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WIOA Services Matrix: Title IB Youth Program Elements

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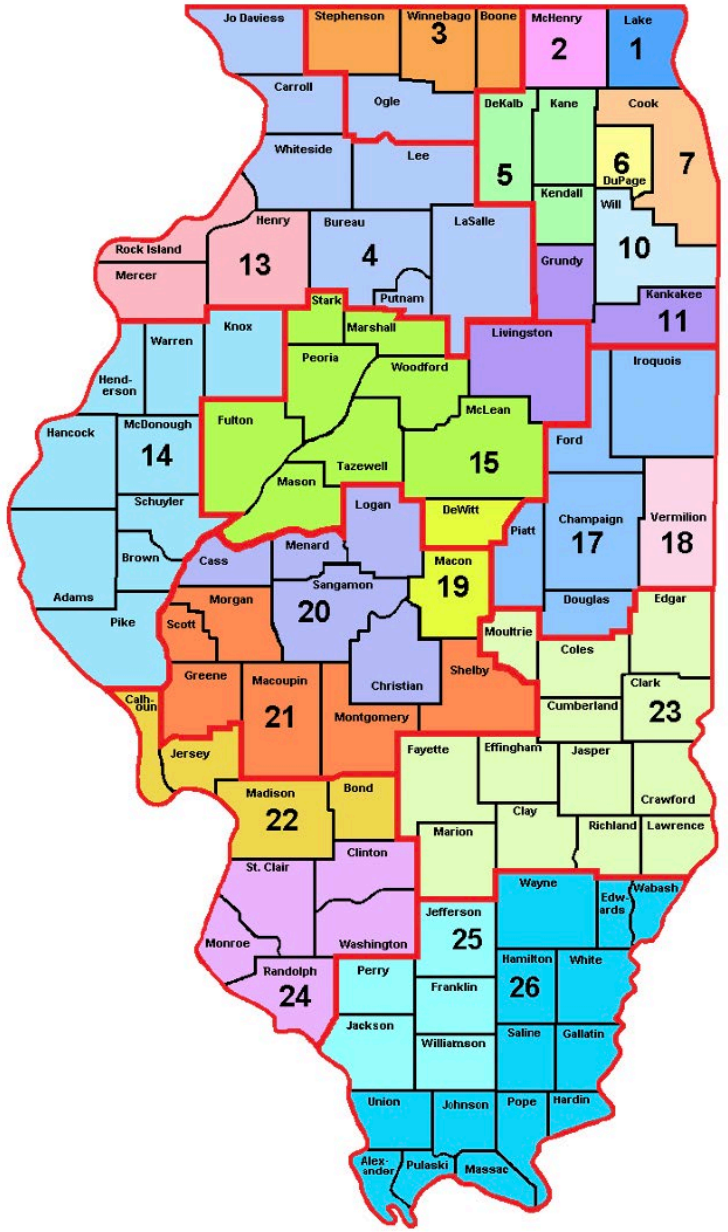
Where is Your Local Area?



Paula Barry

Reporting and Performance
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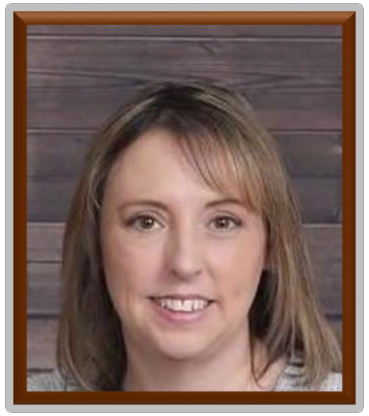
Illinois Department of Commerce and Economic Opportunity

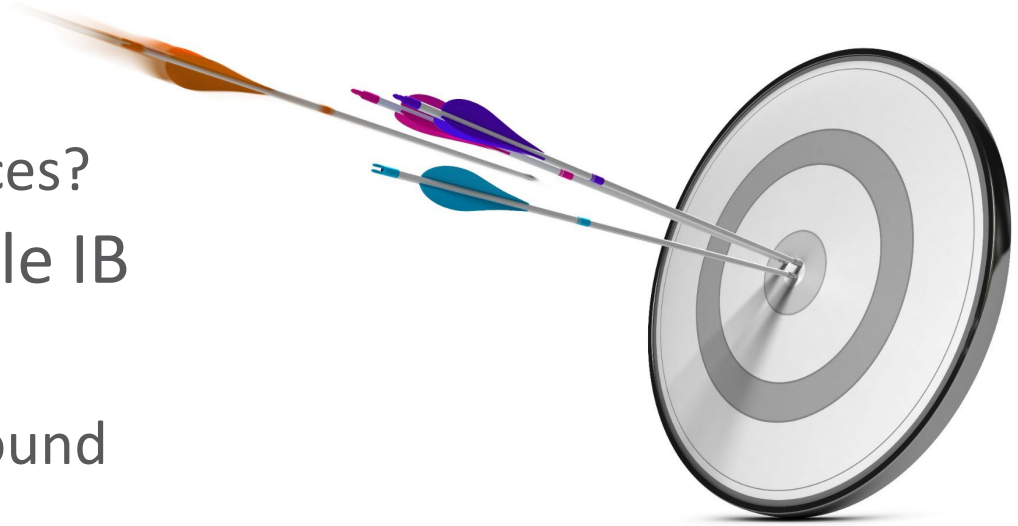


Lora Dhom

WIOA Policy Unit, Manager
Office of Employment and Training - OET
Illinois Department of Commerce and Economic Opportunity

Today's Objectives

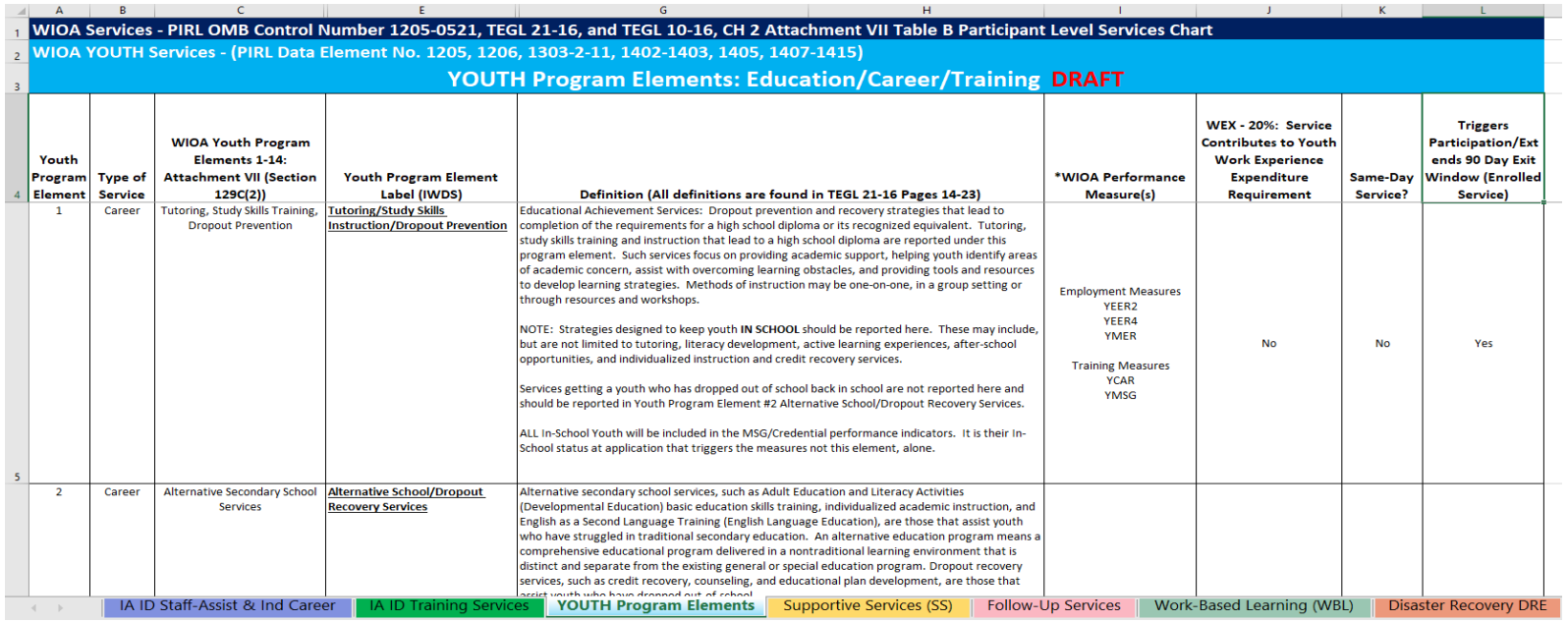
- Share the Title IB Service Matrix Look and Feel
- Understand Youth Pre-Enrollment Requirements
  - Three new Youth Activities
- Review 14 Youth Program Elements
  - What are the available Title IB Youth Services?
- Outline How You Can Use the WIOA Title IB Services Matrix
  - Get Familiar with it and know your way around
  - Use it to facilitate your daily activities
    - Tool for Development of Individual Service Strategy (ISS)
    - Performance Reporting guide



What is the WIOA Title IB Services Matrix?

The one reference tool for clear, concise, up to date services information.

- Series of interrelated tables that contain and define WIOA Title IB Participant Services in relation to Service Type/ PIRL Element/ System ID/ Performance Impact
- A Structured Policy Driven Reference Tool that Organizes Services by:
  - **Adult and Dislocated Worker Career and Training Services,**
  - **Youth Program Elements,**
  - **Supportive Services,**
  - **Follow-Up, and**
  - **Work-Based Learning**
- The Services Matrix expands beyond Title IB formula grants to include additional non-formula grant services such as the Disaster Recovery National Disaster Workforce Grants (NDWG) and Youth Career Pathways (YCP).



WIOA Services - PIRL OMB Control Number 1205-0521, TEGL 21-16, and TEGL 10-16, CH 2 Attachment VII Table B Participant Level Services Chart

WIOA YOUTH Services - (PIRL Data Element No. 1205, 1206, 1303-2-11, 1402-1403, 1405, 1407-1415)

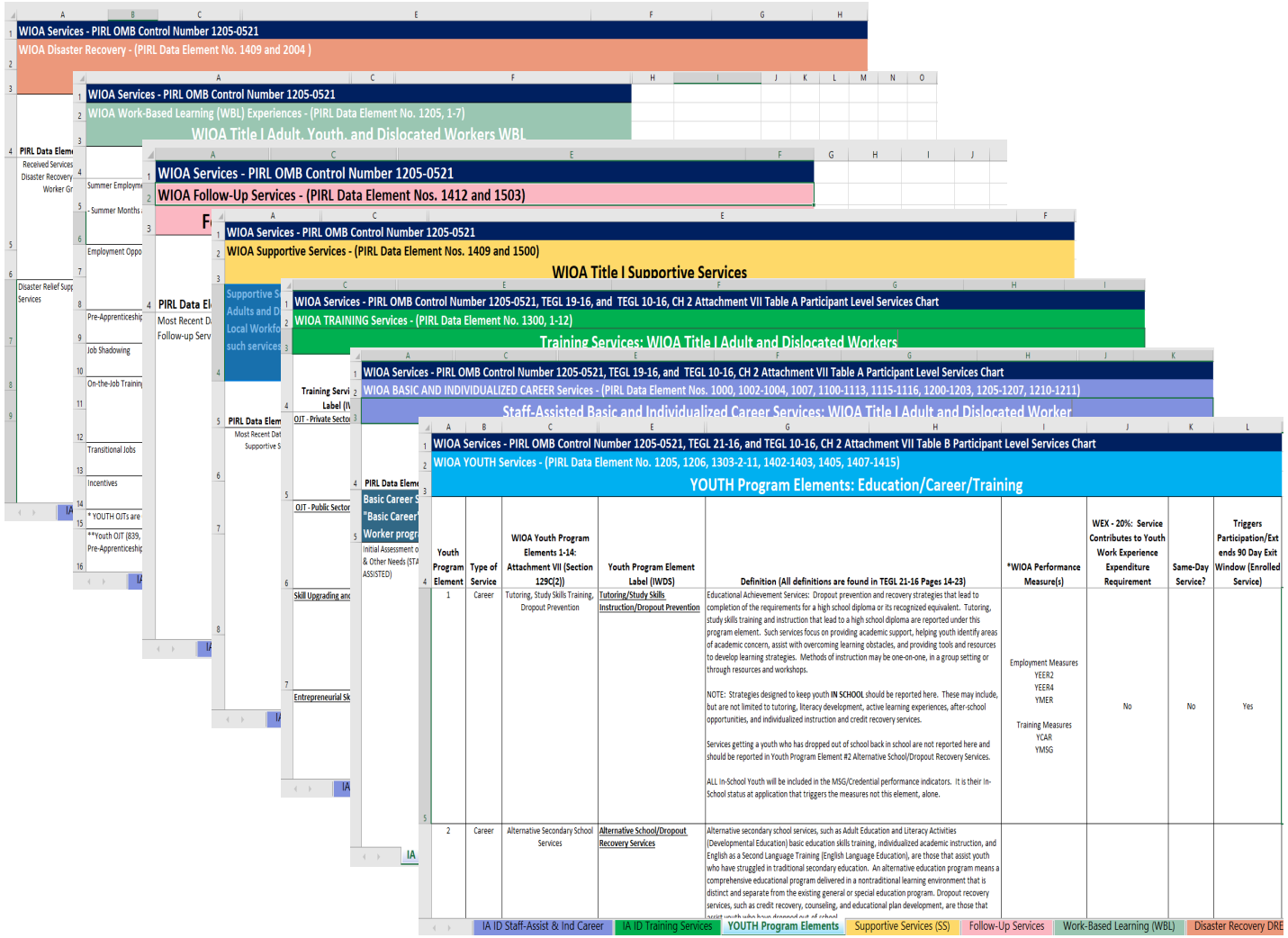
YOUTH Program Elements: Education/Career/Training DRAFT

Youth Program Element	Type of Service	WIOA Youth Program Elements 1-14: Attachment VII (Section 129C(2))	Youth Program Element Label (IWDS)	Definition (All definitions are found in TEGL 21-16 Pages 14-23)	*WIOA Performance Measure(s)	WEX - 20%: Service Contributes to Youth Work Experience Expenditure Requirement	Same-Day Service?	Triggers Participation/Exit ends 90 Day Exit Window (Enrolled Service)
1	Career	Tutoring, Study Skills Training, Dropout Prevention	Tutoring/Study Skills Instruction/Dropout Prevention	Educational Achievement Services: Dropout prevention and recovery strategies that lead to completion of the requirements for a high school diploma or its recognized equivalent. Tutoring, study skills training and instruction that lead to a high school diploma are reported under this program element. Such services focus on providing academic support, helping youth identify areas of academic concern, assist with overcoming learning obstacles, and providing tools and resources to develop learning strategies. Methods of instruction may be one-on-one, in a group setting or through resources and workshops. NOTE: Strategies designed to keep youth **IN SCHOOL** should be reported here. These may include, but are not limited to tutoring, literacy development, active learning experiences, after-school opportunities, and individualized instruction and credit recovery services. Services getting a youth who has dropped out of school back in school are not reported here and should be reported in Youth Program Element #2 Alternative School/Dropout Recovery Services. ALL In-School Youth will be included in the MSG/Credential performance indicators. It is their In-School status at application that triggers the measures not this element, alone.	Employment Measures YEER2 YEER4 YMER Training Measures YCAR YMSG	No	No	Yes
2	Career	Alternative Secondary School Services	Alternative School/Dropout Recovery Services	Alternative secondary school services, such as Adult Education and Literacy Activities (Developmental Education) basic education skills training, individualized academic instruction, and English as a Second Language Training (English Language Education), are those that assist youth who have struggled in traditional secondary education. An alternative education program means a comprehensive educational program delivered in a nontraditional learning environment that is distinct and separate from the existing general or special education program. Dropout recovery services, such as credit recovery, counseling, and educational plan development, are those that				

