

# Spokane WorkSource Services Catalog

## Informational & Self-Service Basic Career Services

Requirements to deliver service
• Informational services do not require WorkSourceWA.com registration;
• Most self-services require WorkSourceWA.com registration;
• Does not require an eligibility determination;
• Can be provided to any customer regardless of their eligibility.

Service Description	Definition	Requires Basic Services Eligibility
PROVIDED WORKFORCE INFORMATION (2.0)	Providing readily available information that may include any of the following: explanation of the types of services available through the WorkSource system and how to access them; provide/discuss labor market information; training/retraining information, including vocational exploration, length of training, costs, funding resources and prerequisites needed for the training; general information regarding Unemployment Insurance to potential and current UI claimants (including phone, fax, submission of information to the Claim Center); information on eligible training providers and their outcomes; and information on local area performance accountability measures and outcomes.	N
RAPID RESPONSE SERVICES (2.0)	Rapid response services are provided by the State or local workforce entities to assist dislocated workers in obtaining reemployment upon notification that a layoff or closure will occur. Rapid response coordinates and shares information regarding programs and services available for dislocated workers. Rapid response includes activities such as information sessions, worker surveys, on-site transition services, outreach activities.	N
REFERRAL TO ADDITIONAL SERVICES (2.0)	Referral to services available from other WorkSource partners or community services, such as child care, child support, transportation, housing, medical insurance, TANF, SNAP, EITC, etc.	N
SELF-SERVICES (VARIOUS)	Services available on WorkSourceWA.com that do not require any staff interaction, such as creating a resume, job search, job apply, etc.	N
TAACCCT FUNDED COURSE	A TAA participant is enrolled in a TAACCCT funded community college course, verified by the community college.	N

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**SWC Policy WS816 R1 - Attachment C**

# Spokane WorkSource Services Catalog

## Staff-Assisted Basic Career Services

Requirements to deliver service
<ul style="list-style-type: none"> <li>• <b>Requires WorkSourceWA.com registration;</b> <ul style="list-style-type: none"> <li>○ Enrollment into WIOA Title III – Employment Services (Wagner-Peyser) occurs automatically.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• <b>Must have a Basic WIOA Title I Eligibility determination;</b> <ul style="list-style-type: none"> <li>○ Being determined eligible and enrolled into a WIOA Title I program is not required to receive basic career services.</li> <li>○ Individuals not enrolled in a WIOA Title I program must be provided basic career services through WIOA Title III Employment Services or another program.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• <b>Can be provided to any customer regardless of their eligibility.</b></li> </ul>

Service Description	Definition	Requires Basic Services Eligibility
BASIC ASSESSMENT (2.0)	<p>A cursory or general assessment of a client's skills, education/career objectives, and/or service needs. Can include assessments of literacy, numeracy, ESL, skill gaps, training needs, and supportive service needs.</p> <p>These kinds of assessments assess fundamental skills and immediate service needs. These assessments are brief and typically take less than 15 minutes.</p>	Y
DESKSIDE JOB SEEKER ASSISTANCE (2.0)	<p>This service covers job search assistance and career counseling. This includes:</p> <ul style="list-style-type: none"> <li>• Counseling that helps a client choose, change, or leave employment;</li> <li>• Facilitated self-assessment and self-analysis;</li> <li>• Matching aptitude skills, and interests to job types;</li> <li>• Identifying various job options available;</li> <li>• Providing clarity on job duties / roles; and</li> <li>• Mock interviews or interviewing tips.</li> </ul> <p>This service typically should take 30 minutes or less to provide.</p>	Y
EMPLOYMENT REFERRAL (2.0)	A referral to any employment opportunity not listed in WorkSourceWA.com.	Y
FINANCIAL AID ELIGIBILITY	Assistance in understanding financial aid offerings and options, such as FAFSA, TB, CAT, Worker Retraining, or other programs providing financial aid. This does not include filling out paperwork for the job seeker.	Y
JOB CLUB	<p>Activities facilitated by WorkSource staff that involve multiple customers in the development of appropriate job search strategies, networking surrounding available job opportunities and facilitated discussion on topics of common interest to group participants.</p> <p>Job clubs are only facilitated by WorkSource staff, not led by WorkSource Staff, and so are not considered workshops. Examples include E4 and professional networking clubs.</p>	Y
JOB DEVELOPMENT	<p>A facilitated introduction of a job seeker to a private or public employer for the purpose of securing a job interview or to be considered for current or future job opportunities.</p> <p>WorkSource staff act on behalf of a job seeker which can include calling or emailing an employer contact, setting up employer tours where the job seeker interacts with management or hiring staff, and meeting directly with an employer with or without the job seeker present.</p>	Y
MEANINGFUL UNEMPLOYMENT ASSISTANCE	Information and assistance regarding filing claims under UI programs by staff who are properly trained in UI claims, filing, and/or the acceptance of information necessary to file a claim by answering questions, provide advice, or make decisions that could affect claimant's eligibility.	Y

