

## Child and Family Services Policy Manual: Substitute Care for Children Foster Care: Youth Employment

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### Background

The Workforce Investment Act (WIA) of 1998 replaced the Job Training Partnership Act (JTPA) of 1982. Title IB of WIA provides services to adults, dislocated workers and youth. The youth program provides services to **low income or economically disadvantaged youth ages 14 to 21**. Youth ages 14-18 (at the time of enrollment) receive services through the younger youth program, ages 19-21 (at the time of enrollment) receive services through the older youth program. At least 30 percent of youth funding must be spent on out-of-school youth.

All youth in state foster care are considered economically disadvantaged, since they are treated as a "family of one" for income purposes. However, the Workforce Investment Act is not an entitlement program.

### Eligible Youth

Enrollments beyond income eligibility are based on those "most in need" of services. Individuals who have "barriers to employment" in addition to being economically disadvantaged will be given highest priority. Barriers to employment for youth in WIA include:

- Basic skills deficient (reading, writing and computing scores below the 8th grade level on a generally accepted standardized test or comparable score on a criterion referenced test);
- Offender (any juvenile who is or has been subject to any stage of the criminal justice process, or who requires assistance in overcoming barriers to employment resulting from a record of arrest or conviction (excluding misdemeanors);
- School dropout (no longer attending any school and who has not received a secondary school diploma or its recognized equivalent (GED));
- Public assistance recipient or member of a family which receives public assistance;
- Homeless, runaway or foster child;
- Disabled (includes learning disabled);

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- Educational attainment one or more grade levels below appropriate level for the age of the youth;
- Pregnant or parenting youth (age 14 to 21);
- CEP designated barrier (and individual, including a youth with a disability who has no vocations/employment goals, or has a poor work history (including no work history), or has been fired from a job in the last six calendar months;
- BOS designated barrier (an individual, including a youth with a disability who has no vocational/employment goals, is at risk of dropping out of school, or has a poor work history (including no work history) or has been fired from a job in the last six calendar months.

Up to five percent of each service provider's participants can be non-economically disadvantaged provided they meet the other eligibility requirements and selective service. At least one barrier must be documented if the client is not economically disadvantaged.

**NOTE: Questions regarding eligibility can be referred to the local service provider listed on pages 6 and 7 of this section.**

### Program Goals

Program goals are to:

- provide eligible youth assistance in achieving academic and employment success by providing effective and comprehensive activities that include a variety of options for improving educational and skill competencies and provide effective connections to employers;
- ensure ongoing mentoring opportunities for youth committed to providing such activities;
- provide training opportunities;
- provide continued supportive services;
- provide incentives for recognition and achievement; and
- provide opportunities in activities related to leadership

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development, decision-making, citizenship and community service.

### Required Components

The following ten elements must be made available to WIA youth participants:

- tutoring, study skills training and instruction leading to secondary school completion, including dropout prevention strategies;
- alternative secondary school opportunities;
- summer employment opportunities directly linked to academic and occupational learning;
- paid and unpaid work experiences, including internships and job shadowing;
- occupational skills training;
- leadership development opportunities, which may include such activities as positive social behavior and soft skills, decision making, team work and other activities;
- supportive services;
- adult mentoring for a period of at least twelve months that may occur both during and after program participation;
- follow-up services;
- comprehensive guidance and counseling, including drug and alcohol abuse counseling, as well as referrals to counseling appropriate to the needs of the individual youth.

### Referral

Youth in care may be referred to the WIA Youth Program by completing a memorandum (see the sample on page 4). The memorandum is then sent to the local/regional program contact person as listed on page 6 of this section.

Referred youth must be instructed to:

1. Contact the local WIA service provider and complete the

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application form; and

2. Provide the following verification for the application process:
  - a. Birth certificate;
  - b. Social security card;
  - c. If in foster care, proof of enrollment in state foster care (sample Memorandum on page 4 of this section);
  - d. Most recent report card;
  - e. A picture ID and/or driver's license;
  - f. Selective service card for male applicants 18 years of age or older.

**CAPS**

All services received should be entered on SERN.

