



WORKFORCE INVESTMENT BOARD OF VENTURA COUNTY

YOUTH COUNCIL MEETING

Wednesday, December 3, 2014
3:00 p.m.-4:30 p.m.

Human Services Agency (Pepper Tree Room)
855 Partridge Drive, Ventura, CA

REVISED AGENDA

3:00 p.m.	1.0 Call to Order and Agenda Review	Tony Skinner
3:05 p.m.	2.0 Public Comments Procedure: The public is welcome to comment. All comments not related to items on the agenda may be made at the beginning of the meeting only.	Tony Skinner
3:10 p.m.	3.0 Approval of Minutes: November 5, 2014	Tony Skinner
3:15 p.m.	4.0 Youth Common Measures Performance <ul style="list-style-type: none">• 2013-2014: Final Report• 2014-2015 Evaluation Process: Executive Committee Action Taken on Behalf of the Youth Council• 2014-2015: Q1 Report	Richard McNeal
3:45 p.m.	5.0 Transition from WIA to WIOA <ul style="list-style-type: none">• Apprentice Program Contacts for Youth Providers• Youth Training	Tony Skinner Richard McNeal
4:15 p.m.	6.0 Council Member Comments	Council Members
4:30 p.m.	7.0 Adjournment	Tony Skinner

Next Meeting

February 4, 2015 (3:00 p.m.-4:30 p.m.)

VCCF Nonprofit Center (Board Room)
4001 Mission Oaks Blvd., Camarillo, CA

Individuals who require accommodations for their disabilities (including interpreters and alternate formats) are requested to contact the Workforce Investment Board of Ventura County staff at (805) 477-5306, at least five days prior to the meeting. TTY line: 1-800-735-2922.



WIB Youth Council
November 5, 2014

MINUTES

Meeting Attendees

Committee Members

Tony Skinner * (Chair)
Sean Bhardwaj
Matt Cassaro
Linda Fisher-Helton
Claudia Harrison
Marnie Melendez
Cristina Miranda
Tiffany Morse
Mary Navarro-Aldana*
Archie Scott
Ed Summers*

**WIB Members*

WIB Staff

Patricia Duffy
Richard McNeal
Cheryl Moore
Theresa Salazar Vital

Guests

Jeffrey Albaugh (Ventura Adult and Continuing Education)
Phil Bohan (HSA Contracts)
Mariana Cazares (Boys and Girls Clubs of Greater Oxnard and Port Hueneme)
Teresa Johnson* (Ventura Adult and Continuing Education)
Juan Mercado (California Conservation Corps)
Michael Napolitano (PathPoint)
Omar Zapata (Boys and Girls Clubs of Greater Oxnard and Port Hueneme)

1.0 Call to Order and Agenda Review

Chair Tony Skinner called the meeting to order at 3:10 p.m.

2.0 Public Comments

Richard McNeal introduced Juan Mercado from the California Conservation Corps and announced the California Workforce Association Youth Conference in Long Beach on January 27-29, 2015. Dr. McNeal also confirmed future meeting locations for the Youth Council: December at the Human Services Agency (HSA), January cancelled, and, beginning in February 2015, the alternation between VCCF Nonprofit Center (VCCF) and HSA (February at the VCCF, March at HSA, April at VCCF, etc.).

3.0 Approval of Minutes: October 1, 2014

Motion to approve: Ed Summers
Second: Archie Scott
Abstain: Linda Fisher-Helton and Tony Skinner
Motion carried

4.0 Transition from WIA to WIOA Youth Programs: Certificates and Credentials

- Discussion began with a consideration of the meaning of the terms “certificate” and “credential” in the current Workforce Investment Act (WIA) and the new Workforce Innovation and Opportunity Act (WIOA), the conclusion of which was the assumption that the new language (“attainment of a recognized postsecondary credential”) indicates a basic continuity between WIA and WIOA.
- The Council summarized the types of certificates used thus far to meet the Youth Common Measure “Attainment of a Degree or Certificate.”

- A basic problem was identified: The U.S. has a widely varied education and training system that provides multiple routes to educational and career advancement and a diverse multi-layered credentialing marketplace of degrees, certificates, certifications and licenses offered by a wide variety of institutions. But there are no generally recognized underlying definitions, standards and mechanisms of quality assurance. This fragmented credentialing system causes confusion on the part of students, job-seekers, workers and education and training providers. In other words, we have to make do with a difficult situation.
- A wide-ranging discussion generated the following issues and concerns:
 - Programs and credentials need to meet employer needs.
 - A key problem is the amount of time needed to achieve a certificate: shorter vs. longer
 - The requirement for a 70% entered employment rate for training providers may limit unduly the number of available providers and thereby challenge us to meet the needs of clients).
 - A focus on specific jobs could flood the market with unemployable trainees.
 - The length of registered apprenticeships (usually 5 years) is inconsistent with the purpose of the WIA/WIOA; and credentials for these programs are available only for the first two years and not for the next three years. Could more levels of certificates be established?
 - We need to define just who our appropriate clients are: probably a focus on the most challenged (not mid-level job seekers) and on those clients who can actually finish programs.
 - Long-term training is more difficult for younger clients.
 - We need to accommodate “life happenings” (the discrepancy between program requirements and the reality of peoples’ situations).
 - Career pathways are a good preventive intervention (fewer disconnected youth).
 - National bodies should approve credentials, where possible.
 - Defining success is difficult because of the multitude of definitions; local consistency should be a goal.
 - WIA outcomes can be met through apprenticeships.
 - The cost of apprenticeship programs is met by the unions; the State pays for books. Can the WIB pay for boots and tools?
 - The California Conservation Corps can qualify people for local jobs.
 - We need to debunk the myth that spending less money on more people is good.
 - Entry into a program does not mean that the program will be a good fit either for the client or for the program. How do we suitably re-direct people?
 - Bilingualism is increasingly a job requirement.
 - Providers should consider serious screening of candidates referred to jobs: help with resumes, coaching, mock interviews, presentation, etc.: employers need evidence of success.
 - Two new rules for youth (75% of funds to be spent for older youth; 20% of funds to be spend specifically on training) will have a significant impact on providers and their programs.

- Next Steps: Tony Skinner volunteered to partner with WIB staff on the following:
 1. Provide an inventory of the eight local apprenticeship programs and the relevant contacts to the providers of WIA youth services.
 2. A local pre-apprenticeship program of the building and constructions trades is already approved by the Department of Labor (DOL). Align the program with the curriculum and scheduling of the community colleges.
 3. Before publication of DOL's rules for WIOA, inform the DOL of the inconsistency between the length of registered apprenticeships (usually 5 years) and the purposes of WIA/WIOA.

5.0 Council Member Comments

Archie Scott asked that Youth Council members take note of the good work of the Department of Rehabilitation in support of job seekers.

6.0 Adjournment

Tony Skinner adjourned the meeting at 4:30 p.m.

