

Phoenix Workforce Connection Youth Program

Section: II-C

Application and Participation

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BACKGROUND

The Workforce Investment Act (WIA) places emphasis on serving youth within a comprehensive statewide workforce development system. The youth program service provider shall make a decision to enter the youth into WIA for services based upon suitability and eligibility requirements.

POLICY

All youth applicants who receive Phoenix Workforce Connection (PWC) Youth Program services must be determined eligible and enrolled into the first WIA funded activity, which is always Objective Assessment. The VOS application must be signed by the youth provider staff and youth participant prior to the first WIA funded activity. Youth providers may print blank VOS applications at <http://www.azdes.gov/wia/vosforms.asp> to be signed by the youth once suitability and eligibility requirements have been met. The signed application must be attached to the official VOS application once data entry and verification screens have been completed.

After eligibility is determined and the VOS application is completed, enrollment into the PWC Youth Program is accomplished by creating an activity record in the Virtual One Stop System. (Refer to VOS Section in this manual.) The youth provider must begin the first activity (objective assessment) within 45 days of the eligibility date. There must be no more than a 45-day lapse between the eligibility date and participation date. The official participation date is the date of the first WIA funded activity/service.

PWC Youth Program services include the Objective Assessment, Individual Service Strategy (ISS) and the eleven program elements. PWC Youth Program services must include the following items:

- Objective Assessment
- Development of an ISS to design service mix in order to address the 11 elements as appropriate
- Eleven program elements, which is determined by the service mix
 - Tutoring, study skills training, and instruction leading to secondary school completion including drop out prevention strategies
 - Alternative Secondary School
 - Paid and unpaid Work Experience
 - Occupational Skills Training
 - Summer Employment
 - Leadership Development
 - Supportive Services
 - Adult Mentoring
 - Comprehensive Guidance and Counseling
 - Follow-Up Services
 - Job Placement and Retention