

YOUTH OVERSIGHT COMMITTEE

February 17, 2022

8:30 A.M.

Zoom Platform

PRESENT: K. Shanks-Booth, C. Malcolm, V. Zeppelin, J. Clemons, J. Harriott

EXCUSED:

GUEST: J. Mouillesseaux, A. Callahan

STAFF: R. Avila, S. Alvord, D. Lovelace, D. Achilles

CALL TO ORDER

Ms. Shanks-Booth called the meeting to order at 8:32 a.m.

APPROVAL OF MINUTES – January 20, 2022

It was moved by Ms. Zeppelin and seconded by Mr. Malcolm and unanimously adopted by voice vote of members present to approve the minutes of January 20, 2022.

QUARTERLY REPOST FROM OET

Ms. Callahan's presentation is attached.

WIOA YOUTH REPORTING TOOL DISCUSSION

Ms. Alvord reviewed the WIOA Youth Reporting Tool and shared that it will need to be updated before implementing. This is a tool that the Committee implemented in 2019 for bi-monthly review of the WIOA Youth Program but its use was halted in 2020 due to the pandemic. The Career Center will again be asked to use this tool to report to the Committee on a quarterly basis on their year-round program. Ms. Alvord reported that this is a good tool to refer to when the WIOA RFP is released fall of 2022. Ms. Alvord and Ms. Lovelace will be reviewing and updating based on feedback generated in meeting. Ms. Lovelace will email the Committee the final document to be reviewed and send to Ms. Callahan to use as a trial to report to the Committee in May 2022.

APPROVAL OF WIOA YOUTH “NEEDS ADDITIONAL ASSISTANCE” DEFINITION

Ms. Avila reported to the Committee that the WIOA Youth “Needs Additional Assistance” definition has been updated to clarify and provide guidance to program staff in determining eligibility for WIOA Youth program services.

It was moved by Mr. Malcolm and seconded by Mr. Clemons and unanimously adopted by voice vote of members present to approve the WIOA Youth “Needs Additional Assistance” Definition.

APPROVAL OF REVISED WIOA YOUTH SUPPORTIVE SERVICES POLICY

Ms. Alvord reviewed the WIOA Youth Supportive Services Policy that have been updated to correspond with the Adult and Dislocated Workers supportive services policy. Ms. Alvord reported that the Committee will need to approve the WIOA Youth Supportive Services Policy with updates.

It was moved by Ms. Shanks-Booth and seconded by Mr. Malcolm and unanimously adopted by voice vote of members present to approve the revised WIOA Youth Supportive Services Policy.

DIRECTOR’S UPDATE

Ms. Avila reported to the Committee that NYSDOL Program Monitoring is completed with minimal finding and the Career Center is in compliance with programs. The Career Center will be receiving an exit letter from Albany shortly.

Ms. Avila reported the Summer Youth Employment Program RFP will be closing March 3, 2022. As the Board receives questions about the RFP they will be posted to Bidnet with answers. Ms. Alvord shared that the next steps in the RFP process is County Purchasing will close out RFP on Bidnet and will have an official public meeting to open all bids. Ms. Alvord will download material and forward to Committee members for review. Ms. Alvord will send out a doodle poll to schedule a brief meeting week of March 7, 2022 to review any questions that the Committee would like to ask of the bidders. The Committee will have time to review and vote at the Committee’s scheduled meeting on Thursday, March 17, 2022.

ADJOURNMENT

Ms. Shanks-Booth adjourned the meeting at 9:49 a.m.