MISCELLANEOUS WORKSHOP	A group service that is not a WorkSource Module or Job Club; that provides additional employment or training information or instruction. Service is taken at time of attendance rather than when someone is referred to a workshop. Examples include: LinkedIn workshop, OJT workshop, Financial Aid workshop.	Y
MODULE 1 ORIENTATION TO WORKSOURCE SERVICES	First module in a series of six. Learning objectives: increased knowledge of WorkSource services and local community resources; understand the features of WorkSourceWA.com website in relation to job search; identify work search requirements for various programs; identify job search skills and abilities; set goals for job search; identify additional workshops that will help in job search.	Y
MODULE 2 SKILLS AND ABILITIES ANALYSIS	Second module in a series of six. Learning objectives: identify interests and compatible work environments; identify 15 self-management, transferable, and job skills to present to an employer; write out these skills and qualities in a form to present to an employer.	Y
MODULE 3 JOB SEARCH STRATEGIES	Third module in a series of six. Learning objectives: increase your understanding of the current labor market; learn what makes an effective job search; develop the ability to evaluate and change your work search habits; learn how to use the Internet as a job search tool.	Y
MODULE 4 PERFECTING APPLICATIONS	Fourth module in a series of six. Learning objectives: learn the basic rules for completing applications; complete a master application; learn how to submit an electronic application.	Y
MODULE 5 EFFECTIVE RESUMES AND COVER LETTERS	Fifth in a series of six. Learning objectives: learn how to create a cover letter; prepare a resume worksheet.	Y
MODULE 6 INTERVIEWING TECHNIQUES	Sixth in a series of six. Learning objectives: learn what employers expect from an interview; prepare effective, impressive answers to frequently asked questions; improve your interviewing skills.	Y
OFF BASE TAP WORKSHOP	The Off Base TAP workshop, held at a WorkSource or partner agency office, offers transition assistance for persons who have previously left military service and their spouses. Topics covered include transition planning, career exploration, job-search planning, building effective resumes and mock interviews. This workshop is commonly supported by local DVOP and LVER representatives.	Y
RESEA Initial – No Follow up	Unemployment Insurance (UI) claimants with a valid claim and a work search requirement are called into WorkSource offices and meet one on one with staff to receive reemployment services. Claimants will receive an orientation to WorkSource services, review of their UI eligibility, labor market information specific for them and their job search needs, assistance in creating a viable reemployment action plan. Each appointment includes appropriate career services determined needed to result in reemployment or referral to career related training. Staff determine a follow-up appointment is <b>not</b> needed.	Y
RESEA Initial – Follow up scheduled	Unemployment Insurance (UI) claimants with a valid claim and a work search requirement are called into WorkSource offices and meet one on one with staff to receive reemployment services. Claimants will receive an orientation to WorkSource services, review of their UI eligibility, labor market information specific for them and their job search needs, assistance in creating a viable reemployment action plan. Each appointment includes appropriate career services determined needed to result in reemployment or referrals to career related training. Staff determine a follow-up appointment is beneficial and schedule it at that time.	Y
RESEA Follow up	Intended for Unemployment Insurance (UI) claimants who have attended an RESEA initial appointment in which it was determined they would benefit from a follow up appointment. Follow-up appointments include reviewing and building upon the reemployment action plan created during the initial appointment, reviewing their UI eligibility, providing labor market information specific to their current needs, and appropriate career services determined necessary to result in reemployment or referrals to career related training.	Y