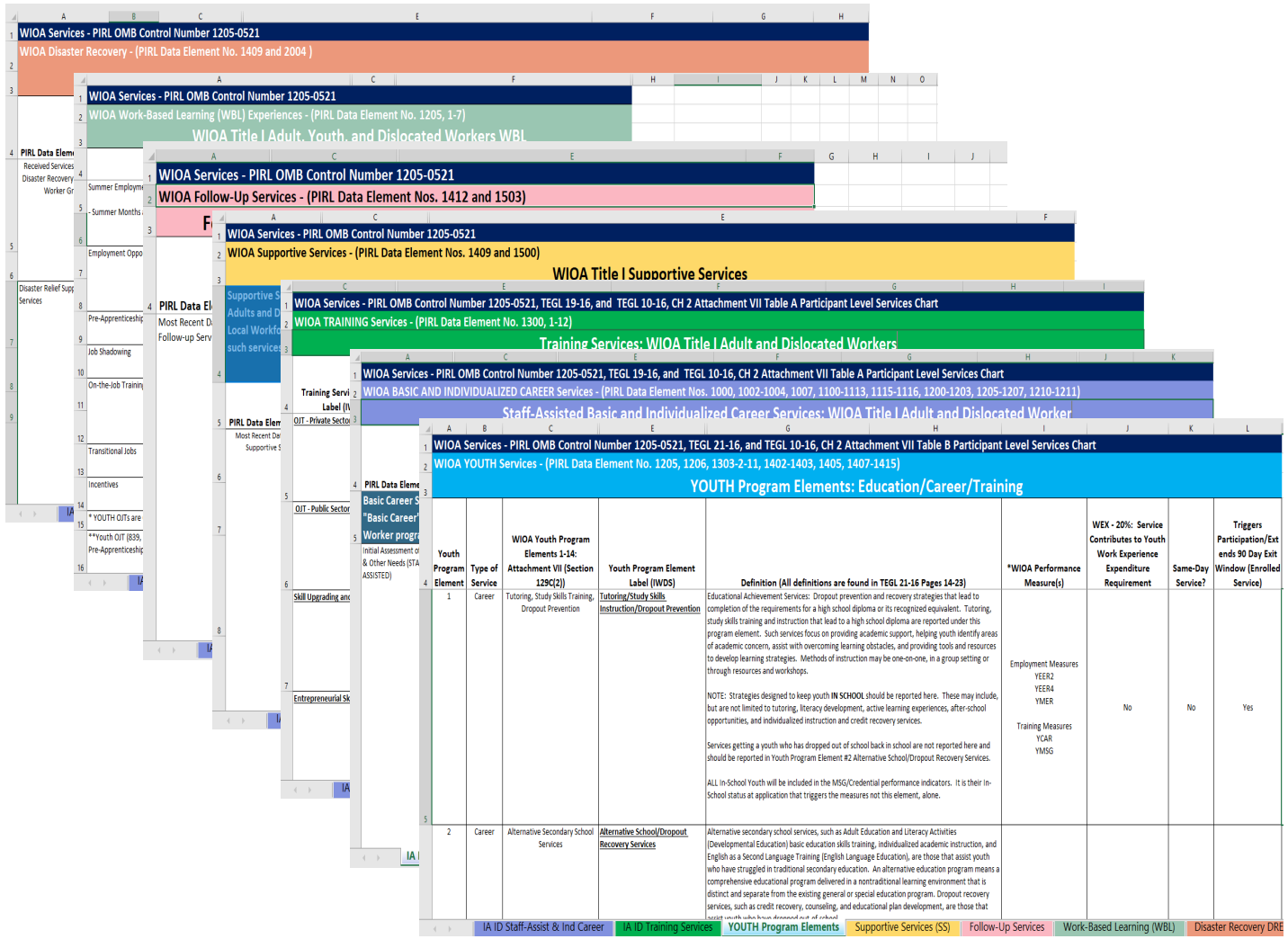
IA ID Staff-Assist & Ind Career | IA ID Training Services | YOUTH Program Elements | Supportive Services (SS) | Follow-Up Services | Work-Based Learning (WBL) | Disaster Recovery DRE

What is the Services Matrix?

- DCEO-OET Resource for Participant Services
  - Includes Service Types and Definitions
  - Covers WIOA Title IB and non-formula grant services, i.e., National Dislocated Worker Grant (NDWG)
- Standardized Reference Tool categorized by:
  - Adult and Dislocated Worker Career and Training,
  - Youth Program Elements,
  - Supportive Services,
  - Follow-Up, and
  - Work-Based Learning



Understanding the Common Language



Four Tabs in the Services Matrix Apply to the WIOA Title I Youth Program:

- Youth Program Elements: Education/Career/Training
- Supportive Services
- Work-Based Learning
- Follow-Up

Understanding the Common Language

What are the four general **types** of services for WIOA Title IB Youth?

1. Youth Pre-Enrollment Activities
   - Three required activities that support initial enrollment into WIOA Youth program.
   - Not Reportable.
   - Do not trigger or extend participation.
2. Enrollment Services
   - Triggers participation
     - Enrollment makes an individual a WIOA participant (registrant).
     - Service record or episode extends participation by resetting the clock on the "90-Day Rule" for exit.
   - Extends 90-Day Exit Window
     - Each additional service (or episode) begins a new 90-day window to program exit date.
     - Extends participation period and exit.
     - Related to 90-Day Exit rule compliance.
     - Column on Matrix – "Triggers Participation/Extends 90-Day Exit Window (Enrolled Service)"

Understanding the Common Language

What are the four general **types** of services for WIOA Title IB Youth?

3. Same-Day Services

- Staff-assisted services and activities that are completed in one day.
- Same-day service can be provided on one or more days, but each occurrence is considered another episode.
- The service or activity start and end on the “same day”.
- Services cannot be left open.
- Episodes are added to one, original record.
- Case notes are required.

4. Non-Enrollment Activities

- Activities that continue supporting the education or employment plan, but don’t trigger participation or extend the exit date.
- Include the three pre-enrollment activities for Youth.

Understanding the Common Language

Services have relationships to:

- WIOA Performance Measures
  - Matrix - “Performance Measure(s)”
    - This column lists all WIOA performance measures that will apply to participants enrolled in each service.
    - Column indicates service will be counted in the measure (denominator) and outcomes are reported.
    - Career Services and Training Services relate to certain measures.
- Youth Work Experience (WEX) – 20%

  Matrix – “WEX – 20%

PLEASE NOTE

  - Service may contribute to the 20% Youth Work Experience expenditure requirement.
  - When a participant is enrolled in services indicating “Yes”, the costs associated with the service may count towards the LWIB’s 20% rate.

Note

Service “rules” may apply to definitions, documentation, and reporting.

Understanding the Common Language

The Rules that apply to services are found in:

- **Definitions:** circumstances and expectations that are created by provision of the services and are tied to policy
- **Documentation:** provision of certain services must be validated and supported by appropriate recording of activities by data entry and uploading documents in MIS
- **Reporting:** timely data entry and reporting of appropriate activities and services in MIS as they occur to have complete data integrity, accurate tracking of participant services, and full accountability of the program
- **Case Management Systems:** The system has edits that track the timing and follow through of the services.
- **Integrity:** Prompt, complete, and thorough case management service delivery actions from application all the way through exit and follow-up services is critical
- **Accountability:** 10-day Rule for adding services to MIS

MIS Service Entry General Rules

- Don’t put actual youth program elements listed in the Matrix under the Youth *Career Planning (Case Management)* activity.
- Document every service in the MIS within 10 days of it being provided.
- Ensure the services are outlined in the Individual Service Strategy (ISS).
- Services screen will list all services provided so that anyone looking at the client can easily see what services have been provided.
- Case Notes/Episodes are used to tell the story about the service.

Pre-Enrollment Activities – New Activities

What's New for WIOA Youth in the Services Matrix?

Three Youth Pre-enrollment Activities

- Three Activities are required prior to "registering" WIOA Youth:
  - Youth Career Planning (Case Management)
  - Youth Comprehensive and Specialized Assessments – NEW Activity
  - Development of an Individual Service Strategy (ISS)
- Must occur between staff and youth and be documented and entered in MIS.
- No specific sequence or order is required.
- Youth will not be a "Registrant" ("Participant") until all three pre-enrollment activities and at least one of the 14 program elements is provided.

Pre-Enrollment Activities – New Activities

What's New for WIOA Youth in the Services Matrix?

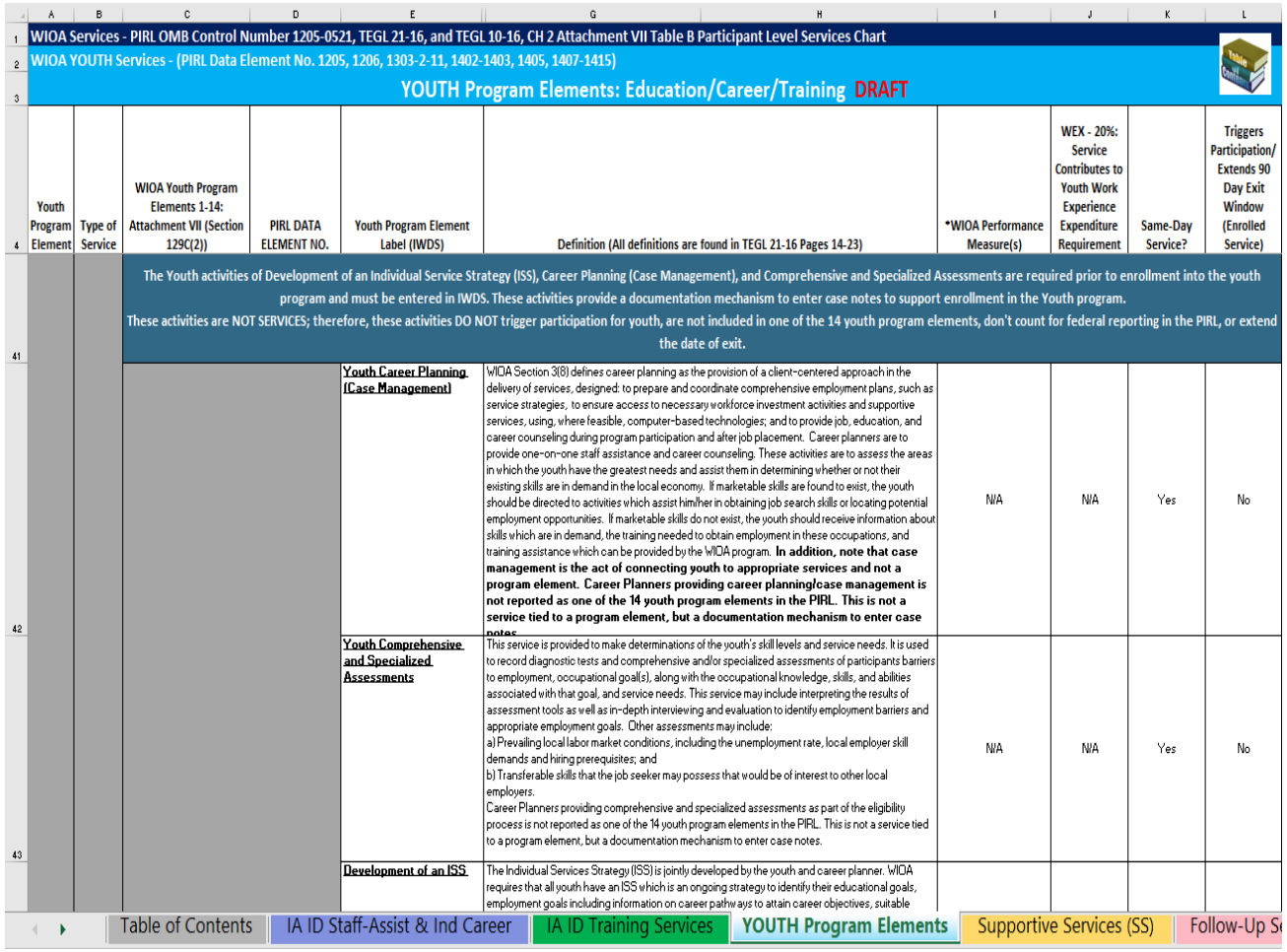
MIS Rules:

- Phases of Participation for Youth:
- Application Date: Individual/Customer becomes an "Applicant" in MIS.
  - Applicant status: Youth is provided only Pre-Enrollment Activities.
- WIOA Registration: Date on which Youth is provided first Program Element and documented in MIS.
  - Can only occur after three required Pre-Enrollment Activities.
- Registrant Status: Individual/customer has been provided first program element is reported as a "Registrant" in MIS.
  - Registrants are also known as active WIOA "participants".

Pre-Enrollment Activities - Definition

Youth Career Planning/Case Management

- Type: Pre-Enrollment, Non-Enrollment Activities
- MIS Label: Career Planning (Case Management)
- Individual Discovery and Analysis of personal needs (Supportive Services, etc.).
- Strategic next steps and identification of programs and service enrollments.
- Setting specific dates for enrollment into services, working with employers or training program providers on behalf of the participant.
- Goals are determined to prepare and coordinate service strategy.
- SAME-DAY Service, Case Notes are required.



	A	B	C	D	E	G	H	I	J	K	L
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2	WIOA YOUTH Services - (PIRL Data Element No. 1205, 1206, 1303-2-11, 1402-1403, 1405, 1407-1415)										
3	YOUTH Program Elements: Education/Career/Training DRAFT										
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41	The Youth activities of Development of an Individual Service Strategy (ISS), Career Planning (Case Management), and Comprehensive and Specialized Assessments are required prior to enrollment into the youth program and must be entered in IWDS. These activities provide a documentation mechanism to enter case notes to support enrollment in the Youth program. These activities are NOT SERVICES; therefore, these activities DO NOT trigger participation for youth, are not included in one of the 14 youth program elements, don't count for federal reporting in the PIRL, or extend the date of exit.										
42					Youth Career Planning (Case Management)	WIOA Section 3(8) defines career planning as the provision of a client-centered approach in the delivery of services, designed: to prepare and coordinate comprehensive employment plans, such as service strategies, to ensure access to necessary workforce investment activities and supportive services, using, where feasible, computer-based technologies; and to provide job, education, and career counseling during program participation and after job placement. Career planners are to provide one-on-one staff assistance and career counseling. These activities are to assess the areas in which the youth have the greatest needs and assist them in determining whether or not their existing skills are in demand in the local economy. If marketable skills are found to exist, the youth should be directed to activities which assist him/her in obtaining job search skills or locating potential employment opportunities. If marketable skills do not exist, the youth should receive information about skills which are in demand, the training needed to obtain employment in these occupations, and training assistance which can be provided by the WIOA program. **In addition, note that case management is the act of connecting youth to appropriate services and not a program element. Career Planners providing career planning/case management is not reported as one of the 14 youth program elements in the PIRL. This is not a service tied to a program element, but a documentation mechanism to enter case notes.**		N/A	N/A	Yes	No
43					Youth Comprehensive and Specialized Assessments	This service is provided to make determinations of the youth's skill levels and service needs. It is used to record diagnostic tests and comprehensive and/or specialized assessments of participants barriers to employment, occupational goal(s), along with the occupational knowledge, skills, and abilities associated with that goal, and service needs. This service may include interpreting the results of assessment tools as well as in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals. Other assessments may include: a) Prevailing local labor market conditions, including the unemployment rate, local employer skill demands and hiring prerequisites; and b) Transferable skills that the job seeker may possess that would be of interest to other local employers. Career Planners providing comprehensive and specialized assessments as part of the eligibility process is not reported as one of the 14 youth program elements in the PIRL. This is not a service tied to a program element, but a documentation mechanism to enter case notes.		N/A	N/A	Yes	No
					Development of an ISS	The Individual Services Strategy (ISS) is jointly developed by the youth and career planner. WIOA requires that all youth have an ISS which is an ongoing strategy to identify their educational goals, employment goals including information on career pathways to attain career objectives, suitable					

