





# Stanislaus County Youth Development Committee

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## Youth Development Committee Minutes

Monday, November 6th, 2017

Aspiranet Youth Center

1009 J Street, Modesto, CA 95354

1:00 pm –3:00 pm

### Members in Attendance:

Cal Campbell

Jennifer Carlson-Shipman

Patrick Cavanah

Cristin Robles Ponce

Dwight Simpson

Carmen Wilson

Cindy Young

### Members Absent:

Raul Dominguez

### Staff in Attendance:

Miranda Chalabi

Vinal Chand

Jaskaran Dhesi

Andy Fiskum

Cheryl Fondse

Doris Foster

Stacy Luna

4 Additional Guests in Attendance

#### I. Call to Order and Introductions

Chairman Carlson-Shipman called the November 6th meeting of the Youth Development Committee meeting to order at 1:16 pm, thanked everyone for attending and asked everyone to introduce themselves.

#### II. Conflict of Interest

Chairman Carlson-Shipman outlined the Stanislaus County conflict of interest policy.

#### III. Public Comment Period

No public comments on non-agenda items.

#### IV. Department Report

##### A. Youth Overview

Business Manager, Vinal Chand, gave updates on the following:

- Staff members will be attending the January 9-11, 2018 CWA Youth@Work Conference held in Sacramento, it is open to the public and Committee members may sign up and attend at their own cost.



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- State youth monitoring occurred during the week of October 23<sup>rd</sup>. The State monitor went over randomly selected youth vendor participant files and program files making sure all the required documents were in order. The monitoring went well and the Department had no findings or concerns, but she did have some best practice recommendations that staff will be sharing with contractors to strengthen the participant files. Director Foster and Business Manager Chand added they were proud of the work done by staff on the youth programs and working with the contractors.
- Staff are continuing to work on the Summer Youth Program with the Regional Advisor and Department of Labor to get a waiver approved, and staff has a few more processes to complete. The Youth Committee will get updates as it progresses through the application process with a target completion date of May 2018.
- An update was given regarding the youth “Careers in Manufacturing” (CIM) program, partnering with Stanislaus Partners in Education (SPIE) and Manufacturer’s Council of the Central Valley (MCCV) on this program, and making adjustments to comply with the new WIOA regulations.

### V. Consent Items

No public comments on the consent items.

Consent item adopted. C. Wilson/ C. Young unan. Motion Passed

A. Approved August 8, 2017 Youth Committee Minutes as amended.

### VI. Discussion and Action Items

No public comments on Discussion and Action Items

A. Approved Staff Recommendation to Continue the Lunch ‘n Learn Meetings

C. Wilson/ D. Simpson unan. Motion Passed

Positive feedback was received from the Youth Development Committee members that they would like to continue the Lunch ‘n Learn meetings. Future meeting dates were set for Monday, December 4, 2017 and Friday, January 12, 2018 at locations to be determined.

B. Approved the Recommendation to the Workforce Development Board to Implement the Eligibility Definition for those Youth that “require additional assistance to enter or complete an education program or to secure or hold employment.” with changes.

C. Campbell/ P. Cavanah unan. Motion Passed

Committee members discussed the Additional Assistance List and recommended the following changes:

CURRENTLY INCLUDES:

#### Additional Assistance Criteria-

- a. Who have a visible tattoo(s) and/or piercing(s) that may affect employability;
- b. Who is a victim of domestic violence;
- c. Who have a parent or legal guardian that is incarcerated;
- d. Who are refugees/immigrants;



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- e. Who have family history of chronic unemployment, including long-term public assistance;
- f. Who lacks foundational skills, such as:
  - 1. Basic Skills; reading, writing, mathematics, listening, and speaking
  - 2. Thinking Skills; creative thinking, decision making, problem solving, and reasoning
  - 3. Personal Qualities; responsibility, self-esteem, social, self-management, and integrity/honesty

### YOUTH DEVELOPMENT COMMITTEE RECOMMENDATION:

#### Additional Assistance Criteria-

- a. Who have a visible tattoo(s) and/or piercing(s) that may affect employability;
- b. Who is a victim of domestic violence;
- c. Who have a parent or legal guardian that is incarcerated;
- d. Who are refugees/immigrants;
- e. Who have family history of chronic unemployment, including long-term public assistance;
- f. Who lacks foundational skills, such as:
  - 1. Basic Skills; reading, writing, mathematics, listening, and speaking
  - 2. Critical Thinking Skills; creative thinking, decision making, problem solving, and reasoning
  - 3. Personal Characteristics; responsibility, self-esteem, social, self-management, integrity/honesty and understanding of work-ethic

- C. Approved the Mission and Vision Statement for the Youth Development Committee  
P. Cavanah/ C. Robles Ponce unan. Motion Passed  
Committee members discussed the options and chose to accept the Mission Statement as presented: ***“Enhance the competitiveness of the region by preparing Stanislaus County’s young adult workforce with the skills necessary to achieve self-sufficiency.”***, and to adopt the Workforce Development Board’s vision statement: ***“To foster a demand-driven, skilled workforce that enables upward mobility through the alignment and integration of private and public partnerships.”***

Meeting Adjourned: 2:14 PM  
Next Business Meeting: Monday, February 5, 2018  
Location: To Be Determined  
Time: 1:00 PM



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**Youth Development Committee Minutes**  
Monday, February 5th, 2018  
Tenth Street Place- Basement Training Room  
1010 10<sup>th</sup> Street, Ste.B300, Modesto, CA 95354  
1:00 pm –3:00 pm

Members in Attendance:

Cal Campbell	Carmen Wilson
Patrick Cavanah	Cindy Young

Members Absent:

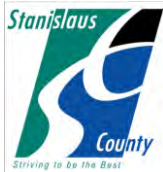
Jennifer Carlson-Shipman	Cristin Robles-Ponce
Raul Dominguez	Dwight Simpson

Staff in Attendance:

Miranda Chalabi	Jaskaran Dhesi
Vinal Chand	Andy Fiskum
Kyle DeJesus	Cheryl Fondse
	Doris Foster

3 Additional Guests in Attendance

- I. Call to Order and Introductions  
Vice-Chair, Cal Campbell, called the February 5, 2018 meeting of the Youth Development Committee meeting to order at 1:04 p.m., thanked all for attending and asked everyone to introduce themselves.
- II. Conflict of Interest  
Vice-Chair Campbell reminded Committee members of the Conflict of Interest Policy.
- III. Public Comment Period  
No public comments.
- IV. Department Report  
Business Manager, Vinal Chand, gave updates on the following:
  - A. Lunch N' Learn Meeting Updates  
The Lunch N' Learn meetings offer extra learning opportunities to Committee members. The meeting presentations highlight the various programs that our Youth Contractors and other community organizations provide. The December 4, 2017 Lunch N' Learn meeting featured a question and answer session with a panel of



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youth participants from CUSD's "Project YES" and *Computer Tutor's* "Project ASPIRE" programs. The January 12, 2018 Lunch N' Learn meeting featured presentations by *Center for Human Services*, highlighting youth homelessness and the "Pathways" program and CUSD's "Tech Program" that teaches web design and business communication skills.

### B. Contractor Monitoring

Department staff are busy going out to Contractor sites completing Program and Fiscal monitoring. Staff will bring results back to the Committee at a future meeting.

### C. Youth Conference

Staff attended the CWA Youth@Work Conference in Sacramento, January 9-11, 2018, and gathered a lot of good information and idea sharing with other regions. A couple of our local youth were recognized on-stage and spoke about the programs they were involved with.

### D. Contract Renewals

The Department is gearing up for contract renewals for Fiscal Year 18/19 and looking to have them all complete and finalized by June 30<sup>th</sup>.

### E. Contractor Name Change

*Computer Tutor Business and Technology Institute* has changed their name to *Stellar Career College*. For our contract purposes, the name change will not create any changes to the Scope of Work.

### F. Update on Summer Youth

Staff are busy jumpstarting the Summer Youth Program. Miranda Chalabi, Summer Youth Program Coordinator, will be hiring a couple of students from MJC and Stanislaus State to assist with program setup and support. Miranda is also working closely with partners, *Manufacturers Council of the Central Valley* (MCCV) with emphasis on manufacturing, *Careers in Manufacturing* (CIMs), and *Stanislaus County Office of Education* (SCOE) *Career Technical Education*, (CTE) with emphasis on construction and health related fields, to put together some quality youth summer programs beginning this spring. *Stanislaus County Foundation* has 66 youth enrolled that they would like to have involved in our program, possibly internships or work-experience. We are also looking at having some youth from the foster care system involved, and a Basic Job Skills course in partnership with SCOE for all participants age 17-24. The CIMs outreach has begun with roadshows at area high schools in the evenings with employers' onsite, and visits to high school seniors during the school day, to begin the application process.

## V. Consent Items

### A. Approval of the November 6<sup>th</sup>, 2017 Quarterly Meeting Minutes

No action taken.

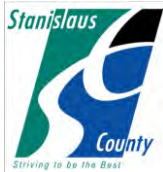
## VI. Discussion and Action Items

### A. Approval of the Continuation of the Lunch N' Learn Meetings and Dates

No action taken.

## VII. Informational Items

### A. Accept the Workforce Development Board Conflict of Interest Policy and Code of Conduct



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Information was given regarding the *Stanislaus County Workforce Development Board Conflict of Interest Policy and Code of Conduct* that aligns with the proposed amendments of the *SCWDB Bylaws*. Youth Development Committee members are included in these Policies as they are a standing committee of the Workforce Development Board. Policy copies were given to all attending Committee members to review, sign and return to the Department for retention.

### B. Proposed Amendments to the Stanislaus County Department of Workforce Development Board Bylaws

Information was given as to the process required to make changes to the current *Stanislaus County Workforce Development Board Bylaws* approved June 7, 2016, by the Stanislaus County Board of Supervisors (BOS). A brief amount of time was allotted to Committee members who had not had an opportunity to read the suggested Bylaw changes, to do so. An opportunity to suggest changes or additions that will be taken to the April 2, 2018 Workforce Development Board meeting was then given, and at this time no suggestions were noted. Once the finalized Bylaws are presented to the Workforce Development Board and approved, they will then go to the Stanislaus County Board of Supervisors (BOS) for approval. Once approved by BOS, the revised *Stanislaus County Workforce Development Board Bylaws* will also serve as the Bylaws for the Youth Development Committee.

Meeting Adjourned: 1:56 PM  
Next Business Meeting: Monday, May 7, 2018  
Location: To Be Determined  
Time: 1:00 PM



**May 7, 2018**

TO: Youth Development Committee

FROM: Vinal Chand, Business Manager

- I. SUBJECT: Approval of the Continuation of the Lunch N' Learn Meetings and Dates
- II. ITEM NUMBER: VI-A
- III. ITEM TYPE: Discussion and Action
- IV. STAFF RECOMMENDATION: Approve the continuation of the Lunch N' Learn meetings and set the dates for future meetings as needed.
- V. DISCUSSION: At the first Youth Development Committee meeting on August 8, 2017, the Committee decided to hold two Lunch N' Learn meetings to assist in familiarizing the Committee on the Workforce Innovation and Opportunity Act (WIOA) Youth programs and other partner organizations throughout the community that could play a vital role in serving the youth within Stanislaus County. Two additional Lunch N' Learn meetings were scheduled at the November 6, 2017 meeting. Previous Lunch N' Learn meetings have featured the following:
  - Youth vendors—Computer Tutor Business and Technical Institute's "Project Aspire", Ceres Unified School District's (CUSD) "Project Yes", and Eckerd Youth Alternatives, Inc. showcasing the uniqueness of their respective programs
  - Stanislaus County Department of Education's "ComeBack Kids" program and an overview of the America's Job Center of California (AJCC)
  - A Youth Participant Question and Answer Session on services received
  - Center for Human Services youth homelessness statistics and "Pathways" program, and CUSD's "Project YES" Tech Program