Next Meeting

December 3, 2014 (3:00 p.m.-4:30 p.m.)
Human Services Agency (Pepper Tree Room)
855 Partridge Drive, Ventura, CA

ATTACHMENT A: COMMON MEASURES AT-A-GLANCE

ADULT MEASURES

Entered Employment

*Of those who are not employed
at the date of participation:*

of adult participants who are employed
in the first quarter after the exit quarter

of adult participants who exit during the
quarter

Employment Retention

*Of those who are employed in the
first quarter after the exit quarter:*

of adult participants who are employed in
both the second and third quarters
after the exit quarter

of adult participants who exit during the
quarter

Average Earnings

*Of those adult participants who are employed in
the first, second, and third quarters after the exit
quarter:*

Total earnings in the second plus the total
earnings in the third quarters after the exit
quarter

of adult participants who exit during the
quarter

YOUTH MEASURES

Placement in Employment or Education

*Of those who are not in post-secondary education
or employment (including the military) at the date
of participation:*

of youth participants who are in
employment (including the military) or
enrolled in post-secondary education and/or
advanced training/occupational skills
training in the first quarter after the exit
quarter

of youth participants who exit during the
quarter

Attainment of a Degree or Certificate

*Of those enrolled in education (at the date of
participation or at any point during the program):*

of youth participants who attain a diploma,
GED, or certificate by the end of the third
quarter after the exit quarter

of youth participants who exit during the
quarter

Literacy and Numeracy Gains

*Of those out-of-school youth who are basic skills
deficient:*

of youth participants who increase one or
more educational functioning levels

of youth participants who have completed a
year in the program (i.e., one year from the
date of first youth program service) plus the #
of youth participants who exit before
completing a year in the youth program

COMMON MEASURES OUTCOMES

(Revised 12/4/14)

YOUTH												
	EMPLOYMENT OR EDUCATION PLACEMENT				DEGREE OR CERTIFICATE ATTAINMENT				LITERACY AND NUMERACY GAIN			
	Goal	Actual	Success Rate	Clients	Goal	Actual	Success Rate	Clients	Goal	Actual	Success Rate	Clients
VC WIB	70.00	71.56	102.2%	234/ 327	60.00	80.54	134.2%	207/ 257	60.50	81.13	134.0%	86/106
BGC	70.00	67.42	96.3%	120/178	60.00	84.50	140.8%	109/ 129	60.50	90.20	149.0%	46/51
PPT	70.00	77.08	110.1%	74/96	60.00	69.62	116.0%	55/79	60.50	86.21	142.4%	25/29
VACE	70.00	71.88	102.6	23/32	60.00	76.00	126.6%	19/25	60.50	57.69	95.3%	15/26
CSD	70.00	83.33	119.0%	15/18	60.00	100.00	166.6%	21/21	n/a	n/a	n/a	n/a
OTHER	70.00	66.66	95.2%	2/3	60.00	100.00	166.6%	3/3	n/a	n/a	n/a	n/a

VC WIB: Ventura County Workforce Investment Board

BGC: Boys and Girls Clubs of Oxnard and Port Hueneme

PPT: PathPoint

VACE: Ventura Adult and Continuing Education

CSD: Community Services Department

OTHER: Outcomes from conversion to new CalJOBS system/business rules

Goal: LWIA Final Performance Goals for PY 2013-2014 (WSD 13-6, December 10, 2013)

Success Rate: Actual performance divided by goal. Less than 80% at end of program year = failed performance

Clients: Numerator = Only clients with a positive outcome.
Denominator = All clients included in the outcome

- Employment or Education Placement: Clients leaving the program between October 1, 2012 and September 30, 2013
- Degree or Certificate Attainment: Clients leaving the program between October 1, 2012 and September 30, 2013
- Literacy and Numeracy: Clients in the program between July 1, 2013 and June 30, 2014



WIB YOUTH COUNCIL EVALUATION/REPORTING PROCESS

PROGRAM YEAR (PY) 2014 – 2015

APPROVAL DATE: _____

PURPOSE

Establish criteria for successful Workforce Investment Act (WIA) Youth outcomes and for contract renewal/extension consideration.

EFFECTIVE DATE

- July 1, 2014: Youth Participant Activities

SCOPE

Evaluation and reporting for PY 2014-2015 WIA Youth contracts as listed below:

- The Boys & Girls Clubs of Greater Oxnard and Port Hueneme
- PathPoint
- Ventura Adult and Continuing Education, Ventura Unified School District

EVALUATION AND REPORTING FACTORS

Quarterly reporting as listed below:

- Enrollments
- Monitoring/Audits
- Common Measures
- ~~Current to prior Program Year performance~~
- Contract expenditures

EVALUATION AND REPORTING PROCESS

Quarterly reporting and review of outcomes as listed below. Outcomes are evaluated by the WIB Youth Council meeting in May.

a. Enrollment Plan to Actual Outcomes

- Meet a minimum of 75% of total new enrollments
- ~~Current to prior Program Year performance (report only)~~

b. Monitoring/Audit Findings (All Programs and Contracts)

- All audit and monitoring findings are resolved or in resolution

c. Common Measures Plan to Actual Outcomes

- All participant outcomes meet State approved WIB goals
- All participant outcomes meet **80%** success rate
- ~~Current to prior Program Year performance (report only)~~

d. Expenditures Plan to Actual Outcomes

- Timely expenditure of total contract funds
- Timely expenditure of total in-kind non-WIA resources expended

Workforce Investment Board (WIB) of Ventura County - WIA Performance Report
Program Year 2014 – 2015: First Quarter (Q1) July 1, 2014 to September 30, 2014

YOUTH TOTALS FOR VENTURA COUNTY	New/Total Enrollments 7/1/14 to 9/30/14	New/Total Enrollments 7/1/14 to 12/3/14
	69/137	133/201

Ventura Adult and Continuing Education (VACE)

Enrollments	Plan New Unique	Actual New Unique	Plan to Actual	Total Enrollments	WIA Core Funding	Actual/Plan to Actual	In-Kind
Youth	48	6	13%	37 *	\$308,300	\$66,597/22%	Plan: \$485,366
NEW/TOTAL ENROLLMENTS: 12/43				Cost Per Participant	\$3,903**	\$1,800***	Actual: \$26,413 Plan to Actual: 5%

Boys and Girls Clubs of Greater Oxnard and Port Hueneme (BGC)

Enrollments	Plan New Unique	Actual New Unique	Plan to Actual	Total Enrollments	WIA Core Funding	Actual/Plan to Actual	In-Kind
Youth	118	16	14%	22*	\$523,300	\$94,875/18%	Plan: \$469,965
NEW/TOTAL ENROLLMENTS: 59/65				Cost Per Participant	\$4,220 **	\$4,313***	Actual: \$54,864 Plan to Actual: 12%

PathPoint (PPT)