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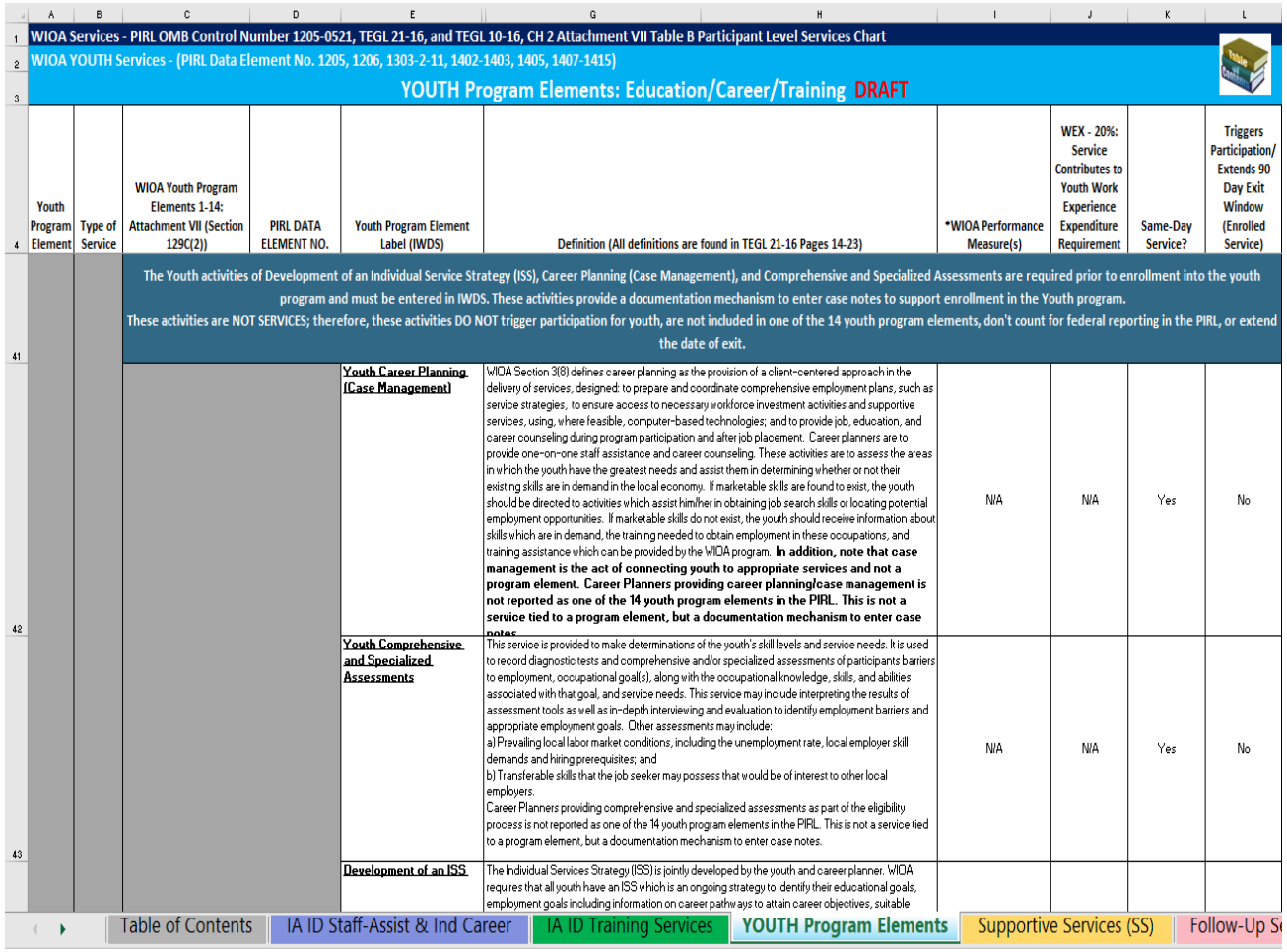
Pre-Enrollment Activities - Definition

Youth Comprehensive and Specialized Assessments - **NEW**

- Type: Pre-Enrollment, NON-Enrollment Activity
- MIS Label: Youth Comprehensive and Specialized Assessments
- Used to document the required Objective Assessment.
- In-Depth Assessment and Analysis.
- Testing, Learning details about Abilities and Skills.
- On-going throughout participation.
- SAME-DAY Service, Case Notes are required.



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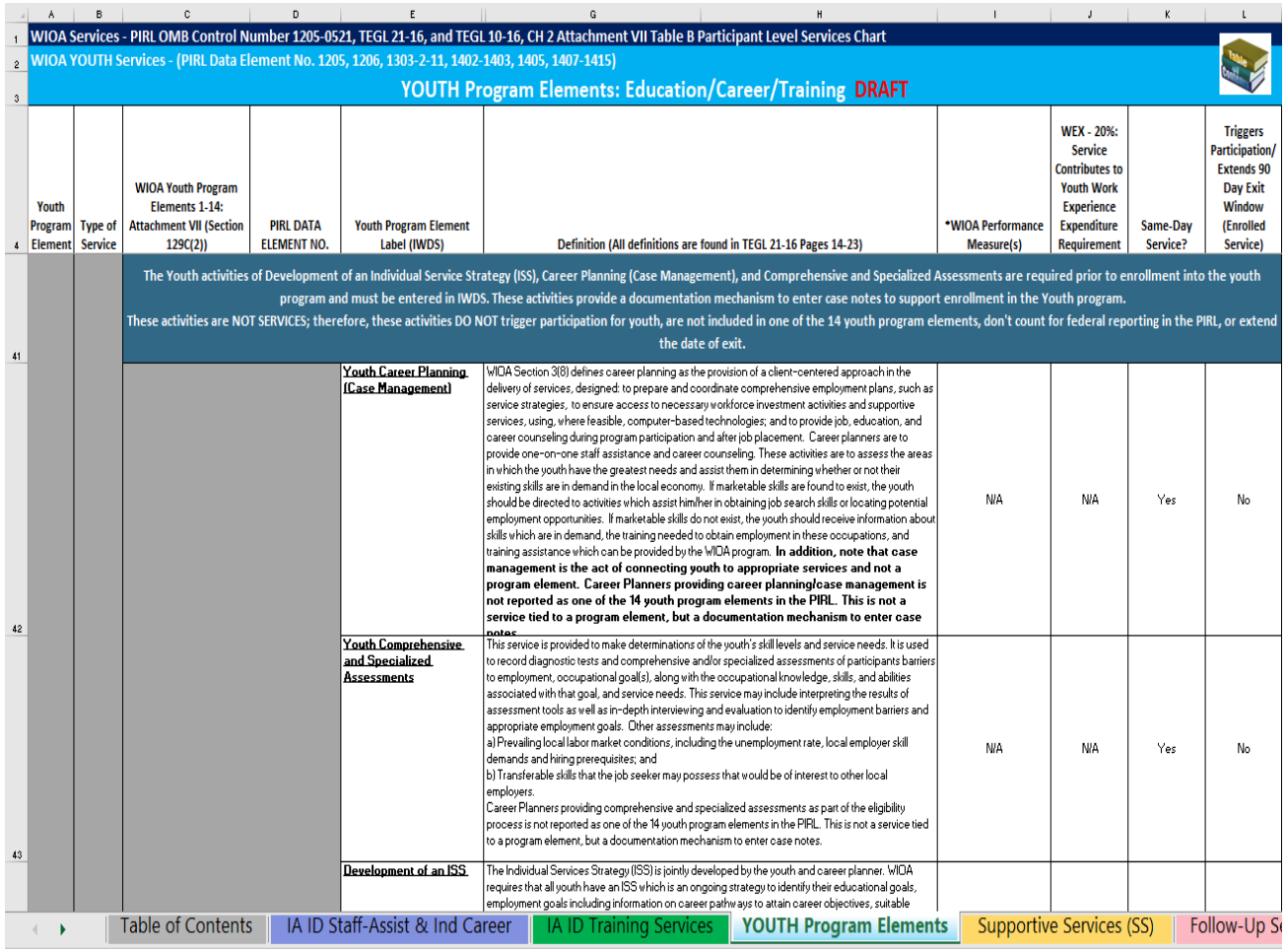
Pre-Enrollment Activities - Definition

Development of an Individualized Service Strategy (ISS)

- Type: Pre-Enrollment, NON-Enrollment Activity
- MIS Label: Development of an ISS
- Jointly developed by the youth and career planner.
- Ongoing strategy to identify the youth's educational and employment goals considering the information documented in the Objective Assessment (Comprehensive and Specialized Assessments).
- Documents the appropriateness of the decisions made about the combination of services for the youth, including referrals to other programs for specified activities.
- SAME-DAY Service, Case Notes are required.



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Pre-Enrollment Activities – Rules

- These activities provide a documentation mechanism to enter case notes to support enrollment in the Youth program.
- May be provided as they occur, after enrollment, by adding additional episodes.
- These activities are NON-Enrollment Activities; therefore, these activities provided alone DO NOT trigger participation for youth, are not included in one of the 14 youth program elements, don't count for federal reporting in the PIRL, performance measures or extend the date of exit.

PLEASE NOTE

Note
These Youth activities differ from IA/ID services and have different rules and definitions.

Pre-Enrollment Activities – Application

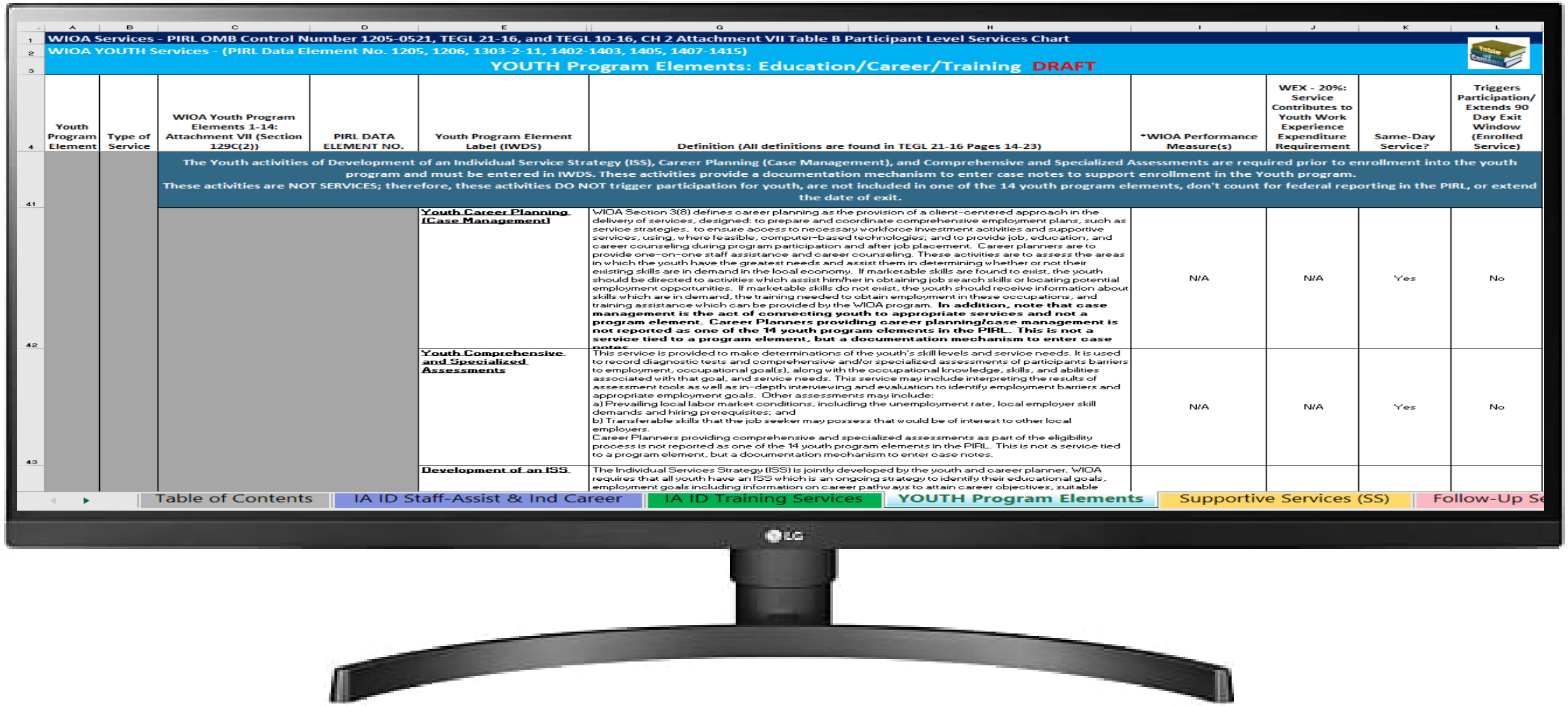
When Will These Changes Go Into the MIS?

Friday, March 10th, 2023

"GO-LIVE" is when changes will appear and be active in the MIS/MIS. (Also referred to as system deployment.)

- New Youth Pre-Enrollment Activities will be available in the system.
- LWIAs will be accountable for applying rules for client records in MIS.

WIOA Title IB Youth Services Matrix - Demo



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Youth Program Element	Type of Service	WIOA Youth Program Elements 1-14: Attachment VII (Section 129C(2))	PIRL DATA ELEMENT NO.	Youth Program Element Label (IWDS)	Definition (All definitions are found in TEGL 21-16 Pages 14-23)	*WIOA Performance Measure(s)	WEX - 20%: Service Contributes to Youth Work Experience Expenditure Requirement	Same-Day Service?	Triggers Participation/ Extends 90 Day Exit Window (Enrolled Service)
		The Youth activities of Development of an Individual Service Strategy (ISS), Career Planning (Case Management), and Comprehensive and Specialized Assessments are required prior to enrollment into the youth program and must be entered in IWDS. These activities provide a documentation mechanism to enter case notes to support enrollment in the Youth program. These activities are NOT SERVICES; therefore, these activities DO NOT trigger participation for youth, are not included in one of the 14 youth program elements, don't count for federal reporting in the PIRL, or extend the date of exit.							
				Youth Career Planning (Case Management)	WIOA Section 3(8) defines career planning as the provision of a client-centered approach in the delivery of services, designed: to prepare and coordinate comprehensive employment plans, such as service strategies, to ensure access to necessary workforce investment activities and supportive services, using, where feasible, computer-based technologies; and to provide job, education, and career counseling during program participation and after job placement. Career planners are to provide one-on-one staff assistance and career counseling. These activities are to assess the areas in which the youth have the greatest needs and assist them in determining whether or not their existing skills are in demand in the local economy. If marketable skills are found to exist, the youth should be directed to activities which assist him/her in obtaining job search skills or locating potential employment opportunities. If marketable skills do not exist, the youth should receive information about skills which are in demand, the training needed to obtain employment in these occupations, and training assistance which can be provided by the WIOA program. **In addition, note that case management is the act of connecting youth to appropriate services and not a program element. Career Planners providing career planning/case management is not reported as one of the 14 youth program elements in the PIRL. This is not a service tied to a program element, but a documentation mechanism to enter case notes.**	N/A	N/A	Yes	No
				Youth Comprehensive and Specialized Assessments	This service is provided to make determinations of the youth's skill levels and service needs. It is used to record diagnostic tests and comprehensive and/or specialized assessments of participants barriers to employment, occupational goal(s), along with the occupational knowledge, skills, and abilities associated with that goal, and service needs. This service may include interpreting the results of assessment tools as well as in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals. Other assessments may include: a) Prevailing local labor market conditions, including the unemployment rate, local employer skill demands and hiring prerequisites; and b) Transferable skills that the job seeker may possess that would be of interest to other local employers. Career Planners providing comprehensive and specialized assessments as part of the eligibility process is not reported as one of the 14 youth program elements in the PIRL. This is not a service tied to a program element, but a documentation mechanism to enter case notes.	N/A	N/A	Yes	No
				Development of an ISS	The Individual Services Strategy (ISS) is jointly developed by the youth and career planner. WIOA requires that all youth have an ISS which is an ongoing strategy to identify their educational goals, employment goals including information on career pathways to attain career objectives, suitable				

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Pre-Enrollment Activities – Application

What Does this Mean for WIOA Staff?

Expectations & Accountability

- Programs should ensure staff learn the rules that pertain to enrolling WIOA Youth.
- Apply Youth enrollment requirements by reporting all activities in MIS during customer engagement.
- Facilitate familiarity with the Services Matrix, 14 Youth program elements, rules, and definitions.
- Ability to track Youth for compliance for enrollment, participation, and exit.

Pre-Enrollment Activities – Application

What Does this Mean for WIOA Staff?

Expectations & Accountability

- Managing Existing Youth Registrants in MIS
  - Current Youth registrants who have an Individual Service Strategy and/or Career Planning activity and at least one Youth enrolling service must have the three pre-enrollment activities added prior to being able to record additional enrolling Youth services.
  - If Certification date is prior to 7/1/2022, the three pre-enrollment activities must be recorded using a start date on or after 7/1/2022.
  - If Certification date is on or after 7/1/2022, the three pre-enrollment activities must be recorded using a start date that is the exact date of certification.
  - If no youth element was provided within 45 days of the certification date, they must be exited.

PLEASE NOTE

Note:
Youth who have received their last planned service can be exited without adding the activities.

Pre-Enrollment Activities – New Activities

What Does this Mean for WIOA Staff?

Expectations & Accountability

- Enrolling/Registering New Youth On or After 3/10/2023 (Deployment) in MIS
  - Certification Date - Youth becomes a WIOA “Applicant”
  - 45-day clock begins until the application is “locked” for registration
  - Once all three Youth pre-enrollment activities AND at least one Youth enrolling service (besides a Supportive Service) are provided and documented within 45 days of **certification, Youth goes from** “Applicant” to “Registrant”

PLEASE NOTE

Note:
Registration Date equals date of first Youth Program Element, NOT first pre-enrollment activity.

Pre-Enrollment Activities – New Activities

What Does this Mean for WIOA Staff?

Expectations & Accountability

- Enrolling/Registering New Youth On or After 3/10/2023 (Deployment) in MIS
  - When the required three Youth pre-enrollment activities AND at least one Youth Program Element (besides a Supportive Service) are NOT provided and recorded within 45-days of certification:
    - Youth application is locked in the MIS; and
    - MIS will not allow Youth Program Element to be added for registration.
  - If deemed appropriate to register Youth after the application has been locked, system admin must remove the certification in the MIS:
    - Youth becomes “Inquirant”;
    - Youth must be re-certified; and
    - 45-day clock is reset for required registration activities.