Staff have received positive feedback from committee members regarding the previous Lunch N' Learn meetings. Should the Committee decide to continue these additional learning opportunities, staff have put together a list of possible topics of interest including:

- Stanislaus County Local Plan review
- Youth-Focused Area Employer Presentation
- Stanislaus Literacy Center - GED Program
- Strengthening Families - Focusing on Homeless Youth
- Guest Speaker Focusing on Youth Issues Pertaining to the Workplace

VI. ADMINISTRATIVE BUDGET IMPACT: None

*V. Chand*

Vinal Chand, Business Manager



**May 7, 2018**

TO: Youth Development Committee

FROM: Vinal Chand, Business Manager

- I. SUBJECT: Accept the Statistical Information on the Disadvantaged Youth and Adult Population
- II. ITEM NUMBER: VII-A
- III. ITEM TYPE: Information Only
- IV. STAFF RECOMMENDATION: Accept the statistical information on the disadvantaged Youth and Adult population.
- V. POLICY ISSUE: This Item is informational only as no approval or action is necessary from the Youth Development Committee.
- VI. DISCUSSION: On April 4<sup>th</sup>, 2018, the United States Department of Labor released Training and Employment Guidance Letter (TEGL) 14-17 – Updated Disadvantaged Youth and Adult Data for use in Program Year (PY) 2018 and future Workforce Innovation and Opportunity Act (WIOA) Youth and Adult Within-State Allocation Formulas. These statistics are from the American Community Survey and the purpose of TEGL 14-17 is to advise states and local areas of the availability of this data on the Employment and Training Administration (ETA) website. States and local areas can utilize this data, which is updated every 5 years to enhance services for these populations. In addition, this information is also utilized to create formulas by which to allocate Youth and Adult funds among states and within states. At the state level, these stats are taken into consideration when determining the allocations for the local areas.

Attachment 1 shows the data for Disadvantaged Youth and Adults in Stanislaus County. For the purposes of determining eligibility for the youth program, the Lower Living Standard Income Level (LLSIL) is utilized. As shown on the attachment, there are approximately 19,460 youth in the age group of 16-24 that meet the youth eligibility criteria of being below the 70 percent of the LLSIL.

In summary, a disadvantaged Youth is defined as “an individual who is age 16 through 21 who received an income, or is a member of a family that received a total family income that, in relation to family size, does not exceed the higher of the poverty line, or 70 percent of the Lower Living Standard Income Level (LLSIL).” A disadvantaged Adult is defined as “an individual who is age 22 through 72 who received an income, or is a member of a family that received a total family income that, in relation to family size, does not exceed the higher of the poverty line, or 70 percent of the LLSIL.”

WIOA requires college students and members of the Armed Forces to be excluded from the number of disadvantaged Youth and Adults to the extent possible.

LLSIL is defined as the income level determined annually by the Secretary of Labor based on the most recent lower living family budget issued by the Secretary.

The updated disadvantaged Youth and Adult data can be found on the ETA Budget website <http://www.doleta.gov/budget/disadvantagedYouthAdults.cfm>.

VII. ADMINISTRATIVE BUDGET IMPACT: None

*V. Chand*  
\_\_\_\_\_  
Vinal Chand, Business Manager

### Employment and Training Administration (ETA) Budget Data for Disadvantaged Youth and Adults in Stanislaus County

Universe: Total population (including group quarters)

<u>0 to 13 years</u>	<u>14 &amp; 15 years</u>	<u>16 to 21 years</u>	<u>22 to 24 years</u>	<u>25 to 54 years</u>	<u>55 to 64 years</u>	<u>65 to 72 years</u>	<u>73+</u>	<u>Total</u>
111,445	17,435	48,480	22,435	208,495	57,030	29,805	32,245	527,365

Universe: Total population for whom poverty status is determined

<u>0 to 13 years</u>	<u>14 &amp; 15 years</u>	<u>16 to 21 years</u>	<u>22 to 24 years</u>	<u>25 to 54 years</u>	<u>55 to 64 years</u>	<u>65 to 72 years</u>	<u>73+</u>	<u>Total</u>
108,945	17,170	48,120	22,365	207,630	56,540	29,530	30,885	521,480

(Excludes unrelated individuals under 15 years of age, persons living in Institutional Group Quarters, persons in college dormitories, and persons in military group quarters)

Universe: Population in poverty

<u>0 to 13 years</u>	<u>14 &amp; 15 years</u>	<u>16 to 21 years</u>	<u>22 to 24 years</u>	<u>25 to 54 years</u>	<u>55 to 64 years</u>	<u>65 to 72 years</u>	<u>73+</u>	<u>Total</u>
31,790	4,440	11,975	5,335	38,430	7,285	3,120	3,560	105,925

Universe: Population below 70 percent of the Lower Living Standard Income Level (LLSIL)

<u>0 to 13 years</u>	<u>14 &amp; 15 years</u>	<u>16 to 21 years</u>	<u>22 to 24 years</u>	<u>25 to 54 years</u>	<u>55 to 64 years</u>	<u>65 to 72 years</u>	<u>73+</u>	<u>Total</u>
<b>40,255</b>	<b>5,305</b>	<b>13,890</b>	<b>5,570</b>	<b>43,090</b>	<b>7,115</b>	<b>3,250</b>	<b>3,760</b>	<b>122,235</b>

