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POLICY # 17

Title:	Youth Program Elements	
Program:	Workforce Innovation and Opportunity Act	
Effective:	July 1, 2023	
Revision #:	2	Original policy date: June 26, 2015

Purpose: To establish policy and outline program elements for Youth participating in Workforce Innovation and Opportunity Act Activities (WIOA) within the Workforce Development Board Mid-Ohio Valley (WDBMOV).

References: Section 129 (c) of the WIOA 20 CFR 681.460-681.650, WIOA TEGL 21-16

Background: WIOA identifies 14 program elements, which are mandated to be provided to youth. WIOA gives local programs the discretion to determine what specific program services will be provided to a youth participant, based on each participant's objective assessment and individual service strategy. The mandated program elements are as follows:

1. Tutoring
2. Alternative secondary school offerings
3. Paid and unpaid work experiences
 - a) Summer employment
 - b) Pre-apprenticeship programs
 - c) Internships and job shadowing
 - d) On-the-job training
4. Occupational skills training
5. Education with workforce preparation AND training for a specific occupation/occupational cluster
6. Leadership development opportunities
7. Supportive services
8. Adult mentoring
9. Follow-up services
10. Comprehensive guidance and counseling
11. Financial Literacy Education
12. Entrepreneurial Skills training
13. Labor Market Information/Career Awareness / Exploration Counseling
14. Transition to Post-Secondary Education/Training Activities

In addition, WIOA stipulates that each participant shall be provided

- A) Information about all applicable and appropriate services available through the American Job Center (AJC) partners and the local board
- B) Referral to appropriate training and educational facilities with the capacity to serve the participant sequentially or concurrently.

- C) Referral for additional assessment and referral to appropriate programs to meet said applicant's training needs for any eligible applicant who does not meet the enrollment requirements of a program.
- D) Opportunities for parents, participants and community members with experience related to youth programming will be involved in program design and implementation as described herein.

Policy: WDBMOV center program offerings around completion of a secondary school diploma/equivalency, work readiness, career exploration, financial literacy, and transitional activities to education, training and attainment of a post-secondary credential, including employment based on vocational aptitude and demand occupations. By emphasizing activities that provide opportunities in each of the mandated program elements, youth will receive programming specific to their individual needs.

Youth will be made aware of partner services and referred, as appropriate, to the youth's needs based on his/her assessment and developmental service strategies, keeping with the plan of action as it relates to career pathways, education, and employment goals of the youth.

Action: All American Job Centers (AJCs) within WDBMOV or serving youth from WDBMOV will be made aware of this policy. Organizations receiving WIOA youth funding from WDBMOV will be required to offer the 14 elements or to identify and collaborate with partner organizations that will provide the services.

Youth must meet eligibility requirements prior to authorization of services through WIOA.

Expiration Date: This policy shall remain in effect until revised or canceled by the WDBMOV.