Pre-Enrollment Activities – Application

Youth Certified and Enrolled in System Prior to 7/1/2022	Youth Certified and Enrolled in System On or After 7/1/2022	Youth Certified and Enrolled in System On or After 3/10/2023
• The three pre-enrollment activities must be recorded before the Youth Career Planner staff can record any additional Youth enrolling services. • It is essential that each Career Planner review those youth and record all three of the pre-enrollment activities as of 7/1/2022 (the earliest those activities can be added for youth that were certified prior to 7/1/2022) to avoid issues.	• The three pre-enrollment activities must be recorded on the date the Youth were originally certified under the Youth title. • Even if the youth already have the Youth activity of “Individual Service Strategy” and “Career Planning (Case Management)”, the internal logic within the MIS will still require the three pre-enrollment activities to be recorded before Youth Career Planner staff can record the next Youth enrolling service. • If no youth element has been provided and it is beyond 45 days of certification, these youth should be exited.	• The three pre-enrollment activities must be recorded before a Youth Career Planner can record an enrolling Youth service. • Youth is an Applicant in MIS after Certification. • Youth doesn’t become a Registrant until at least one youth enrolling service other than supportive services is recorded. • Registration date equals date of first Youth Program Element, NOT first pre-enrollment activity.

Pre-Enrollment Activities – Application

Youth Certified and Enrolled in System Prior to 7/1/2022	Youth Certified and Enrolled in System On or After 7/1/2022	Youth Certified and Enrolled in System on or after 3/10/2023
System logic will allow those Youth who had been certified and enrolled in the Youth program prior to 7/1/2022 to record the three pre-enrollment activities on a date later than 7/1/2022; however, if the Youth Career Planner staff wait and record those three pre-enrollment activities on a date later than 7/1/2022 for those Youth that were certified prior to 7/1/2022, there **may be issues** when attempting to record new enrolling Youth services.	There is no system logic that is going to require the Youth Career Planner to go back and record those three pre-enrollment activities on the same day as the Youth certification; however, if the Youth Career Planner does not go back and record those three pre-enrollment activities on the date of the original Youth certification for those Youth that were certified after 7/1/2022, there **will be issues** when attempting to record new enrolling Youth services.	The first enrolling Youth service must be recorded within 45 days of the WIOA Youth Eligibility certification date and dated on or after the end date of the latest of the three pre-enrollment Youth activities.
Pre-Enrollment and Non-Enrollment activities does **not** trigger registration/participant or extend the 90-day exit period.	Pre-Enrollment and Non-Enrollment activities does **not** extend the 90-day exit period.	Pre-Enrollment and Non-Enrollment activities does **not** extend the 90-day exit period.

14 Youth Program Elements

What are the Youth Program Elements?

TEGL 21-16

The following discussion clarifies the 14 program elements and explains the services to be reported under each specific program element. In addition, the matrix provides an easy reference for finding applicable program elements. These clarifications of youth program element definitions will facilitate the consistent reporting of services across local areas and prevent duplicated reporting of the same service in multiple reporting categories.

14 Youth Program Elements

What are the Youth Program Elements?

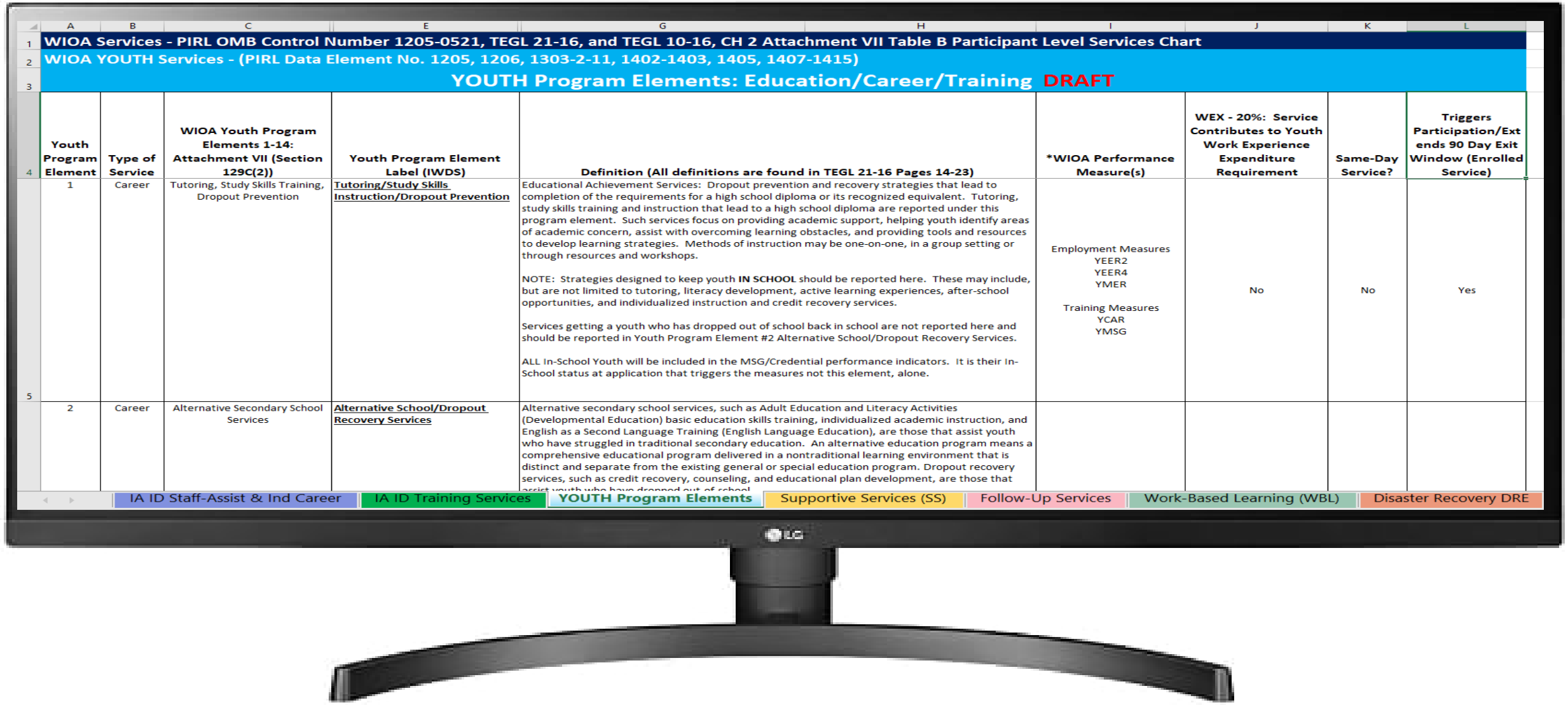
1. Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies
2. Alternative secondary school services, or dropout recovery services
3. Paid and unpaid work experiences
4. Occupational skill training
5. Education offered concurrently with workforce preparation activities and training
6. Leadership development opportunities
7. Supportive services
8. Adult mentoring
9. Follow-up services
10. Comprehensive guidance and counseling
11. Financial literacy education
12. Entrepreneurial skills training
13. Services that provide labor market and employment information
14. Postsecondary preparation and transition activities

14 Youth Program Elements - Application

Performance Rules and Relationships

- ALL In-School Youth (ISY) will be included in the Credential and MSG performance indicators regardless of training enrollment during participation.
- Only OSY who are in one of the following are included in the indicators:
  - the program element of occupational skills training;
  - secondary education during participation in the Title I Youth program;
  - postsecondary education during participation in the Title I Youth program;
  - Title II-funded adult education at or above the 9th grade level during participation in the Title I Youth program;
  - the YouthBuild program during participation in the Title I Youth program;
  - and Job Corps during participation in the Title I Youth program.

WIOA Title IB Youth Services Matrix - Demo



WIOA Services - PIRL OMB Control Number 1205-0521, TEGL 21-16, and TEGL 10-16, CH 2 Attachment VII Table B Participant Level Services Chart

WIOA YOUTH Services - (PIRL Data Element No. 1205, 1206, 1303-2-11, 1402-1403, 1405, 1407-1415)

YOUTH Program Elements: Education/Career/Training DRAFT

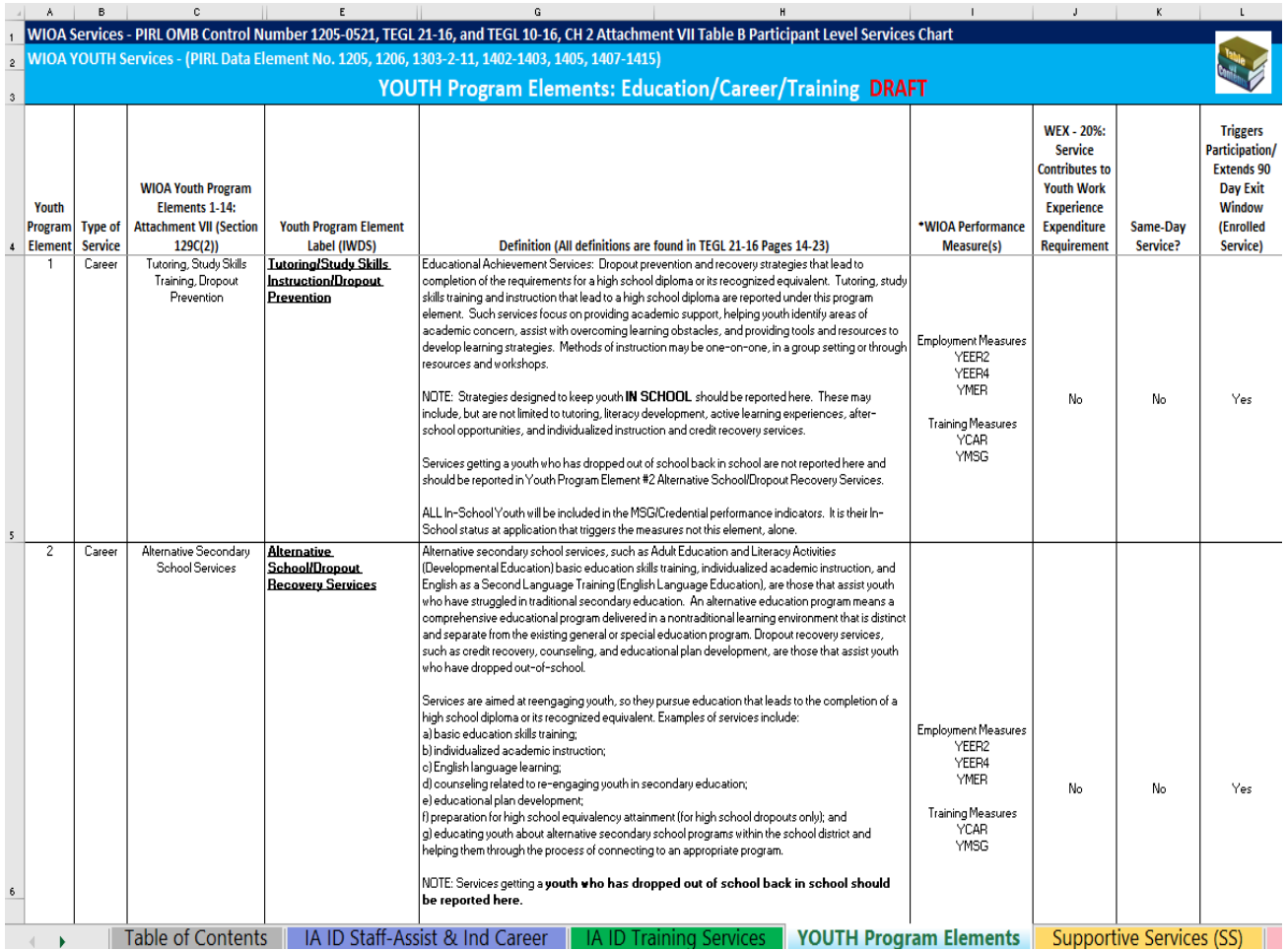
Youth Program Element	Type of Service	WIOA Youth Program Elements 1-14: Attachment VII (Section 129C(2))	Youth Program Element Label (IWDS)	Definition (All definitions are found in TEGL 21-16 Pages 14-23)	*WIOA Performance Measure(s)	WEX - 20%: Service Contributes to Youth Work Experience Expenditure Requirement	Same-Day Service?	Triggers Participation/Extends 90 Day Exit Window (Enrolled Service)
1	Career	Tutoring, Study Skills Training, Dropout Prevention	Tutoring/Study Skills Instruction/Dropout Prevention	Educational Achievement Services: Dropout prevention and recovery strategies that lead to completion of the requirements for a high school diploma or its recognized equivalent. Tutoring, study skills training and instruction that lead to a high school diploma are reported under this program element. Such services focus on providing academic support, helping youth identify areas of academic concern, assist with overcoming learning obstacles, and providing tools and resources to develop learning strategies. Methods of instruction may be one-on-one, in a group setting or through resources and workshops. NOTE: Strategies designed to keep youth **IN SCHOOL** should be reported here. These may include, but are not limited to tutoring, literacy development, active learning experiences, after-school opportunities, and individualized instruction and credit recovery services. Services getting a youth who has dropped out of school back in school are not reported here and should be reported in Youth Program Element #2 Alternative School/Dropout Recovery Services. ALL In-School Youth will be included in the MSG/Credential performance indicators. It is their In-School status at application that triggers the measures not this element, alone.	Employment Measures YEER2 YEER4 YMER Training Measures YCAR YMSG	No	No	Yes
2	Career	Alternative Secondary School Services	Alternative School/Dropout Recovery Services	Alternative secondary school services, such as Adult Education and Literacy Activities (Developmental Education) basic education skills training, individualized academic instruction, and English as a Second Language Training (English Language Education), are those that assist youth who have struggled in traditional secondary education. An alternative education program means a comprehensive educational program delivered in a nontraditional learning environment that is distinct and separate from the existing general or special education program. Dropout recovery services, such as credit recovery, counseling, and educational plan development, are those that				

IA ID Staff-Assist & Ind Career | IA ID Training Services | YOUTH Program Elements | Supportive Services (SS) | Follow-Up Services | Work-Based Learning (WBL) | Disaster Recovery DRE

Youth Program Element 1 - Definition

Tutoring, Study Skills Training, Dropout Prevention

Services under this program element focus on providing academic support, helping youth identify areas of academic concern, assisting with overcoming learning obstacles, and providing tools and resources to develop learning strategies to keep youth in school and engaged in a formal learning or training setting.