Universe: Population in poverty or below 70 percent of the Lower Living Standard Income Level (LLSIL), excluding college students who are not in the labor force and persons on active duty in the Armed Forces

<u>0 to 13 years</u>	<u>14 &amp; 15 years</u>	<u>16 to 21 years</u>	<u>22 to 24 years</u>	<u>25 to 54 years</u>	<u>55 to 64 years</u>	<u>65 to 72 years</u>	<u>73+</u>	<u>Total</u>
40,255	5,305	12,255	5,165	44,175	8,140	3,815	4,650	123,760

Universe: Population 16 years and over in the civilian labor force

<u>0 to 13 years</u>	<u>14 &amp; 15 years</u>	<u>16 to 21 years</u>	<u>22 to 24 years</u>	<u>25 to 54 years</u>	<u>55 to 64 years</u>	<u>65 to 72 years</u>	<u>73+</u>	<u>Total</u>
N/A	N/A	22,900	17,195	162,360	34,445	6,975	1,815	245,685

A.) The LLSIL is used to establish low-income status for Workforce Innovation and Opportunity Act Title I programs. Local areas use the LLSIL to determine eligibility for the youth program.

\*The data sets above are special tabulations of American Community Survey data obtained by ETA from the Census Bureau based on the five-year moving average using data collected between January 1, 2011 and December 31, 2015. This data became available for states to use in their sub-state WIOA allocation formulas starting in Program Year (PY) 2018. ETA anticipates updating the data every five years and will notify states via a Training and Employment Guidance Letter (TEGL) when the data has been revised or updated.

**May 7, 2018**

TO: Youth Development Committee

FROM: Vinal Chand, Business Manager

- I. SUBJECT: Accept the Information on Youth Contract Scope of Work for Program Year 2018-2019
- II. ITEM NUMBER: VII-B
- III. ITEM TYPE: Information Only
- IV. STAFF RECOMMENDATION: Accept the information on youth contract scope of work for program year 2018-2019.
- V. POLICY ISSUE: This item is informational only as no approval or action is necessary from the Youth Development Committee.

DISCUSSION: Each year Staff prepare the Scope of Work (attachment 2) for Youth Services contracts with sub-recipient organizations to provide services under the Workforce Innovation and Opportunities Act (WIOA). The Scope of Work outlines required services, program elements, and performance measurements along with related outcome expectations. It also contains details regarding locations, how and when services are provided and the staff requirements of the sub-recipient organization. The Scope of Work (page 5, item 8) also includes the Youth Development Committee's recommendation from the November 6, 2017 meeting to the Workforce Development Board, approved at the January 8, 2018 meeting to implement the eligibility definition for those Youth that require additional assistance to enter or complete an educational program or to secure and retain employment. Along with Federal performance measures, the Department has stipulated local performance requirements, such as Community Service requirements and High School Diploma/GED performance requirements.

In Fiscal Year 2016-2017, a Request For Proposal (RFP) was released for Youth services and contracts were entered into with Ceres Unified School District (Project Yes), Computer Tutor Business and Technical Institute, now Steller Career College (Project Aspire), and Eckerd Youth Alternatives, Inc. to provide Workforce Development services to disconnected and at-risk Youth. The RFP allows for two additional contract renewals after the initial award, subject to satisfactory performance. The next RFP will occur in the Fall of 2020 and will be brought to the Committee for recommendations. As such, this item is informational for the committee members to get familiar with scope of services.

- VI. ADMINISTRATIVE BUDGET IMPACT: None

*V. Chand*

\_\_\_\_\_  
Vinal Chand, Business Manager

**EXHIBIT C**

**WORK STATEMENT**

**YOUTH SERVICES**

**AGREEMENT # \_\_\_\_\_**

DRAFT

# YOUTH SERVICES

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## COUNTY and CONTRACTOR agree to the Following:

### 1. Contract Authority

- 1.1 WIOA Funding and Authorization.** The *Workforce Innovation and Opportunity Act of 2014* (WIOA) was enacted “to strengthen the United States workforce development system through innovation in, and alignment and improvement of, employment, training, and education programs in the United States, and to promote individual and national economic growth, and for other purposes (WIOA, *Preamble*).” To that end, Congress has allocated funds for use in various programs and States.
- 1.2 Local Area Implementation and Responsibilities.** Within states, each Workforce Development Area is given responsibility to provide workforce development activities that increase the employment, retention, and earnings of participants, and increase occupational skill attainment by participants, and, as a result, improve the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of the Nation (WIOA Section 2 (6)).
- 1.3 WIOA Program Design.** Youth program objectives under WIOA are to provide eligible youth seeking assistance in achieving academic and employment success, effective and comprehensive activities, which shall include a variety of options for improving educational and skill competencies and provide effective connections to employers (WIOA Program Design § 129(c)(1)(A)).

Additional objectives are: to ensure ongoing mentoring opportunities and provide opportunities for training, continued supportive services, incentives for recognition and achievement, and opportunities for leadership, development, decision making, citizenship, and community service (WIOA Program Design § 129(c)(1)(B-C)).

### 2. Contract/Program Summary

- 2.1 Purpose of this Contract** is to provide WIOA program services to serve XX new out-of-school youth clients.

