

Youth DET Contract Policy 13 Referral to Training

Purpose

Department of Labor, Division of Employment and Training (DET) provides career and training services to eligible adults at each of the State's American Job Centers (AJC). This includes funding for post-secondary education and training for approved programs on the Eligible Training Provider List (ETPL). The purpose of this policy is to enable adult and youth programs to work in alignment and establish the criteria and referral procedure. This will result in Blue Collar or WIOA In or Out of School Youth participant receiving funding for post-secondary education and training through the WIOA Adult Program on a fast track basis. **Fast Tracked** means that these customers participated in partner programs (youth program in this case) and do not necessarily need to complete all steps within the case management procedure manual. For example, they most likely do not need to attend Career Planning nor be assessed on reading or math. Nothing prohibits them participating in these services. Like all customers, staff and customer must agree upon a plan and document all required eligibility.

Policy

AJC WIOA Adult Staff will accept referrals from In and Out of School Providers and fast track these referrals consistent with WIOA Adult policy. Availability of services is based on eligible funding and needs of the participants, as well as the need for services and the ability to benefit from services. Nothing in this policy implies that an individual who qualifies for the WIOA Adult program is guaranteed receipt of funding or other services. AJC WIOA Adult Staff will follow their applicable policy and enrollment will be at AJC WIOA Adult Staff's sole discretion.

The participation with the Youth program deems the youth eligible and eligibility documentation should be obtained consistent with applicable WIOA Adult policy.

In order to refer a youth participant, the following criteria must be met:

1. Youth Participant successfully participated (within the last 2 years) or is currently participating in either the In or Out of School Youth Program.
2. Youth Participant is 18 years of age or will be at the time of first appointment with DET.
3. The youth has an active resume in DJL.
4. Selected a training program from the ETPL and understand training program enrollment criteria or have been approved for enrollment.
5. The Youth Program (referring program) supports the referral as they have determined that:
 - a. There is a need for the services from WIOA Adult and post-secondary education is within the appropriate service delivery and student's ISS
 - b. Youth participate is likely to be successful given the support of both programs (youth program and WIOA Adult) and able to attend training as scheduled, participate and obtain the desired credential.

Referral Process:

The Delaware Workforce Development Board maintains the ETPL in accordance with WIOA. This is a list of approved providers and training programs that are eligible to receive federal WIOA funds on behalf of approved participants. Youth Program Staff and Student should sit down and review the WIOA approved ETPL located in Delaware JobLink (DJL) <https://joblink.delaware.gov/ada/r/training> and discuss the training options. AJC WIOA Adult Staff once referred will request that the participant visit the selected training facility to ensure this is where they want to go and are able to get there. This may be accomplished prior to referral and supported by Youth Provider staff and communicated with referral.

The Youth Participant ISS should be updated to include their desire for the new training program if not already reflected.

The attached Referral Form should be completed and emailed to OneStopReferrals@Delaware.Gov with a copy to the Contract Specialist. The referral should be at least 4 weeks prior to the requested training program start date. The Referral Specialist will receive the form and contact the appropriate AJC Supervisor to obtain appointment and respond back to the Youth Provider within 48 hours to schedule an appointment with the appropriate AJC staff and the student. Youth Provider staff are required to attend the first appointment for any youth that is still active in the program and are strongly encouraged to attend for all referred participants.

The Referral Specialist may communicate back needed documents or information when providing first appointment date and time. The Youth Participant should bring the following documents with them, or have them in DJL for their appointment:

- Current ISS
- Documentation of any changes to eligibility that occurred after youth enrollment (e.g. Selective Service, change in residency)
- Most recent assessment test completed and graded
- Active Resume
- Acceptance Letter from school, if applicable
- Other financial aid information/documentation (e.g. Pell)
- Any other items requested by American Job Center

American Job Center Training Referral Form
Please allow 48 hours for response

Youth Participant Name: _____

PID _____ Youth Participant Phone: _____

Student Address: _____

Youth Program Name: _____

Program Contact Person: _____

Program Contact Email and Phone: _____

Reading/Math Skill Level (Educational Functioning Level or Grade Equivalent): _____

Training Program Requested: _____

Date of Training Program: _____

Office Location for Referral:

- Dover
- Georgetown
- Newark
- Wilmington

School Tour/Visit:

- Completed on _____
Date
- Planned on _____
Date

Justification for Training:

Outline at least the participant's work experience, interest, and aptitude that support the decision to approve expenditures for training

Youth Participant Signature Date Program Staff Signature Date