WIOA Services - PIRL OMB Control Number 1205-0521, TEGL 21-16, and TEGL 10-16, CH 2 Attachment VII Table B Participant Level Services Chart

WIOA YOUTH Services - (PIRL Data Element No. 1205, 1206, 1303-2-11, 1402-1403, 1405, 1407-1415)

YOUTH Program Elements: Education/Career/Training DRAFT

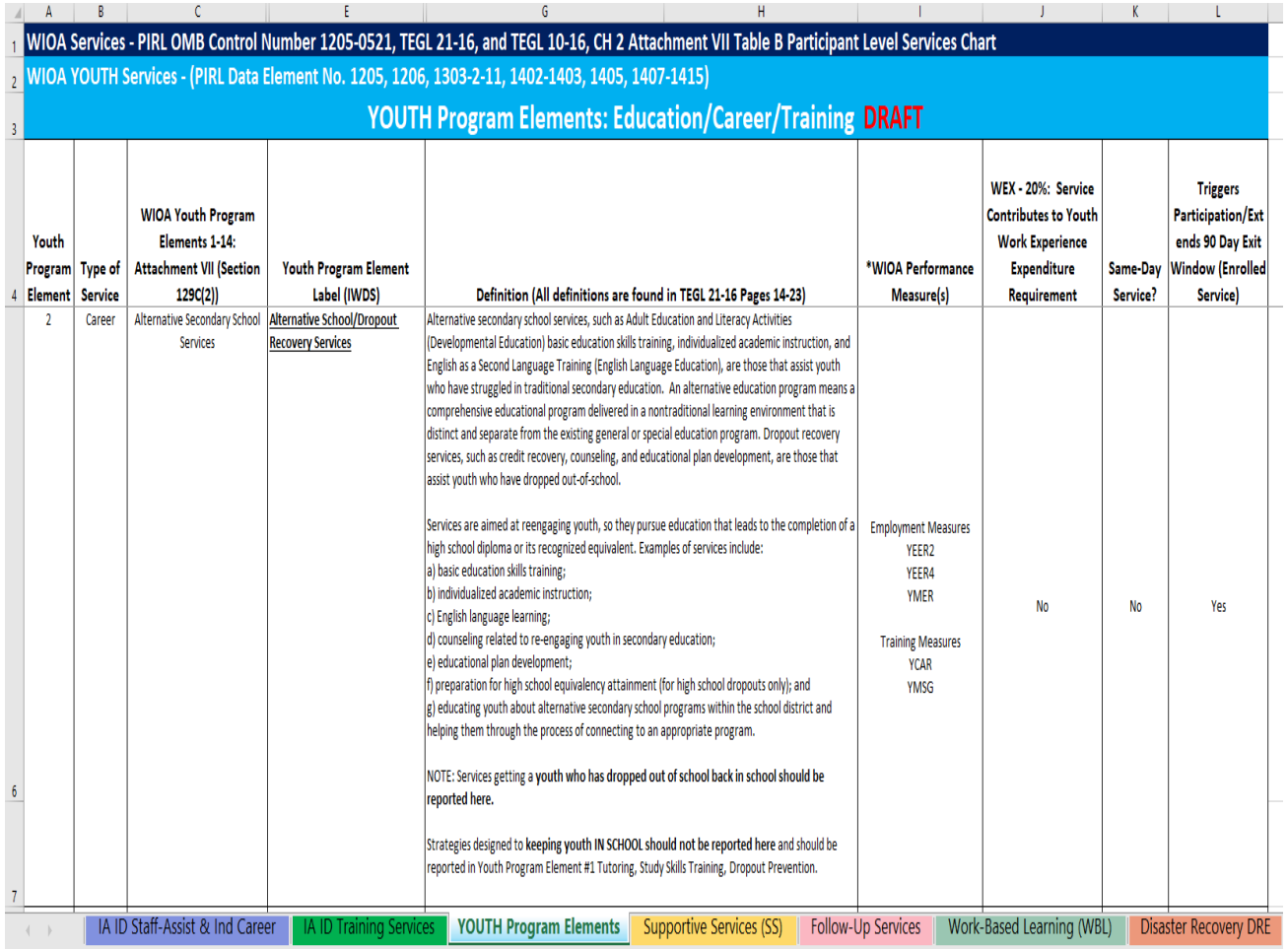
Youth Program Element	Type of Service	WIOA Youth Program Elements 1-14: Attachment VII (Section 129C(2))	Youth Program Element Label (IWDS)	Definition (All definitions are found in TEGL 21-16 Pages 14-23)	*WIOA Performance Measure(s)	WEX - 20%: Service Contributes to Youth Work Experience Expenditure Requirement	Same-Day Service?	Triggers Participation/ Extends 90 Day Exit Window (Enrolled Service)
1	Career	Tutoring, Study Skills Training, Dropout Prevention	**Tutoring/Study Skills Instruction/Dropout Prevention**	Educational Achievement Services: Dropout prevention and recovery strategies that lead to completion of the requirements for a high school diploma or its recognized equivalent. Tutoring, study skills training and instruction that lead to a high school diploma are reported under this program element. Such services focus on providing academic support, helping youth identify areas of academic concern, assist with overcoming learning obstacles, and providing tools and resources to develop learning strategies. Methods of instruction may be one-on-one, in a group setting or through resources and workshops. NOTE: Strategies designed to keep youth **IN SCHOOL** should be reported here. These may include, but are not limited to tutoring, literacy development, active learning experiences, after-school opportunities, and individualized instruction and credit recovery services. Services getting a youth who has dropped out of school back in school are not reported here and should be reported in Youth Program Element #2 Alternative School/Dropout Recovery Services. ALL In-School Youth will be included in the MSG/Credential performance indicators. It is their In-School status at application that triggers the measures not this element, alone.	Employment Measures YEER2 YEER4 YMER Training Measures YCAR YMSG	No	No	Yes
2	Career	Alternative Secondary School Services	**Alternative School/Dropout Recovery Services**	Alternative secondary school services, such as Adult Education and Literacy Activities (Developmental Education) basic education skills training, individualized academic instruction, and English as a Second Language Training (English Language Education), are those that assist youth who have struggled in traditional secondary education. An alternative education program means a comprehensive educational program delivered in a nontraditional learning environment that is distinct and separate from the existing general or special education program. Dropout recovery services, such as credit recovery, counseling, and educational plan development, are those that assist youth who have dropped out-of-school. Services are aimed at reengaging youth, so they pursue education that leads to the completion of a high school diploma or its recognized equivalent. Examples of services include: a) basic education skills training; b) individualized academic instruction; c) English language learning; d) counseling related to re-engaging youth in secondary education; e) educational plan development; f) preparation for high school equivalency attainment (for high school dropouts only); and g) educating youth about alternative secondary school programs within the school district and helping them through the process of connecting to an appropriate program. NOTE: Services getting a **youth who has dropped out of school back in school should be reported here.**	Employment Measures YEER2 YEER4 YMER Training Measures YCAR YMSG	No	No	Yes

Table of Contents | IA ID Staff-Assist & Ind Career | IA ID Training Services | YOUTH Program Elements | Supportive Services (SS)

Youth Program Element 1 - Rules

Tutoring, Study Skills Training, Dropout Prevention

- Educational Achievement Services to keep youth in-school:
  - Dropout prevention and recovery strategies that lead to completion of the requirements for a high school diploma or its recognized equivalent.
  - Tutoring, study skills training and instruction that lead to a high school diploma are reported under this program element.



WIOA Services - PIRL OMB Control Number 1205-0521, TEGL 21-16, and TEGL 10-16, CH 2 Attachment VII Table B Participant Level Services Chart

WIOA YOUTH Services - (PIRL Data Element No. 1205, 1206, 1303-2-11, 1402-1403, 1405, 1407-1415)

YOUTH Program Elements: Education/Career/Training DRAFT

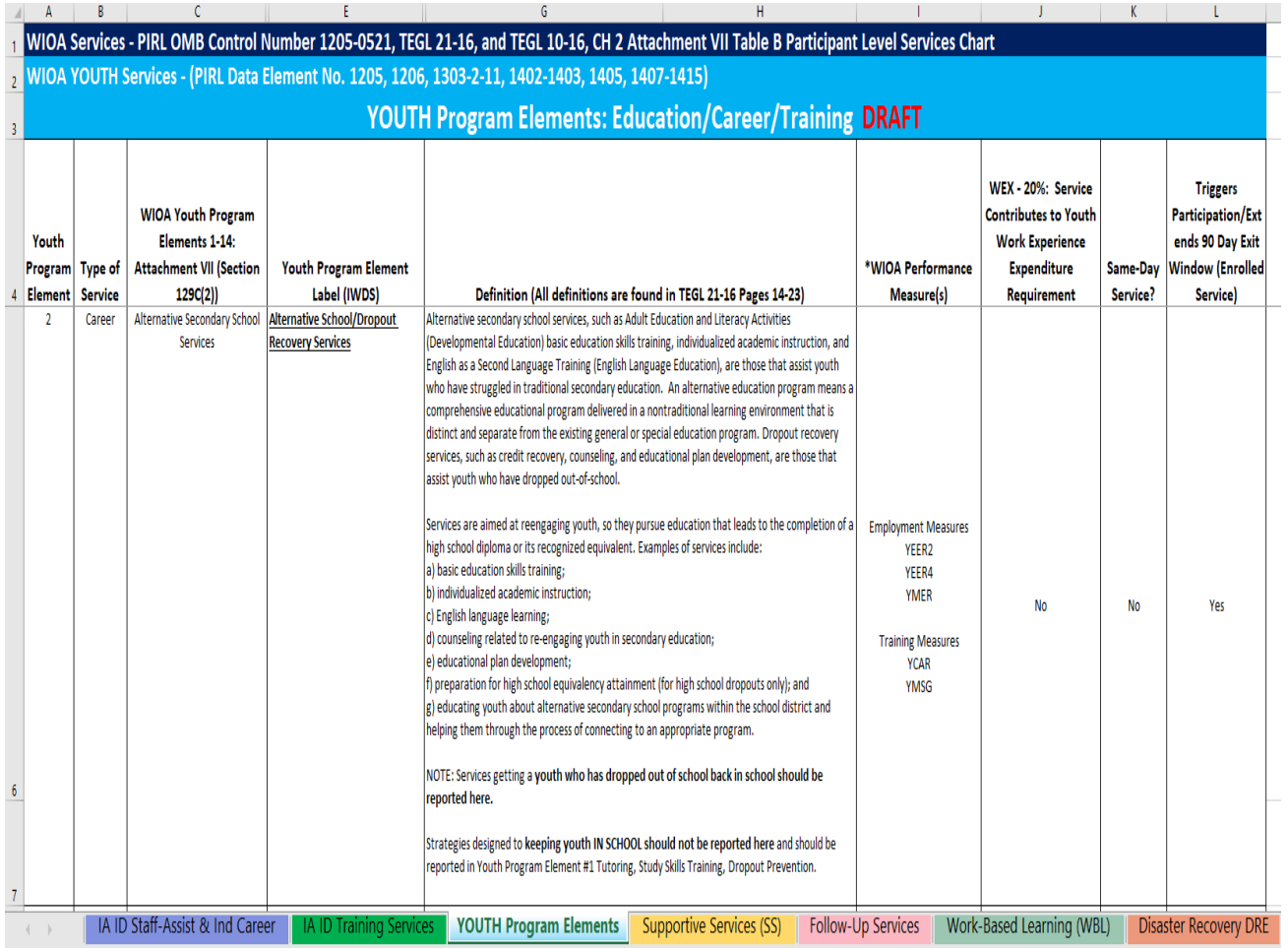
Youth Program Element	Type of Service	WIOA Youth Program Elements 1-14: Attachment VII (Section 129C(2))	Youth Program Element Label (IWDS)	Definition (All definitions are found in TEGL 21-16 Pages 14-23)	*WIOA Performance Measure(s)	WEX - 20%: Service Contributes to Youth Work Experience Expenditure Requirement	Same-Day Service?	Triggers Participation/Extends 90 Day Exit Window (Enrolled Service)
2	Career	Alternative Secondary School Services	Alternative School/Dropout Recovery Services	Alternative secondary school services, such as Adult Education and Literacy Activities (Developmental Education) basic education skills training, individualized academic instruction, and English as a Second Language Training (English Language Education), are those that assist youth who have struggled in traditional secondary education. An alternative education program means a comprehensive educational program delivered in a nontraditional learning environment that is distinct and separate from the existing general or special education program. Dropout recovery services, such as credit recovery, counseling, and educational plan development, are those that assist youth who have dropped out-of-school. Services are aimed at reengaging youth, so they pursue education that leads to the completion of a high school diploma or its recognized equivalent. Examples of services include: a) basic education skills training; b) individualized academic instruction; c) English language learning; d) counseling related to re-engaging youth in secondary education; e) educational plan development; f) preparation for high school equivalency attainment (for high school dropouts only); and g) educating youth about alternative secondary school programs within the school district and helping them through the process of connecting to an appropriate program. NOTE: Services getting a **youth who has dropped out of school back in school should be reported here.** Strategies designed to **keeping youth IN SCHOOL should not be reported here** and should be reported in Youth Program Element #1 Tutoring, Study Skills Training, Dropout Prevention.	Employment Measures YEER2 YEER4 YMER Training Measures YCAR YMSG	No	No	Yes

IA ID Staff-Assist & Ind Career | IA ID Training Services | YOUTH Program Elements | Supportive Services (SS) | Follow-Up Services | Work-Based Learning (WBL) | Disaster Recovery DRE

Youth Program Element 1 - Rules

Tutoring, Study Skills Training, Dropout Prevention

- Educational Achievement Services to keep youth in-school:
  - Such services focus on providing academic support, helping youth identify areas of academic concern, assist with overcoming learning obstacles, and providing tools and resources to develop learning strategies.
  - Methods of instruction may be one-on-one, in a group setting or through resources and workshops.



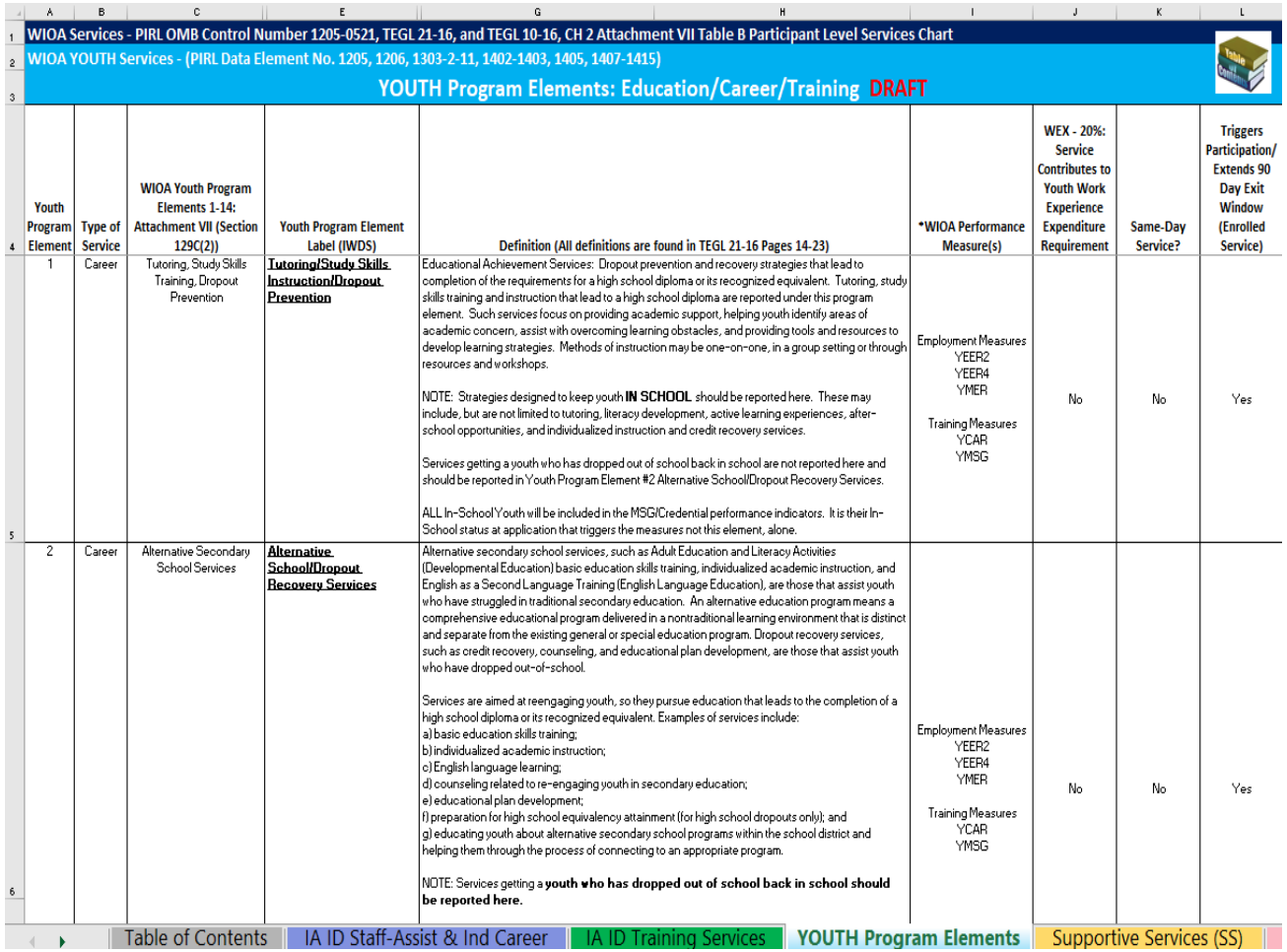
	A	B	C	E	G	H	I	J	K	L
1	WIOA Services - PIRL OMB Control Number 1205-0521, TEGL 21-16, and TEGL 10-16, CH 2 Attachment VII Table B Participant Level Services Chart									
2	WIOA YOUTH Services - (PIRL Data Element No. 1205, 1206, 1303-2-11, 1402-1403, 1405, 1407-1415)									
3	YOUTH Program Elements: Education/Career/Training DRAFT									
4	Youth Program Element	Type of Service	WIOA Youth Program Elements 1-14: Attachment VII (Section 129C(2))	Youth Program Element Label (IWDS)	Definition (All definitions are found in TEGL 21-16 Pages 14-23)		*WIOA Performance Measure(s)	WEX - 20%: Service Contributes to Youth Work Experience Expenditure Requirement	Same-Day Service?	Triggers Participation/Extends 90 Day Exit Window (Enrolled Service)
6	2	Career	Alternative Secondary School Services	Alternative School/Dropout Recovery Services	Alternative secondary school services, such as Adult Education and Literacy Activities (Developmental Education) basic education skills training, individualized academic instruction, and English as a Second Language Training (English Language Education), are those that assist youth who have struggled in traditional secondary education. An alternative education program means a comprehensive educational program delivered in a nontraditional learning environment that is distinct and separate from the existing general or special education program. Dropout recovery services, such as credit recovery, counseling, and educational plan development, are those that assist youth who have dropped out-of-school. Services are aimed at reengaging youth, so they pursue education that leads to the completion of a high school diploma or its recognized equivalent. Examples of services include: a) basic education skills training; b) individualized academic instruction; c) English language learning; d) counseling related to re-engaging youth in secondary education; e) educational plan development; f) preparation for high school equivalency attainment (for high school dropouts only); and g) educating youth about alternative secondary school programs within the school district and helping them through the process of connecting to an appropriate program. NOTE: Services getting a **youth who has dropped out of school back in school should be reported here.** Strategies designed to **keeping youth IN SCHOOL should not be reported here** and should be reported in Youth Program Element #1 Tutoring, Study Skills Training, Dropout Prevention.		Employment Measures YEER2 YEER4 YMER Training Measures YCAR YMSG	No	No	Yes
7										

IA ID Staff-Assist & Ind Career | IA ID Training Services | YOUTH Program Elements | Supportive Services (SS) | Follow-Up Services | Work-Based Learning (WBL) | Disaster Recovery DRE

Youth Program Element 1 - Services

Tutoring, Study Skills Training, Dropout Prevention

- Type: Career Service
- MIS Label: Tutoring/Study Skills Instruction/Dropout Prevention



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YOUTH Program Elements: Education/Career/Training DRAFT

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Table of Contents | IA ID Staff-Assist & Ind Career | IA ID Training Services | YOUTH Program Elements | Supportive Services (SS)

Youth Program Element 1 - Services

What are Tutoring/Study Skills Instruction/Dropout Prevention Services?