RESUME REVIEW	Desk-side review of an existing resume created by the customer through attendance of the group resume workshop or through the customer's own means. This review can include assistance with targeting a resume, providing spelling, grammar changes and layout suggestions. Desk-side review should not be used to create a resume for the customer.	Y
STRATEGIES FOR SUCCESS MODULE 1	Includes assessment of current skills, goal-setting, and development of positive workplace attitude.	Y
STRATEGIES FOR SUCCESS MODULE 2	Development and maintenance of overall health and well-being.	Y
STRATEGIES FOR SUCCESS MODULE 3	Addresses effective and professional forms of communication.	Y
STRATEGIES FOR SUCCESS MODULE 4	Identification of purpose and goals; assessment of strengths; skill-building; and process of change.	Y
STRATEGIES FOR SUCCESS MODULE 5	Connection to the community; building awareness, personal involvement and civic responsibility.	Y
STRATEGIES FOR SUCCESS MODULE 6	Work preparation-work habits, workplace interactions, and engagement of potential employers; final interview preparation.	Y
TRANSLATION/ INTERPRETATION SERVICES PROVIDED	A service which involves a bilingual agent who hears or reads the language of one party and speaks or writes another language for another party.	Y
UI REEMPLOYMENT ORIENTATION	A specialized orientation for unemployment insurance claimants about requirements and rights related to receiving UI Benefits and the reemployment assistance they can receive through WorkSource.	Y

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**SWC Policy WS816 R1 - Attachment C**

# Spokane WorkSource Services Catalog

## Individualized Career Services

Requirements to deliver service
<ul style="list-style-type: none"> <li>• <b>Requires WorkSourceWA.com registration;</b> <ul style="list-style-type: none"> <li>○ Enrollment into WIOA Title III – Employment Services (Wagner-Peyser) occurs automatically.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• <b>Must have a Full WIOA Title I Eligibility determination;</b> <ul style="list-style-type: none"> <li>○ Being determined eligible and enrolled into a WIOA Title I program is not required to receive individualized career services.</li> <li>○ Individuals not enrolled in a WIOA Title I program must be provided individualized career services through WIOA Title III Employment Services or another program.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• <b>Can only be provided to a customer who has been determined to be in need of individualized career services in order to obtain or retain employment.</b></li> </ul>

Service Description	Definition	Requires Full Services Eligibility
CAREER AND VOCATIONAL COUNSELING	<p>Counseling that helps a client decide on a career, what the next steps are to achieve that career, and provide encouragement and coaching to help them pursue their career. Tends to be 30 minutes or more in length but doesn't have to be. Can include:</p> <ul style="list-style-type: none"> <li>• Assessment and coaching of a client on their strengths and capabilities;</li> <li>• Setting career goals;</li> <li>• Providing advice on employment options;</li> <li>• Providing direction, timing, and the appropriate sequence of steps to attain a specific career goal.</li> </ul>	Y
COMPREHENSIVE AND SPECIALIZED ASSESSMENT	<p><b>Comprehensive assessments:</b> assess a complete inventory of a client's skills, including level of proficiency. This can include vocational skills, pre-employment skills, or both. Comprehensive assessments can also be used to assess and document a complete inventory of a client's service needs. These assessments are in-depth and tend to take 30 minutes or more to complete.</p> <p><b>Specialized assessments:</b> assess skills that involve specific knowledge or training. Specialized assessments can also be used to assess and document specific service needs in great detail, such as childcare and transportation needs over a period of time.</p>	Y
DEVELOPMENT OF INDIVIDUAL EMPLOYMENT PLANS (2.0)	Joint development of an individual employment plan between the participant and case manager to identify employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve the employment goals, including eligible providers of training services and career pathways to attain career objectives.	Y
ENGLISH AS A SECONDARY LANGUAGE (2.0)	<p>Designed to help eligible individuals who are English language learners achieve competence in reading, writing, speaking, and comprehension of the English language.</p> <p>May also include English language education for a specific occupation or occupational cluster.</p>	Y
FINANCIAL LITERACY	For youth, adults and dislocated workers: Supporting the ability of participants to create household budgets; initiate savings plans; make informed financial decisions about education, retirement, homeownership, wealth building, or other savings goals; effectively manage spending, credit and debit; understand, evaluate, and compare financial products, services, and opportunities; and increase awareness of the availability of credit reports and scores in obtaining credit and their effect on credit terms.	Y
INDIVIDUALIZED CAREER SERVICES PAID BY OTHER	Individualized career service paid by a fund source that is not a part of the WorkSource System or who does not enter service data into WorkSource's management information system.	Y

