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WIOA Services Matrix: Title IB Youth Program Elements

March 2, 2023

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Kiersten Baer

- Digital Communications Manager
  - Illinois Center for Specialized Professional Support
- kmbaer@ilstu.edu
- 309-438-1838

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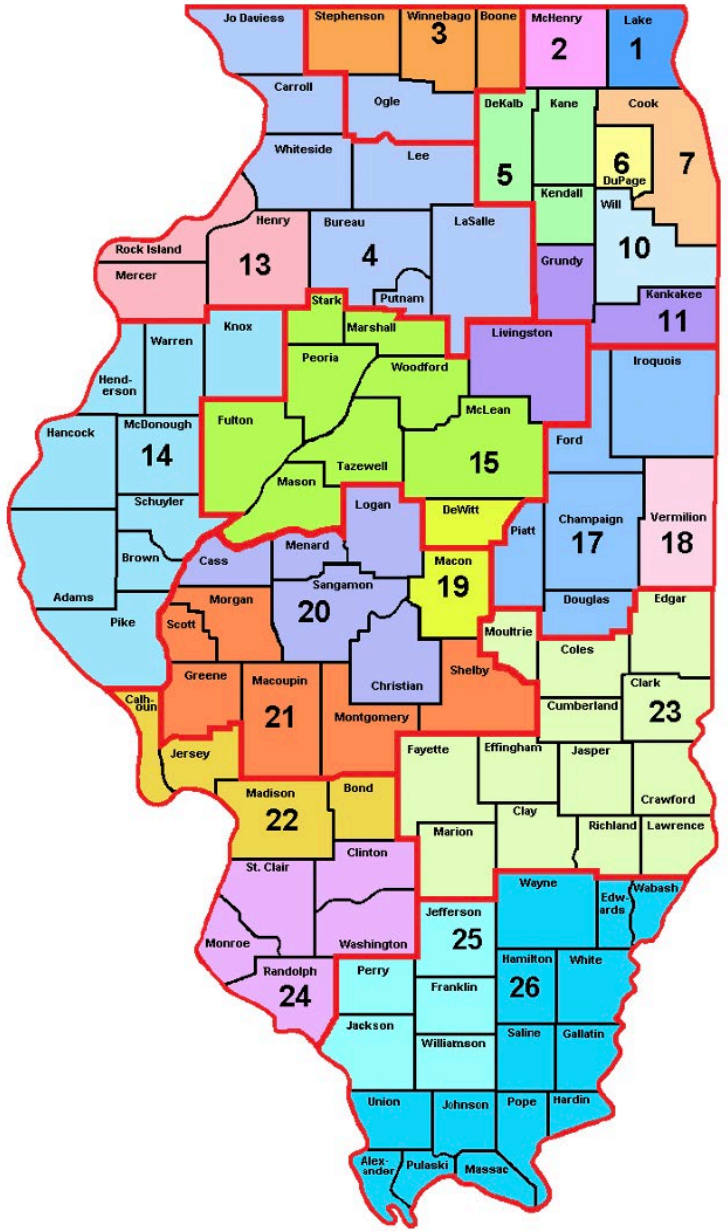
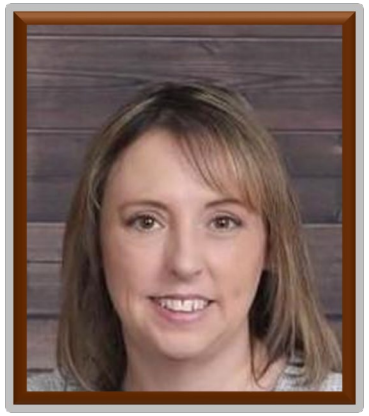
Where is Your Local Area?



Paula Barry

Reporting and Performance
Office of Employment and Training - OET
Illinois Department of Commerce and Economic Opportunity



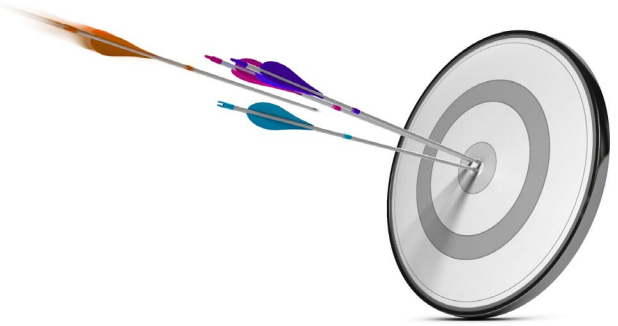
Lora Dhom

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

02/28/23 Services Matrix Recap

OBJECTIVES

- Share the Title IB Service Matrix Look and Feel
- Identify the Categories of Youth Program Elements
- Review Service Definitions
  - What are the available Title IB 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 Employment Plan (IEP)
    - Performance Reporting guide