Services that lead to completing a high school diploma or recognized equivalent. Examples of services include:

- Tutoring,
- Literacy development,
- Active learning experiences,
- After-school opportunities, and
- Individualized instruction and credit recovery services.

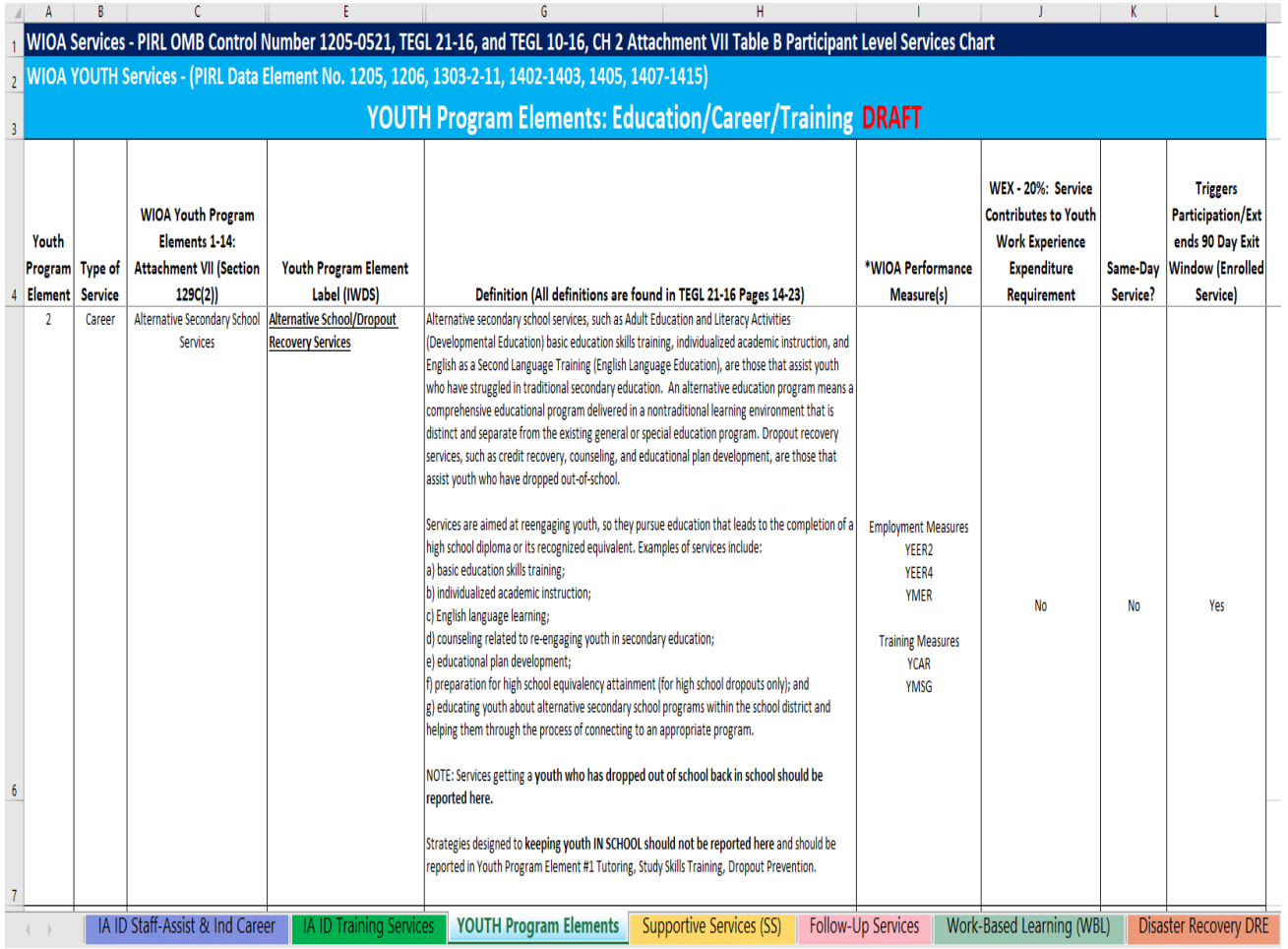
PLEASE NOTE

Note
Strategies designed to keep youth IN SCHOOL should be reported here

Youth Program Element 2 - Definition

Alternative Secondary School Services

Services under this program element are intended to help out-of-school youth to re-engage and persist in education that leads to the completion of a high school diploma or its recognized equivalent.



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YOUTH Program Elements: Education/Career/Training DRAFT

Youth Program Element	Type of Service	WIOA Youth Program Elements 1-14: Attachment VII (Section 129C(2))	Youth Program Element Label (IWDS)	Definition (All definitions are found in TEGL 21-16 Pages 14-23)	*WIOA Performance Measure(s)	WEX - 20%: Service Contributes to Youth Work Experience Expenditure Requirement	Same-Day Service?	Triggers Participation/Extends 90 Day Exit Window (Enrolled Service)
2	Career	Alternative Secondary School Services	Alternative School/Dropout Recovery Services	Alternative secondary school services, such as Adult Education and Literacy Activities (Developmental Education) basic education skills training, individualized academic instruction, and English as a Second Language Training (English Language Education), are those that assist youth who have struggled in traditional secondary education. An alternative education program means a comprehensive educational program delivered in a nontraditional learning environment that is distinct and separate from the existing general or special education program. Dropout recovery services, such as credit recovery, counseling, and educational plan development, are those that assist youth who have dropped out-of-school. Services are aimed at reengaging youth, so they pursue education that leads to the completion of a high school diploma or its recognized equivalent. Examples of services include: a) basic education skills training; b) individualized academic instruction; c) English language learning; d) counseling related to re-engaging youth in secondary education; e) educational plan development; f) preparation for high school equivalency attainment (for high school dropouts only); and g) educating youth about alternative secondary school programs within the school district and helping them through the process of connecting to an appropriate program. NOTE: Services getting a **youth who has dropped out of school back in school should be reported here.** Strategies designed to **keeping youth IN SCHOOL should not be reported here** and should be reported in Youth Program Element #1 Tutoring, Study Skills Training, Dropout Prevention.	Employment Measures YEER2 YEER4 YMER Training Measures YCAR YMSG	No	No	Yes

IA ID Staff-Assist & Ind Career | IA ID Training Services | YOUTH Program Elements | Supportive Services (SS) | Follow-Up Services | Work-Based Learning (WBL) | Disaster Recovery DRE

Youth Program Element 2 - Rules

Alternative Secondary School Services

- Alternative secondary school services to reengage out-of-school youth:
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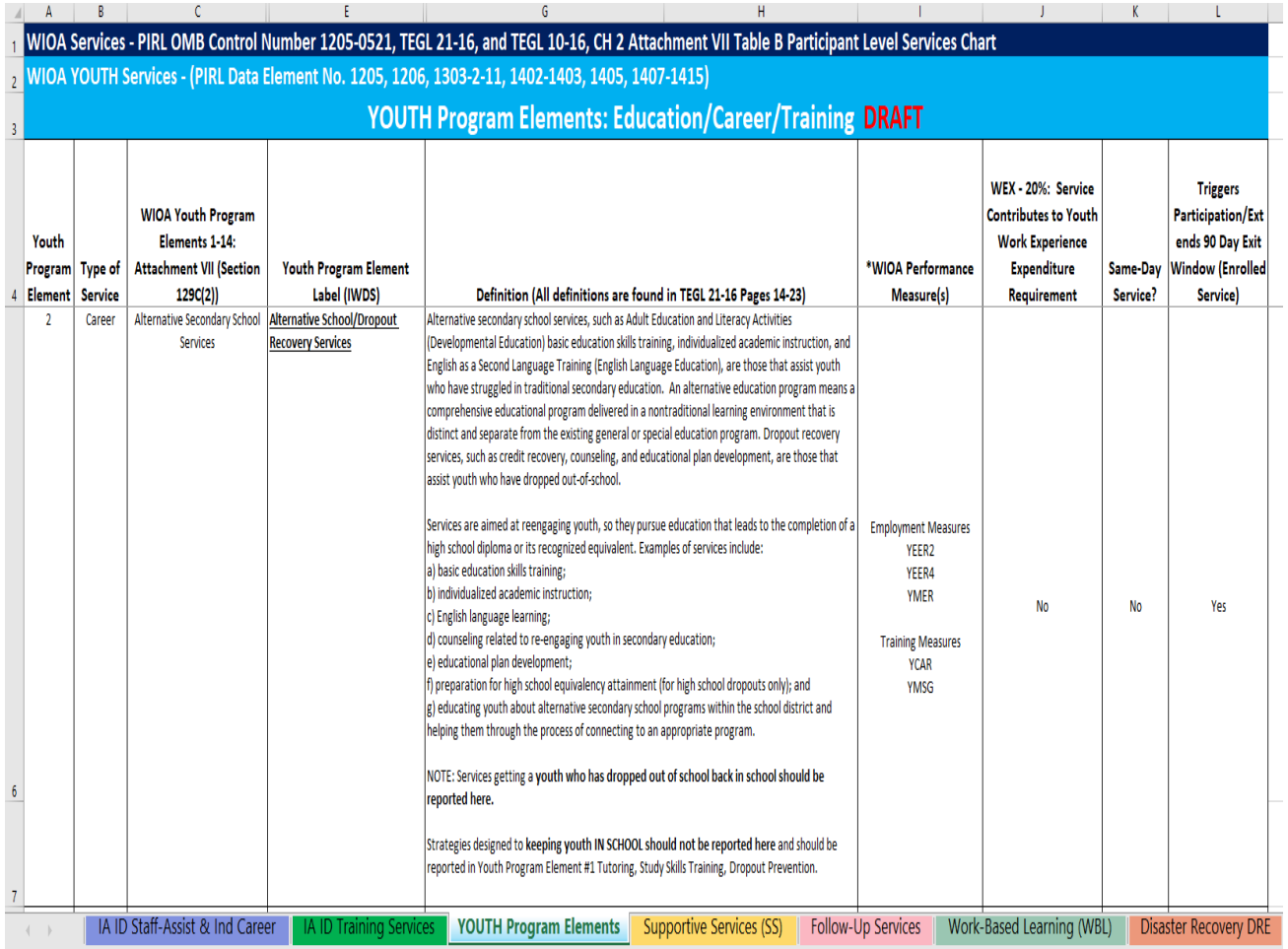

WIOA Services - PIRL OMB Control Number 1205-0521, TEGL 21-16, and TEGL 10-16, CH 2 Attachment VII Table B Participant Level Services Chart

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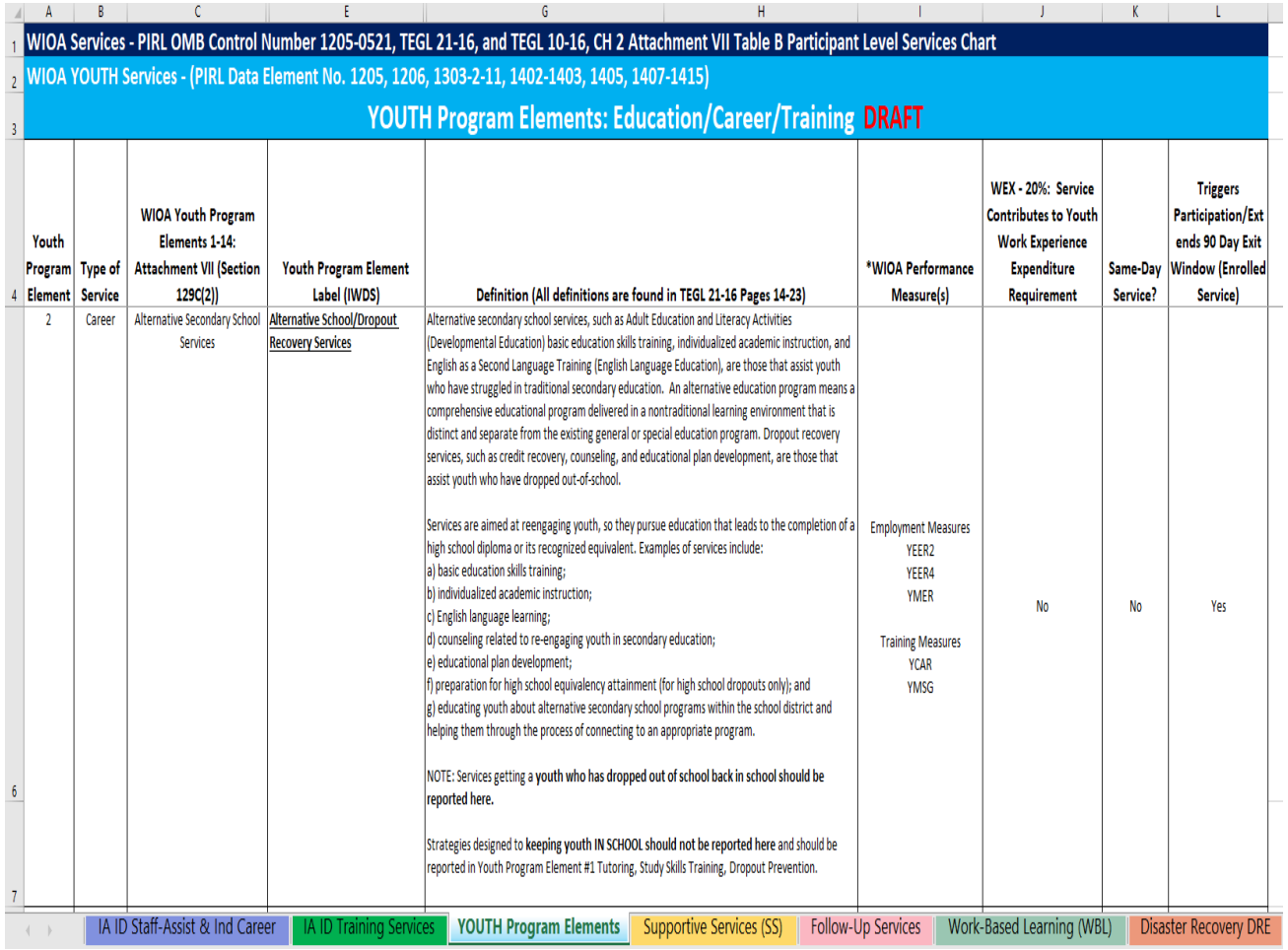

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IA ID Staff-Assist & Ind Career | IA ID Training Services | YOUTH Program Elements | Supportive Services (SS) | Follow-Up Services | Work-Based Learning (WBL) | Disaster Recovery DRE

Youth Program Element 2 - Services

Alternative Secondary School Services

- Type: Career Service
- MIS Label: Alternative School/Dropout Recovery Services

WIOA Services - PIRL OMB Control Number 1205-0521, TEGL 21-16, and TEGL 10-16, CH 2 Attachment VII Table B Participant Level Services Chart

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IA ID Staff-Assist & Ind Career | IA ID Training Services | YOUTH Program Elements | Supportive Services (SS) | Follow-Up Services | Work-Based Learning (WBL) | Disaster Recovery DRE

Youth Program Element 2 - Services

What are Alternative Secondary School Services?