The next meeting is scheduled for March 17, 2022

Tompkins Workforce NY - JobLink Youth Program Updates: July 2021-February 2022



Staff Updates

- **Amy Callahan**, Workforce Development Coordinator
- **Emily Torres**, Transition Workforce Specialist (began December 14)
- **Erin Day**, Transition Workforce Specialist (began June 14)



JobLink in Numbers

(Youths Active At Least One Day from July 1, 2021-Present)

Total Youths Served in PY2021 July 1-Present:

28

Out of School Youth (at time of enrollment):

21 (75%)

In School Youth (at time of enrollment):

7 (25%)

Race:

Black/ African-American: 8

White: 11

Hispanic/Latino/a: 2

7 participants identified with more than one race:

Asian and White: 1

Black/ African-American and Hispanic Latino/a: 1

Black/ African American and White: 2

Hispanic/Latino/a and White: 3

Reported Pronouns:

She: 10

He: 14

They: 4

JobLink in Numbers

(Youths Active At Least One Day from July 1, 2021-Present)

Participant Eligibility Criteria - may meet multiple:

Reported a disability: 24
Foster care experience: 6
Justice system involved: 3
Housing insecure: 3
Pregnant or parenting: 4
Left high school early: 3

Age at Enrollment:

15 - 2
17- 6
18 -1
19 - 4
20 - 3
21- 4
22 - 2
23 - 3
24 - 3

COVID-19 Vaccination Status of Current Participants:

71% reported they are vaccinated and can provide proof to a worksite or school requiring vaccinations
29% reported they are not vaccinated and do not plan to be, or declined to disclose

In the News: JobLink Interview with BBC News

bbc.com/news/business-57364316

Timesheet Email Calendar Planner Notebooks 2. SYEP 2021 3. JobLink & DEI -... 4. SYEP 2022 - One... SYEP A

Source: US Bureau of Labor Statistics



Muri Johanson grew up in Ithaca, the city that's home to Cornell University.

After leaving high school, the 22-year-old mainly worked in hospitality jobs "without room for learning, improving or for promotion".

When Covid hit, she lost her apartment, odd jobs and a fledgling massage business she had poured her savings into.

It was back to square one, Muri says.



[Link to full article.](#)

"I didn't have a lot of experience and a lot of employers weren't interested in giving that to me."

Eventually she got a work placement at a shop called Significant Elements that salvages furniture through a "Job LINK" programme. It's run by the Tompkins County office for employment and training and aims to get young people from disadvantaged backgrounds into work.

Jackie Mouillesseaux, its director, says: "Any young people, like Muri, who were facing a barrier of some sort before the pandemic saw that significantly increase during it."

For now, Muri is enjoying learning about the business and hopes to start her own again someday.

She also hopes that the pandemic may bring about some positive changes: "Working from home seems to have changed culture a lot - so people's lives are more included.

"It's exciting to see the workplace could change to allow people to be more themselves."

Recent Recruitment of Youths

Schools: Ithaca High School Inclusion Educator, New Roots Charter School, TST BOCES, Newfield High School, Tompkins Cortland Community College

Non-profits: The Village at Ithaca, Significant Elements, Black Hands Universal

Referral Agencies: Tompkins County Mental Health Department PROS Program, The Learning Web, Ithaca Housing Authority Family Self-Sufficiency Program, Challenge Workforce Solutions, The Learning Web, Youth Employment Services

Next event: February 25th Workshop at the Learning Web – staff will introduce JobLink and lead workshops on interviewing and resume writing. Staff will meet with high school students for 90 minutes at the end of the workshop sessions to provide one- on-one resume assistance.

Partner Worksites (July 2021- Present)

- The Town of Ithaca: Archiving and Finance Office Assistants
- Cornell University Information Technology Services: IT Helpdesk Assistant
- Green Star Cooperative Market: Cashier, Stocker, and Food Service Helper
- Ithaca Murals: Muralist and Social Media Assistant
- The Hangar Theatre: Usher and Costume Shop Assistant
- The Office of Anna Kelles, Assemblyperson for the 125th District: Communications Associate
- Rashida Sawyer Bakery: Bakery Assistant
- Significant Elements Architectural Salvage: Retail and Hardware Assistant
- Mimi's Attic: Retail and Intake Assistant
- Tompkins Workforce NY: Youth Outreach Assistant
- The Village at Ithaca: Food Delivery Assistant, Outreach Assistant
- The Sciencenter: Museum Program Assistant
- Finger Lakes ReUse: Intake Assistant and Electronics Tester

