

Chicago Cook Workforce Partnership (The Partnership) Workforce Innovation and Opportunity Act (WIOA) Scope of Service for Youth Grantee (JumpStart)

WIOA Required Fourteen Program Elements

Youth Grantees must provide access to the fourteen (14) WIOA required youth program elements consisting of workforce preparation and employment services, skills attainment and support services. Services are not mandatory they are based on participants' individual needs and are structured to meet the overall goal of career preparation. Please note that grantees are not required to provide all services directly but they must have the ability to make seamless referrals to appropriate providers of such services.

- A) **Tutoring:** Study skills training, instruction and evidence-based dropout prevention and recovery strategies that leads to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized post-secondary credential.
- B) **Alternative secondary school services:** Dropout recovery services as appropriate, obtaining secondary school academic credits, H.S. diploma, GED, provide vocational training or obtain a skills certificate for accredited programs.
- C) **Paid and unpaid work experiences:** Work experiences are a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experience may be paid or unpaid, as appropriate. A work experience may take place in the private for-profit sector, the non-profit sector, or the public sector. Labor standards apply in any work experience where an employee/employer relationship, as defined by the Fair Labor Standards Act or applicable State law, exists. Work experiences provide the youth participant with opportunities for career exploration and skill development. Work experiences must include academic and occupational education.
- D) **Occupational skills training:** Includes priority consideration for training programs that lead to recognized post-secondary credentials that align with in-demand industry sectors.
- E) **Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster:** Includes workforce preparations activities, basic academic skills, and hands-on occupational skills training taught within the same time frame and connected to training in a specific occupation.
- F) **Leadership development opportunities:** Includes opportunities that encourage responsibility, confidence, employability, self-determination and other positive social behaviors.
- G) **Supportive services:** Includes linkages to community services that provide assistance with basic needs;
 - Assistance with transportation;
 - Assistance with child care and dependent care;
 - Assistance with housing;
 - Assistance with educational testing;
 - Reasonable accommodations for youth with disabilities;
 - Referrals to health care; and
 - Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eye glasses and protective eye gear.

- H) **Adult mentoring:** Adult mentoring for youth must be a formal relationship between a youth participant and an adult mentor that includes structured activities where the mentor offers guidance, support, and encouragement to develop the competence and character of the mentee;
- I) **Follow-up services:** Follow-up services are critical services provided for not less than 12 months after the completion of participation to help ensure the youth is successful in employment and/or post-secondary education and training.
- J) **Comprehensive guidance and counseling:** Comprehensive guidance and counseling provides individualized counseling to participants. This includes career and academic counseling, drug and alcohol abuse counseling, mental health counseling, and referral to partner programs, as appropriate. When referring participants to necessary counseling that cannot be provided by the local youth program or its service providers, the youth program must coordinate with the organization it refers to in order to ensure continuity of service.
- K) **Financial literacy education:** The financial literacy education program element includes support the ability of participants to create budgets, initiate checking and savings accounts at banks and make informed financial decisions. Also to support participants in learning how to effectively manage spending, credit, and debt, including student loans, consumer credit, and credit cards;
- L) **Entrepreneurial skills training:** Entrepreneurial skills training provide the basics of starting and operating a small business.
- M) **Labor market and employment information:** Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling and career exploration services; and
- N) **Preparation for and transition to post-secondary education and training:** Activities that help youth prepare for and transition to post-secondary education and training.

Programs have the discretion to determine what specific program services a youth participant receives. Services should be based on each participant's objective assessment and individual service strategy (ISS). Programs are not required to provide every program service to each participant.