

Workforce Development Board of Solano County

Technical Assistance Webinar

Workforce Innovation & Opportunity Act
Youth Program: Career in Focus

April 2, 2025





WELCOME



Introductions



Share your name and organization in chat box



**Utilize the chat to ask any questions during the conference or
email opportunities@solanowdb.org**

RFP TIMELINE

Event	Dates
Request for Proposal issued	March 12, 2025
Virtual Bidder's Conference	March 26, 2025, at 10:00 am PT
Technical Assistance Webinar	April 2, 2025, at 3:00 pm PT
Deadline to submit questions for Q&A	April 7, 2025, by 5:00 pm PT
Responses for Email Q&A posted	April 9, 2025, by 5:00 pm PT
Proposals Due	April 14, 2025, by 4:30 pm PT
Anticipated Award Announcement	April 25, 2025
Board of Directors Approval	May 16, 2025
Final Funding Approval from Board of Supervisors	June 10, 2025
Program Service Commencement	July 1, 2025



Today's Topics

- Scope of Work Review
- Local Policy/Procedures
- Federal Eligibility Requirements and Data Validation
- Objective Assessment Requirements
- Fourteen WIOA Program Elements
- Work Experience Requirements
- Documentation Requirements
- Outcomes Requirements
- Administrative and Fiscal Considerations



SCOPE OF WORK

- Required Program Design Components
 - 1) Outreach and intake
 - 2) Objective Assessment
 - 3) Individual Service Strategy
 - 4) Work experience activities per WIOA guidelines
 - 5) Access to the 14 WIOA Youth Program Elements
 - 6) Job placement or post-secondary education enrollment assistance
 - 7) Follow up services for 12 months
- Services may be provided in a manner Respondent deems appropriate, as long as WIOA regulatory requirements are met