Enrollments	Plan New Unique	Actual New Unique	Plan to Actual	Total Enrollments	WIA Core Funding	Actual/Plan to Actual	In-Kind
Youth	103	47	46%	78*	\$523,300	\$84,986/16%	Plan: \$70,500
NEW/TOTAL ENROLLMENTS: 62/93				Cost Per Participant	\$3,905 **	\$1,090***	Actual: \$12,256 Plan to Actual: 17%

* Program Year (PY) 2014-2015 new unique enrollments and PY 2013-2014 carry-in participants

** WIA Core Funding divided by PY 2014-2015 plan new unique enrollments and PY 2012-2013 carry-in enrollments

***Actual Paid and Accrued Funding divided by total enrollments

COMMON MEASURES OUTCOMES

	EMPLOYMENT OR EDUCATION PLACEMENT				DEGREE OR CERTIFICATE ATTAINMENT				LITERACY AND NUMERACY GAIN			
	Goal	Actual	Success Rate	Clients	Goal	Actual	Success Rate	Clients	Goal	Actual	Success Rate	Clients
VC WIB	68.00	75.51	111.0%	37/49	58.00	64.44	111.1%	29/45	58.00	87.50	150.9%	49/56
BGC	68.00	61.11	89.9%	11/18	58.00	56.25	96.9%	9/16	58.00	90.91	156.7%	40/44
PPT	68.00	92.31	135.7%	12/13	58.00	70.00	120.6%	7/10	58.00	85.71	147.7%	6/7
VACE	68.00	77.78	114.3%	14/18	58.00	68.42	117.9%	13/19	58.00	60.00	103.4%	3/5

VC WIB: Ventura County Workforce Investment Board

Goal: LWIA Final Performance Goals for PY 2014-2015 (State negotiation, August 21, 2014)

Success Rate: Actual performance divided by goal. Less than 80% at end of program year = failed performance

Clients: Numerator = Only clients with a positive outcome. Denominator = All clients included in the outcome

- Employment or Education Placement: Clients leaving the program between October 1, 2013 and September 30, 2014

- Degree or Certificate Attainment: Clients leaving the program between October 1, 2013 and September 30, 2014

- Literacy and Numeracy Gain: Clients in the program between July 1, 2014 and June 30, 2015

National Youth Employment Coalition
Preliminary Side-by-Side Comparison:
Workforce Investment Act and Workforce Innovation and Opportunity Act Youth Provisions

Issue	Current Law – Workforce Investment Act	Workforce Innovation and Opportunity Act (Amendment to H.R. 803)
Structure of Youth-Related Programs and Funding	<ul style="list-style-type: none"> Local youth programs (Youth Activities) have separate, dedicated funding stream Youth Opportunity Grant program is authorized when Youth Activities appropriations exceed \$1B Funding for Job Corps is separate from other Youth Activities considered in first bullet Funding levels are not specified (“such sums as necessary ...” 	<ul style="list-style-type: none"> Youth Activities retains separate, dedicated funding stream Youth Opportunities Grant program is eliminated Job Corps is reauthorized Youth Build is reauthorized Funding ceilings are established for FY 2015-2020. Appropriators will determine the exact amounts.
Definitions and Related Issues	<p>Low-income Individual means an individual who meets at least one of the following criteria:</p> <ul style="list-style-type: none"> Receives, or is a member of a family that receives, cash payments under a Federal, State, or local income-based public assistance program; Received an income, or is a member of a family that received a total family income, for the 6-month period prior to application for the program involved (exclusive of unemployment compensation, child support payments, Social Security payments) that, in relation to family size, does not exceed the higher of the poverty line, for an equivalent period; or 70% of the lower living standard income level, for an equivalent period; A member of a household that receives (or has been determined within the 6-month period prior to application for the program involved to be eligible to receive) food stamps; Qualifies as a homeless individual, as defined in the Stewart B. McKinney Homeless Assistance Act. Is a foster child on behalf of whom State or local government payments are made; or Is a low-income and disabled individual who meets the income requirements of the program. <p>Disadvantaged youth is defined as:</p> <ul style="list-style-type: none"> 16-21 years old 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% of the lower living standard 	<p>Low-income individual means an individual who meets at least one of the following criteria:</p> <ul style="list-style-type: none"> Receives (or has received in past 6 months) or is a member of a family that receives (or has received in last 6 months) assistance via SNAP, TANF or the supplemental income program of the Social Security Act Is in a family with total family income that does not exceed the higher of: the poverty line or 70% of the lower living standard income level Qualifies as a homeless individual, as defined in the Violence Against Women Act of 1994 or the Stewart B. McKinney Homeless Assistance Act. Receives or is eligible to receive free or reduced price lunch Is a foster child on behalf of whom State or local government payments are made Is an individual with a disability who meets the income requirements of the program, but is a member of a family whose income does not meet income requirements <p>Further, for the purposes of determining youth participant eligibility, “low-income” also includes youth living in a “high-poverty area”</p> <p>Disadvantaged youth definition is unchanged</p>

National Youth Employment Coalition
Preliminary Side-by-Side Comparison:
Workforce Investment Act and Workforce Innovation and Opportunity Act Youth Provisions

Issue	Current Law – Workforce Investment Act	Workforce Innovation and Opportunity Act (Amendment to H.R. 803)
	Youth Council <ul style="list-style-type: none"> a subgroup of the local board, appointed by the board, in cooperation with the chief elected official for the local area. Councils must involve: members of the WIB with special interest in youth policy; representatives of youth service agencies; representatives of local public housing authorities; parents of eligible youth seeking assistance under this subtitle; individuals, including former participants and representatives of organizations, that have experience relating to youth activities; and representatives of the Job Corps, as appropriate 	Youth Council and Standing Committee on Youth <ul style="list-style-type: none"> Youth Councils are no longer required Local boards may establish standing committees to “provide information and assist with planning, operational, and other issues relating to the provision of youth services.” Such committees must include “community-based organizations with a demonstrated record of success in serving eligible youth.” “Effective Youth Councils” may perform these functions
Formula Funding for Youth Activities	Authorizes funding for WIA Youth Activities, which is determined through appropriations process.	Authorizes funding for Youth Activities and establishes the following upper limits: <ul style="list-style-type: none"> \$820.430 million in FY 2015; \$883.800 million in FY 2016; \$902.139 for FY 2017; \$922.148 million for FY 2018; \$943.828 million for FY 2019; and \$963.837 million for FY 2020. Actual funding will be determined through the appropriations process.
Formula Factors for Youth Activities	State and local Youth Activities allocations are based on three factors: <ul style="list-style-type: none"> 1/3 allotted on basis of relative number of unemployed in areas of substantial unemployment 1/3 on basis of relative excess number of unemployed individuals i 1/3 on basis of relative number of “disadvantaged youth” 	Formula factors that determine state and local allocations are unchanged
Allocation of Local Funds for Youth Activities	<ul style="list-style-type: none"> Governors reserve 15% of formula for state-wide youth activities. Local formula funds allocated by governor after consultation with local elected officials using the formula. States have the option of using the formula to distribute no less than 70% of their Youth Activities funds, while distributing the rest via a separate formula (developed by State boards and approved by the Secretary of Labor as part of the State plan) that incorporates additional factors relating to excess youth poverty and excess unemployment above the state average 	Local youth formula funds are allocated in same manner as current law

