



# 2021 PROCEDURES MANUAL

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## CHAPTER 4: PROGRAM ADMINISTRATION

This chapter clarifies entity and staff roles for this project. Internal agency and program staffing patterns and job descriptions are unique, but should include the YCP grant expectations.

- Roles and Responsibilities
  - Grantee
  - Department of Commerce
  - Employers
  - Education and Workforce Partners
- Worksite Placement and Agreements
  - General Worksite Guidelines
  - Grantee Monitoring of Worksite
  - Worksite Agreements
  - Work-Site Evaluation/Youth Performance Evaluation
- Youth Process Flow Overview

## PROGRAM ADMINISTRATION

### ROLES AND RESPONSIBILITIES

Partnerships are a key product of the Youth Career Pathways Initiative grants. The Grantee is expected to develop working relationships with the Local Workforce Innovation Area, employers, and other partners that can support the youth in their quest to find and sustain employment and/or continue their education to prepare for employment.



As written in pages 24-25, the use of Integrated Service Delivery Teams is encouraged. Communication between the Grantee, the partners, the LWIA, and support service providers is essential to the success of the youth. Integrated Service Delivery Teams, composed of service providers, instructors, and the case manager have been successfully used in the blending and braiding of resources and in the transitioning of youths to employment, continuing education, and/or other experiences to enable workforce development.

REQUIRED PARTICIPATION

TECHNICAL ASSISTANCE ACTIVITIES

WEDNESDAY WEBINARS

- Every week @ 11:00 am during initial program implementation
- 1<sup>st</sup> and 3<sup>rd</sup> week once the program is established

COMMUNITY OF PRACTICE

- Quarterly, in-person

Steps	Grantee	Other Partners
1. Recruitment	X	X
2. Intake Review	X	
3. Eligibility Certification	X	
4. Case Management and Service Provision, includes creating the Career Plan	X	X
5. Meeting Performance Requirements/Outcomes	X	
6. Reporting (PPR, PFR, Trial Balance, GRS)	X	
7. Follow-up	X	

In addition to the steps listed above and the roles and responsibilities noted, each respective organization involved in the success of the project has added expertise they bring to the partnership. Specific responsibilities by partner follow:



## GRANTEE

- The development of and adherence to a Memorandum of Understanding (MOU) that defines the roles and responsibilities of participating partners – one of which must be a business partner.
- Create a formally established relationship with the Local Workforce Innovation Area (LWIA) outlined in the letter of consistency.
- An engagement plan to increase partnerships with business.
- The use of IWIS in Illinois workNet for completing intake/eligibility, documenting assessments, services, outcomes, and credentials.
- Required participation in technical assistance activities/meetings for the purpose of developing and improving programs and processes.
  - During initial program implementation, every Wednesday from 10:00am – 11:00am (Central Time Zone).
  - Once the program is established, only the first and third Wednesday, from 11:00am – 12:00am (Central Time Zone).
  - Quarterly, in-person Community of Practice
  - Grantees who do not participate as required will be subject to a site visit(s) to ensure the program is on track.
- Required reporting(PPR, PFR, Trial Balance, GRS).

## DEPARTMENT OF COMMERCE

- Provide technical assistance on program design, project implementation, financial management, and monitoring of the project
- Through Illinois workNet, provide the data system for all youth tracking from the intake form to the final close-out of the youth service file
- Provide outreach tools for communication and outreach to youths, employers, and grantees
- Provide resource tools for assessment of interest, youth career plans, and employer engagement

## EMPLOYERS

- Advise partners on labor market long and short-term needs, career opportunities and trends and job openings
- Define skill requirements and corresponding industry recognized credentials for the career pathway
- Interview and select youths for work-based learning experience opportunities
- Evaluate work-based learning youths and communicate regularly with grantee
- Provide feedback on the performance of the career pathway/project in meeting employer needs and assist in identifying needed improvements and improvement strategies

- Report progress

## EDUCATION AND WORKFORCE PARTNERS

- Collaborate with partners in establishing career pathway programs of study
- Determine at partner level if their setting and staff have structure and capacity to work with youth in a training setting
- Monitor ongoing program progress by use of an Observational Evaluation or Worksite Evaluation tool.  
[https://www.illinoisworknet.com/DownloadPrint/Observational Evaluation - partner\\_FINAL.pdf](https://www.illinoisworknet.com/DownloadPrint/Observational%20Evaluation%20-%20partner_FINAL.pdf)
- Consider strengthening the training and work outputs by incorporating employability skills and workplace skills – [e link](http://icsps.illinoisstate.edu/2017/07/illinois-essential-employability-skills-framework/)  
<http://icsps.illinoisstate.edu/2017/07/illinois-essential-employability-skills-framework/>
- Collaborate with partners in marketing and outreach to youths and employers
- Collaborate with partners in providing orientation to youths
- Collaborate with partners, including employers in conducting interviews and selecting work-based learning youths and employees who have completed program requirements
- In concert with the participant/youth, develop individualized employment/ career plans to meet individual goals
- Provide personalized, customized instruction, instructional support and transition services for youths from entry through to employment or continuing education
- Establish industry credentials and access to credential assessment(s) to ensure all youths have equal opportunity to be successful in credential attainment.

