



Eric R. @WORK

Youth Program Elements Webinar

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Training Objectives

- Review the 14 Youth program elements
- Highlight local area best practices and service delivery
- Address questions related to the program elements

Youth Program Elements

- Must be made available to participants
- Some may be provided via leveraged partner resources
 - Agreement with partner organization to ensure program element will be offered
 - Must be closely connected and coordinated with the Title I-B youth program
- Some elements overlap
- Consistent and unduplicated reporting of program elements

Element 1: Tutoring, Study Skills Training, Instruction, and Dropout Prevention Services

- Focus on providing academic support, overcoming learning obstacles, providing tools/resources to develop learning strategies
- Strategies intended to lead to HS diploma
- Activities that keep youth in school and engaged in formal setting
- Provided one-on-one or in group setting

Element 2: Alternative Secondary School Services or Dropout Recovery Services

- [Alternative school services](#) (basic education skills training, individualized academic instruction, and ESL training)
 - Assist youth who have struggled in traditional secondary education
- Dropout recovery services (credit recovery, counseling, and educational plan development)
 - Assist youth who have dropped out of school back into secondary school, alternative secondary school, or high school equivalency (HSE) program
- Goal: youth re-engagement in education that leads to the completion of a recognized HSE

Element 3: Paid and Unpaid Work Experience

- Planned, structured learning experience that takes place in the workplace for a limited period of time
- Must include academic and occupational education component
 - Contextual learning that accompanies work experience
- Categories
 - Summer employment opportunities & other employment opportunities throughout the school year
 - Pre-apprenticeship programs
 - Internships and job shadowing
 - On-the-job training

Element 4: Occupational Skills Training

- Organized program of study that provides specific vocational skills
 - Lead to proficiency in performing actual tasks and technical functions required by occupational fields at various levels
- Priority considerations must be given to training programs that lead to recognized postsecondary credentials that align with in-demand industries or occupations

Element 5: Education Offered Concurrently with Workforce Preparation and Training for Specific Occupation

- Integrated education and training model
- Describes how workforce preparation activities, basic academic skills, and hands-on occupational skills training are
 - To be taught within the same time frame (concurrent delivery) and
 - Connected to a training in a specific occupation, occupational cluster, or career pathway

Element 6: Leadership Development Opportunities

- Opportunities that encourage responsibility, confidence, employability, self-determination, and other [positive social behaviors](#):
 - Peer mentoring and tutoring
 - Training in decision making
 - Citizenship training (life skills training, parenting and work behavior training)
 - Civic engagement activities: promote the quality of life in a community
 - Leadership activities: leadership roles for youth (serving on youth leadership committees)
 - Other activities outlined in [20 C.F.R. § 681.520](#)

Element 7: Supportive Services

- Enable youth to participate in WIOA activities
- Include but not limited to:
 - Linkages to community services
 - Assistance with transportation
 - Needs-related payments
 - Assistance with uniforms, work-related tools, etc.
 - Assistance with books, fees, school supplies, etc.
 - Other services outlined in [20 C.F.R. § 681.570](#)

Element 8: Adult Mentoring

- Must last at least 12 months and may take place during the program and following exit from the program
- Must be a formal relationship between a youth participant and an adult mentor
 - Includes structured activities where mentor offers guidance, support, and encouragement
- Program must match the youth with an individual mentor with whom the youth interacts on a face-to-face basis.
- Mentoring via electronic means and group mentoring are also allowable.

Element 9: Follow-up Services

- Provided after exit from the program: ensure success in employment, postsecondary education and training.
- Must be offered to youth, align with their ISS, and for a minimum of 12 months
 - Youth may opt out of services at any time; must be documented in case file.
 - Local programs should have policies on documenting when a participant cannot be located or contacted.
- May begin immediately after the last expected date of service in the Youth program
- Do not cause exit date to change and do not trigger re-enrollment in the program

Element 9: Follow-up Services (cont'd)

- Must include more than only a contact made for securing documentation for performance outcomes
- May include regular contact with a youth's employer and addressing work-related problems that arise
- May include specific program elements

Program Elements as Follow-up Services

- Follow-up services may include the following program elements, occurring after exit date:
 - Supportive services
 - Adult mentoring
 - Financial literacy education
 - Services that provide labor market and employment information
 - Career awareness, career counseling, career exploration
 - Postsecondary preparation and transition activities
- When program elements are provided as follow-up services:
 - Code as follow-up services in AJC
 - Document in case file that they were provided as follow-up services post exit