National Youth Employment Coalition
Preliminary Side-by-Side Comparison:

Workforce Investment Act and Workforce Innovation and Opportunity Act Youth Provisions

Issue	Current Law – Workforce Investment Act	Workforce Innovation and Opportunity Act (Amendment to H.R. 803)
Age Range for Youth Activities	14-21	<ul style="list-style-type: none"> • 14-21 for in-school youth • 16-24 for out-of-school youth
Income Eligibility for Youth Activities	Must be “low-income” – please see definition above on p. 1	<p>In-school youth must be “low-income” (please see definition, p 1).</p> <p>Out-of-school youth who are school dropouts or who have not attended for at least one calendar quarter of the most recent school year, do not have to prove low-income status.</p> <p>However, out-of-school youth who have earned a secondary school diploma or recognized equivalent, and/or those who require additional assistance to enter/complete an education program or to secure/hold employment, must demonstrate that they are low-income individuals.</p> <p>As noted above, for the purpose of determining income eligibility, “low-income” includes youth living in a” high-poverty area.”</p>
Youth Activities Priority for Out-of-School Youth	<p>Requires that no less than 30% of funds be used to serve out-of-school youth.</p> <p>A waiver is available for areas that can demonstrate that they cannot meet the 30% requirement. In these cases, there is no specified minimum required.</p>	<p>Requires that no less than 75% of funds be used to serve out-of-school youth.</p> <p>A waiver is available for local areas that can demonstrate that they are unable to meet the 75% requirement. In these cases, local areas may request that the OSY requirement be lowered to 50%.</p>
Additional Youth Activities Eligibility Requirements	<p>Provides formula funds for programs serving in-school and out-of-school youth who are low-income and facing barriers to employment such as:</p> <ul style="list-style-type: none"> • School dropout; • Basic literacy skills deficiency; • Homeless, runaway, or foster child; • Pregnant of a parent; • An offender; or • Need help completing an education program or securing and holding a job. 	<p>In-School youth must be attending school, ages 14-21, “low-income” and at least one of the following:</p> <ul style="list-style-type: none"> • Basic skills deficient • English language learner • Offender • Homeless individual, runaway, in foster care, aged-out of foster care, or out-of home placement • Pregnant/parenting • Individual with disability • Individual who requires additional assistance to complete an educational program or to secure/hold employment

National Youth Employment Coalition
Preliminary Side-by-Side Comparison:

Workforce Investment Act and Workforce Innovation and Opportunity Act Youth Provisions

Issue	Current Law – Workforce Investment Act	Workforce Innovation and Opportunity Act (Amendment to H.R. 803)
		<p>Out-of-school youth must be not attending any school, ages 16-24 and at least one of the following:</p> <ul style="list-style-type: none"> • School dropout • Individual within age of compulsory attendance but has not attended school for at least most recent complete school year calendar quarter • Individual subject to juvenile/adult justice system • Homeless individual, runaway, in foster care, aged-out of foster care, or out-of home placement • Pregnant/parenting • Recipient of secondary school diploma or recognized equivalent who is “low-income” and either basic skills deficient or an English language learner • Low-income individual who requires additional assistance to enter/complete educational program or to secure/hold employment
Youth-Related Representation on the Local Board	<p>Local Boards must include representatives of local educational entities, labor organizations, community-based organizations, economic development agencies, and one-stop partners, among others.</p> <p>Each local board must have established a youth council as a subgroup of the board.</p>	<p>Local boards must include representatives of local education/training providers, and economic development agencies, among others. Representatives of educational entities and community-based organizations may be appointed to the local board, but are longer required members.</p> <p>Local boards may designate a standing committee related to services for youth (must include CBO’s). An existing, effective youth council can be designated as the standing committee.</p>
Performance Measures	<p>Younger Youth Indicators</p> <ul style="list-style-type: none"> • Basic skills and occupational skills (as appropriate) attainment; • High school diplomas; • Placement and retention in postsecondary education, advanced training, or employment; and • Customer satisfaction for both participating youth and their employers. <p>Older Youth Indicators</p> <ul style="list-style-type: none"> • Entry into subsidized employment; • Retention in unsubsidized employment 6 months after entry into the employment; 	<p>Primary Indicators (for all youth participants)</p> <ul style="list-style-type: none"> • Achieving employment or involved in education/training activities or unsubsidized employment during second quarter after exit from program • Achieving employment or involved in education/training activities or unsubsidized employment during fourth quarter after exit from program • Median earnings of participants in unsubsidized employment during second full calendar quarter after exit from program • Attainment of recognized postsecondary credential (including registered apprenticeship), a secondary school diploma, or its recognized equivalent either during program or within 1 year after program exit (only counts if individual has obtained/retained employment, or are in

**Preliminary Side-by-Side Comparison:
Workforce Investment Act and Workforce Innovation and Opportunity Act Youth Provisions**

Issue	Current Law – Workforce Investment Act	Workforce Innovation and Opportunity Act (Amendment to H.R. 803)
	<ul style="list-style-type: none"> Earning received in unsubsidized employment after entry in the employment Attainment of recognized credential relating to the achievement of educational skills, which may include attainment of a secondary school diploma or its recognized equivalent, or occupational skills; and Customer satisfaction for both participating youth and their employers. <p>(In a number of states, Common Measures for Youth have superseded these statutory measures.)</p> <p>The Secretary and each Governor shall reach agreement on levels of performance for each of core indicators and the customer satisfaction indicator for first 3 program years. Prior to 4th program year, agreement will be made on levels for 4th and 5th program years.</p>	<p>an education/training program leading to postsecondary credential within 1 year after exit from program)</p> <ul style="list-style-type: none"> Participation during a program year in education/training programs leading to: recognized postsecondary credential or employment and are achieving measurable skill gains toward such a credential or employment <p>Indicator for services to employers:</p> <ul style="list-style-type: none"> Prior to second full program year after date of bill enactment, Secretary and representatives shall establish 1 or more primary indicators of effectiveness of core programs in serving employers <p>The Secretary and each Governor shall reach agreement on levels of performance for each of core indicators for first 2 program years. Prior to 3rd program year, agreement will be made on levels for 3rd and 4th program years.</p>
Required Youth Program Elements	<p>(A) Tutoring, study skills training, and instruction leading to completion of secondary school, including dropout prevention strategies;</p> <p>(B) Alternative secondary school services;</p> <p>(C) Summer employment opportunities that are directly linked to academic and occupational learning;</p> <p>(D) Paid and unpaid work experiences, including internships and job shadowing;</p> <p>(E) Occupational skill training, as appropriate;</p> <p>(F) Leadership development activities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors during non-school hours;</p> <p>(G) Supportive services;</p> <p>(H) Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;</p> <p>(I) Follow-up services for not less than 12 months after the completion of participation, as appropriate; and</p>	<p>WIOA builds on and expands the current set of program elements, to include:</p> <p>(A) Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies leading to completion of requirements for secondary school, recognized equivalent, or for recognized postsecondary credential</p> <p>(B) Alternative secondary school services or dropout recovery services;</p> <p>(C) Paid and unpaid work experiences, including summer and year-round employment opportunities, pre-apprenticeship programs, internships, job shadowing, and on-the-job training opportunities;</p> <p>(D) Occupational skill training, with potential priority given to programs leading to recognized postsecondary credentials aligned with in-demand industry sectors/occupations;</p> <p>(E) Education offered concurrently and in same context as workforce preparation activities and training for specific occupation or occupational cluster</p> <p>(F) Leadership development activities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate;</p>