OUT-OF-AREA JOB SEARCH	Assistance to a participant seeking employment outside their normal commuting area.	Y
RELOCATION	Assistance to a participant who is successful in obtaining employment outside their normal commuting area and who is in need of relocation assistance in order to begin employment.	Y
SHORT-TERM PRE-VOCATIONAL SERVICES	This service includes services that teach: <ul style="list-style-type: none"> <li>• Learning skills such as creative thinking, critical thinking, working with others, study skills, and researching information;</li> <li>• Communication skills;</li> <li>• Interviewing skills – general interviewing skills, not specific to job interviews;</li> <li>• Punctuality;</li> <li>• Personal maintenance skills – means of taking care of oneself, such as proper grooming, personal hygiene, dressing for success, banking/finance skills, cooking, etc.; and</li> <li>• Professional conduct – understanding commonly accepted standards regarding personal and business behavior, values, and principles.</li> </ul>	Y
TESTING	Skill assessment tests facilitated by WorkSource staff that are designed to measure various skills and abilities important for a specific occupation or industry with WorkSource staff available for interpretation of the results.	Y
WORK / INTERNSHIP EXPERIENCE	Short-term, entry-level training that provides practical experience for beginners in a specific occupation or profession. This can be paid or unpaid. An unpaid internship / work experience still must comply with the Fair Labor Standards Act.  A work / internship experience should be linked to the seeker's career goal. General work experiences for someone to build a positive work history fall are not appropriate for work / internship experiences and fall under the service "Transitional Jobs".	Y
WORKFORCE PREPARATION	This service represents remedial education needed prior to entering postsecondary education or necessary to gain employment. These are activities such as training in: <ul style="list-style-type: none"> <li>• Basic academic skills – reading, writing, basic mathematics, learning skills, communication, time management, study skills, and research skills;</li> <li>• Critical thinking skills;</li> <li>• Digital literacy – the ability to use information and communication technologies, such as smartphones, tablets, and personal computers, to find, evaluate, create, and communicate information;</li> <li>• Self-management skills – techniques in utilizing resources, using information, working with others, understanding systems, and obtaining other non-occupational skills necessary for postsecondary education or employment;</li> <li>• Non-specific employment skills – general employment skills such as safety, first aid, work-place hygiene, or hazardous materials handling.</li> </ul>	Y

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11/9/2018

# Spokane WorkSource Services Catalog

## Training Services

Requirements to deliver service
<ul style="list-style-type: none"> <li>• <b>Requires WorkSourceWA.com registration;</b> <ul style="list-style-type: none"> <li>○ Enrollment into WIOA Title III – Employment Services (Wagner-Peyser) occurs automatically.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• <b>Must have a Full WIOA Title I Eligibility determination and be enrolled in WIOA Title I program or other program that can provide training services (Training services cannot be provided using Title III – Wagner-Peyser funds);</b> <ul style="list-style-type: none"> <li>○ Because training services are not available through most fund sources, to receive a training service a customer must be determined eligible for a WIOA Title I program using a full eligibility determination and enrolled, or be enrolled in another program that can provide a training service such as Trade Act or WorkFirst.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• <b>Can only be provided to a customer who has been determined to be in need of training services in order to obtain or retain employment.</b></li> </ul>