Element 10: Comprehensive Guidance and Counseling

- Provides individualized counseling to participants
- Includes
 - Drug & alcohol abuse counseling
 - Mental health counseling
- Does not include [career and academic counseling](#)
- May be provided directly by the program or through a referral to a partner program
- When referring to partner programs, youth program must coordinate with partner program to ensure continuity of service

Element 11: Financial Literacy Education

- May include activities which support and facilitate --
 - Creating budgets, opening checking and savings accounts at banks
 - Informed financial decisions and understanding of credit and debt, including student loans, consumer credit, and credit cards
 - Provide financial education that is age appropriate, timely, etc.
 - [FDIC: Youth Employment Resource Center](#)
- May include other activities outlined in [20 C.F.R. § 681.500](#)

Element 12: Entrepreneurial Skills Training

- Provides basics of starting and operating a small business
- Develops the skills associated with entrepreneurship
 - Taking initiative, seeking out/identifying business opportunities, developing budgets, etc.
- Approaches may include --
 - Entrepreneurship education: introduction to the values & basics of starting and running a business
 - Enterprise development: help access small loans or grants to begin business operation
 - Experiential program: experience in day-to-day operation of a business

Element 13: Services that Provide Labor Market and Employment Information

- Include 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
 - Career exploration services
- Include assistance with identifying job opportunities

Element 14: Postsecondary Preparation and Transition Activities

- Include exploring postsecondary education options (tech. schools, community colleges, etc.)
- Connecting youth to postsecondary education programs
- Assisting with SAT ACT prep; college admission applications; searching for scholarships and grants; filling out financial aid applications

Local Area Best Practices

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Occupational Skills Training

- Guided research and selection of best training program for youth
- Includes career-related assessment
- Apprenticeship
- Certification and college degree
- Vocational skills training

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Postsecondary Preparation and Transition Activities

- Academic support
- Overcoming learning obstacles
- Tools and resources to develop learning strategies
 - How to get good grades in college
 - What to expect in college
 - How to be successful in the classroom
 - Study smart
 - Choosing a major or area of study

Mohave/La Paz Counties

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Paid and Unpaid Work Experience

- Green Team: ongoing work experience opportunity in landscaping, maintenance, or construction
 - Dedicated career coach/crew leader
 - Opportunities with Mohave County Parks and Kingman Parks
 - Assists ERACE (Environmental Rural Area Cleanup Enforcement)
 - Works on Community Development Block Grant renovation and rehabilitation projects
 - Response to COVID-19 emergency declaration

Comprehensive Guidance and Counseling

- Partnership with juvenile probation, treatment court teams, behavioral health agencies, and others
- Wraparound services to youth, extended to the family unit

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Leadership Development Opportunities

- Monthly youth-driven leadership development projects
 - Reflect youth interest and community needs
 - Youth involvement in development, implementation, and evaluation
 - St. Mary's Food Bank, Stardust, winter holiday event
- Family presentation projects and workshops
 - Cultural competency: building an inclusive culture
 - Eat the Rainbow nutrition tips and strategy
- Opportunities for Youth Collaborating for Change virtual conference
 - Youth-led conference

Financial Literacy Education

- Modeled after the Valley of the Sun United Way Financial Coaching Program
 - Financial literacy and stability
 - Behaviors and values around money
 - SMART goal setting
 - Financial resources and tools
- Delivered in group setting and relevant to youth
- Relevant to youth: maximizes motivation to learn and internalize the information
- Guest speakers
- Offered to participants placed in work experience, those with financial barriers, and those interested in financial planning

Entrepreneurial Skills Training

- Youth Entrepreneurs curriculum and experiential education model
- YMCA Print Studio
 - Full-scale commercial production center
 - Operated through youth case management
 - Promotes entrepreneurship: teaches fundamentals of screen printing process
 - Provides job training → marketable skills

Questions and Answers

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Resources

- 20 C.F.R. Part 681
- Training and Employment Guidance Letter 21-16: Third Workforce Innovation and Opportunity Act (WIOA) Title I Youth Formula Guidance
- WorkforceGPS: WIOA Youth Program Element Resources
- Wage and Hour Division Youth Employment Compliance Assistance Toolkit

Contact Information

For Title I-B policy-related and programmatic questions, please email TitlePolicy@azdes.gov.

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