Youth Workshops PY2021

Career Exploration Tools

Professionalism at Work

How to Leave a Job

Your Mental Wellness Toolbox

Self-Care and Mindfulness

Meet the Employer: Youth-Friendly Employers

Introduction to JobLink - Youth Panel

Applying for a Job

Practice Interviewing

New Year Meet & Greet / Orientation

Formatting and Creating a Resume

Work-Life Balance

Manage Your Money!

Conflict Resolution

Mentoring Pilot

- New partnership with Cornell undergraduate RespectAbility Club
- Working with Cornell undergraduates to provide presentations virtual mentorship to 18+ youths in WIOA JobLink
- Mentoring sessions one hour per week focused on life skills and work readiness
- Life skills = self-esteem, recognizing one's strengths, self-care, developing healthy hobbies, and writing financial goals
- Work readiness = writing professional emails and text messages, developing resumes, and practicing for interviews

What youths
are saying...
"What skills
did you
learn in your
work
experience?"

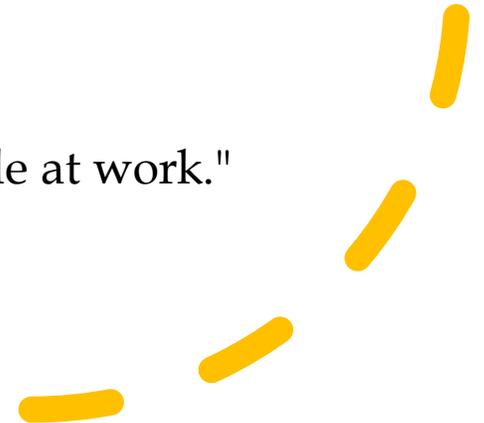
"How to email and talk on the phone in a professional setting, along with the overall ins and outs of elected leadership."

"Communication skills as well as professionalism in the workplace...I also learned how to use a sewing machine so that was cool."

"Inventory management, packing and shipping, product marketing, how to make salvage profitable, how to research salvaged items/to understand a process, and general historic home preservation."

"I learned about working in a retail environment."

"I got better at finding work and talking to people at work."



What
youths are
saying...
"What is
the best
part of
JobLink?"

"The best part of being in JobLink is having someone to 'hold your hand' as you search for a job. It's much better than doing it by yourself."

"The opportunity to work...has been valuable to me. I also appreciate having someone to talk with me and advise me about work and my future."

"Having a support system and access to resources that I wouldn't necessarily have access to on my own."

"[Help with] professional/personal things, resources, etc."

"Probably the support network it provides when looking into getting a job. Also, I had a lot harder of a time looking for work before joining JobLink."

"Support and acceptance of reasonable accommodations, advisor support to communicate accommodations and pursue interests, and having some scheduling/goal structure to accumulate achievements/long-term goal progress over months."

Tompkins County Workforce Development Board WIOA YOUTH Supportive Services Policy

Purpose

The purpose of this policy is to establish guidelines for the use of Workforce Innovation and Opportunity Act (WIOA) funds in the provision of supportive services to enable a youth to participate in WIOA activities.

Background

The Workforce Innovation and Opportunity Act 20 CFR 681.570 allows for the provision of supportive services that enable a youth to participate in WIOA activities. This policy shall only apply to youth participants enrolled in the WIOA Title I youth program. Under WIOA law, the term “supportive services” means services **that include but are not limited to** transportation, childcare, dependent care, housing, and needs-related payments, that are necessary to enable an individual to participate in activities authorized under the WIOA Act.

The goal of Supportive Services is to minimize barriers for youth to enable them to fully participate in workforce development and/or employment activities and opportunities to help them progress along their career pathway.