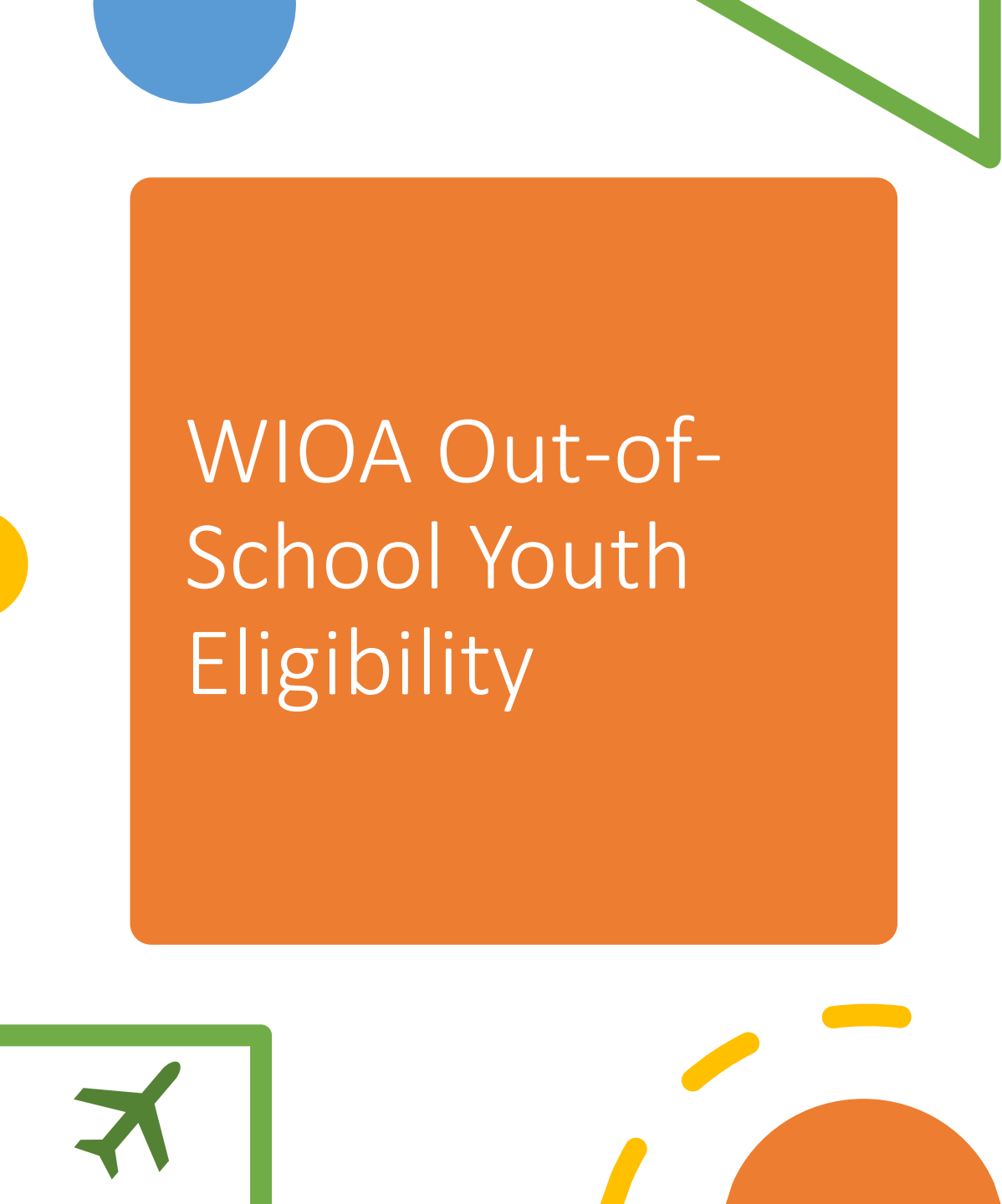
Local Policies

General

- Accommodations and Accessibility (2019-01)
- Conflict of Interest and Code of Conduct (2020-03)
- Incident Reporting (2025-01)
- Non-Discrimination & Equal Opportunity (2020-01)
- Procurement (2018-02)
- Property Management and Inventory (2019-09)
- Record Retention (2019-08)
- Use and Confidentiality of Participant Personally Identifiable Information (PII) (2018-01)
- WIOA Grievances and Complaints (2019-04)

WIOA-Youth Related Policies

- Assessments (2018-10)
- Lower Living Standard Income Level (LLSIL) and Poverty Guidelines (2024-03) *annual*
- Supportive Services and Incentive Policy (2020-04)
- WIOA Youth Service Delivery (2019-06)
- Youth Eligibility and Enrollment (2018-08)



WIOA Out-of-School Youth Eligibility

- Between the ages of 16 and 24 at time of enrollment
- Not currently enrolled in credit-bearing coursework (high school or post-secondary)
- Authorized to work in the US and meet Military Selective Service Requirements, if applicable
- Fit one of the following circumstances:
 - Lack of a high school diploma
 - School aged, but has not attended school for last quarter
 - Has a high school diploma (or equivalent), is low-income, has basic skills deficiency or is an English language learner
 - Has experience with the justice system
 - Has experience in the foster care system
 - Is experiencing homelessness
 - Is pregnant or parenting, including non-custodial parents
 - Has a disability

Program Enrollment

Once eligibility is established, the following must occur within **Thirty (30) Days**:

- CASAS Assessment
- Objective Assessment
- Individual Service Strategy (Service Plan)
- One of the 14 WIOA Required Elements

Documentation requirements:

- Documents used to establish eligibility
- Validation of barriers identified

Each record with have two critical parts:

- the participant file record
- Data entry in CalJobs



14 Program Elements

1. Tutoring, study skills training, instruction and dropout prevention strategies
2. Alternative secondary school services
3. **Paid and unpaid work experience**
4. Occupational skills training
5. Education offered concurrently with workforce preparation and training
6. Leadership development opportunities
7. Adult mentoring
8. Comprehensive guidance and counseling
9. Financial literacy education
10. Entrepreneurial skills training
11. Labor market and employment information
12. Postsecondary preparation and transition activities
13. **Follow-up services**