National Youth Employment Coalition
Preliminary Side-by-Side Comparison:

Workforce Investment Act and Workforce Innovation and Opportunity Act Youth Provisions

Issue	Current Law – Workforce Investment Act	Workforce Innovation and Opportunity Act (Amendment to H.R. 803)
	(J) Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate.	(G) Supportive services; (H) Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months; (I) Follow-up services for not less than 12 months after the completion of participation, as appropriate; (J) Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate. (K) Financial literacy education (L) Entrepreneurial skills training (M) Services that provide labor market and employment information about in-demand industry sectors of occupations available (N) Activities that help youth prepare for and transition to postsecondary education/training
One-Stop Services	Although one-stop services are aimed primarily at adults and dislocated workers, current law allows 18-21 year-olds to be co-enrolled in both WIA youth and adult programming.	The definition of “adult” continues to be 18 and older, creating a significant overlap in age-range for youth and adult services, particularly for out-of-school youth. WIOA does not explicitly include language regarding co-enrollment, but these opportunities would appear to be increased.
Job Corps: General	Maintains “national Job Corps program, carried out in partnership with States and communities to assist eligible youth”	Same as current law.
Job Corps: Funding	Exact funding is determined through appropriations process.	Authorizes funding for Job Corps programming and establishes the following upper limits: \$1.688 billion in FY 2015; <ul style="list-style-type: none"> • \$1.819 billion in FY 2016; • \$1.856 billion for FY 2017; • \$1.897 billion for FY 2018; • \$1.942 billion for FY 2019; and • \$1.983 billion for FY 2020.

National Youth Employment Coalition
Preliminary Side-by-Side Comparison:

Workforce Investment Act and Workforce Innovation and Opportunity Act Youth Provisions

Issue	Current Law – Workforce Investment Act	Workforce Innovation and Opportunity Act (Amendment to H.R. 803)
		Exact funding is determined through the appropriations process.
Job Corps: Eligibility	<ul style="list-style-type: none"> • 16-21 years of age at date of enrollment (except that not more than 20% of those enrolled can be 22-24 on date of enrollment) • Maximum age limitations can be waived in cases of individuals with disabilities • Must be low-income • Must be 1 or more of following: basic skills deficient; school dropout; homeless, runaway, or foster child; parent; or individual requiring additional education/training/counseling/etc. in order to successfully participate in school or secure and hold employment 	<ul style="list-style-type: none"> • 16-21 years of age at date of enrollment (except that not more than 20% of those enrolled can be 22-24 on date of enrollment) • Maximum age limitations can be waived in cases of individuals with disabilities • Must be low-income • Must be 1 or more of following: basic skills deficient; school dropout; homeless, runaway, or foster child (includes former foster child or individual who has aged out of the system); parent; or individual requiring additional education/training/etc. in order to successfully participate in school or secure/hold employment that leads to economic self-sufficiency
Job Corps: Performance Indicators	<p>Secretary shall from year to year establish indicators of performance, and expected levels of performance for Job Corps, relating to:</p> <ul style="list-style-type: none"> • Number of graduates and rate of such graduation • Number of graduates who entered unsubsidized employment related to vocational training received through Job Corps, and number of graduates who entered unsubsidized employment not related to vocational training received through Job Corps • Average wage received by graduates who entered unsubsidized employment related to vocational training received through Job Corps, and average wage received by graduates who entered unsubsidized employment not related to vocational training received through Job Corps • Average wage received by graduates placed in unsubsidized employment after completion of Job Corps program (on first day of employment, 6 months after first day of employment, and 12 months after first day of employment) • Number of graduates who entered unsubsidized employment and were retained in unsubsidized employment (6 months after first day of employment and 12 months after first day of employment) • Number of graduates who entered unsubsidized employment (for 32 hours per week or more, for 20-32 hours per week, and for less than 20 hours per week) • Number of graduates who entered postsecondary education or advanced training programs, including apprenticeship programs 	Same as the indicators for the Youth Formula Activities (listed above).

National Youth Employment Coalition
Preliminary Side-by-Side Comparison:

Workforce Investment Act and Workforce Innovation and Opportunity Act Youth Provisions

Issue	Current Law – Workforce Investment Act	Workforce Innovation and Opportunity Act (Amendment to H.R. 803)
	<ul style="list-style-type: none"> Number of graduates who attained job readiness and employment skills 	
YouthBuild	Workforce Investment Act of 1998 was amended to include YouthBuild via the YouthBuild Transfer Act (2006).	YouthBuild programming is included within the National Programs section as in current law
YouthBuild Program	Consistent with the YouthBuild Transfer Act and subsequent ETA regulations, YouthBuild programs are required to offer construction skills training, but may also offer occupational skills training for other in-demand jobs in the local economy.	WIOA reiterates that training for rehabilitation and construction is a required element of YouthBuild, but allows, with the approval of the Secretary of Labor, up to 15% of available funding to support “additional in-demand industry sectors or occupations in the region in which the program operates.”
YouthBuild: Funding	<p>Exact funding is determined through appropriations process.</p> <p>Grants are made by the Secretary of Labor, via a competitive process, to applicants for the purpose of carrying out YouthBuild.</p>	<p>Authorizes funding for YouthBuild programming and establishes the following upper limits:</p> <ul style="list-style-type: none"> \$77.534 million in FY 2015; \$83.523 million in FY 2016; \$85.256 million for FY 2017; \$87.147 million for FY 2018; \$89.196 million for FY 2019; and \$91.087 million for FY 2020. <p>Exact funding is determined through appropriations process.</p> <p>Grants are made by the Secretary of Labor, via a competitive process, to applicants for the purpose of carrying out YouthBuild programs.</p>

Job & Career Centers	STANDARD PROCEDURE	
LE	PROCEDURE NO.	PAGE
WIA Youth Vocational Training	YVT -01	1 OF 6
ISSUED / APPROVED BY	INITIATOR	EFFECTIVE DATE
Terry Sapp, HS Senior Manager, BESD	Vivian Pettit	January 12, 2009

Background

Occupational skill training is provided to WIA Youth as part of the ten program elements listed in WIA section 129(c)(2) as options that are to be made available to youth participants.