Policy

It is the policy of the **Tompkins County Workforce Development Board (TCWDB)** to offer reasonable supportive services to youth participants to encourage the youth to participate in and complete WIOA Title I activities. The services shall be limited to WIOA youth programs, **including youth who are enrolled in Follow-Up Services**. If supportive services are provided as a follow-up service, they do not extend the date of exit.

The justification and strategy for providing supportive services must be clearly defined in the youth’s Individualized Service Strategy (ISS). Actively engaged WIOA youth, or youth enrolled in Follow-up may receive Supportive Services if funding is available and each youth has met criteria and guidelines set forth in local county policies. There are no specific requirements for when to provide supportive services. They may be provided based on the needs of the participant as identified in the youth’s ISS.

All supportive services are subject to the availability of WIOA funds and are not an entitlement. TCWDB may suspend or withdraw authorization for supportive services at any time and at the sole discretion of TCWDB.

Allowable Supportive Services are defined in TEGL 21-16. Services that enable an individual to participate in WIOA activities include, but are not limited to:

- Linkages to community services

Drafted: 1.6.22
Board Approved:

- Childcare/Dependent Care costs*
- Assistance with housing*
- Transportation support**
- Needs-related payments
- Assistance with educational testing
- Reasonable accommodations for youth with disabilities
- Legal Aid services
- Referrals to health care
- Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear
- Assistance with book fees, school supplies, and other necessary items for students enrolled in postsecondary education classes
- Payments and fees for employment and training-related applications, tests, and certifications

Supportive services may only be provided to Youth who are participating in WIOA services and who are unable to obtain such supportive services through other programs providing such services and cannot receive supportive services through referrals to partner agencies and other community service providers (e.g. ACCES-VR). Supportive Services must be necessary and utilized only to enable a youth to participate in WIOA activities.

Reimbursement costs:

If an enrolled youth pre-pays a cost that can qualify as a supportive service cost, the youth may be reimbursed those costs.

- a) Stipulation for reimbursement is that the youth must be employed or in training for 30 days before reimbursement can be processed
- b) No reimbursements can be processed without supporting receipts
- c) Must be WIOA enrolled and costs must occur after WIOA youth enrollment.

Other Supportive Services costs:

Other Supportive Services can include uniforms, fees related to training such as testing.

Maximum funding cap for Fees & Required Training Expenses is \$2,000 of the total \$9,000 funding cap.

***Housing, Childcare or Dependent Care costs:**

All community and local agencies that could provide this supportive service should be contacted prior to utilizing WIOA youth funding (i.e. “all other options exhausted”).

- a) Housing, Childcare or Dependent care assistance will not exceed duration of training.

Maximum funds: services provided under housing, childcare or dependent care support will not exceed \$9,000

Drafted: 1.6.22
Board Approved:

****Transportation:**

Gas cards, bus passes, cab fare: may be given to youth to assist in youth being able to participate in youth program activities, training, and employment.

- a) Gas cards/ bus passes are to be utilized as a supplement to overall transportation costs, not to totally subsidize transportation costs of a youth. Youth is to understand that this is a supplement to assist with transportation costs.
- b) **Gas cards** are distributed and paid at the current deferral government rate <https://www.irs.gov/tax-professionals/standard-mileage-rates> . Participant shall receive no more than \$50 in gas cards per day, covering only one full round trip to and from training or placement. Participant will not receive gas cards for days not in programs or training. **Training provider signed attendance sheets are required as supporting documentation.** If a provider cannot sign the attendance sheets, participant must return gas receipt after using the gas card. **No additional cards will be issued if the participant does not return signed attendance sheet or receipt (which will include the gas card # on the receipt).**
- c) Youth must return gas receipt after using the gas card. **No** additional cards will be issued if the youth does not return the receipt (which will include the gas card # on the receipt).
- d) **Bus Passes** are purchased on a monthly basis, unless the training is for a shorter length of time. Rate of bus pass purchase will vary depending on the travel needs of that youth, to be determined with the Youth Staff.
- e) **Uber/Lyft/Taxi expenses** are approved for instances where bus passes are not sufficient for covering transportation needs. (For example, when someone can take a bus to a class but there are no bus options for the ride home due to location and/or time of day.) Total expense cannot exceed the \$50/day cap.
- f) Youth who become employed may receive gas cards/ bus pass until their first paycheck. Employment and pay schedule will be verified with employer.