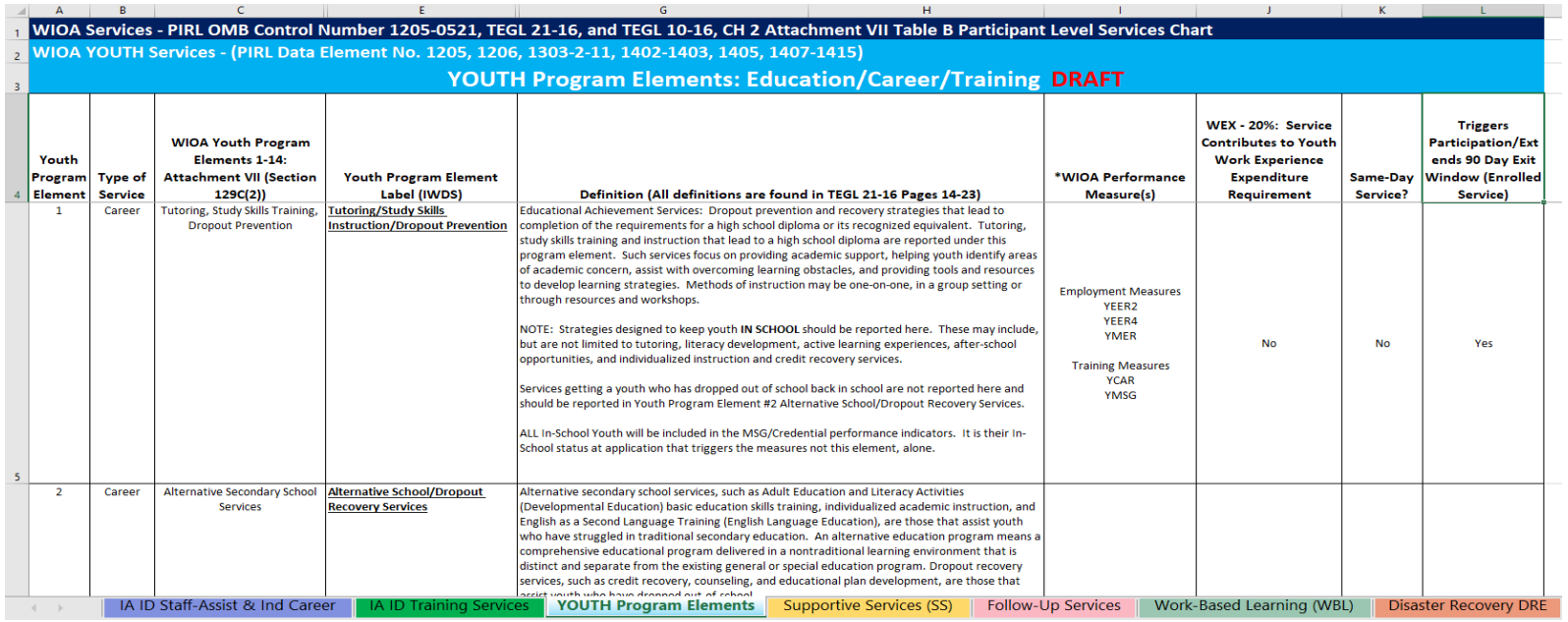
REVIEW

- Understanding Common Language
- Program Elements 1 – 4
- Demonstrations, Definitions, Rules & Practical Applications

