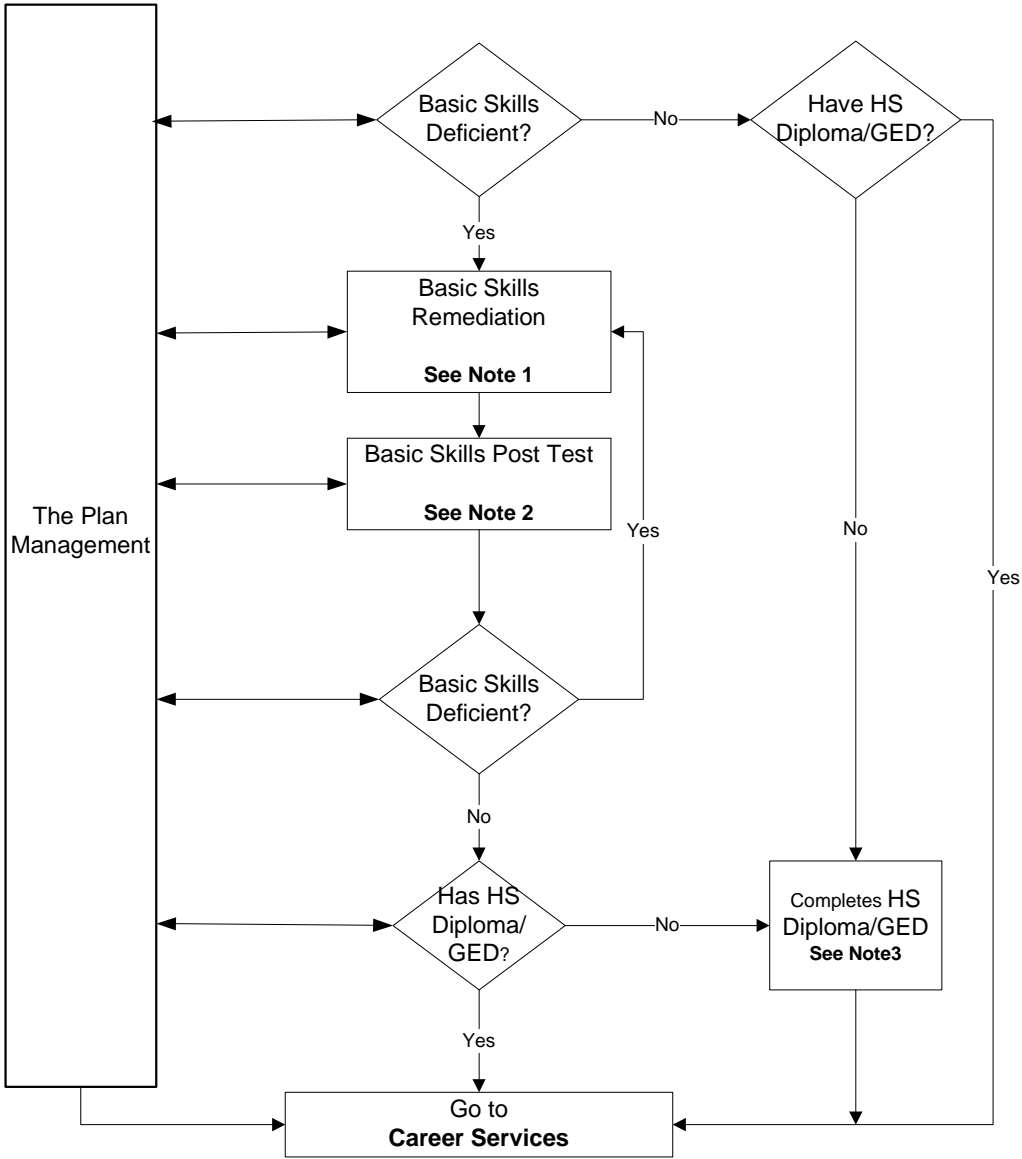
The Youth Customer Flow on pages 3 through 5 provides an overview of the processes to be utilized by the ACA in managing a Youth client in the WIOA AYOS program.