Service Description	Definition	Requires Full Services Eligibility
ADULT EDUCATION AND LITERACY WITH TRAINING (2.0)	Adult education and literacy instruction is intended to upgrade basic skills in order to prepare the individual for further training, future employment, or retention in present employment. Includes remedial reading, writing, mathematics, literacy training, study skills, English for non-English speakers, bilingual training, and GED preparation (including computer assisted competency training, and school to post-secondary education transition). This group must be offered in combination with other allowable training services (not including transitional jobs or customized training).	Y
APPRENTICESHIP TRAINING	Training that is provided through a Registered Apprenticeship training system that combines paid learning on-the-job and related technical and theoretical instruction in a skilled occupation.	Y
CUSTOMIZED TRAINING (2.0)	Training customized to meet employer needs with a commitment by an employer or group of employers to employ the individual upon successful completion of the training and for which the employer pays a significant portion of the cost of training as determined by local policy.	Y
ENTREPRENEURIAL TRAINING	Training provided to individuals interested in starting their own business. Training may include, but not be limited to, how to start a business, how to obtain the necessary permits and licenses, how to successfully run a business, and how to write a business plan.	Y
INCREASED CAPACITY TRAINING	Training provided through a direct contract between a local board and a training provider when a local board determines it is necessary to facilitate the training of multiple individuals to meet employer needs in demand industry sectors or occupations, when there is insufficient capacity to train those individuals timely using Individual Training Accounts (ITAs), provided the contract does not limit customer choice.	Y
INCUMBENT WORKER TRAINING	Incumbent worker training is intended to assist employed workers (employed a minimum of six months with the employer) to retain employment by averting layoffs or to obtain the increased skills necessary for promotion within the company and to create a backfill opportunity for the employer.	Y
OCCUPATIONAL SKILLS TRAINING	An organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels.	Y

ON-THE-JOB TRAINING (2.0)	Training provided by an employer to a paid participant while engaged in productive work in a job that improves knowledge or skills essential to the full and adequate performance of the job; provides reimbursement to the employer of up to 50% (for WIA) or up to 75% (WIOA) of the wage rate of the participant, for the extraordinary costs of providing the training and additional supervision related to the training; limited in duration as is appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participants, as appropriate.	Y
TRAINING PAID BY OTHER	Represents training services, including OJT, that is paid for by another funding source.	Y
WORKPLACE TRAINING WITH RELATED INSTRUCTION	An activity that combines workplace training with related instruction, which may include cooperative education activities.	Y

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# Spokane WorkSource Services Catalog

## Supportive Services

Requirements to deliver service
<ul style="list-style-type: none"> <li>• <b>Requires WorkSourceWA.com registration;</b> <ul style="list-style-type: none"> <li>○ Enrollment into WIOA Title III – Employment Services (Wagner-Peyser) does not occur automatically. A basic career, individualized career, or training service must be provided to trigger enrollment into WIOA Title III – Employment Services.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• <b>Must have a Full WIOA Title I Eligibility determination and be enrolled in WIOA Title I program or other program that can provide supportive services (Supportive services cannot be provided using WIOA Title III – Employment Services funds);</b> <ul style="list-style-type: none"> <li>○ Because supportive services are not available through most fund sources, to receive a supportive service a customer must be determined eligible for a WIOA Title I program using a full eligibility determination and enrolled, or be enrolled in another program that can provide a training service such as Trade Act or WorkFirst.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• <b>Can only be provided to a customer when necessary to participate in career or training services or when necessary to gain or retain employment.</b></li> </ul>

Service Description	Definition	Requires Full Services Eligibility
PROGRAM SUPPORT SERVICES (OTHER)	<p>This service is used when the support services being provided does not fall into the transportation category. This may include assistance with clothing, counseling, family/health care, housing, tools, union dues, drivers licenses, or car repairs to help participants become or stay independent. The purpose of support services is to offer a resource for participants who are actively engaged in job search, work activities or training. Support services should be provided based on the real and immediate needs of the participant.</p> <p>Per ESD WIOA Policy 5602, R1 and SWC Policy W409, R4 - Groceries, including food or meals, are not an allowable supportive service for WIOA Adults, Dislocated Workers, and Youth.</p>	Y
PROGRAM SUPPORT SERVICES (TRANSPORTATION)	<p>Support services to be provided to participants prior to job placement and exiting the program. Transportation support are goods in the form of transportation assistance to help participants become or stay independent. The purpose of support services is to offer a resource for participants who are actively engaged in job search, work activities or training. Support services should be provided based on the real and immediate needs of the participant.</p>	Y
TUTORING	Tutoring services to assist participants to become or stay independent.	Y

**Note:** Per TEGL 10-16 and TEGL 19-16, Attachment II, individuals in incumbent worker training are not eligible to receive supportive services unless they meet eligibility for and are co-enrolled in either the WIOA Title I adult or dislocated worker programs and receive a qualifying career service or training. In other words, supportive services cannot be provided to individuals who are in incumbent worker training only.