#### Services:

- 2.1.1** CONTRACTOR shall provide services including tutoring; work experiences; on-the-job training; occupational skills training programs; education offered concurrently with and in the same context as workforce preparation activities; leadership development opportunities which may include community service and peer-centered activities; supportive services; adult mentoring for the period of participation and subsequent period for a total of not less than 12 months; follow-up services for not less than 12 months after the completion of participation; comprehensive guidance and counseling; career counseling; career awareness, career exploration; financial literacy education; entrepreneurial skills training; services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area; activities that help youth prepare for and transition to postsecondary education and training; and unsubsidized employment as needed to meet the needs of individual participants.



**2.1.2** CONTRACTOR shall provide an average of four program activity elements (other than objective assessment and development of Individual Service Strategy) per participant, focusing specifically on individual participant needs.

## **2.2 Enrollment of Participants**

**2.2.1** CONTRACTOR shall only enroll youth ages 17-24 who meet the eligibility criteria for enrollment. (Refer to Training and Employment Guidance Letter No. 21-16.) Requests for exceptions to this rule must be made on an individual participant basis, in writing, and must include the participant name and reason for request of exception. Submit such requests to the Contract Manager.

**2.2.2** CONTRACTOR shall provide all participants with information about the full array of WIOA youth services available. If a youth applies for enrollment in a program of workforce investment activities and either does not meet the enrollment requirements for that program or cannot be served by that program, the CONTRACTOR must ensure that the youth is referred for further assessment, if necessary, or referred to appropriate programs to meet the skills and training needs of the youth. **In the event the CONTRACTOR has reached enrollment capacity, participants may not be waitlisted for the following program year based on the CONTRACTOR reaching enrollment capacity. Youth must be referred to other youth providers as appropriate. Once all providers have reached capacity, CONTRACTOR must keep contract manager informed of number of individuals to be waitlisted for following program year.**

**2.2.3** No participant who was enrolled in a previous year WIOA-funded program shall be re-enrolled into this program or a subsequent program operated by the CONTRACTOR. Requests for exceptions to this rule must be made on an individual participant basis, in writing or by email, and must include the participant name and reason for the exception request. Submit such requests to your COUNTY Contract Manager.

Carry-over participants do not count toward CONTRACTOR'S current contract enrollment goal and CONTRACTOR does not receive additional money to serve the carry-over participant.

**2.3 Program Exit.** All program clients will exit this program upon the completion of their service provision with respects to individual participant goals and WIOA performance measures. CONTRACTOR shall make all reasonable efforts to provide the services necessary for participant success within the scope of a single contract period.

**2.4 Contract Renewal or Extension Based on Performance.** AW policy states that a contract **may** be extended or renewed based upon funding availability if outstanding performance is shown. The COUNTY has the right to procure services as permitted in state and federal regulations. These standards are shown in *Section 7 Standards or Criteria for Performance*.

### 3. Memoranda of Understanding (MOUs) and Subcontracts

3.1 CONTRACTOR shall maintain MOU's for the duration of this agreement with the Agency's listed in the table below:

Subcontractor	Subcontracted Service

### 4. General Outreach

4.1 **Recruitment.** CONTRACTOR shall provide all recruitment services through its' own outreach activities. All advertising text and formats are to be reviewed and approved by Stanislaus County Workforce Development Stanislaus County Workforce Development's Contracts & Planning Unit as to text and format prior to release and public use. All materials must include the following tag line:

"This program, contracted from Stanislaus County Workforce Development, is funded by the Workforce Innovation and Opportunity Act (WIOA) and is available to those who qualify. This WIOA Title I financially assisted program or activity is an equal opportunity employer/program: Auxiliary aids and services are available upon request to individuals with disabilities."

4.2 **Targeted Outreach.** This program targets youth who may or may not be \*low-income with one or more of the following characteristics:

- Homeless, a runaway, a foster child, or aged out foster youth
- Basic skills deficient
- A school dropout
- An individual subject to the juvenile or adult justice system
- Pregnant or a parent
- An individual with a disability
- Requiring additional assistance to complete an educational program or to secure and hold employment (as defined in Table 5.1)
- CalWORKS recipients (CalFresh, Medical, and General Assistance)
- English-language learner
- Youth of compulsory school age

\*The term "low-income", used with respect to an individual, also includes a youth living in a high-poverty area or a youth eligible for or receiving free lunch (in-school only) as defined by Title 20 Code of Federal Register (CFR) WIOA Final Regulations Section 681.260 and Section 681.250 (d).

4.3 **Out of School Priority.** A focus has been placed on outreach targeted towards out of school youth. A minimum of 75 percent of youth enrolled by the CONTRACTOR must be Out-of-School Youth as stipulated under the provisions of WIOA. (WIOA Section 129 (4)(A)).

## 5. General Program Eligibility

- 5.1 CONTRACTOR shall determine program eligibility according to the following: To be eligible to participate in activities an individual shall, at the time the eligibility determination is made, be an out-of-school youth or an in-school youth based on the WIOA requirements outlined in the following tables:

<b>Eligibility Requirements—Out of School Youth</b>
<p>A 17-24 year old individual who is not attending any school and is one or more of the following:</p> <ol style="list-style-type: none"><li>1. A school dropout</li><li>2. A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter</li><li>3. *A recipient of a secondary school diploma or its recognized equivalent who is a low income individual and is:<ol style="list-style-type: none"><li>a. Basic Skills Deficient</li><li>b. An English language learner</li></ol></li><li>4. An individual who is subject to the juvenile or adult justice system</li><li>5. A homeless individual, a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act, or in an out-of-home placement</li><li>6. Pregnant or parenting</li><li>7. A youth who is an individual with a disability</li><li>8. A low-income individual who requires additional assistance to complete an educational program or secure and hold employment. This includes youth who:<ul style="list-style-type: none"><li>• Have a visible tattoo(s) and/or piercing(s) that may affect employability;</li><li>• Are a victim of domestic violence;</li><li>• Have a parent or legal guardian that is incarcerated;</li><li>• Are refugees/immigrants;</li><li>• Have family history of chronic unemployment, including long-term public assistance;</li><li>• Lacks foundational skills, such as:<ol style="list-style-type: none"><li>1. Basic Skills; reading, writing, mathematics, listening, and speaking</li><li>2. Critical Thinking Skills; creative thinking, decision making, problem solving, and reasoning</li><li>3. Personal Characteristics; responsibility, self-esteem, social, self-management, and integrity/honesty, and lacks the understanding of work ethic</li></ol></li></ul></li></ol> <p>(Eligibility under the additional assistance criteria must be documented in the youth's Individual Service Strategy.)</p> <p>* Low Income is defined in WIOA Section 2 (36), which includes youth receiving a free or reduced price lunch under the Richard B. Russell National School Lunch Act and those living in a high poverty area.</p>