Purpose

The purpose of this document is to establish procedures for processing and monitoring Vocational Training for WIA-enrolled Youth.

The purpose of Youth vocational training is to provide the enrolled youth with skills to obtain employment.

Policy

The Workforce Investment Board has established structure and policies for Individual Training Accounts in the "ELIGIBLE TRAINING PROVIDER SYSTEM AND INDIVIDUAL TRAINING ACCOUNT POLICY FOR THE VENTURA COUNTY WORKFORCE INVESTMENT BOARD". This policy shall also apply to Youth Vocational training programs.

The maximum for any WIA-funded training program for the Ventura County Local Workforce Area (LWIA) shall be \$6500.00

Guidelines

- Justification for WIA Youth Vocational Training shall be documented in the Individual Services Strategy (ISS).
- The Youth Vocational Training Checklist (Form YVT-01) is to be completed with no blank spaces.
- The completed Youth Vocational Training Checklist (Form YVT-01) shall be submitted to the program supervisor for approval.

Pell Grant Procedure

Per CFR §663.320 "A WIA participant may enroll in WIA-funded training while his/her application for a Pell Grant is pending as long as the One-Stop operator has made arrangements with the training provider and the WIA participant regarding allocations of the Pell Grant, if it is subsequently awarded. In that case, the training provider must reimburse the One-Stop operator the WIA funds used to underwrite the training for the amount the Pell Grant covers. Reimbursement is not required for the portion of the Pell Grant assistance disbursed to the WIA participant for education-related expenses. [WIA sec. 134(d)(4)(b)]."

The Youth Case Manager shall maintain contact with the client and training vendor's Financial Aid Representative to insure the following:

- The Pell Grant section of the Training Provider Visit form is completed for all training sites visited by the client.
- The client shall always apply for a Pell Grant where the training vendor is Pell Grant Eligible.
- If and when the client is found to be eligible for a Pell Grant, the award amount shall be utilized to pay for all or offset training costs.
- When the Pell Grant award amount is known, it shall be written into the case notes, Youth Vocational Training (YVT-01) and the Individual Services Strategy.

Recovery of Unused WIA Training Funds

Consistent with Workforce Investment Act Directive WIAD04-04, dated August 18, 2004, the wing policy is to ensure the recovery of all unused WIA funded Training monies.

Failure to recover unused WIA training costs will result in an audit finding and disallowed costs.

If services are no longer being rendered within the refund time line agreed upon in the training provider's contract, then a refund for the portion of services not received must be recovered

The Program Provider shall maintain monthly time and attendance to ensure clients are still in the training program.

The WIA Case Manager shall acknowledge / determine that a refund is due for early termination of a participant's training.

The WIA Case Manager shall maintain contact with the all clients who participate in a WIA-funded training program a minimum of every 30 days. Contact shall take place through on-site visits whenever possible.

The WIA Case Manager shall obtain written documentation by the training provider of refunds or lack of refunds and shall do the following:

- Place a copy of this notification in the case file
- Forward a copy to the program provider supervisor and/or fiscal department as directed by the supervisor

The program provider shall be responsible for coordinating and insuring that refunds are tracked and documented in their accounting system.

Procedures

Prior to Training

1. The Youth Case Manager shall review and explain the Vocational Training Checklist (Form YVT-01) with all WIA-enrolled clients who are requesting vocational training.
2. The enrolled Youth shall visit at least one vocational training site and shall have the Training Provider Visit Worksheet (Form YVT-02) completed for all training site visits.
3. The Training Agreement Form (YVT-03) shall be explained and signed by the youth and Case Manager.
4. All sections of Forms YVT-01 through YVT-05 shall be completed. There shall be no blanks.
5. A copy of Forms YVT-01 through YVT-05 shall be placed in the physical case file.
6. The Program Supervisor shall give final approval of the Vocational Training.

Vocational Training Agreement

1. The Youth Case Manager shall complete the Youth Vocational Training Agreement (Form YVT-05).
- The WIA Youth Vocational Training Agreement (Form YVT-05) shall be signed by the client, training vendor, program manager and Case Manager.

Two original WIA Youth Vocational Training Agreement (Form YVT-05) shall be produced.

- a. Both original Forms (YVT-05) shall have signatures of the Youth Case Manager, the enrolled client, the training provider and the Program Supervisor.
- b. One signed original Form shall be given to the training provider
- c. One signed original Form shall be forwarded to the program's fiscal department
- d. A copy of the signed Form YVT-05 shall be placed in the client case file.

During Training

1. The Youth Case Manager shall contact the training provider on Day 1 of the training program to insure the client commenced the training program.

The Case Manager shall report the appropriate training activity in VOS. The begin date shall be the date the client training commences.

3. The Case Manager shall maintain regular contact with the client while the client is attending training. Contact shall be maintained a minimum of every 30 days or more frequently. Contact can be made through phone, electronic mail or site visits.
- The Case Manager shall visit the client on-site at the training facility at least twice while the client is in training.

Completion of Training and Job Search

1. Before training completion, the client and WIA Case Manager shall begin the discussion of job search.
2. The Case Manager shall document that training has been completed successfully in VOS case notes.

Amending a Youth Vocational Training Agreement

1. When training will be extended more than two weeks or additional cost is incurred as a result of extended training, the Youth Case Manager shall complete the Youth Vocational Training Agreement Amendment (Form YVT-04).
2. All Vocational Training Amendments must be approved by the Program Supervisor.
3. All Vocational Training amendments shall be documented in VOS case notes.
- Vocational training may be amended for the following reasons:

- a. Extension of the estimated end date of training
 - b. Additional cost of an extended ITA
 - c. Correction the original ITA voucher
5. An amended Vocational Training Agreement must have signatures of the Youth Case Manager, the training provider, the enrolled WIA client and the Program Supervisor.
 - a. Two original Vocational Training Amendments shall be produced.
 - b. One original Vocational Training Amendments (with all signatures) shall be forwarded to the training vendor and the other original shall be forwarded to the program's fiscal department
 - c. A copy of the amendment shall be placed in the client's case file and shall be documented in VOS case notes..

Certificate of Completion / Credential

A certificate of completion / credential shall be obtained for all vocational training programs where WIA funds are utilized. The Case Manager shall obtain a certificate of completion and place this in the case file. This shall be noted in VOS case notes.