- Services are aimed at reengaging youth, so they pursue education that leads to the completion of a high school diploma or its recognized equivalent. Examples of services include:
  - basic education skills training;
  - individualized academic instruction;
  - English language learning;
  - counseling related to re-engaging youth in secondary education;
  - educational plan development;
  - credit recovery;
  - preparation for high school equivalency attainment (for high school dropouts only); and
  - educating youth about alternative secondary school programs within the school district and helping them through the process of connecting to an appropriate program.

PLEASE NOTE

Note
Services getting a youth who has dropped out of school back into school should be reported here

Youth Program Element 2 - Application

Question:

- Where should I report strategies designed to keep youth **in school**?

Answer:

- Such services and activities should be reported as Youth Program Element 1, *Tutoring/Study Skills Instruction/Dropout Prevention.*

Youth Program Element 3 - Definition

Paid and Unpaid Work Experience

The services under this program element provide planned, structured learning experiences that take place in a workplace for a limited period of time.

PLEASE NOTE

Note

Local Boards must spend at least 20 percent of their WIOA Youth program funding on services under the work experience program element.

WIOA Services - PIRL OMB Control Number 1205-0521, TEGL 21-16, and TEGL 10-16, CH 2 Attachment VII Table B Participant Level Services Chart

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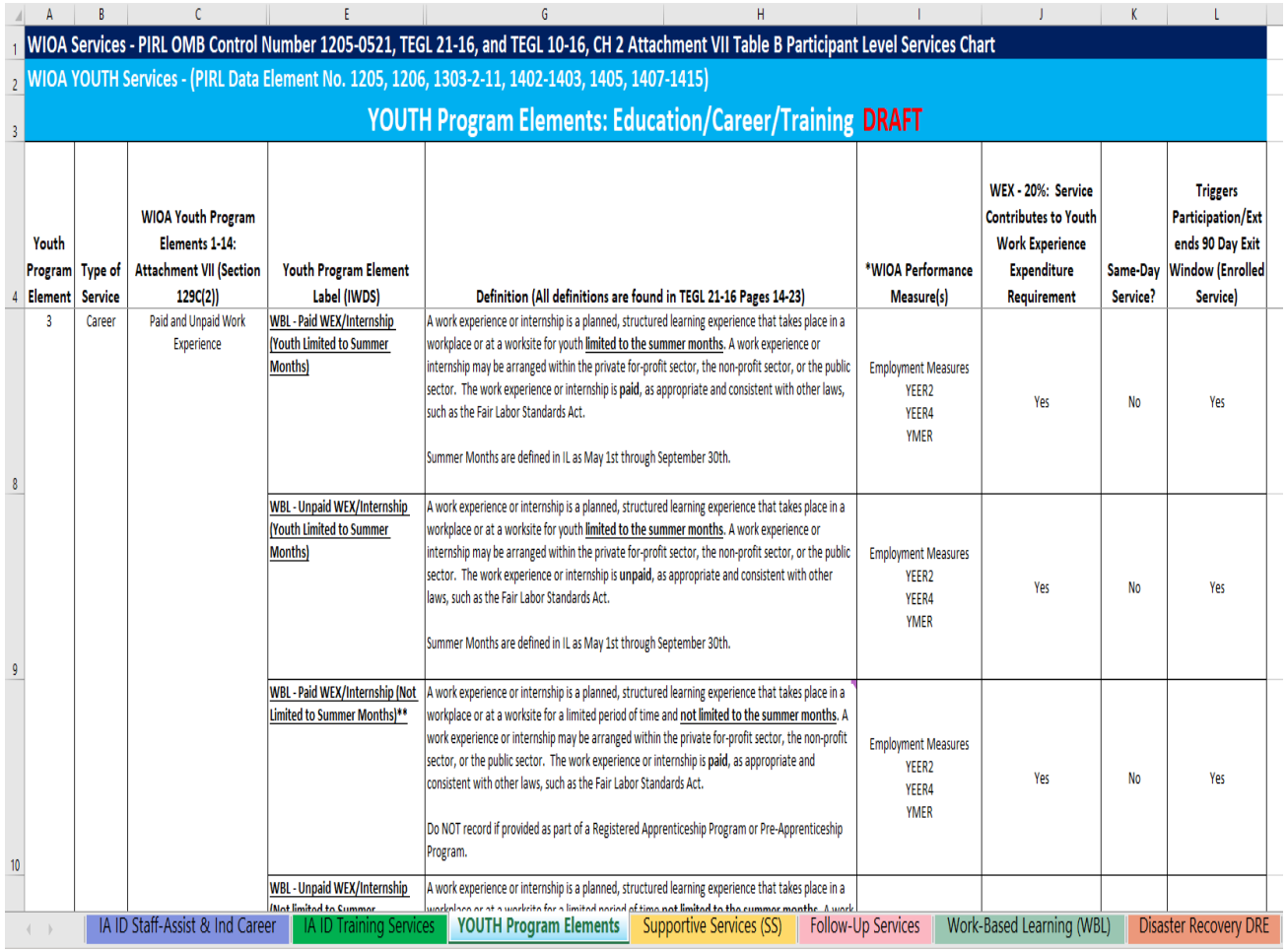
IA ID Staff-Assist & Ind Career | IA ID Training Services | YOUTH Program Elements | Supportive Services (SS) | Follow-Up Services | Work-Based Learning (WBL) | Disaster Recovery DRE

Youth Program Element 3 - Rules

Paid and Unpaid Work Experience

- Services are focused on providing participants with opportunities for career exploration and skill development.
- A work experience must include both academic **and** occupational education components.
- A participant's paid or unpaid work experience must be tied to the goals identified in their individual service strategy.
- Work experience may take place in the private for-profit sector, the non-profit sector, or the public sector and can be paid or unpaid, as appropriate.



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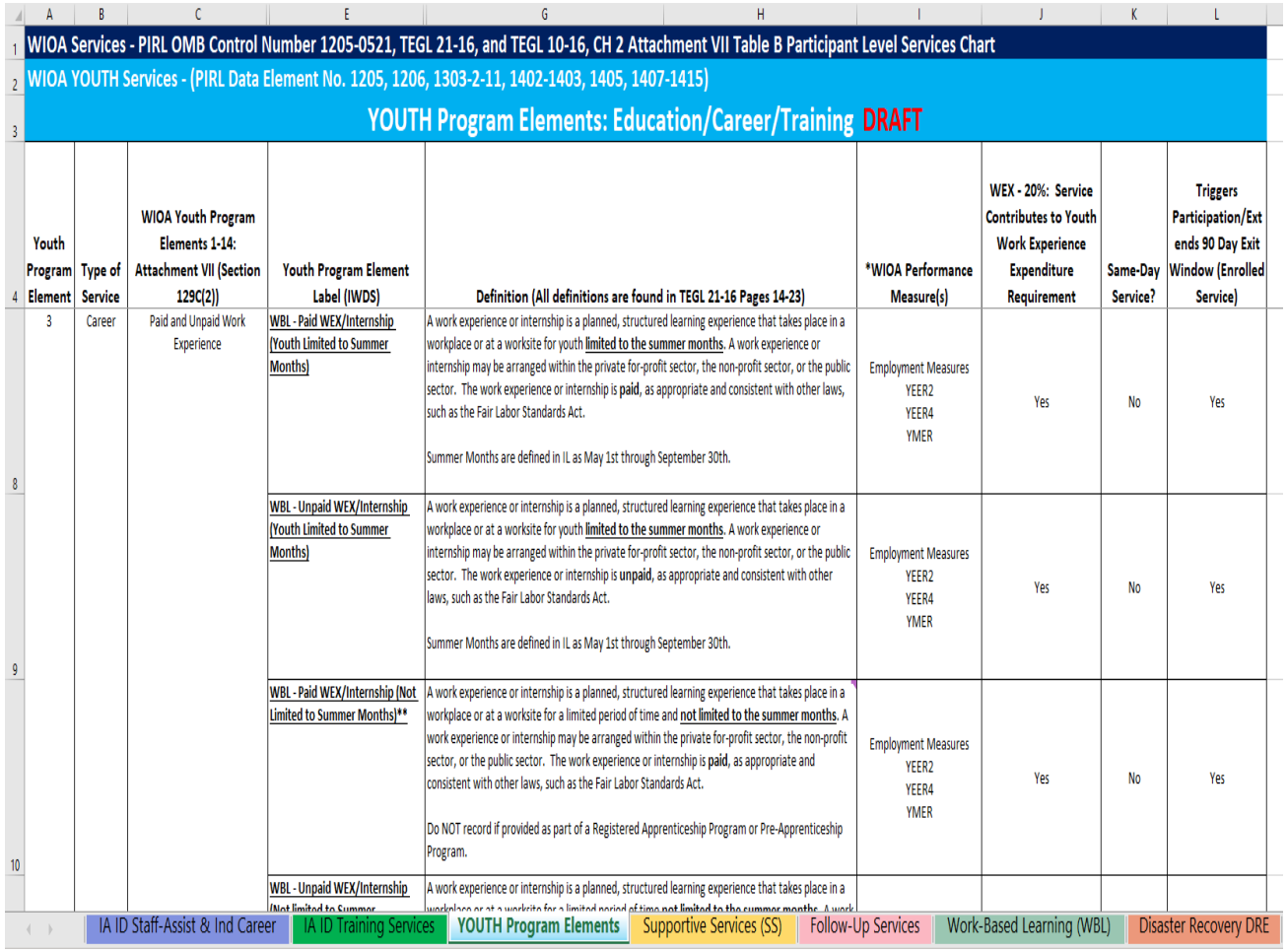
Youth Program Element 3 - Services

Paid and Unpaid Work Experience

- Type: Career Service
- MIS Labels:
  - WBL – Paid WEX/Internship (Youth Limited to Summer Months)
  - WBL – Unpaid WEX/Internship (Youth Limited to Summer Months)
  - WBL – Paid WEX/Internships (Not Limited to Summer Months)
  - WBL – Unpaid WEX/Internships (Not Limited to Summer Months)
  - WBL – Pre-Apprenticeship Program



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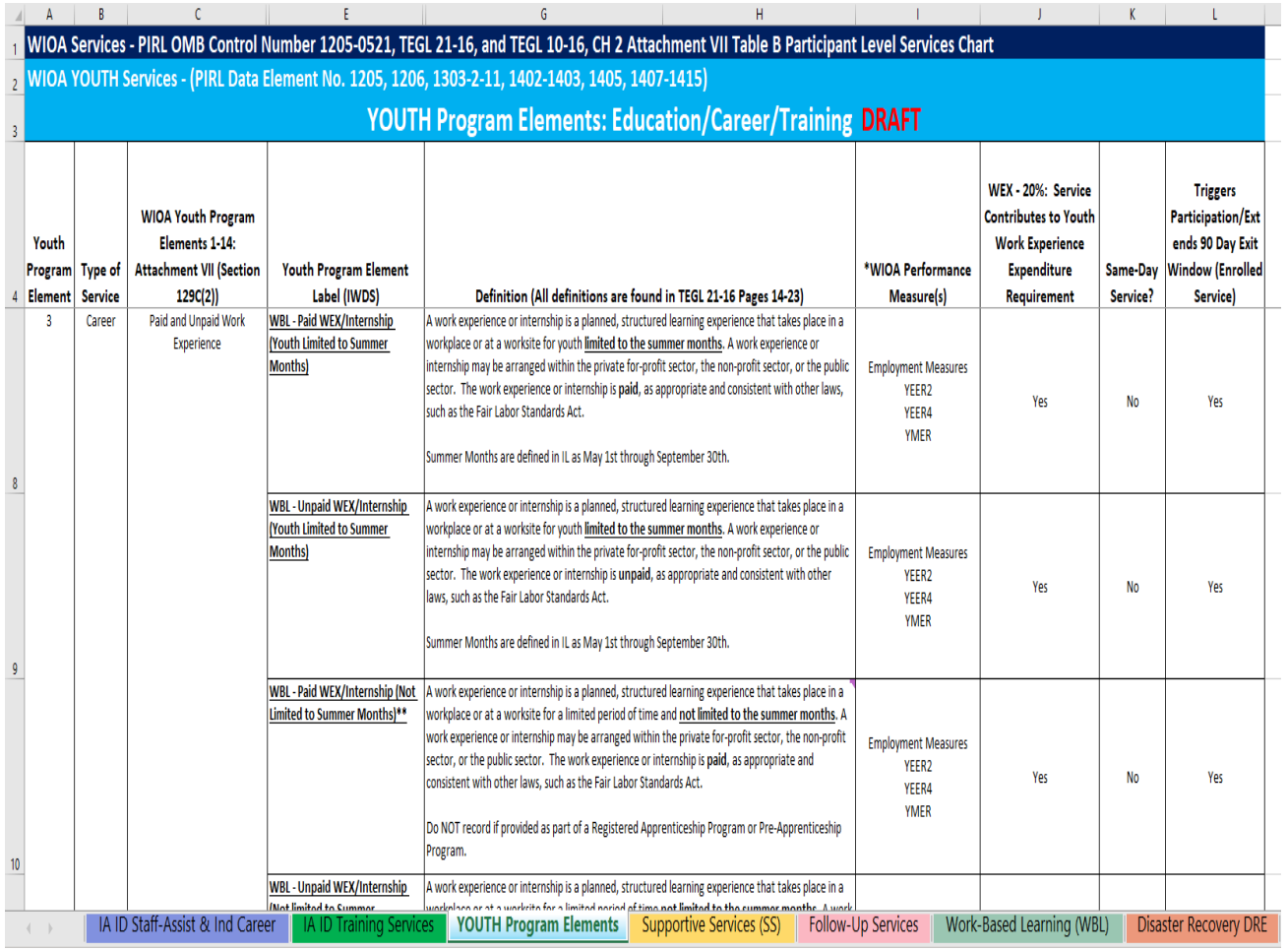
Youth Program Element 3 - Services

Paid and Unpaid Work Experience

- Type: Career Service
- MIS Labels:
  - WBL – Job Shadowing
  - WBL – OJT – Private Sector (Youth)
  - WBL – OJT – Public Sector (Youth)
  - WBL – Employability Skills/Job Readiness Training (Youth)
  - Cash Incentives (Youth) *(Activity Not Career Service)*



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Youth Program Element 3 - Application

Service Highlight

WBL – Paid WEX/Internships (Not Limited to Summer Months)

Rules for Reporting Service:

- A work experience or internship is a planned, structured learning experience that takes place in a workplace or at a worksite for a limited period of time and not limited to the summer months.
- A work experience must include both academic **and** occupational education components.
- Do NOT record if provided as part of a Registered Apprenticeship Program or Pre-Apprenticeship Program.

Youth Program Element 3 - Application

Service Highlight

WBL – Employability Skills/Job Readiness Training (Youth)

Rules for Reporting Service:

- Services that follow the Employability Skills Framework which advances a unifying set of skills that cuts across the workforce development and education sectors based on an inventory of existing employability skills standards and assessments.
- “Soft-Skills” are non-technical, intangible, and personality-specific skills.
- These services must provide youth with employability skills/job readiness training in order to prepare for **a work experience**.

Youth Program Element 3 - Application

Service Highlight

WBL – OJT – Private Sector (Youth)

WBL – OJT – Public Sector (Youth)

Rules for Reporting Service:

- Youth On-the-Job Training programs are not considered training and, if no other training is provided, they will not be counted in the Measurable Skills Gains (MSG) measure.
    - This is different from IA/ID, whereas OJTs are considered training and will trigger inclusion in the MSG.
- If an In-School-Youth is participating in an OJT, Training Milestones may be documented when applicable. If an OSY is included in the MSG due to enrollment in another secondary or post-secondary training, and is also participating in an OJT, MSGs are to be documented as well.

Youth Program Element 3 - Summer Months

Question:

- What are considered “summer months” for the WIOA Title IB Youth Program?

Answer:

- Summer months are defined in Illinois as the period beginning May 1 and ending September 30 each calendar year.

Youth Program Element 3 - Summer Months

Question:

- What is the MSG type that is documented for an In-School-Youth who is making skill gains during their participation in a Youth WEX, like internship or OJT?

Answer:

- Programs should document a “Training Milestone” for gains associated with a Youth WEX, OJT or other.

PLEASE NOTE

The gain must be outlined as a goal in ISS prior to documenting Measurable Skill Gains (MSGs).

Note

Out-of-School Youth enrolled in WEX alone, and no other training service, will not be counted in the Credential and MSG performance measures.

Youth Program Element 3 - Rules

RULES for Documenting in MIS

- Youth OJT and/or Employment Opportunities Not Limited to Summer Months
  - Do NOT record in MIS when the service is directly related to the participant's Pre-Apprenticeship program.
  - These activities must be selected in a dropdown when adding a Pre-Apprenticeship service.