Other Transportation Supportive Services:

- a) Supportive services can include driver training course to assist youth in gaining driver's license to enable youth to participate in youth program activities, training, and employment.
- b) For rural areas and other areas where transportation is limited or non-existent, purchase of a new or be used bicycle may be as a means of viable transportation to enable youth to participate in youth program activities, training, and employment. For rural distances, bike purchase to cover a radius of 25 miles is reasonable. Cost of the bicycle can't exceed \$250 and will be purchased by the Youth Program.

Drafted: 1.6.22
Board Approved:

- c) Other transportation modes or repairs can be funded but requires prior approval by the Workforce Administrator of that youth contract
- All repairs must have an invoice in order to be paid
 - All repairs must be conducted at a state approved repair shop
 - Repairs are only done on vehicles registered to the participating youth. No repairs will be made on family or friend vehicles, even if that vehicle is the youth's mode of transportation.

Note: Vehicle repair cap pertains to each training period or training funding request. Therefore, a participant can't repeatedly receive funding assistance for vehicle repair during one training period (unless the total expenses have not yet exceeded \$1,000).

Note: Payments will be made directly to authorized service shops. No retroactive payments will be allowed.

Maximum funds: services provided under transportation support will not exceed \$9,000

Procedure

The TCWDB shall require all WIOA service providers and grantees receiving funds from a grant or contract administered by TCWDB to comply with this policy and applicable procedures. It is the responsibility of each service provider to become aware of all applicable regulations and to monitor personnel and client activities to ensure compliance. TCWDB shall review grantee compliance with this policy during the annual monitoring process.

Youth Counselors should first contact MOA/MOU (Memorandum of Agreement/Understanding) partners or other community agencies in their area who may offer free services before utilizing WIOA Supportive Services funding, and the attempts made should be documented in OSOS comments. A list of Supportive Services resources can be found online at:

<https://youth.workforcegps.org/resources/2017/01/24/16/00/Supportive-Services-part-one>

<https://youth.workforcegps.org/resources/2018/06/18/15/49/Supportive-Services-part-two>

Youth Counselors may request to increase the maximum amount on an individual basis by sending a written request with explanation to the Youth Program Coordinator. The Coordinator will respond with a decision within 5 business days. Once youth start a paid work experience or obtain unsubsidized employment, the goal would be to assist them with budgeting their income to pay for their own expenses.

Note: This policy will be reviewed on an annual basis and is subject to change.

**** Maximum amount cannot exceed over participants lifetime.**

At a minimum, service providers shall:

1.) assess the youths' need for supportive services during completion of the ISS

Drafted: 1.6.22
Board Approved:

- 2.) document the need for the supportive service and justify issuance of the service in the participant's ISS and in OSOS (including a Comment describing what was provided and why, Achievement Objective and Service)
- 3.) document attempts to obtain the supportive service through other means (i.e. community programs)
- 3.) maintain records of documentation that verify the client received the service through an original signature on a receipt or invoice form
- 4.) update ISS and OSOS as changes occur, including signatures of staff and participant to mark said changes
- 5.) maintain a running tab on youths' supportive service expenditures, not to exceed the \$9,000 cap.