EXAMPLES OF CREDENTIALS / CERTIFICATES

TRADES: <ul style="list-style-type: none"> Asphalt Abatement Certification Certified Cable Installation Technician Certified Landscape Professional Certified Safety Professional Certified Welder Licensed Apprentice Licensed Journeyman OSHA Certifications Pre-apprenticeship Certifications Hazardous Materials Handler / Operator Forklift Operator Heavy Machine Operator Carpenter's Helper 	HEALTHCARE: <ul style="list-style-type: none"> Certified Dental Assistance Certified Medical Assistance Certified Medical Transcriptionist Certified Nursing Assistant (C.N.A.) Certified Phlebotomist Certified Veterinary Technician Certified Respiratory Technician Certified Surgical Technologist Emergency Medical Technician Paramedic (EMT) Licensed Physical Therapy Assistant Licensed Practical Nurse (LPN) Licensed Vocational Nurse (LVN) Registered Health Information Technicians (RHIT) Registered Medical Technologist Registered Nurse (RN) Registered Dental Hygienist
AUTOMOTIVE: <ul style="list-style-type: none"> ASE Certifications (40+ certifications) Automobile Technician Auto-body Technician Truck Technician Parts Specialist Alternative Fuel Vehicle Technician 	OFFICE AND INFORMATION TECHNOLOGY: <ul style="list-style-type: none"> A+ Certification Microsoft MCSE (MS Certified Systems Engineer) Cisco CCNA (Cisco Certified Networking Professional) Oracle DBA (Certified Database Administrator) Network + and I-Net+ Various Software Certifications Microsoft Office User Specialist (MOUS)
PERSONAL CARE: <ul style="list-style-type: none"> Certified Massage Therapist (CMT) Certified Athletic Trainer Licensed Barber Licensed Hairdresser Licensed Electrologist Licensed Embalmer Sports Instructors Certifications 	SERVICES: <ul style="list-style-type: none"> Hospitality Skills Certification Certified Customer Service Specialist Food Handler Certification
CHILDCARE / EDUCATION: <ul style="list-style-type: none"> Certified Child Development Associate Certified of Interpretation (for the deaf and hard of hearing) Certified Teacher's Aide 	

B. Training Checklist YV-01

YOUTH VOCATIONAL TRAINING CHECKLIST

	Training Item	Attached	Justification
1	<ul style="list-style-type: none"> Individual Services Strategy Plan (Youth) 	<input type="checkbox"/>	
2	Labor Market Information: <ul style="list-style-type: none"> Local Occupational Outlook Career Advancement Opportunity Local Wages / Working Conditions Employment Related Internet Sites 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
3	Training Provider Visit Worksheets (Form YVT-02) <input type="checkbox"/> N/A – Sole Source Provider	<input type="checkbox"/>	
4	Alternate Funding Source: <ul style="list-style-type: none"> Pell Grant Application Scholarship Application <input type="checkbox"/> Not Available from Vendor 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
5	WIA Participant Agreement (Form YVT-03)	<input type="checkbox"/>	

C. Training Provider Visit Worksheet YV-02

Workforce Investment Act
Youth Vocational Training

TRAINING PROVIDER VISIT WORKSHEET

Date of Visit _____
 Person Interviewed: _____ Name of Provider: _____
 Vocational Program: _____ Title: _____
 Cost of Program _____
 Course length: _____ Estimated date of completion _____

Is the training program you are considering Pell Grant Eligible? Yes _____ No _____

Class Days / Hours

Mon	Tue	Wed	Thurs	Fri	Sat	Sun

Next Available start date: _____

List Required Prerequisites:

Required Reading Level _____ Required Math Level _____
 Any Entrance Exams Given? Yes ___ No ___ Explain: _____

Course Requirements outside of class (homework or other assigned projects, estimate number of hours per week.

Project	No of Hrs

Project	No of Hrs

Note to applicant: (The review committee will expect the requirements of the training to be explained. If more space is needed, you may use the back of this page).

Dress Code: _____

Attendance policy of school and program: Explain: _____

Any Tools/Supplies needed and cost:

Tools/Supplies	Cost

Any Tests/Certifications and Costs

Tests/Certifications	Cost

Are Externships / Internships provided? Explain: _____

Are placement services provided? Yes ___ NO ___ Average Wages at Placement for this training: \$

Within the past year:

No of graduates that have graduated from this training program? _____ How many of these graduates have been placed in Occupations related to this training? _____

Do you have a list of companies that have hired recent graduates? Yes ___ No ___

List: _____

Do you have a list of graduates that could be contacted? Yes ___ No ___

List: _____

D. Participant Agreement YV-03

Workforce Investment Act
Youth Vocational Training**PARTICIPANT AGREEMENT**

Name: _____

CASE NO.: _____

Training Start Date: _____

End Date: _____

I am committed to completing the vocational training that I have chosen at:

School Name: _____

I agree to:☐ Contact my Case Manager once a month or more often if needed

Promptly notify my Case Manager of:

- ☐ Any change in my address or phone number
- ☐ Any change in my financial situation
- ☐ Any change in school status or plans
- ☐ Any issues that could affect my progress in training
- ☐ **If - for any reason - I will not be able to complete my training program.**

☐ Provide a copy of any grade or progress report to my Case Manager.☐ Attend all classes. If unable to attend a class, I will communicate with my Case Manager immediately.☐ Maintain, at a minimum, satisfactory progress in my training.☐ Participate in job search as my plan states and utilize the Job and Career Center upon completion training.☐ Have a goal to become employed within 90 days after completion of my training.☐ Notify my Case Manager within two days of becoming employed.☐ Cooperate with my case manager, with whom I will maintain direct contact throughout my first year of employment.

I understand and will abide by the terms of this agreement. In addition, if I do not comply with these conditions, I may be asked to repay the tuition costs for a total of \$500.00 of my incentive.

Customer Name_____
Date_____
Case Manager Name_____
Date

E. Vocational Training Agreement – Amendment YV-04

Workforce Investment Act
Youth Vocational Training**VOCATIONAL TRAINING AGREEMENT - AMENDMENT**

Grant Code: _____

Participant Name: _____

Occupation Title: _____

Vendor Name: _____

Vendor Address: _____

Federal Tax ID No: _____

Total Training Hours: _____

Start Date: _____

Estimated Completion Date (revised): _____

Effective Date of Amendment: _____

Case No.: _____

O-net Code: _____

Hours Per Week: _____

Text of Amendment (what is being added/changed/removed?)

Additional Tuition Expense

\$ _____

Additional NRP Expense

\$ _____

Additional Support Services Expense

\$ _____

Additional Other Expense

\$ _____

Reason(s) for Amendment and/or Additional Expenses

a) WWIA Case Manager Name _____

b) Phone Number _____

OPTIONAL

F. Vocational Training Agreement YV-05

Workforce Investment Act
Youth Vocational Training

VOCATIONAL TRAINING AGREEMENT

Participant

Name: _____

Case No. _____

Vendor Name: _____

Federal Tax _____

ID No: _____

Vendor

Address: _____

Contact Person: _____

Phone _____

Number: _____

Start Date: _____

Estimated _____

Completion Date: _____

Total Training

Hours Per Week: _____

Hours: _____

TRAINING OUTLINEVocational Training
Program: _____**ESTIMATE OF TRAINING COSTS**Training Course Costs:

Tuition	\$.00
Registration Fees	\$.00
Books, Supplies, Materials	\$.00
Miscellaneous (Specify) _____	\$.00
SUBTOTAL 1	\$.00


SUBTOTAL Training Course Costs	\$.00
Youth-Pell Grant or Other Financial Aid*	\$.00
TOTAL ESTIMATED COSTS	\$.00

* Comments (breakdown on the use of Pell Grant, e.g., X funds, X funds to Vendor etc.), or other Financial Aid: _____

CERTIFICATIONS

The undersigned certifies that the Vendor will be reimbursed for all expenditures associated with training of the above named participant, provided such charges are consistent with provisions of the Training Agreement. Signature of the Vendor certifies the acknowledgment of course fee and content.