## 5.1 Continued.

### Eligibility Requirements—In School Youth

\*A 17-21 year old individual who is attending school, is low-income, and is one or more of the following:

1. Basic Skills Deficient
2. An English language learner
3. An offender
4. A homeless individual, a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act, or in an out-of-home placement
5. Pregnant or parenting
6. A youth who is an individual with a disability
7. A low-income individual who requires additional assistance to complete an educational program or to secure or hold employment. This includes youth who:
  - Have a visible tattoo(s) and/or piercing(s) that may affect employability;
  - Are a victim of domestic violence;
  - Have a parent or legal guardian that is incarcerated;
  - Are refugees/immigrants;
  - Have family history of chronic unemployment, including long-term public assistance;
  - Lacks foundational skills, such as:
    4. Basic Skills; reading, writing, mathematics, listening, and speaking
    5. Critical Thinking Skills; creative thinking, decision making, problem solving, and reasoning
    6. Personal Characteristics; responsibility, self-esteem, social, self-management, and integrity/honesty, and lacks the understanding of work ethic

(Eligibility under the seventh criteria must be documented in the youth's Individual Service Strategy.)

\* Low Income is defined in WIOA Section 2 (36), which includes youth receiving a free or reduced price lunch under the Richard B. Russell National School Lunch Act and those living in a high poverty area.

**5.2 Five Percent Exception.** WIOA requires that no more than five percent of all enrolled youth, **who were required to meet the low income criteria**, may exceed the general eligibility income standard. WIOA also provides that the Local Workforce Development Board (LWDB) may identify additional serious barriers to employment. These additional serious barriers to employment are subject to adjustment or addition at the LWDB's discretion throughout the contract period. The Federal and local exceptions are:

<b>Eligibility Exception Standards (maximum of 5% of total enrolled youth)</b>
<p><b>Not Low-income</b>, but with one or more of the following barriers:</p> <ul style="list-style-type: none"><li>*1. Homeless or a runaway</li><li>*2. A school dropout</li><li>*3. Is basic skills deficient</li><li>*4. Is an offender</li><li>*5. Pregnant or parenting</li><li>6. Has a disability including learning disabled</li><li>7. Is one or more grade levels below grade level appropriate for age</li><li>8. Youth 18-21 exited from foster care due to age</li><li>9. Teen victims of domestic violence</li><li>10. Visible tattoos that may affect employability</li><li>11. Resides in an area of the COUNTY with an unemployment rate higher than the COUNTY average</li></ul> <p>*Per WIOA, these barriers are no longer income-based for <b>Out-of-School Youth</b> eligibility requirements.</p> <p><b>NOTE:</b> Prior COUNTY Contract Manager approval is needed for 5% enrollments</p>

**5.3 Five Percent Limitation.** Of all youth enrolled as an In-School Youth, not more than 5% may be eligible as only a youth who requires additional assistance to enter or complete an educational program or to secure or hold employment; prior COUNTY Contract Manager approval is needed for 5% limitations (WIOA Section 129 (3)B)).

**5.4** When conducting a Determination of eligibility to receive assistance under Title 1, CONTRACTOR will prepare WIOA Application to establish eligibility and forward to a second reviewer with copies of appropriate documentation to authenticate eligibility;

## 6. WIOA Program Design and Program Activity Elements

**6.1 Program Design Elements.** WIOA requires the following program design elements to be addressed by the contractor.

**Elements provided by other organizations must be listed by name in the table below.**

Program Design Elements								Provided By
<p>1. Provide an objective assessment of the academic levels, skill levels, and service needs of each youth participant. Out-of-School Youth clients who are Basic Skills Deficient (reading and/or math grade level below 9.0) must also be tested to determine their Educational Functioning Level. The test administered must be on the approved list from the National Reporting System (NRS).</p> <p>The following assessment tools shall be used:</p>								
Required Assessment	Basic Skills	Occupational Skills	Prior Work Experience	Employability	Interests	Aptitudes	Supportive Service Needs	Developmental Needs
Assessment Tool	TABE	ISS, 1-on-1 guided interview, ONET, My Next Move	ISS		ISS, 1-on-1 guided interview		ISS	ISS, 1-on-1 guided interview
<p>2. CONTRACTOR <b>must</b> develop Individual Service Strategies (ISS) with each customer that identifies an employment goal, appropriate achievement objectives, and appropriate services, taking into account the required assessments depicted above. If CONTRACTOR wishes to use a form other than the ISS provided by the COUNTY, prior approval by the COUNTY is required.</p>								
<p>3. CONTRACTOR shall provide activities leading to the attainment of a secondary school diploma or its recognized equivalent or a recognized post-secondary credential.</p>								
<p>4. CONTRACTOR shall provide preparation for postsecondary education and training opportunities.</p>								
<p>5. CONTRACTOR shall provide strong linkages between academic instruction and occupational education that lead to the attainment of recognized postsecondary credentials.</p>								
<p>6. CONTRACTOR shall provide preparation for unsubsidized employment opportunities, in appropriate cases.</p>								
<p>7. CONTRACTOR shall provide effective connections to employers, including small employers, in in-demand industry sectors and occupations of the local and regional labor markets.</p>								

## 6.2 Required Youth Program Activity Elements.

**6.2.1** Program Activity Elements may be modified by the State any time during the contract year. COUNTY shall communicate any modifications through the Contractor Alert system.

