

To: All Program Operators

From: Mark Fuqua, Executive Director

Subject: American Recovery and Reinvestment Act (ARRA) Summer Youth Employment Program (SYEP) Next-Generation Jobs Team (NGJT) Implementation

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Purpose: To provide policy for implementation of American Recovery and Reinvestment Act (ARRA) Summer Youth Employment (SYEP) Next-Generation Jobs Team (NGJT) program.

Background: Under the American Recovery and Reinvestment Act (ARRA), in TEGL 14-08, program implementation is outlined. The DWD Next-Generation Jobs Team ARRA Youth Scope of Work addresses eligibility and program implementation. The Next-Generation Jobs Webinar, 5/27/09, addressed enrollment guidelines. DWD Issuance 22-2008 and attachment addressed eligibility documentation guidelines.

Substance: Program implementation guidelines.

**A. ARRA 15% Enrollments**

1. As indicated in the DWD Next-Generation Jobs Team ARRA Youth Scope of Work, ARRA 15% enrollments should be in-school youth. Although the focus is to use these funds for in-school youth, ARRA 15% funds can be used for out-of-school youth providing the youth meets either of the criteria following:
  - a. Recent (1 year or less) high school graduate who has not been successful in finding employment  
OR
  - b. Recent (1 year or less) post secondary school graduate who has not been successful in finding employment
2. Youth who are currently enrolled in WIA Title I Youth year-round programs can participate in the NGJT summer jobs program. For youth who are currently enrolled into the Title I Youth year-round program who will also be participating in the summer employment program utilizing ARRA 15% funds, a new enrollment must be completed in Toolbox 2.0. The new enrollment will not require new documentation, only a new enrollment. Youth currently enrolled into WIA Title I youth year-round program intended to utilize ARRA 85% funds for summer employment activities will not require a separate enrollment.
3. When enrolling a youth into ARRA 15% in Toolbox 2.0, if the youth is over income according to regular WIA guidelines, but still in agreement with 250% LLSIL, Toolbox 2.0 eligibility tab will automatically check "5% other". By default, Toolbox 2.0 will continue to identify those records that are over the income guidelines. This is how it was set up to allow for the higher income guidelines, so just be aware that it is supposed to be checked and that it applies to ARRA 15% enrollments only. Individuals being served through ARRA 15% funds are allowed to have an income within 250% of the LLSIL income guidelines (refer to REVISED 250% LLSIL). The extension of income guidelines is allowable for youth receiving services through ARRA 15% funds only. Regular poverty guidelines continue to apply to regular WIA Title I programs and ARRA 85% programs.
4. When enrolling a youth into ARRA 15% in Toolbox 2.0, the income will not be verified in Toolbox 2.0 to see if it is in agreement with 250% LLSIL, so please be aware of this and check your figures to ensure youth is within the guidelines.

5. Youth ages 16-24 may be served with ARRA 15% funds. Youth ages 14-24 may be served with ARRA 85% funds. So 14-15 year olds should be served with ARRA 85% funds.

**B. Enrollments (both ARRA 85% and ARRA 15%)**

1. ONET Code entered should reflect the field they are working in for the summer youth work experience, instead of their career field of interest. You can change this code as needed to capture appropriate field placement for summer employment.
2. FEIN must be entered in Toolbox 2.0 for each participating employer. This is being used for reporting purposes by DWD and the Governor's office. The FEIN should be captured on the worksite agreement.

**C. Performance Measures**

1. Workplace readiness indicator will be the only indicator to assess the effectiveness of the NGJT summer employment program. Work readiness skills goal is defined in TEGE #17-05, Attachment B. In order to successfully meet this goal, it is strongly recommended that all NGJT youth participate in the workplace readiness skills course and complete the course. All participants must complete pre- and post-tests. In order to receive workplace readiness incentive, participants must meet requirements outlined in NEMO WIB issuance 05-07, change 2 which includes attendance of a minimum of 15 hours.
2. Allowable services for the NGJT participants are:
  - a. 503R Summer Youth Employment Opportunities
  - b. 507R Supportive Services
  - c. 509R Youth Follow-up
  - d. 511R Youth Assessment
  - e. 512R Youth ISS/Employment Plan

NGJT summer youth services are identified with an "R" (Recovery) listed behind the number. Caution should be taken to ensure only those activity numbers listed above are used for summer employment services utilizing Recovery act funds. Activity numbers identified with an "R" signifies services and activities utilizing recovery act funds therefore these records are only subject to the "workplace readiness" skills goal performance outcome. WIA Youth activities not identified with a "R" will include those records in all youth performance measures. So please be aware of this minor difference.

**D. Off-Site Data Collection Form**

The off-site data collection form may be used to collect required applicant data in accordance with NEMO WIB Issuance #03-07. Use revised off-site data collection form (dated 6-1-09). In addition, a signature is not needed on the WIA registration Toolbox 2.0 attestation/registration printout if signature is obtained on the off-site data collection form. This is for summer youth employment program only. If off-site data collection form is used for enrollment, Toolbox 2.0 data entry must occur within the same week. Failure to enroll in Toolbox 2.0 will be seen as non-entry into the program. There will be no backdating allowed. Youth must be enrolled in the program before any service can be entered. A youth cannot begin a work activity until his/her information has been entered into Toolbox 2.0.

**E. Eligibility Verification Record**

DWD Issuance 22-2008 Attachment addressed eligibility documentation guidelines and revised acceptable documentation to help clarify eligibility issues. This was intended to transmit DWD's technical assistance on youth eligibility documentation. It is deemed good practices by DWD monitors. It does not, however, replace the Technical Assistance Guide provided in DWD Issuance 13-99. Revised youth eligibility verification records (dated 6-1-09) have been developed and may be used for youth only programs.

Please note that DWD Issuance 22-2008 applies only to youth programs and does not apply to WIA adult and dislocated worker programs. DWD Issuance 13-99 Technical Assistance Guide continues to apply for the WIA adult and dislocated worker programs.

**F. Needs Additional Assistance - Locally Defined Barrier**

The locally defined barrier is an allowable barrier for the summer youth employment program and it is encouraged to utilize this barrier as needed in determining eligibility for participants in the summer youth employment program. Below is the criteria for the locally defined barrier and acceptable documentation has been further defined on the revised eligibility verification record (dated 6-1-09).

The Workforce Investment Act of 1998 provides for employment and training programs for young people ages 14-21 that are low income and meet at least one mandated barrier to employment. However, in order for a youth to qualify for services using the criterion of *“Is an individual (including a youth with a disability) who requires additional assistance to complete an education program, or to secure and hold employment,”* the following conditions must be met:

1. Verification obtained from a professional source (doctor, teacher, vocational evaluator, juvenile justice officer, temporary assistance program, etc. stating that the youth does require additional assistance either related to education or employment
  - a) Has an IEP,
  - b) Poor school attendance
  - c) Have a limited English proficiency,
  - d) Attending an alternative school, OR
2. Documentation which verifies that the youth:
  - a) Has a poor work history (been fired from 1 or more jobs within the last six months, OR has a history of sporadic employment, such as “has held 3 or more jobs within the last 12 months, and is no longer employed”), or
  - b) Has been actively seeking employment for at least 2 months, but remains unemployed.

Contact: If you have any questions, please contact Mark Fuqua or Brandi Glover at (660) 327-5125.

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