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# Spokane WorkSource Services Catalog

## Follow-up Services

<b>Requirements to deliver service</b>
<ul style="list-style-type: none"> <li>• <b>Requires WorkSourceWA.com registration;</b> <ul style="list-style-type: none"> <li>○ Enrollment into WIOA Title III – Employment Services (Wagner-Peyser) does not occur automatically. A basic career, individualized career, or training service must be provided to trigger enrollment into WIOA Title III – Employment Services (Wagner-Peyser).</li> </ul> </li> <li>• <b>Must have a Basic WIOA Title I Eligibility determination;</b> <ul style="list-style-type: none"> <li>○ Being determined eligible and enrolled into a WIOA Title I program is not required to receive follow-up services.</li> </ul> </li> <li>• <b>Can only be provided to a customer who has obtained unsubsidized employment and who has completed all programs the customer has been co-enrolled into. Follow-up services can be provided for up to 12 months following the last date of basic career, individualized career, or training services.</b></li> </ul>

Service Description	Definition	Requires Basic Services Eligibility
FOLLOW-UP SERVICES	Follow-up services occur following the individual's placement into unsubsidized employment for a period of up to 12 months. Follow-up services are two-way exchanges between the services provider and either the individual (or their advocate), or the individual's employer. Services include regular contact with the individual or employer for verification of employment, assistance in securing better paying jobs, additional career planning and counseling; assistance with work-related problems; peer support groups; information about additional educational or employment opportunities, and referral to other community services.	Y

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 SWC Policy WS816 R1 - Attachment C

# Next Generation Zone Services Catalog

## Youth Services

Requirements to deliver service
<ul style="list-style-type: none"> <li>• <b>Requires WorkSourceWA.com registration;</b></li> </ul>
<ul style="list-style-type: none"> <li>○ Enrollment into WIOA Title III – Employment Services (Wagner-Peyser) occurs automatically.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Must have a Full WIOA Title I Eligibility determination;</b></li> </ul>
<ul style="list-style-type: none"> <li>○ To receive a youth service, a customer must be determined eligible for a WIOA Title I Youth program using a full eligibility determination and enrolled.</li> </ul>

Service Description	Program Element	Definition
EDUCATIONAL ACHIEVEMENT SERVICES (YOUTH ONLY)	<p><b>Program Element 1:</b> Tutoring, study skills training, instruction, and dropout prevention services</p> <p><b>Program Element 2:</b> Alternative secondary school services or dropout recovery services</p>	Educational achievement services include but are not limited to tutoring, study skills training, and instruction leading to secondary school completion, including evidenced-based dropout prevention and recovery strategies; and alternative secondary school offerings that lead to the completion of secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential.
PAID AND UNPAID WORK EXPERIENCE WITH ACADEMIC/EDUCATION COMPONENT (YOUTH ONLY)	<p><b>Program Element 3:</b> Paid and unpaid work experience</p>	<p>Paid and unpaid work experiences that have as a component academic and occupational education, which may include: (i) summer employment opportunities and other employment opportunities available throughout the school year; (ii) pre-apprenticeship programs; (iii) internships and job shadowing; and (iv) on-the-job training opportunities.</p> <p>Work experiences must include academic and occupational education. The educational component may occur concurrently or sequentially with the work experience. Further academic and occupational education may occur inside or outside the work site.</p>
OCCUPATIONAL SKILLS TRAINING	<p><b>Program Element 4:</b> Occupational Skills Training</p>	<p>An organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels.</p> <p>Such training must:</p> <ol style="list-style-type: none"> <li>(1) Be outcome-oriented and focused on an occupational goal specified in the individual service strategy;</li> <li>(2) Be of sufficient duration to impart the skills needed to meet the occupational goal; and</li> <li>(3) Lead to the attainment of a recognized postsecondary credential.</li> </ol>
EDUCATION OFFERED WITH WORKFORCE PREPARATION ACTIVITIES AND OCCUPATIONAL TRAINING (YOUTH ONLY)	<p><b>Program Element 5:</b> Education offered concurrently with workforce preparation and training for a specific occupation</p>	<p>Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.</p> <p>This program element reflects an integrated education and training model and describes how workforce preparation activities, basic academic skills, and hands-on occupational skills training are to be taught within the same time frame and connected to training in a specific occupation, occupational cluster, or career pathway.</p>
YOUTH COMMUNITY SERVICE	<p><b>Program Element 6:</b> Leadership development opportunities</p>	<p>A structured work experience, through which students learn and develop by participating in thoughtful organized community service work activities that meet actual community needs.</p>