Program activities must be:

- Entered into CalJOBS as an activity code (every 90 days)
- Entered into CalJOBS as a case note
- Have backup documentation in the participant file

Note: Details on definitions and requirements are outlined in WIOA Youth Service Delivery policy



WORK EXPERIENCE



Definition: “a planned, structured learning experience that takes place in a workplace for a limited period of time...work experience provides the youth with opportunities for career exploration and skill development.”



Work experience may be paid or unpaid



Must include academic and occupational education (provided concurrently or sequentially)



Intention for 30% of expenditures to be spent on work experience



If paid, wages must follow California HR laws

WORK EXPERIENCE

- Pre-apprenticeship programs, which include the following elements:
 - Training and curriculum that aligns with the skill needs of employers in the economy of the state or region involved.
 - Access to educational and career counseling and other supportive services, directly or indirectly.
 - Hands-on, meaningful learning activities that are connected to education and training activities.
 - Opportunities to attain at least one industry-recognized credential.
 - A partnership with one or more **registered apprenticeship programs** that assists in placing individuals who complete the pre-apprenticeship program in a registered apprenticeship program;
- On-the-job training (OJT) opportunities that meet the following criteria:
 - Provides knowledge or skills essential to the full and adequate performance of the job.
 - Is made available through a program that provides **reimbursement to the employer** of up to 50% of the wage rate of the participant or up to 75% for participants with disabilities;
 - Is limited in duration to the occupation for which the participant is being trained, considering the content of the training, the prior work experience of the participant, and the service strategy of the participant.

WORK EXPERIENCE CONT.,

- Summer employment opportunities and other employment opportunities available throughout the school year;
- Internships: Paid and Unpaid
- Job shadowing, where participants learn about a job by walking through the workday as a shadow opportunity. It is considered a temporary, unpaid exposure to the workplace.

Paid Work Experience Requirements

- Copy of Employer of Record information
- Timesheets
- Required WIOA Clauses (found in *Procurement* policy)
- Activity Code in CalJOBS
- Case Notes in CalJOBS (must follow certain parameters)



Supportive Services

- Must align with WDB's *Supportive Service* policy
- Incentives and Supportive Services must match internal procedures
- May not be provided to an individual pre-enrollment
- Must ensure no other resource exists, that the resource is not readily available, or that the need is so urgent that referrals would create a hardship to participant (must be identified in case note)
- Must match assessment and/or plan or through a request from participant
- Supportive service tracking log in participant file
- Special rules for pre-paid cards
- Supportive services limit of \$2,500 per individual with exceptions
- Allowable supportive services and parameters identified in *Supportive Services and Incentives Policy*



Incentives

- Based on participant's attendance and/or performance
- Milestones for incentive payments **must** be outlined in procedural documents
- Milestones must correspond to the 14 Program Elements
- Documentation must include copy of award, certification, or successful completion of activity
- Incentives **must** be matched with a case note in CalJOBS following policy guidelines

Outcomes Documentation

Completion Status
in CalJOBS

Copy of
Certification, if
applicable

Measurable Skills
Gain (based on
CASAS test or
training)

Employment (or
military)
verification

Enrollment in
school records

Administrative Requirements

EEO Requirements

- Accommodations and Accessibility
- Non-Discrimination and Equal Opportunity
- Participant Personally Identifiable Information (PII)
- WIOA Grievances and Complaints

Fiscal and Administration Requirements

- Administrative rate
- Internal fiscal controls
- Ability to track cost by grant
- Management of pre-paid cards
- Fiscal policies and procedures
- Procurement
- Property Management and Inventory
- Record Retention
- Monitoring



QUESTIONS

email: opportunities@solanowdb.org