

**NORTEC
POLICY STATEMENT
WORKFORCE ACCELERATOR FUND 7.0
LAUNCHING LATINO YOUTH**

Effective Date: May 1, 2019

PURPOSE

The purpose of this policy is to provide guidelines to Service Providers (NoRTEC Subcontractors) in the provision of services to youth who are eligible for, and enrolled in, the WAF 7.0, Launching Latino Youth project.

PARTICIPANT ELIGIBILITY

Individuals enrolled in the WAF 7.0 program must meet the general eligibility criteria outlined under Item A, **and** meet the additional criteria outlined for Out-of-School Youth (Item B) **or** In-School Youth (Item C).

A. General Eligibility Criteria

The following general eligibility criteria must be met for all youth enrolled in this project:

1. Each participant must provide evidence of his/her authorization to work in the United States (State of California Directive, WSD 14-4);
2. Each male participant who has attained his 18th birthday¹ must provide evidence of his compliance with Selective Service Registration Requirements (WIOA, Section 189(h)); and
3. Each participant must be an immigrant², or have at least one parent or grandparent that is/was an immigrant³.

B. Out-of-School Youth (OSY)

In addition to the general criteria outlined in Item A of this section, OSY must also:

1. Not be attending any school⁴; and
2. Not younger than age 16 or older than age 24; and

¹ If, on the date of participation, a male youth is under the age of 18, but turns 18 before he exits the program, verification of registration with selective service must be obtained and placed in the participant file.

² For the purposes of this project, an immigrant is an individual who “resides in the United States who was not a U.S. citizen at birth.” This definition is taken from the Migration Policy Institute’s (MPI) website: <https://www.migrationpolicy.org/programs/data-hub/charts/children-immigrant-families>

³ To document the participant or the participant’s parent or grandparent is an immigrant, utilize the applicant statement template contained in Attachment A of this policy.

⁴ Per Section 681.230 of the Regulations, “school” is normally defined as secondary or postsecondary institutions. Under WIOA, however, providers of Adult Education under title II of WIOA, YouthBuild programs, the Job Corps program, high school equivalency programs, or dropout re-engagement programs are not to be considered “schools.” Exclusions also include, per Directive WSD16-01, a charter school that provides instruction exclusively in partnership with WIOA, federally- funded YouthBuild programs, federal Job Corps training or instruction, or California Conservation Corps or a state certified local conservation corps (in alignment with EC Section 47612.1).

Note: Youth attending high school equivalency programs funded by the public K-12 school system who are classified by the school system as still enrolled in school are an exception—they are considered to be In-School Youth.

3. Have one or more of the following barriers:
 - A school dropout;
 - A youth who is within the age of compulsory school attendance⁵, but has not attended school for at least the most recent complete school year calendar quarter⁶.
 - A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is—
 - Basic Skills Deficient, or
 - An English Language Learner
 - A youth who is subject to the juvenile or adult justice system (see definition of offender in Attachment D);
 - A homeless youth;
 - A runaway;
 - In foster care (or aged out of the foster care system);
 - A youth eligible for assistance under section 477 of the Social Security Act.
 - A youth in an out-of-home placement;
 - A youth who is pregnant or parenting;
 - A youth with a disability;
 - A low-income youth who requires additional assistance to enter or complete an educational program or to secure or hold employment (see Attachment D for definitions of these terms).

These additional eligibility criteria must be documented in the participant file prior to the provision of services.

See Attachment A of NoRTEC's WIOA Youth Program Requirements Policy for a list of acceptable documents for each of these criteria.