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				

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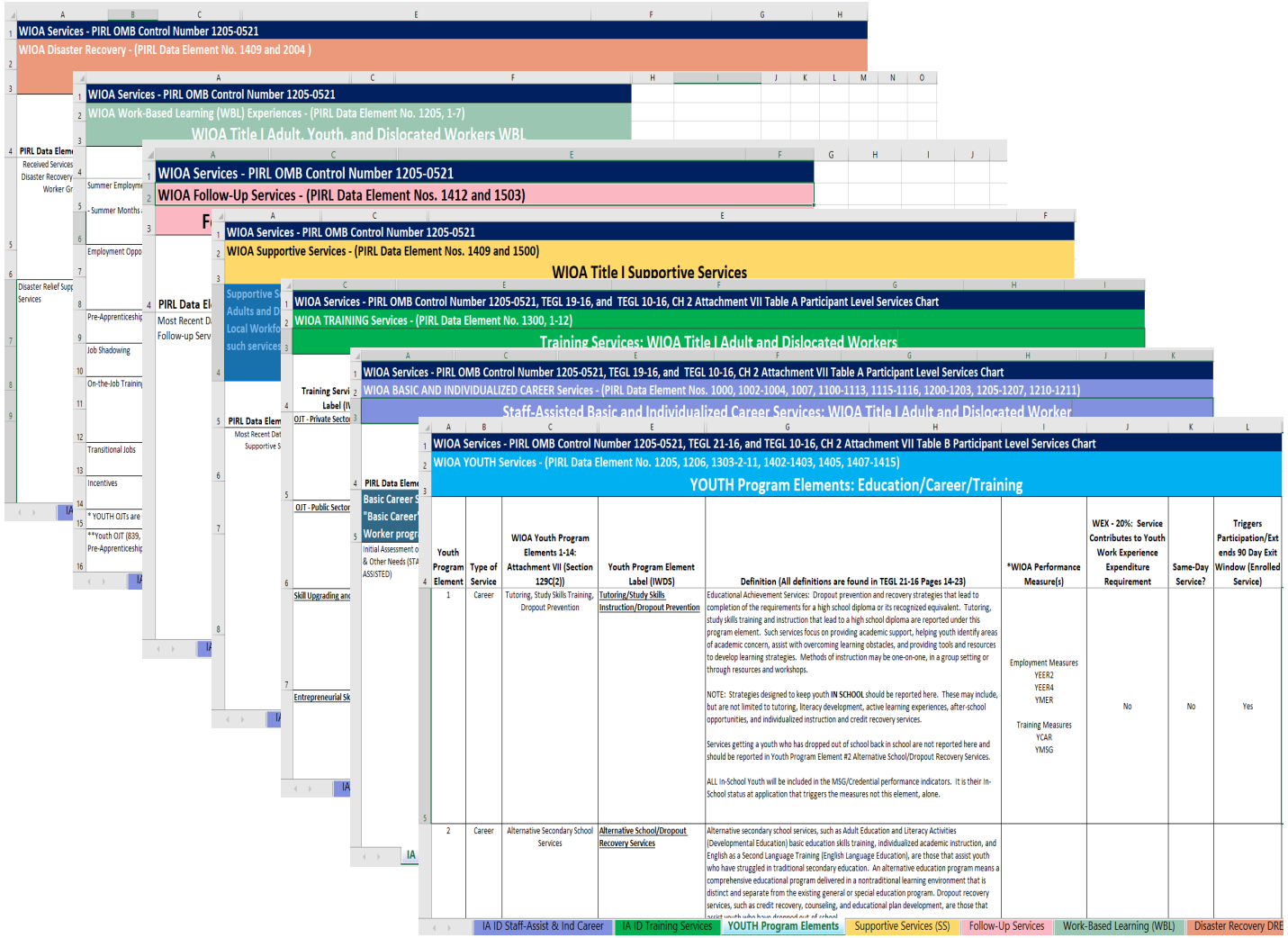
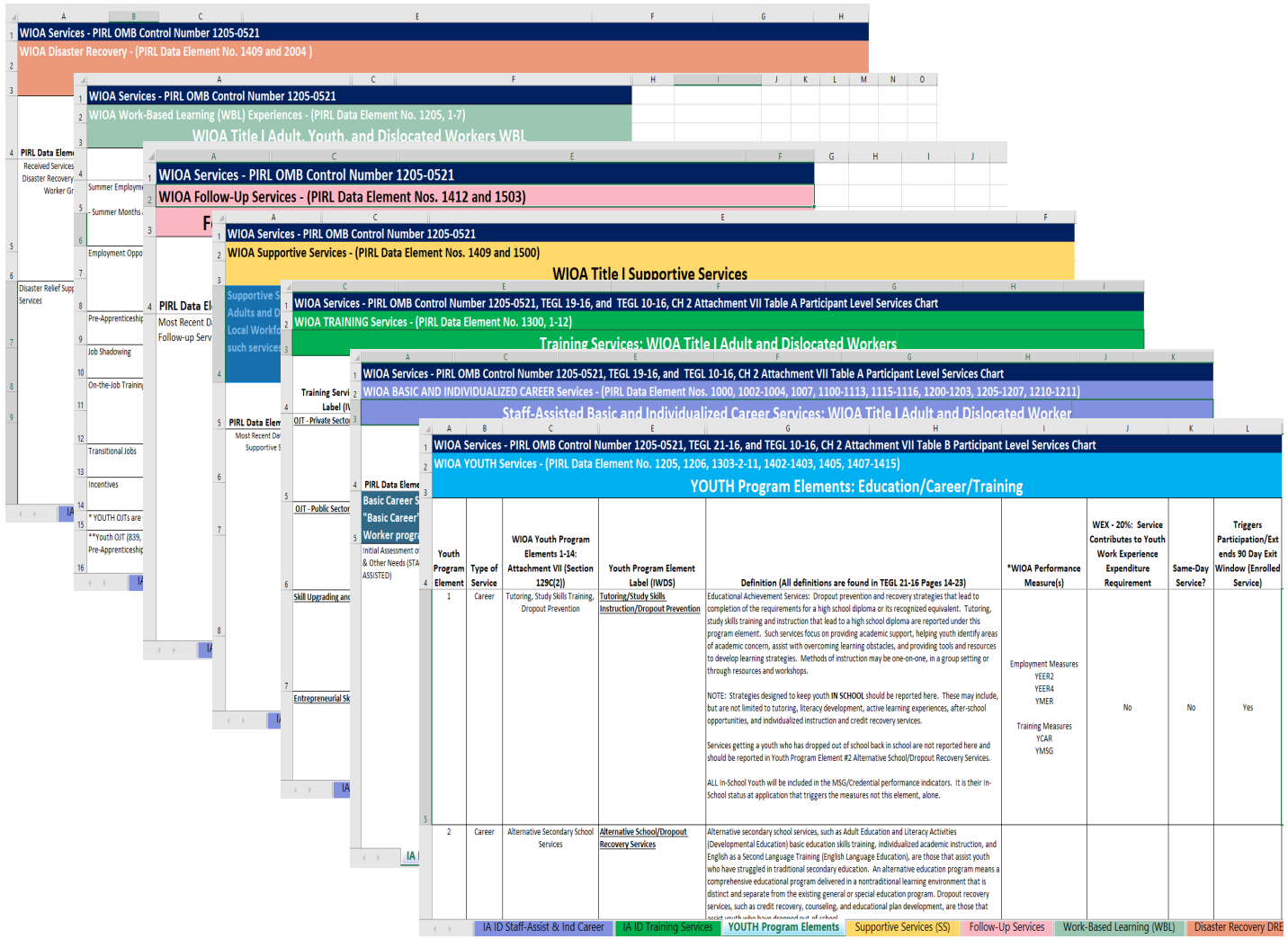
What is the Services Matrix?