**SAMPLE MEMORANDUM TO SUMMER YOUTH PROGRAM CONTACT PERSON**

TO: Name and Address of Contact Person  
FR: Name and Address of Caseworker  
RE: WIA Services for Youth in Foster Care

I am referring the following youth to your program.

Name of Youth: \_\_\_\_\_

Birthdate: \_\_\_\_\_ SSN: \_\_\_\_\_

This youth has been under the care and custody of DPHHS since: \_\_\_\_\_  
placement date

If you have any questions, please contact me at \_\_\_\_\_ .  
telephone number

Thank you for your assistance.

## WIA YOUTH PROGRAM OPERATORS

Community-based organizations (CBO's) and private non-profit agencies provide Youth Program services and are located in ten communities in the state.

BOS - Balance of State Local Workforce Investment Area\*

CEP - Concentrated Employment Program Local Workforce Investment Area\*\*

<u>Location</u>	<u>Contact Person</u>	<u>Agency</u>	<u>Address</u>	<u>Counties Served</u>
Billings	Monica Tvetene 247-4742 FAX: 248-2943 <a href="mailto:mtvetene@bilhrdc.hhs.state.mt.us">mtvetene@bilhrdc.hhs.state.mt.us</a>	District VII HRDC*	PO Box 2016 Billings MT 59103	Yellowstone, Carbon, Stillwater, Big Horn, Sweetgrass
Bozeman	Stephanie Gray 587-4486 FAX: 585-3538 <a href="mailto:Yb97@mcn.net">Yb97@mcn.net</a>	District IX HRDC*	321 East Main St, Ste 300 Bozeman MT 59715	Gallatin, Meagher, Park
Butte	Debbie Cuny 496-4911 <a href="mailto:Debbie@in-tech.com">Debbie@in-tech.com</a>	District XII HRDC**	PO Box 3486 700 Casey St Butte MT 59702	Silver Bow, Powell, Deer Lodge, Madison, Beaverhead, Granite
Glendive	Leslie Colbrese 365-3364 Program Contact: TaLisa Nemic	Action for Eastern MT*	PO Box 1309 Glendive MT 59330	Carter, Custer, Daniels, Dawson, Fallon, Garfield, McCone, Phillips, Powder River, Prairie, Richland, Roosevelt, Rosebud, Sheridan, Treasure, Valley, Wibaux
Great Falls	Curt Campbell 761-8462 FAX: 761-8635 <a href="mailto:Wai1@initco.net">Wai1@initco.net</a>	Opportunities, Inc.*	PO Box 2289 Great Falls MT 59403	Cascade, Choteau, Toole, Glacier, Pondera, Teton
Havre	Karen Thomas 265-6743 FAX: 265-1312	District IV HRDC*	111 W 11 <sup>th</sup> St, Ste 109 Havre MT 59501	Hill, Liberty, Blaine
Helena	Sheila Hogan 443-0800 FAX: 442-2745 <a href="mailto:Sheila@ixi.net">Sheila@ixi.net</a> Program Contact: Tim Kennedy	Career Training Institute**	347 Last Chance Gulch Helena MT 59624	Lewis & Clark, Broadwater, Jefferson
Kalispell	Leslie DeWitt 758-5426 FAX: 752-6582 <a href="mailto:les@kalhrdc.hhs.state.mt.us">les@kalhrdc.hhs.state.mt.us</a>	NW Montana HRDC*	PO Box 8300 1 <sup>st</sup> & Main Kalispell MT 59904	Flathead, Lake, Lincoln, Sanders

Lewistown	Pam Higgins 538-7488 FAX: 538-2843 <a href="mailto:Hrdc6@tein.net">Hrdc6@tein.net</a> Program Contact: Cherelee Martin	District VI HRDC	300 First Ave Lewistown MT 59457	Fergus, Golden Valley, Judith Basin, Mussellshell, Petroleum, Wheatland
Missoula	Maggie Driscoll 728-3710 FAX: 728-7680 <a href="mailto:Mag@hccxi.org">Mag@hccxi.org</a>	District XI HRDC*	1801 South Higgins Missoula MT 59802	Missoula, Mineral, Ravalli