Revised: 1/24/2022

Board Approved:

Tompkins County Workforce Development Board
WIOA YOUTH “NEEDS ADDITIONAL ASSISTANCE” DEFINITION

PURPOSE: To clarify and provide guidance to program staff in determining eligibility for WIOA Youth program services under the “Needs Additional Assistance” definition. “Additional Assistance” barrier is different for In-School youth and Out of School youth per WIOA (Sections 129(a)(1)(B)(iii)(VIII), (a)(1)(C)(iv)(VII), (a)(3)(B)

REQUIRED: Either the State or the local level may establish definitions and eligibility documentation requirements for the “requires additional assistance to complete an educational program, or to secure and hold employment” criterion of [§ 681.220\(d\)\(8\)](#). The specific needs additional assistance characteristics should be different than WIOA Youth Program eligibility barriers.

If a LWDB chooses to use the needs additional assistance criteria for eligibility, policies must be developed for:

In-School criteria: “to complete an educational program or to secure and hold employment”

Note: Needs Additional Assistance Criteria is limited to 5% of newly enrolled ISY in each program year

Out of School youth: “to enter or complete an educational program or to secure or hold employment”

To be eligible for WIOA Youth program services under Additional Assistance criteria, the youth must also be LOW INCOME

Eligibility for youth services under WIOA

<p align="center">OUT OF SCHOOL YOUTH Ages 16-24</p> <p align="center">Requirement</p>	<p align="center">IN SCHOOL YOUTH Ages 14-21 and LOW INCOME</p> <p align="center">Requirement</p>
<p>One or more of following:</p> <p><input type="checkbox"/>- School dropout</p> <p><input type="checkbox"/>-Within age of compulsory school attendance, but has not attended for at least the most recent complete school year calendar quarter</p> <p><input type="checkbox"/>-Subject to the juvenile or adult justice system</p> <p><input type="checkbox"/>-Homeless, or Runaway, or Foster Child, or child eligible for assistance under Section 477 of SSA, or in an out-of-home placement Specify: _____</p> <p><input type="checkbox"/>-Pregnant or Parenting</p> <p><input type="checkbox"/>- Individual with a disability</p> <hr/> <p>* LOW INCOME</p> <p>*<input type="checkbox"/>-Has high school or HSE diploma, and is basic skills deficient (must be low income)</p> <p>* <input type="checkbox"/>- Has high school or HSE diploma and is and English language learner (must be low income)</p> <p>* <input type="checkbox"/>-Requires additional assistance to enter or complete an educational program or to secure or hold employment (must be low income)</p>	<p>One or more of following:</p> <p><input type="checkbox"/>- Basic Skills Deficient</p> <p><input type="checkbox"/>- An English language learner</p> <p><input type="checkbox"/>- An offender</p> <p><input type="checkbox"/>-Homeless, or Runaway, or Foster Child, or child eligible for assistance under Section 477 of SSA, or in an out-of-home placement Specify: _____</p> <p><input type="checkbox"/>-Pregnant or Parenting</p> <p><input type="checkbox"/>- Individual with a disability</p> <p><input type="checkbox"/>-Requires additional assistance to enter or complete an educational program or to secure or hold employment</p>

Revised: 1/24/2022

Board Approved:

REQUIRES ADDITIONAL ASSISTANCE DEFINITIONS:

OUT OF SCHOOL YOUTH

Ages 16-24

IN SCHOOL YOUTH

Ages 14-21 and **LOW INCOME and**

MUST BE LOW INCOME and	In each local area, not more than five percent of the ISY newly enrolled in a given program year may be eligible based on the “requires additional assistance to complete an educational program or to secure or hold employment” criterion
<input type="checkbox"/> Has never held a job	<input type="checkbox"/> Has poor attendance patterns in an educational program during the last 12 calendar months
<input type="checkbox"/> Has been fired from a job in the 12 months prior to program application	<input type="checkbox"/> Has been expelled from school within the last 12 calendar months
<input type="checkbox"/> Has never held a full time (30+ hrs/wk) job for more than 13 consecutive weeks	<input type="checkbox"/> Has been suspended from school within the last 12 calendar months
<input type="checkbox"/> Has dropped out of a post-secondary educational program during the past 12 calendar months	<input type="checkbox"/> Has below average grades of less than a “C” grade point average
<input type="checkbox"/> Has a currently incarcerated parent(s)/guardian	<input type="checkbox"/> Has previously been placed in out-of-home care (foster care, group home, or kinship care) for more than 6 months between the ages of 14-21
<input type="checkbox"/> Has recently experienced traumatic events, is a victim of abuse, or resides in an abusive environment as documented by a school official or professional	<input type="checkbox"/> Has a currently incarcerated parent(s)/guardian
	<input type="checkbox"/> Has recently experienced traumatic events, is a victim of abuse, or resides in an abusive environment as documented by a school official or professional

WIOA YOUTH PROGRAM

BI-MONTHLY REPORT

**Tompkins County Workforce Development Board
Youth Oversight Committee**

<p>For Office/Board Use only:</p> <p>_____ Received (date/initials)</p> <p>_____ To Committee (date/initials)</p>
--

Reporting Months:

Jan & Feb 2022

March & April 2022

May & June 2022

July & August 2022

Sept & Oct 2022

Nov & Dec 2022

Due Date:

Monday, March 14, 2022

Monday, May 16, 2022

Monday, July 18, 2022

Monday, September 15, 2022

Monday, November 14, 2022

Monday, January 16, 2023

Youth Oversight Committee Aspirations:

- All youth who are eligible for Job Link are enrolled
- All enrolled youth have a plan that was co-developed to meet both immediate and long-term goals
- All enrolled youth are actively engaged in services that will help them reach their goals
- All exits from the program are intentional

SECTION I: YOUTH OUTREACH

Please list all outreach activities conducted directly with youth (may use additional sheet(s) if needed)

Location of Outreach	Date Occurred (specify day of week as well)	Time Occurred (daytime, evening)	Type of outreach conducted (i.e. tabling, one-on-one, group, etc.)	Outcomes of outreach	Will this outreach be repeated?

Please list all agency, school, and business presentations (may use additional sheet(s) if needed)

Location	Date	Purpose of presentation

Please keep a running list of “Unique Community Partners” below:

WIOA Youth Enrollments and Exits Program Totals (Historical Record *for reference only*)

	JULY 1, 2016 – JUNE 30, 2017	JULY 1, 2017 – JUNE 30, 2018	JULY 1, 2018 – JUNE 30, 2019	JULY 1, 2019 – JUNE 30, 2020	JULY 1, 2020 – JUNE 30, 2021
TOTAL ENROLLMENTS	33	15	48		
TOTAL IN SCHOOL	4	2	8		
TOTAL OUT OF SCHOOL	29	13	40		
TOTAL EXITS	28	50	35		

SECTION III: PROGRAM ACTIVITIES

Please use this section to “bring the program to life”! Document the number of services provided in the reporting months per program element in the chart below & provide one sample of a client success story.

WIOA YOUTH PROGRAM ELEMENTS

PROGRAM ACTIVITIES TO BE PROVIDED:	TOTAL NUMBER OF SERVICES PROVIDED IN		Services provided by:
	bi-monthly:	YTD:	
Tutoring, study skills training			
Alternative secondary school services			
Paid/unpaid work experience			
Occupational skills training (i.e. youth ITAs, OJT, training <i>not</i> concurrent with work experience)			
Education offered concurrently with workforce preparation and training for specific occupation			
Leadership development			
Supportive Services			
Adult mentoring			
Follow-up services			
Comprehensive guidance and counseling			
Financial literacy education			
Entrepreneurial skills training			
Labor Market and employment information			
Transition to postsecondary education and/or training			

1.) Are all the program elements being provided as required? (Y/N) _____

Please explain answer provided:

2.) Please provide a brief client “success story”, keeping client confidentiality in mind.

The YOC is interested in knowing more about who is being served to better understand program needs.