**6.2.2** Per Section 2.1.2 CONTRACTOR shall provide an average of four program activity elements (other than objective assessment and development of ISS) per participant, focusing specifically on individual participant needs.

Program Activity Elements	Provided By
1. Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent or for a recognized post-secondary credential.	
2. Alternative secondary school services, or dropout recovery services, as appropriate.	
3. Work Based Learning Activities, which include: paid and unpaid work experiences (WEX), summer employment opportunities, and other employment opportunities available throughout the school year, pre-apprenticeship programs, internships, job shadowing, and On-the-Job Training (OJT). Subrecipients must follow SCWD Subsidized Employment Policy and OJT Agreement Policy as prescribed by COUNTY.	
4. Occupational skill training which shall include priority consideration for training programs that lead to recognized post-secondary credentials that are aligned with in-demand industry sectors or occupations in the local area.	
5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.	
6. Leadership development opportunities, which may include volunteer/community service activities and peer-centered activities encouraging responsibility and other positive social and civic behaviors.	
7. Supportive services enable a youth to participate in authorized activities, if such services are not available from another source. CONTRACTOR shall provide all supportive services in conformity with COUNTY Policies.	
8. Adult mentoring during the period of participation and a subsequent period, for a total of not less than 12 months.	
9. Follow-up services for not less than 12 months after the completion of participation.	
10. Comprehensive guidance and counseling, which may include career and academic counseling and drug and alcohol abuse counseling and referral.	
11. Career Counseling shall include career assistance, advice, and	



Program Activity Elements	Provided By
guidance.	
12. Career Awareness shall include information provided regarding in-demand occupation career paths, job opportunities, and skills and qualifications necessary to be successful in a <b>specific career of interest</b> .	
13. Career Exploration shall include occupational exploration activities such as: job shadowing and industry exploration.	
14. Financial literacy education which shall include skills in budgeting, bank account creation and management, managing debt, understanding credit reports, identifying theft and fraud awareness, and other opportunities that foster an individual's ability to make informed financial decisions.	
15. Entrepreneurial skills training which shall include activities including starting and operating a business, developing business plans, budgeting and forecasting accumulating capital, <b>and</b> identifying business development.	
16. Activities that help youth prepare for and transition to post-secondary education and training (excluding post-secondary programs that DO NOT lead to a AA, AS, BA, BS Degree). Such activities include researching and exploring options for college and/or post-secondary training, tours of college and/or post-secondary training campuses, financial aid (FAFSA) preparation assistance, planning assistance for college selection and how to get into the college of choice, and assistance with college application process.	

**6.3 Work-Based Learning Activities.** WIOA places a priority on work-based learning by requiring local youth formula funds be used for work-related activities such as summer jobs, pre-apprenticeship training, on-the-job training and work experiences. **CONTRACTOR must expend at least 30 percent** of WIOA youth funds on work-based learning activities. (WIOA 129 (c)(2)(C), Final Regs 20 CFR § 681.590)

## 7. Standards or Criteria for Performance

### 7.1 Performance Goals for all youth contracts:

Youth Measures		2017-2018
Entry into unsubsidized employment	Measured in Q2 after exit.	65.40%
Retention in unsubsidized employment (Employment Retention)	Measured in Q4 after exit.	67.20%
Earnings change after entry into unsubsidized employment (Average Earnings)	Measured as median earnings in Q2 after exit.	Baseline
Credential rate	New Measure	57.4%
In Program Skills Gain	New Measure	Baseline
Indicators of Effectiveness in Serving Employers	New Measure	Baseline

**7.2 Local Performance Requirements.** The Local Workforce Development Board (LWDB) has set the following performance requirements for local WIOA youth programs.

**7.2.1 GED Attainment Goal.** All youth without a High School Diploma or GED/HiSET at enrollment shall be placed in GED preparation and tutoring activities with the goal of 49% of those youth attaining a GED or High School Diploma at exit.

**7.2.2 Community Service Requirement.** Youth providers are to ensure participants are provided volunteer (unpaid) community service activities while enrolled in WIOA youth programs. Community service is defined as unpaid volunteer activities at a non-profit, private, or community-based organization in which the service benefits the community. The following description of services shows how CONTRACTOR will provide these activities:

Description of Volunteer /Community Service Activities

**8. Operation Details**

**8.1 Organizational Structure.** A chart showing Service Provider’s organizational structure is in COUNTY’S contract file and attached by reference.

**8.2 Staff Job Descriptions.** The following positions are being fully or partially reimbursed for services provided under this contract (See *Budget*, Exhibit D):

**8.3 Location and Facilities.** CONTRACTOR shall provide program activities at the following location(s):

Activities/Services	Building Location (No., Street, City, Zip and Telephone No.)	Building Name/Type (School, Commercial Building, Government Facility, etc.)

**8.4 Service Dates and Hours.** CONTRACTOR shall provide the following hours of program operation:

Service Dates		Days Of Operation	Hours Per Day
From	Through		
July 1, 2018	June 30, 2019		

WEX/OJT/Internship activities, night classes, leadership training, field trips, workshops, and special training events may occur outside normal training hours.