- 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

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.

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

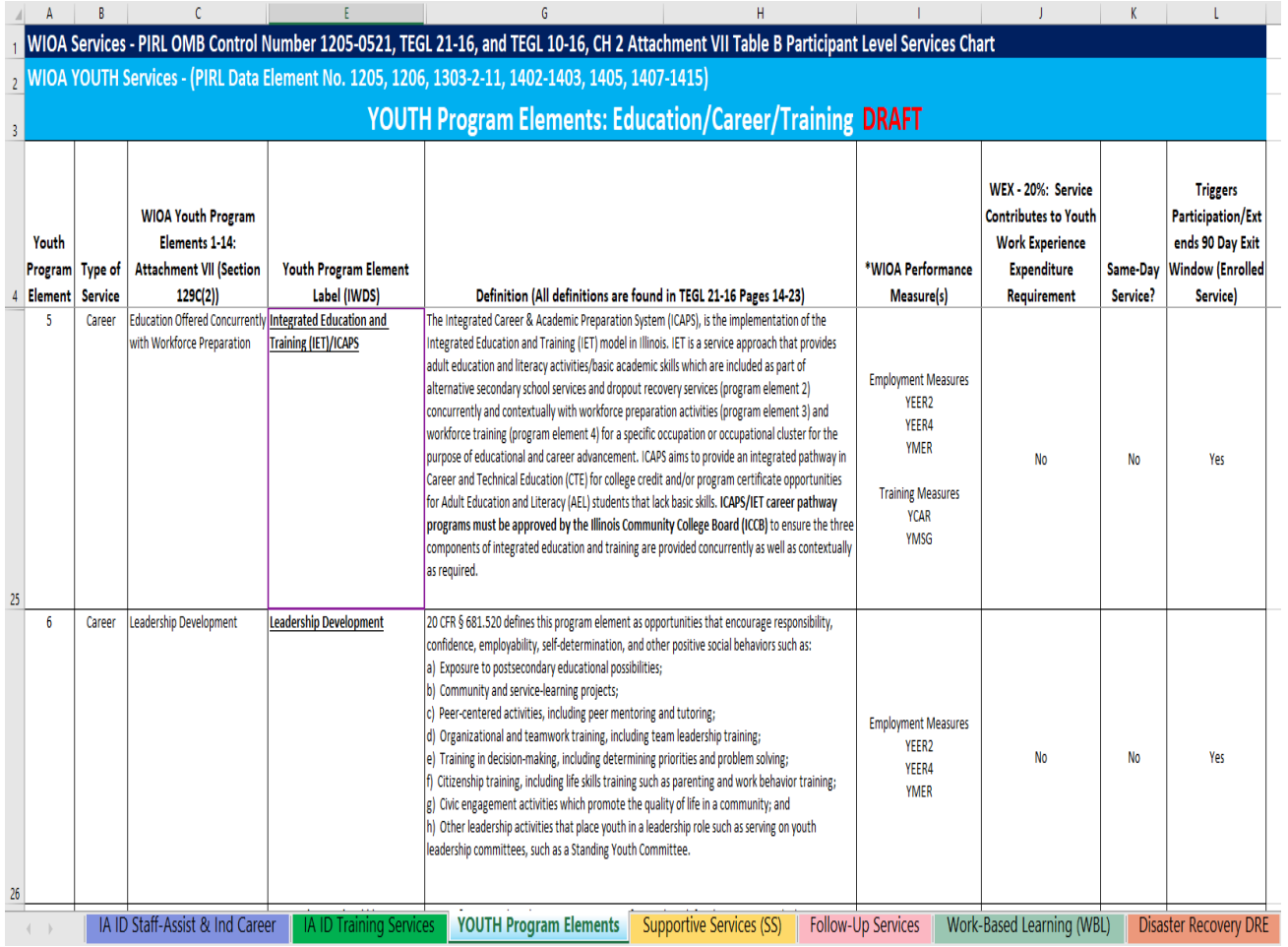
What are the Youth Program Elements?

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

Youth Program Element 5 - Definition

Education Offered Concurrently with Workforce Preparation

Services within this program element reflect an integrated education and training model in which adult education and literacy activities/basic academic skills are included as part of alternative secondary school services and dropout recovery services (Youth Program Element 2) concurrently and contextually with workforce preparation activities (program element 3) and workforce training (program element 4) for a specific occupation or occupational cluster for the purpose of educational and career advancement.



	A	B	C	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									
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/Ext ends 90 Day Exit Window (Enrolled Service)
25	5	Career	Education Offered Concurrently with Workforce Preparation	Integrated Education and Training (IET)/ICAPS	The Integrated Career & Academic Preparation System (ICAPS), is the implementation of the Integrated Education and Training (IET) model in Illinois. IET is a service approach that provides adult education and literacy activities/basic academic skills which are included as part of alternative secondary school services and dropout recovery services (program element 2) concurrently and contextually with workforce preparation activities (program element 3) and workforce training (program element 4) for a specific occupation or occupational cluster for the purpose of educational and career advancement. ICAPS aims to provide an integrated pathway in Career and Technical Education (CTE) for college credit and/or program certificate opportunities for Adult Education and Literacy (AEL) students that lack basic skills. **ICAPS/IET career pathway programs must be approved by the Illinois Community College Board (ICCB)** to ensure the three components of integrated education and training are provided concurrently as well as contextually as required.		Employment Measures YEER2 YEER4 YMER Training Measures YCAR YMSG	No	No	Yes
26	6	Career	Leadership Development	Leadership Development	20 CFR § 681.520 defines this program element as opportunities that encourage responsibility, confidence, employability, self-determination, and other positive social behaviors such as: a) Exposure to postsecondary educational possibilities; b) Community and service-learning projects; c) Peer-centered activities, including peer mentoring and tutoring; d) Organizational and teamwork training, including team leadership training; e) Training in decision-making, including determining priorities and problem solving; f) Citizenship training, including life skills training such as parenting and work behavior training; g) Civic engagement activities which promote the quality of life in a community; and h) Other leadership activities that place youth in a leadership role such as serving on youth leadership committees, such as a Standing Youth Committee.		Employment Measures YEER2 YEER4 YMER	No	No	Yes