<p>YOUTH LEADERSHIP DEVELOPMENT OPPORTUNITIES (2.0)</p>	<p><b>Program Element 6:</b> Leadership development opportunities</p>	<p>Leadership Development Opportunities include but are not limited to activities that encourage responsibility, employability, and other positive social behaviors such as (a) exposure to post-secondary educational opportunities; (b) community and service learning projects; (c) peer-centered activities including peer mentoring and tutoring; (d) organizational and team work training, including team leadership training; (e) training in decision making, including determining priorities; and (f) citizenship training, including life skills training such as parenting, work behavior training, and budgeting of resources.</p>
<p>SUPPORT SERVICES - fees, supplies, tests, transportation, etc. (YOUTH ONLY)</p>	<p><b>Program Element 7:</b> Supportive services</p>	<p>Support services to be provided to youth to enable them to participate in youth program activities. These services may include: linkages to community services; assistance with transportation, child and dependent care, housing, educational testing, uniforms or other appropriate work attire and work-related tools, such as eyeglasses, protective eye gear, books, 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; reasonable accommodations for youth with disabilities; legal aid services, and referrals to health care.</p> <p>Per ESD WIOA Policy 5602, R1 and SADWC Policy W409, R4 - Groceries, including food or meals, are not an allowable supportive service for WIOA Adults, Dislocated Workers, and Youth.</p>
<p>MENTORING (YOUTH)</p>	<p><b>Program Element 8:</b> Adult mentoring</p>	<p>A formal relationship between youth and an adult mentor that includes structured activities, guidance, support, and encouragement to develop competence and character of the mentee. May include workplace mentoring where a youth is matched with an employer or employee of a company. WIOA case managers are discouraged from serving as mentors unless adult mentors are sparse in the local area, in which case, WIOA case managers can serve in that role. Mentoring must be provided for at least 12 months.</p>
<p>FINANCIAL LITERACY IN FOLLOW-UP - effective budgeting and spending, etc. (YOUTH ONLY)</p>	<p><b>Program Element 9:</b> Follow-up services</p>	<p>Financial literacy is one of the five program elements that may be provided to youth following their exit from the program to support successful employment and/or post-secondary education and training. Supports the ability of youth to make informed financial decisions about education, create household budgets; initiate savings plans; effectively manage spending, credit and debit; understand, evaluate, and compare financial products, services, and opportunities; and increase awareness of the availability of credit reports and scores in obtaining credit and their effect on credit terms.</p>
<p>LABOR MARKET INFORMATION SERVICES IN FOLLOW-UP (YOUTH ONLY)</p>	<p><b>Program Element 9:</b> Follow-up services</p>	<p>Labor market services is one of the five program elements that may be provided to youth following their exit from the program to support successful employment and/or post-secondary education and training. These are 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.</p>

