

## GUIDELINES FOR WIA YOUTH PROGRAMS and STAFF

In an attempt to support the at risk youth in year round WIA supported programs, the Middlesex County Youth Investment Council of the Middlesex County Workforce Investment Board has reviewed the following guidelines on October 22, 2009.

1. The Middlesex County YIC endorses the Youth One-Stop concept to enable youth staff to assist out of school youth in an embracing environment with support services/referrals/ITAs/year round WIA youth programs/assistance with employment/workshops on work readiness, etc. and career counseling all as options. The primary Youth One-Stop is available in Perth Amboy, with a satellite office in New Brunswick.
2. No youth will be enrolled in a WIA youth program or with Middlesex County for Youth Opportunities Unlimited (MC 4 Y.O.U.) unless all required documentation is complete and the youth is deemed eligible for funding per the WIA regulations. It is the responsibility of the program operator to collect all required documentation prior to submitting the file for certification review to the MCDWD. The New Hire form for payroll will not be accepted by the fiscal unit of the department without verification that all documents are complete and the youth has been deemed eligible by department youth staff. No services may be provided to the youth until such determination is complete.
3. Any youth determined to be eligible for an approved year round youth program, must attend said program for ten (10) consecutive days to be enrolled on the eleventh day and then to begin to collect a check for the hours engaged in classroom and/or work activities. The paycheck will be retroactive to the first day of attendance. If the youth drops out before the eleventh day, no paycheck will be issued and the youth will not be considered enrolled. This ten (10) day period only applies to out of school youth and only to those youth enrolled in a specific WIA funded youth program, not youth being assisted directly by MC4YOU staff.
4. Youth being served directly by MC4YOU staff, will begin to receive their paychecks after completing two (2) weeks of the activity in which they are enrolled by staff, with the pay retroactive to the first day of attendance. Attendance is the responsibility of the MC4YOU staff, no matter where the approved activity is taking place. Timesheets must be signed by MC4YOU staff as well as other appropriate supervisors/teachers if any.
5. The stipend for classroom activities will be \$4.50 per hour. The stipend for work activities will be the applicable minimum wage at the time of the work.
6. All timesheets must be completed and signed by the youth and the site supervisor or program director. Stipends will only be paid for actual time spent in class or on the job. No stipends will be paid for travel time or meal time.
7. The terms of the contract, activities, levels of service, outcome, reports and budget of the proposal submitted and approved for funding by the MC Department of Workforce Development and subsequently the contract approved by MC Board of Chosen Freeholders, will be considered the statement of work and all must be fulfilled, unless a request for an amendment is received and approved prior to the end of the contract.
8. It is the responsibility of the MCDWD to monitor each program on a quarterly basis, both for program achievements and fiscal accountability. If necessary, a corrective plan of action must be filed for any deficiencies noted in the monitoring report.

### Guidelines for WIA Youth Programs and Staff (Continued)

9. If an at-risk youth is qualified and placed in an ITA (which is on the ETPL list and also for an occupation on the labor demand list for NJ), and in recognition of the difficulties in participating in these programs for many of the at-risk youth, the youth will be paid \$20.00/day while attending training (only for days actually in attendance) to offset costs of transportation, food. This amount will only be paid while the youth is in an occupational skills training program. If the youth is in a classroom experience that does not meet the above criteria (work readiness, GED, basic skills, etc.) the stipend as noted in #4 will apply.
10. Upon completion of the ITA, it will be the responsibility of the training school where the youth was enrolled to assist the youth in securing employment and all the conditions of the ITA contract will apply.
11. If a youth is placed in post-secondary education to work toward an AA degree, the maximum stipend of \$4,500 will be paid each year for two (2) years only, during their coursework. We will pay tuition one (1) semester at a time and the youth must supply the agency with final grades at the end of each semester. If all final grades are C or above, we will continue to use WIA youth funds for the next semester's coursework. If all courses were not passed, representatives of the department will meet with the youth and the counselor at the county college to discuss options which will include the loss of WIA funds for future coursework. The youth must be enrolled as a full-time student to qualify for WIA funding for an AA degree. WIA will pay for no more than four (4) consecutive semesters of class work for any youth (maximum of 60 credit hours).
12. If a youth between the ages of 18-21 presents for services to the youth staff and is on unemployment, this youth will be referred for service and case management to the career development services unit. If the youth staff can assist in referring the youth to various support services because of their knowledge of the youth network, such assistance will be offered. Adult WIA funding, if eligible, will be used rather than WIA youth funds to support this youth while in training.
13. No youth who is a direct recipient of TANF funds is eligible for WIA youth programs as TANF and/or WIA funds are used to serve this population so their welfare grant is not negatively impacted. If the youth is a member of a family who is receiving TANF support and the income and barrier conditions of WIA are met, he/she will be considered for enrollment in a WIA funded Youth activity.
14. For a WIA eligible youth, staff can assist with the following examples of support services if needed:
  - a. Cost of permit and driving lessons
  - b. Cost of driver's license
  - c. Public transportation to job interviews
  - d. Others to be determined on case by case basis relative to training or employment opportunity