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

**Youth Services
In-School and Younger OSY**



Academic Services

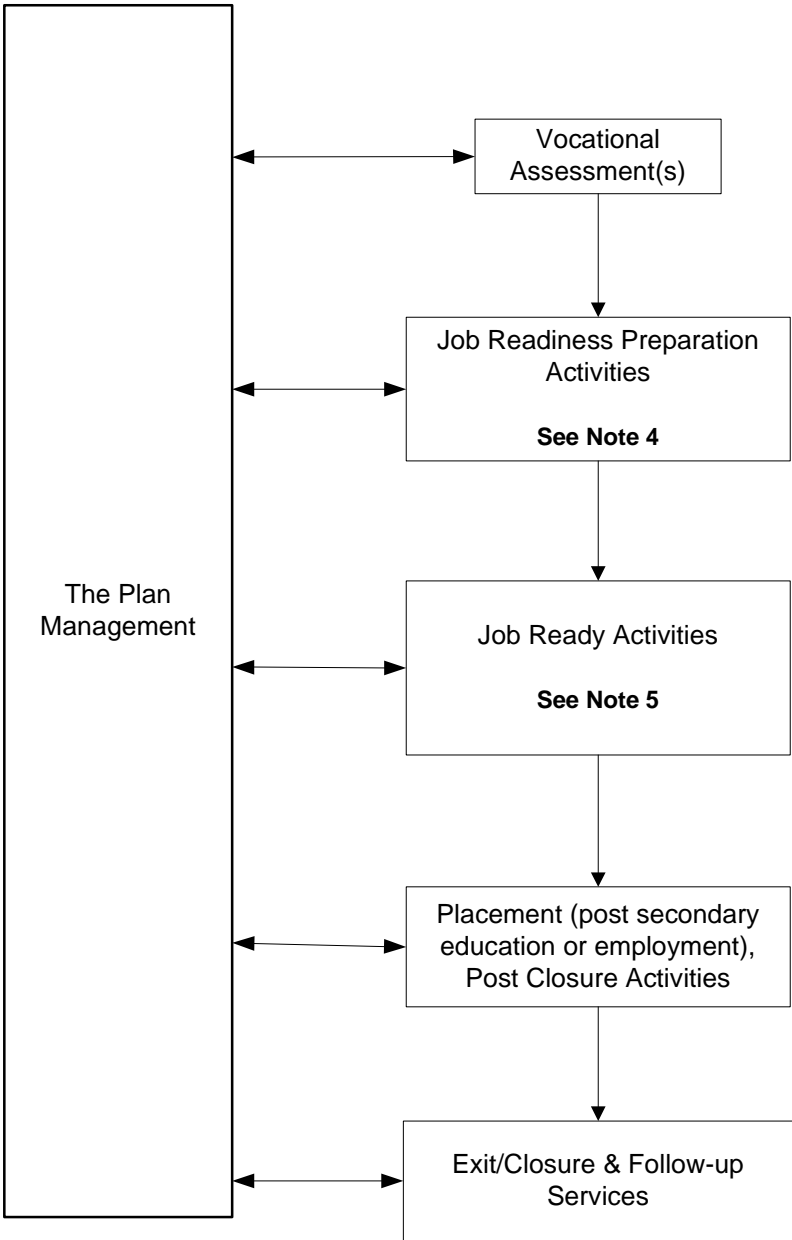


Note 1: Basic Skills remediation include: Online Tutorial, GED Prep classes, and/or College English/Math Class

Note 2: If youth is basic skills deficient, they still need to post test after attaining GED or HS diploma.

Note 3: Youth may proceed to Career Services provided the youth is actively pursuing GED or high school diploma.

Career Services



Note 4: Allowable activities can include:

- Career Counseling
- Career Research
- Soft Skill Workshop
- Job Readiness Workshop
- Career Pillar Workshop
- Mock Interview
- Work Experience
- Leadership Activities
- Occupational Skill Training

Note 5: Allowable activities can include:

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