<p>MENTORING IN FOLLOW-UP - Adult guidance, work encouragement (YOUTH ONLY)</p>	<p><b>Program Element 9:</b> Follow-up services</p>	<p>Adult mentoring is one of the five program elements that may be provided to youth following their exit from the program to support successful employment and/or post-secondary education and training. Adult mentoring is a formal relationship between youth and an adult mentor that includes structured activities, guidance, support, and encouragement to develop competence and character of the mentee. May include workplace mentoring where a youth is matched with an employer or employee of a company. WIOA case managers are discouraged from serving as mentors unless adult mentors are sparse in the local area, in which case, WIOA case managers can serve in that role. Mentoring must be provided for at least 12 months.</p>
<p>OTHER FOLLOW-UP - Assistance with work-related problems (YOUTH ONLY)</p>	<p><b>Program Element 9:</b> Follow-up services</p>	<p>Follow-up services may include regular contact with youth employers, including assistance in addressing work-related problems that arise.</p>
<p>POST-SECONDARY PREPARATION AND TRANSITION ACTIVITIES IN FOLLOW-UP (YOUTH ONLY)</p>	<p><b>Program Element 9:</b> Follow-up services</p>	<p>Postsecondary preparation and transition activities are one of the five program elements that may be provided to youth following their exit from the program to support successful employment and/or post-secondary education and training. Such activities prepare ISY and OSY for advancement to postsecondary education after attaining a high school diploma or its recognized equivalent. These services include exploring postsecondary education options including technical training schools, community colleges, 4-year colleges and universities, and registered apprenticeship. Additional services include, but are not limited to, assisting youth to prepare for SAT/ACT testing; assisting with college admission applications; searching and applying for scholarships and grants; filling out the proper Financial Aid applications and adhering to changing guidelines; and connecting youth to postsecondary education programs.</p>
<p>SUPPORT SERVICES IN FOLLOW-UP - work attire, housing, etc. (YOUTH ONLY)</p>	<p><b>Program Element 9:</b> Follow-up services</p>	<p>Support services are one of the five program elements that may be provided to youth following their exit from the program to support successful employment and/or post-secondary education and training. Services may include: linkages to community services; assistance with transportation, child and dependent care, housing, educational testing, uniforms or other appropriate work attire and work-related tools, such as eyeglasses, protective eye gear, books, 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; reasonable accommodations for youth with disabilities; legal aid services, and referrals to health care.</p> <p>Per ESD WIOA Policy 5602, R1 and SADWC Policy W409, R4 - Groceries, including food or meals, are not an allowable supportive service for WIOA Adults, Dislocated Workers, and Youth.</p>
<p>YOUTH GUIDANCE AND COUNSELING</p>	<p><b>Program Element 10:</b> Comprehensive guidance and counseling</p>	<p>Additional support for youth includes activities such as comprehensive guidance and counseling, including drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth.</p>
<p>FINANCIAL LITERACY</p>	<p><b>Program Element 11:</b> Financial literacy education</p>	<p>For youth, adults and dislocated workers: Supporting the ability of participants to create household budgets; initiate savings plans; make informed financial decisions about education, retirement, homeownership, wealth building, or other savings goals; effectively manage spending, credit and debit; understand, evaluate, and compare financial products, services, and opportunities; and increase awareness of the availability of credit reports and scores in obtaining credit and their effect on credit terms.</p>

ENTREPRENEURIAL TRAINING	<b>Program Element 12:</b> Entrepreneurial Skills Training	Training provided to individuals interested in starting their own business. Training may include, but not be limited to, how to start a business, how to obtain the necessary permits and licenses, how to successfully run a business, and how to write a business plan.
LABOR MARKET INFORMATION SERVICES (YOUTH ONLY)	<b>Program Element 13:</b> Services that provide labor market 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.
POST-SECONDARY PREPARATION AND TRANSITION ACTIVITIES (YOUTH ONLY)	<b>Program Element 14:</b> Postsecondary preparation and transition activities	Such activities prepare ISY and OSY for advancement to postsecondary education after attaining a high school diploma or its recognized equivalent. These services include exploring postsecondary education options including technical training schools, community colleges, four-year colleges and universities, and registered apprenticeship. Additional services include, but are not limited to, assisting youth to prepare for SAT/ACT testing; assisting with college admission applications; searching and applying for scholarships and grants; filling out the proper Financial Aid applications and adhering to changing guidelines; and connecting youth to postsecondary education programs.

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SWC Policy WS816 R1 - Attachment C