**8.5 Contact Persons.** The following are the CONTRACTOR and COUNTY contact persons:

	CONTRACTOR	COUNTY
Name:		
Title:		
Telephone:		
Cellular:		
Fax:		
E-mail:		

**9. Waivers and Special Terms**

**9.1 The following *Special Terms of Contract* pertain:**

**9.1.1 Referral to and from America’s Job Center of California System.** CONTRACTOR agrees to make appropriate referrals to America’s Job Center of California system partners based on individual needs of participant and agrees to assist and/or serve referred participants from America’s Job Center of California system appropriately. CONTRACTOR shall narrate the outcome of AJCC/ Career Services referrals in CalJOBS Case notes.

**9.1.2 Referrals of special populations already enrolled in WIOA.** If CONTRACTOR receives referrals from the COUNTY of special populations who are already enrolled in WIOA, such as participants in a Summer Youth component, CONTRACTOR shall count those referrals as part of their contracted total population to serve for that program year.

**9.1.3 Accuracy and Timeliness of Data Entry.** CONTRACTOR agrees to enter all data into CalJOBS regarding participant enrollment, activity, and general service provision in a timely manner. CONTRACTOR is expected to enter all data at the time service is provided. Data not entered within 30 days will result in a data change request needing to be submitted to the Contract Manager.

**9.1.4 Attendance at Contractor Meetings.** CONTRACTOR agrees to participate in all trainings or informational sessions provided by the COUNTY pertaining to the program which is the subject of this agreement.

**9.1.5 Policy & Procedure Issues.** CONTRACTOR agrees to abide by all legislation, directives, COUNTY Alerts, policies and procedures governing the program. In addition, CONTRACTOR agrees to adhere to the WIOA rules and regulations as published and available.

**9.1.6 Travel Per Diem Allowance.** CONTRACTOR agrees to adhere to the stated COUNTY policy and not allot a Per Diem allowance greater than that stated by the COUNTY (Stanislaus County Personnel Manual/Financial Policies—Tab 17).

**9.1.7 Monitoring.** CONTRACTOR shall give authorized County, Federal, and State officers, agents, employees, or independent auditors and monitors access to examine and audit all records and material related to customer training (WIOA

§ 184(a)(4)) (*Standard Terms, ¶ 9, Special Terms and Conditions of Contract, ¶ 3.1.3*). Such auditors and monitors may make copies, excerpts, or transcripts of these records.

**9.1.8 Equipment Purchases.** All non-consumable equipment costing over \$1,000 and all computer-related equipment shall be pre-approved for purchase by the contract manager. This equipment will be available for inventory during on-site monitoring and shall be tagged as Stanislaus County Workforce Development property.

CONTRACTOR is liable for any loss, stolen, or damaged property. CONTRACTOR is responsible for notifying the COUNTY contract manager within 48 hours of such occurrence.

**9.1.8 Equipment Disposal.** COUNTY Contract manager approval is needed prior to disposal of non-consumable equipment costing over \$1,000 and all computer-related equipment.

**9.1.9 Fiscal Invoices.** CONTRACTOR monthly fiscal invoices are submitted to COUNTY no later than the 25<sup>th</sup> day of the following month. CONTRACTOR must provide all backup documentation as is required for payment. Charges without proper documentation will be disallowed until such time as the required documentation is submitted and re-invoiced.

**9.1.10 Disallowed Costs.** CONTRACTOR agrees to assure liability and repay COUNTY any amounts expended under this contract found not to be in accordance with WIOA, including, but not limited to, disallowed costs. Such reimbursement will be from funds (non-Federal) other than those received under WIOA.

**9.1.11 In-Kind Contributions.** In-kind contributions shall be reported by CONTRACTOR to COUNTY on not less than a quarterly basis in combination with the invoice for expenditures due for the last month in each calendar quarter. Quarterly reports will follow the calendar quarter system and be reported on invoices for periods ending March, June, September, and December of each calendar year. If desired, CONTRACTOR may report in-kind contributions monthly on the Invoice Summary page and on the Expense Summary file. CONTRACTOR must maintain original source documentation for the contributions with invoice backup on which the in-kind contributions are reported. Documentation is subject to monitoring and/or review as needed by COUNTY staff.

**9.1.12 Profit Margin.** For-profit entities must negotiate profit as a separate element.

**9.1.13 Grant "Match Funds".** CONTRACTOR prior to submitting a grant that promises match funds from any WIOA contract CONTRACTOR shall request and receive approval from your COUNTY Contract Manager.

**9.1.14 Follow-up.** CONTRACTOR shall provide follow-up services to all customers exited from the prior Contract year and those who are exited during the current contract. CONTRACTOR must input data for the 1<sup>st</sup> Quarter, 2<sup>nd</sup> Quarter, 3<sup>rd</sup> Quarter and 4<sup>th</sup> Quarter follow-up in CalJOBS and keep supportive information in the client file.

- 9.1.15 Marketing Materials.** COUNTY Contract Manager approval is needed on all marketing materials including any marketing that is internet-based.
- 9.1.16 Marketing Costs.** COUNTY Contract Manager approval is needed prior to the purchase of any type of marketing.
- 9.1.17 Marketing Tagline.** CONTRACTOR must include the following tagline in any marketing material, “This program, contracted from Stanislaus County Workforce Development, is funded by the Workforce Innovation and Opportunity Act (WIOA) and is available to those who qualify. This WIOA Title I financially assisted program or activity is an equal opportunity employer/program: Auxiliary aids and services are available upon request to individuals with disabilities.”
- 9.1.18** If requested by SCDW, contractor shall Submit minimum of three (3) stories that highlight events, testimonials, success stories, etc. appropriate for inclusion in the Economic Development Department & Workforce Development Board website. Stories shall include photos when appropriate and should be formatted to be Web posting ready. Contractor shall obtain authorization from business clients to make their name and image public, as appropriate. Said authorization shall be maintained in the business clients' file