Youth Program Element 4 - Definition

Occupational Skills Training

The services under this program element involve engaging youth in an occupational skills training program. Occupational skills training is an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels.

	A	B	C	E	G	H	I	J	K	L
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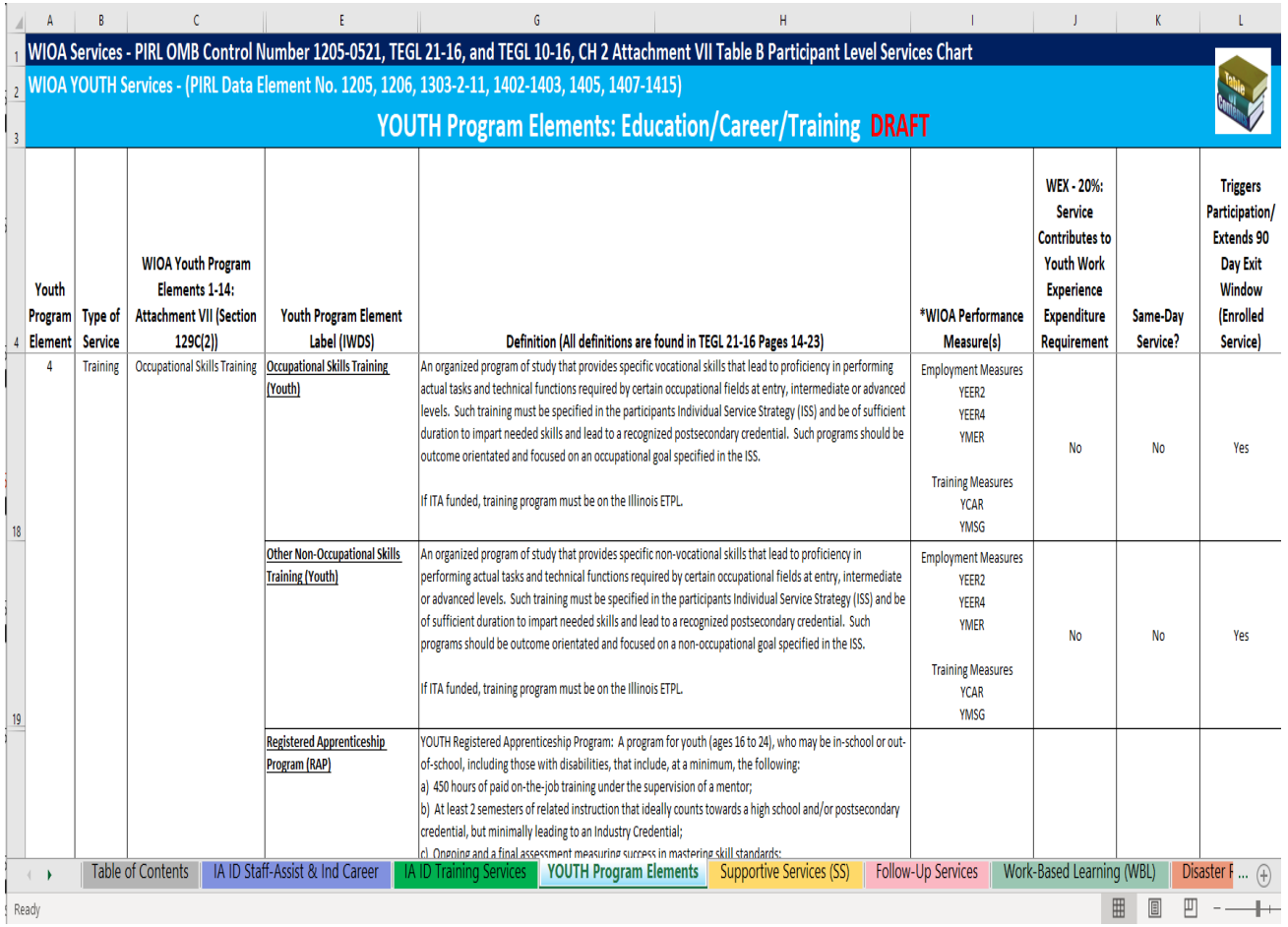
3	YOUTH Program Elements: Education/Career/Training DRAFT									
4	Youth Program Element	Type of Service	WIOA Youth Program Elements 1-14: Attachment VII (Section 129C(2))	Youth Program Element Label (IWDS)	Definition (All definitions are found in TEGL 21-16 Pages 14-23)		*WIOA Performance Measure(s)	WEX - 20%: Service Contributes to Youth Work Experience Expenditure Requirement	Same-Day Service?	Triggers Participation/Extends 90 Day Exit Window (Enrolled Service)
18	4	Training	Occupational Skills Training	Occupational Skills Training (Youth)	An organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate or advanced levels. Such training must be specified in the participants Individual Service Strategy (ISS) and be of sufficient duration to impart needed skills and lead to a recognized postsecondary credential. Such programs should be outcome orientated and focused on an occupational goal specified in the ISS. Training program must be on the Illinois ETPL.		Employment Measures YEER2 YEER4 YMER Training Measures YCAR YMSG	No	No	Yes
19				Skill Upgrading and Retraining	A participant who already possesses occupational/academic skills is provided training to upgrade his/her skills, and/or to retrain to gain or maintain skill necessary to become or remain gainfully employed. Do NOT record if provided as part of a Registered Apprenticeship Program. For youth the training develops professional competencies that are particularly relevant to vocational/occupation goals set in the ISS. The training should result in an acquisition of transferable skills that result in an industry recognized certification or credential. Training program must be on the Illinois ETPL. Do NOT record when the training program/service is directly related to the participant's Registered Apprenticeship training. These activities must be selected in a dropdown when adding a Registered Apprenticeship service.		Employment Measures YEER2 YEER4 YMER Training Measures YCAR YMSG	No	No	Yes
				Customized Training	Training activity provided under a contract that is designed to provide training to youth so as to meet the special requirements of an employer or group of employers. To be considered a countable training expenditure, the customized training: a) May not be more than 50% of the total training cost; and		Employment Measures			

IA ID Staff-Assist & Ind Career | IA ID Training Services | YOUTH Program Elements | Supportive Services (SS) | Follow-Up Services | Work-Based Learning (WBL) | Disaster Recovery DRE

Youth Program Element 4 - Rules

Occupational Skills Training

- ITA funded training programs must be on the Illinois Eligible Training Provider List (ETPL).
- Youth Occupational Skills Training may overlap with youth program element 1, Tutoring Study Skills.
- NOTE: WIOA Youth training programs differ from the WIOA Adult and Dislocated Worker programs.
  - Entrepreneurial Skills Training and OJTs are NOT considered Training for Youth.
  - No relationship to Credential or MSG measure reporting.



WIOA Services - PIRL OMB Control Number 1205-0521, TEGL 21-16, and TEGL 10-16, CH 2 Attachment VII Table B Participant Level Services Chart

WIOA YOUTH Services - (PIRL Data Element No. 1205, 1206, 1303-2-11, 1402-1403, 1405, 1407-1415)

YOUTH Program Elements: Education/Career/Training DRAFT

Youth Program Element	Type of Service	WIOA Youth Program Elements 1-14: Attachment VII (Section 129C(2))	Youth Program Element Label (IWDS)	Definition (All definitions are found in TEGL 21-16 Pages 14-23)	*WIOA Performance Measure(s)	WEX - 20%: Service Contributes to Youth Work Experience Expenditure Requirement	Same-Day Service?	Triggers Participation/ Extends 90 Day Exit Window (Enrolled Service)
4	Training	Occupational Skills Training	Occupational Skills Training (Youth)	An organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate or advanced levels. Such training must be specified in the participants Individual Service Strategy (ISS) and be of sufficient duration to impart needed skills and lead to a recognized postsecondary credential. Such programs should be outcome orientated and focused on an occupational goal specified in the ISS. If ITA funded, training program must be on the Illinois ETPL.	Employment Measures YEER2 YEER4 YMER Training Measures YCAR YMSG	No	No	Yes
			Other Non-Occupational Skills Training (Youth)	An organized program of study that provides specific non-vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate or advanced levels. Such training must be specified in the participants Individual Service Strategy (ISS) and be of sufficient duration to impart needed skills and lead to a recognized postsecondary credential. Such programs should be outcome orientated and focused on a non-occupational goal specified in the ISS. If ITA funded, training program must be on the Illinois ETPL.	Employment Measures YEER2 YEER4 YMER Training Measures YCAR YMSG	No	No	Yes
			Registered Apprenticeship Program (RAP)	YOUTH Registered Apprenticeship Program: A program for youth (ages 16 to 24), who may be in-school or out-of-school, including those with disabilities, that include, at a minimum, the following: a) 450 hours of paid on-the-job training under the supervision of a mentor; b) At least 2 semesters of related instruction that ideally counts towards a high school and/or postsecondary credential, but minimally leading to an Industry Credential; c) Ongoing and a final assessment measuring success in mastering skill standards;				

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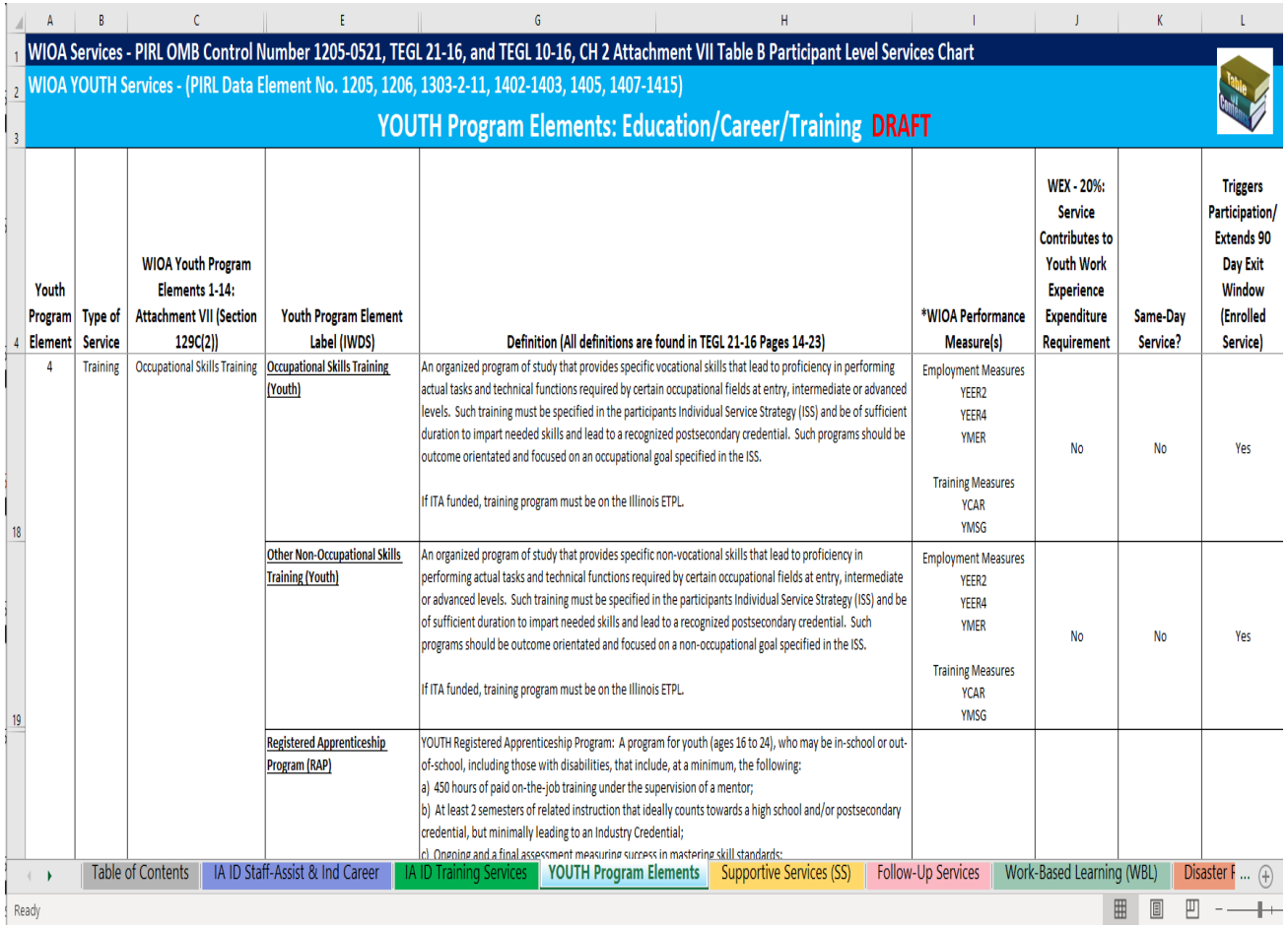
Ready

Youth Program Element 4 - Services

Occupational Skills Training

- Type: Training Service
- MIS Labels:
  - Occupational Skills Training (Youth)
  - Non-Occupational Skills Training (Youth)
  - Registered Apprenticeship Program (RAP)



WIOA Services - PIRL OMB Control Number 1205-0521, TEGL 21-16, and TEGL 10-16, CH 2 Attachment VII Table B Participant Level Services Chart

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YOUTH Program Elements: Education/Career/Training DRAFT

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Ready

Youth Program Element 4 - Application

Service Highlight

Registered Apprenticeship Program (RAP)

Rules for Reporting Service:

- Youth enrolled in a Registered Apprenticeship Program will be counted in all performance measures including Credential and MSG.
- The Registered Apprenticeship Program must be approved on the State ETPL.
- One Registered Apprenticeship Program recorded should be added for enrollment into an RAP; OJTs or Skill Upgrading provided as part of the RAP are not to be recorded separately.
- Programs should not end the RAP service until the Certificate of Registered Apprenticeship is earned or participant withdraws. Regardless of the model or program length, enrollment should remain open until completion of all required components.

Youth Program Element 4 - Rules

RULES for Documenting in MIS

- Career Planners must **fully inform** participants about the ETPL and how it can help maximize training provider selection. This includes career planners examining available information on providers and programs such as performance information.
- Career Planners should discuss and inform participants about the contents of the ETPL in accordance with local area policies and procedures and document the use of the ETPL appropriately. The in-depth interaction must be documented under a *Career Planning (Case Management)* episode.

PLEASE NOTE

Note
This has been a repeat finding across multiple local areas during federal monitoring.

Youth Program Element 4 - Rules

RULES for Documenting in MIS

- End Date AND Completion Statuses for Training
- Select one of the following:
  - **Successful** = Record when the participant completes the service or training.
    - This is not an indication of a credential/certification/license being attained.
  - **Unsuccessful** = Record when the participant withdrew or did not complete the service or training program. (Withdrew)
    - This would include if the participant was expelled by the training institution.

PLEASE NOTE

Note
Training records should NOT be ended with a status and end date unless “successful or “unsuccessful” has occurred.

Questions or Comments

Submittal of Questions or Comments

- Each LWIA identify a point person in your office(s) to gather and submit Questions or Comments
- Submit each through WIOA Title IB Performance FAQ page
- Keep them general, brief and applicable to twenty-two LWIA representatives
- Questions should not contain Participant names, addresses, or other PII

Responses to Questions or Comments

- Weekly Open Q&A sessions scheduled each Wednesday beginning with February 15, 2023 (1:00pm) Performance Offices Hours
- Be prepared to present the question during the weekly Open Q&A for OET to respond
- Posted to WIOA Title IB Performance FAQ page

What's Next in WIOA Services Matrix Technical Assistance?

The following Listing of Topics and Dates is for ALL Users of the Illinois Workforce Development System (MIS) or Illinois Workforce Integration System (IWIS) on Illinois workNet®. If located in LWIA 7 and use the Career Connect reporting system, please check with your Administrator or contact the Help Desk for dates of Technical Assistance.

- **February 28, 2023: 1:00 – 2:30pm**
  Youth Services Matrix - Session 1
- **March 2, 2023: 1:00 – 2:30pm**
  Youth Services Matrix – Session 2
- **March 21, 2023: 1:00 – 2:30pm**
  What are Bridges and ICAPS

Register to receive email notifications of Workforce Professional Development opportunities by joining the Email List Serve

All Webinars are recorded and will be available on the Illinois workNet Videos and Training Materials

Resources

- Workforce Innovation and Opportunity Act: Public Law; Final Rules, Joint Rule and Labor Only
- Workforce Innovation and Opportunity Act Section 116(c)
- U.S. DOL Training and Employment Guidance Letter (TEGL) No. 10-16, Change 1, Performance Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Title I, Title II, Title III, and Title IV Core Programs (August 23, 2017)
- TEGL No. 14-18, Aligning Performance Accountability Reporting, Definitions, and Policies Across Workforce Employment and Training Programs Administered by the U.S. Department of Labor (DOL) (March 25, 2019)

thank you