## WORKSITE PLACEMENTS AND AGREEMENTS



The Grantee is responsible for developing employer relationships to establish appropriate worksites for the youths to be placed. Youth should be placed at a worksite that offers work experience in their career pathway choice and that aligns with the academic and career technical training received. In selecting a worksite, consideration should be given to the opportunity for the youth to be placed with the employer in a permanent position after the work experience has been completed. These employer partnerships and

agreements are essential in identifying the employers that have the commitment and capacity to hire, train (when appropriate) and advance disadvantaged workers with limited skills and work experience.

### GENERAL WORKSITE GUIDELINES

The employment of youths in the Career Pathway Initiative must NOT occur at worksites where:

- A youth's employment would unfavorably impact current employees (a youth cannot displace all or a portion of a current employee's hours including overtime, wages, employment benefits, or promotional opportunities);

- A youth’s employment cannot impair existing contracts for services or collective bargaining agreements;
- A youth’s employment would replace the work of employees who have experienced layoffs;
- An employer has terminated a regular employee or otherwise reduced its workforce with the intention of replacing them with youths subsidized with these funds.

## GRANTEE MONITORING OF WORKSITE

The Grantee is responsible for completing a pre-worksite review to determine that the site is appropriate for a work-based learning youth in accordance with the worksite agreement. The Grantee is responsible for monitoring the worksite after placement to ensure proper supervision, safety, accountability of work time, and quality of the work experience. A worksite assessment form is available in [Appendix D](#).

## WORKSITE AGREEMENTS

All youth employment opportunities must have a signed worksite agreement. ([Appendix E](#)). At a minimum, each worksite agreement must contain, the following items for each worksite included in the agreement:

- Worksite contact and mailing information;
- Detailed information on the worksite such as location working days and hours, activities job titles, and number of position available under each;
- Worksite supervisor information;
- A detailed set of mutual terms, conditions, promises, and
- Payments that the grantee and contractor has agreed upon; and
- A listing of youths for each worksite along with their projected start and end date.

Grantees must ensure worksites adhere to current workplace safety guidelines, AND applicable federal/state wage, labor, and workers compensation laws. See [Appendix E](#) for a Worksite Agreement form.

## WORK-SITE EVALUATION/YOUTH PERFORMANCE EVALUATION

Illinois workNet offers a variety of work readiness assessments to youths and partners. The Worksite Evaluation is ideal for employers (both work-based learning and job placements) to provide constructive feedback available to partners and workers. The Worksite Evaluation is a free online assessment that is available to Illinois workNet partners. Use this guide to learn more about the assessment key point, rubric and how to access the assessment.

[https://www.illinoisworknet.com/DownloadPrint/Worksite%20Evaluation%20-partner\\_FINAL.pdf](https://www.illinoisworknet.com/DownloadPrint/Worksite%20Evaluation%20-partner_FINAL.pdf)

[https://www.illinoisworknet.com/DownloadPrint/Worksite%20Evaluation%20-%20youth\\_FINAL.pdf](https://www.illinoisworknet.com/DownloadPrint/Worksite%20Evaluation%20-%20youth_FINAL.pdf)

## YOUTH PROCESS FLOW OVERVIEW

Below is an overview of the youth process flow. The process assumes you, the Grantee, have set up your program in the Illinois workNet system.



1. The Grantee will recruit youths (youth to participate in program).
2. During the Intake Review Process, the Grantee has the youth complete an intake form and the initial assessment in Illinois workNet, which includes a career interest survey to assist in determining suitability.
3. Once the intake form has been completed, the system will display recommend programs for the youth based on their suitability to the programs offered in the Illinois workNet system.
  - Note: There may not be a match for the youth.
  - If there is no match, the Grantee must refer the youth to a specific person within the local workforce area for help in finding a program.
4. The Grantee will conduct a preliminary review of the youth's eligibility.
5. If the Grantee finds that the youth is both suitable for the program AND eligible during the intake review process, then the Grantee completes eligibility verification and enrolls the youth into the program.
6. Before the youth can participate in any programs and/or services, the Grantee must assign their program and services to the youth by entering in the information in the Illinois workNet Career Plan. Services, provider information, and credentials are updated in the career plan as needed.
7. Measurable skills gains are update in the youth's outcomes tab in IWIS.
8. If the youth will be at a worksite, the Grantee will need to enter a worksite placement within the career plan.
9. If the worksite placement wage is paid for through grant funds, then the Grantee must upload payroll in IWIS for DCEO to review and approve.