<https://ncen.org/images/documents/policies/Youth-Policy-WIOA.pdf>

C. In-School Youth (ISY)

In addition to the general criteria outlined in Item A of this section, ISY must also:

1. Be attending school (secondary as well as postsecondary); and
2. Not younger than age 14 or older than age 21⁷; and
3. Be low income; and
4. Have one or more of the following barriers:
 - Basic Skills Deficient;
 - English language learners;
 - An offender (see definition of offender in Attachment D of NoRTEC's WIOA Youth Program Requirements Policy);
 - A homeless youth;

⁵ Per the California Department of Education, compulsory education law requires everyone aged 6-17 years must attend school, except 16 and 17 year olds who have graduated from high school or passed the California High School Proficiency Exam (CHSPE) and obtained parental permission to leave.

⁶ The school year quarter is defined by the local school district calendar the youth is supposed to be attending.

⁷ A youth who is 22-24 at the time of eligibility determination and attending postsecondary education would not be eligible for the WIOA youth program and would have to be served under the WIOA Adult program.

- A runaway;
- In foster care (or aged out of the foster care system);
- A youth eligible for assistance under section 477 of the Social Security Act;
- A youth in an out-of-home placement;
- A youth who is pregnant or parenting;
- A youth with a disability;
- Requires additional assistance to enter or complete an educational program or to secure or hold employment (see the Attachment D of NoRTEC’s WIOA Youth Program Requirements Policy for definitions of these terms).

These additional eligibility criteria must be documented in the participant file prior to the provision of services.

See Attachment A of NoRTEC’s WIOA Youth Program Requirements Policy for a list of acceptable documents for each of these criteria.

<https://ncen.org/images/documents/policies/Youth-Policy-WIOA.pdf>

GENERAL INFORMATION

A. Funding Level/Period of Performance/Number of Participants

The funding and period of performance are as follows:

- Funding Amount: \$142,500
- Period of Performance: May 1, 2019 – September 30, 2020
- Minimum number of participants to be enrolled: 15
- Average Cost Per Participant: \$9,500

Periods of performance shown above may change if the term of the project is extended by the State. In the event of a project extension, all eligibility and program terms outlined in this policy shall remain in effect unless otherwise stated.

The actual amount awarded shall be notated in a contract between NoRTEC and the Service Provider and may be modified, if necessary.

B. Service Delivery Goals

- Outreach events/activities designed to accelerate and expand career awareness and improve opportunity and access to services: 6
- Number of Youth to be impacted: 100
- Number of WAF 7.0 enrollments: 15
- Number of Youth Participating in Internship and Mentoring Activities: 15

Information on progress towards these service delivery goals may be requested on a monthly and/or quarterly basis.

C. MIS Data Entry

Upon completion of a WIOA application and eligibility determination, individuals served under the WAF 7.0 funding must be enrolled in CalJOBS under **Grant Code 2278 (WAF 7.0 Youth Participants)**. “Youth” activity codes in CalJOBS shall be utilized to track participant

progress through the program.

Participant data shall be entered in a timely manner into CalJOBS and should be up-to-date by the 5th day following the end of a calendar month. If the 5th falls on a weekend or a holiday, data shall be entered by 5:00 p.m. of the previous business day.

A participant file shall be maintained for each enrolled individual similar to those that are maintained for regular WIOA participants.

Note: Enrollment into the WAF 7.0 project must occur within 45 days of the date on the WIOA application. If more than 45 days lapse before the individual is to be enrolled, the application must be updated. To update the application, a new application date must be entered, and all documentation used to establish eligibility must be relevant as of the “updated” date.

D. Reporting

1. Reporting Requirements – Monthly and quarterly narrative and worksite reports are required. Templates for these reports shall be forwarded to the Service Provider for completion as they are received from the State. Completed reports shall be submitted to NoRTEC.
2. Data Entry in CalJOBS – To the extent practicable, data entered in CalJOBS must match what is reported on the monthly/quarterly report submissions outlined in Number 1 above.
3. Expenditure Reporting
Expenditures shall be reported, including any reported in-kind or cash match, via the regular monthly expenditure reporting cycle.

POLICY EXCEPTIONS

Service Providers (NoRTEC Subcontractors) may make exceptions to this policy only with prior written authorization from the NoRTEC Administrative Entity.

