

Process Category:	YOUTH CAREER CENTER SERVICES	
Procedure:	Youth ITA Process	
Created By:	Tracy Check	Date: January 22, 2010
Revision Submitted By:	Theodore Jordan Jr.	Date: December 4, 2019

Referral Criteria to Youth Individual Training Account

- Out of School Youth Ages 17 – 24
- Enrolled in the WIOA Youth Program
- Youth has received an individual ITA orientation (Youth may attend Training Grant Workshop in-place of individual orientation if unavailable to meet with RW staff).
- It is at least **5 weeks** prior to the training start date for Navigator enrolled youth.
 - **Participants not eligible for a Youth ITA will be referred for an Adult ITA**
- **If Youth is not enrolled with a Navigator allow at least 8 weeks before the start of training**

Intake & Referral Process

The Youth Navigator:

- (1) Complete the **“WIOA Youth Packet”** to ensure the youth meets the guidelines for WIOA enrollment as an Out-of-School Youth, identify interest in training, and identify any barriers that may prevent successful completion of training;
 - a. Data Element Validation (DEV) **Page 5**
 - b. WIOA Youth Services Application **Pages 6 – 8**
 - c. Certification of WIOA Youth Funded Services Enrollment **Page 12**
 - d. Attestation of Homeless Status if applicable **Pages 17-18**
- (2) Enroll the customer as a WIOA Out-of-School Youth;
 - a. **Ensure all DEV and Eligibility documents are input into OSOS**
 - b. **Update TABE Scores in OSOS; A minimum academic proficiency score as determined by the training provider is required.** TABE or TASC scores completed within 6 months of the enrolling date may be used;
 - i. ***Youth with TABE scores at 9.0 and higher are not subject to the literacy/numeracy measure.**
 - c. **There must be an enrollment activity consisting of an Achievement Objective and a Service for both Design Framework Services and one of the 14 elements.**
- (3) Identify interest in training, and identify any barriers that may prevent successful completion of training – **Youth Training Determination Checklist;**
- (4) Complete the **ITA Individual Service Strategy (ISS)** for the youth and identify any supportive service needs;
- (5) Work with the youth to identify appropriate training programs;

- (6) Ensure the youth sets up a Career Zone account, completes the Interest Profiler, and provides permission for the Navigator to manage their Career Zone account;

- (7) Refer youth to the Individual ITA Orientation. Include the following forms:
 - a. Career Center / Navigator-Agency Youth Referral Form **Page 22**
 - b. Training Determination Checklist”
 - c. ITA Individual Service Strategy
 - **YCCS will contact youth within 48 hours** of referral to schedule orientation at a date that is **at least 5 weeks before the start of training.**
 - **Youth will receive ITA application at orientation and will schedule ITA appointment.**

The Youth Career Center ITA Appointment:

- (1) Review the ***Training Grant Application*** Packet with the youth;
 - a. Training Application Instructions **Page 1**
 - b. Income Eligibility Guidelines **Page 2**
 - c. Training Application Packet **Page 3 – 4**
 - d. Training Questionnaire **Page 5 – 6**
- (2) Work with the youth on completion of the Training Grant Application through follow up meetings and action plan tasks ***if applicable***;
- (3) Review the ISS and Training Grant Application, ensuring corresponding OSOS data entry is completed;
- (4) Complete the ***Employment Goal – Individual Employment Plan*** with the youth ***if applicable***
- (5) Complete the ***Release of Information Form***;
- (6) Complete the ***Customer Responsibility*** with the youth;
- (7) Complete the ***Training Enrollment Agreement*** with the youth and Submit the Training Grant Application for approval;
- (8) Complete the ***Supplemental Questionnaire***;
- (9) Submit Individual Training Account request to Central Operations 2 weeks prior to training start date.

Case Management

- (1) The Navigator/YCCS will continue to work with the Youth and the Training Provider to ensure successful start of training, regular program attendance, and obtaining the certificate of completion.
- (2) The Navigator/YCCS must document the status of the youth and follow up attempts using the OSOS database.

Navigator Supportive Service

The YCCS will:

1. Obtain the Invoice from the Vendor

2. Complete the Supportive Service Request Form item #7
3. Update OSOS
 - a. Enter a detailed comment
 - b. Enter an Achievement Objective
 - c. Enter a Service
4. Forward the Supportive Service Request to Bibiana Silvera-Portacio for processing.

ITA Uniform/Supplies

The YCCS will:

1. Submit the completed ITA Voucher (*One Stop Approval Signature*) to the Vendor

The Vendor will:

1. Submit the completed ITA Voucher (*Provider Signature*) along with an Invoice and any supporting documentation to Karen Hobson at RWI

Exiting

The Youth will be exited from the WIOA System upon attainment of employment, entry into full time education, or lack of contact for a period of 90 days.

12-Month Follow-Up

The YCCS will follow-up with the youth twice over a 12-month period (once every six months). These follow-ups will be documented in OSOS and staff will attempt to reach the youth via phone, email, and letter.

ITA Policies

See Program Guidelines 2017-2018 Youth