Signature _____	Date _____	Career and Academic Advisor _____
Signature _____	Date _____	_____
Signature _____	Date _____	Program Coordinator _____

 signed agrees with the training to be provided and to abide by rules and regulations of the County and Vendor.

Signature _____	Date _____	WIA Participant _____
Invoice To;		

Workforce Investment Act
Youth Vocational Training

VOCATIONAL TRAINING AGREEMENT

Participant Name: _____ **Case No.** _____
Vendor Name: _____ **Federal Tax ID No:** _____
Vendor Address: _____
Contact Person: _____ **Phone No.:** _____
Start Date: _____ **Estimated Completion Date:** _____
Total Training Hours: _____ **Hours Per Week:** _____

TRAINING OUTLINE

Vocational Training Program: _____

ESTIMATE OF TRAINING COSTSTraining Course Costs:

Tuition	\$.00
Registration Fees	\$.00
Books, Supplies, Materials	\$.00
Miscellaneous (Specify)	\$.00
SUBTOTAL 1	\$.00
SUBTOTAL Training Course Costs	\$.00
Youth-Pell Grant or Other Financial Aid*	\$.00
TOTAL ESTIMATED COSTS	\$.00

* Comments (breakdown on the use of Pell Grant, e.g., X funds, X funds to Vendor etc.), or other Financial Aid:

CERTIFICATIONS

The undersigned certifies that the Vendor will be reimbursed for all expenditures associated with training of the above named participant, provided such charges are consistent with provisions of the Training Agreement. Signature of the Vendor certifies the acknowledgment of course fee and content.

Signature _____	Date _____	Career and Academic Advisor _____
Signature _____	Date _____	_____
Signature _____	Date _____	Program Coordinator _____

The undersigned agrees with the training to be provided and to abide by rules and regulations of the County and Vendor.

Signature _____	Date _____	WIA Participant _____
-----------------	------------	-----------------------

Invoice To:

G. Attendance Progress Report YV-06

**Workforce Investment Act
Youth Vocational Training**

ATTENDANCE/PROGRESS REPORT

Vendor: _____**For** _____ **To** _____
Period: _____ :**Participant
Name:** _____**Case No:** _____**Occupation
Title:** _____**Contract
Number:** _____**Case
Manager:** _____**CM Phone Number:** _____**Start Date** _____**Estimated
Completion Date:** _____**A. ATTENDANCE****Note to Instructor:** Please indicate the number of hours student is present each day.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

Total number of hours attended this month: _____

B. PROGRESS

AREA	RATING	COMMENTS
Progress this period		
Cooperation and Attitude		

Rating Scale: E = Excellent; S = Satisfactory; U = Unsatisfactory

Instructor's recommendations for improving performance and other comments:

Counselor's recommendations for improving performance and other comments:

Instructor's Signature: _____ Date: _____

Counselor's Signature: _____ Date: _____

Participant's Signature: _____ Date: _____

Please submit within five (5) days of end of reporting period to identified Case Manager.

Invoice To:

APPLICANT STATEMENT

(Applicant's full name printed)

county of ventura

APPLICANT STATEMENT (No Income)

I _____
(Applicant's full name printed) HEREBY CERTIFY, UNDER PENALTY OF PERJURY

THAT I have received no income from any source during the past six months that I have been unemployed during that time, and have been supported by:

- ☐ donations/contributions from relatives and friends
- ☐ sale of personal property
- ☐ CalWORKs
- ☐ Other (explain below):

I attest that the information stated above is true and accurate, and understand that the above information, if misrepresented, or incomplete, May be grounds for immediate termination and/or penalties as specified by law.

Applicant's Signature and Date

Parent/Guardian Signature and Date or
Responsible Adult/Corroborating Witness

Applicant's Address

Print Name

Relationship to Applicant

OFFICE USE ONLY

The above applicant statement is being utilized for documentation of proof of income eligibility criteria:

Signature of Certifying Official

Date

county of ventura

APPLICANT STATEMENT (Dropout)

I _____
(Applicant's full name printed) HEREBY CERTIFY, UNDER PENALTY OF PERJURY

THAT I stopped attending school in the _____ grade, I further state that I no longer attend any school and have not received a secondary school diploma or a certificate from a program of equivalency for such a diploma.

I attest that the information stated above is true and accurate, and understand that the above information, if misrepresented, or incomplete, May be grounds for immediate termination and/or penalties as specified by law.

Applicant's Signature and Date

Parent/Guardian Signature and Date or
Responsible Adult/Corroborating Witness

Applicant's Address

Print Name

Relationship to Applicant

OFFICE USE ONLY

The above applicant statement is being utilized for documentation of dropout status eligibility criteria:

Signature of Certifying Official

Date

county of ventura

APPLICANT STATEMENT (Offender)

I _____
(Applicant's full name printed) HEREBY CERTIFY, UNDER PENALTY OF PERJURY

THAT I have been involved with some stage of the criminal justice process and have a record of arrest or conviction that creates a barrier to obtaining employment.

I attest that the information stated above is true and accurate, and understand that the above information, if misrepresented, or incomplete, May be grounds for immediate termination and/or penalties as specified by law.

Applicant's Signature and Date

Parent/Guardian Signature and Date or
Responsible Adult/Corroborating Witness

Applicant's Address

Print Name

Relationship to Applicant

OFFICE USE ONLY

The above applicant statement is being utilized for documentation of offender status eligibility criteria:

Signature of Certifying Official

Date

county of ventura

APPLICANT STATEMENT (Homelessness)

I _____
(Applicant's full name printed) HEREBY CERTIFY, UNDER PENALTY OF PERJURY

STATE: that I am a homeless individual lacking a fixed, regular and adequate nighttime residence; or reside at a supervised public or privately operated shelter providing temporary living accommodations; or a public or private shelter or a place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

My primary nighttime residence is:

I attest that the information stated above is true and accurate, and understand that the above information, if misrepresented, or incomplete, May be grounds for immediate termination and/or penalties as specified by law.

Applicant's Signature and Date

Parent/Guardian Signature and Date or
Responsible Adult/Corroborating Witness

Print Name

Relationship to Applicant

OFFICE USE ONLY

The above applicant statement is being utilized for documentation of the eligibility criteria for:

A homeless individual

Signature of Certifying Official

Date