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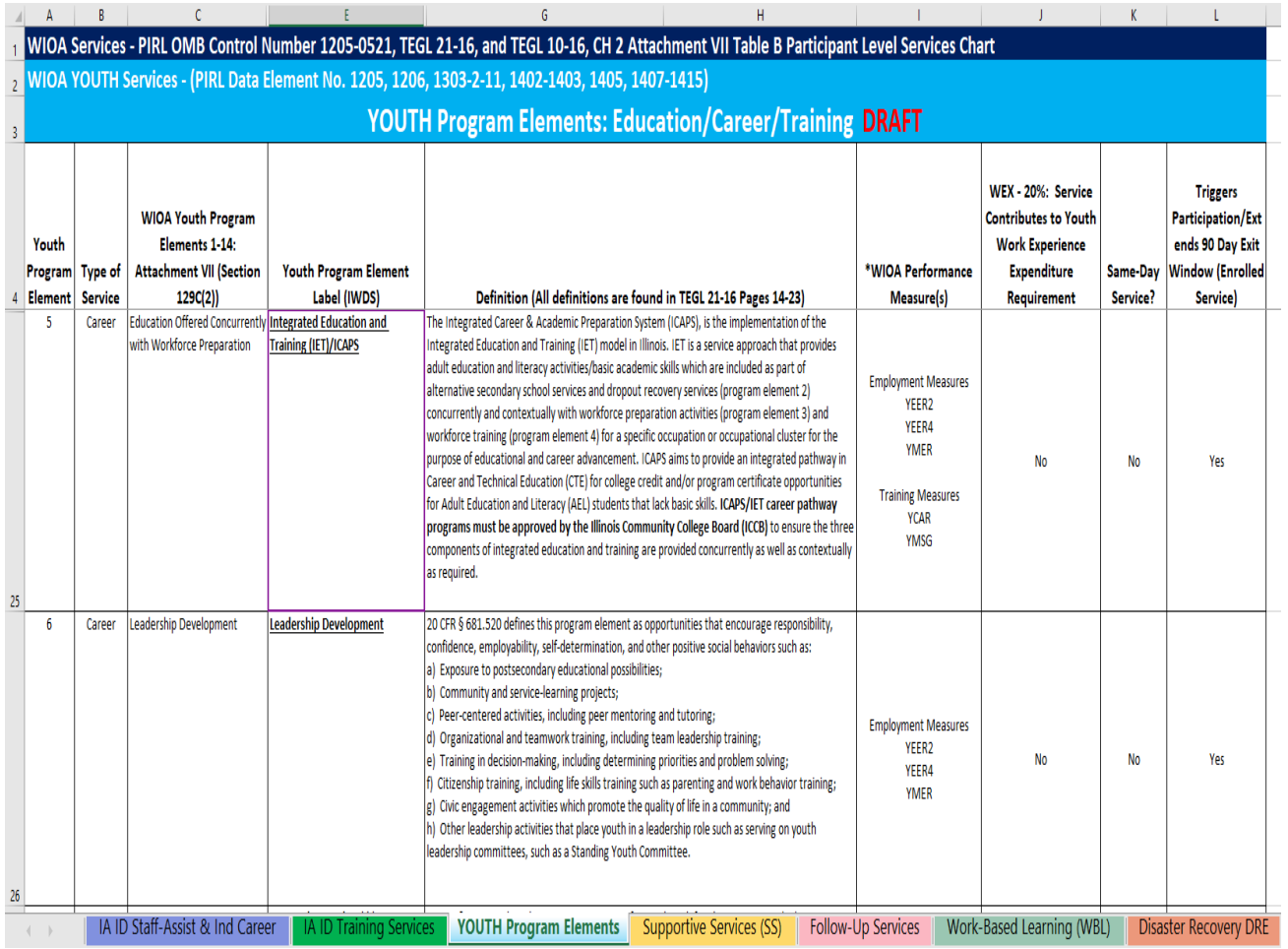
Youth Program Element 5 - Rules

Education Offered Concurrently with Workforce Preparation

- The Integrated Career & Academic Preparation System (ICAPS), is the implementation of the Integrated Education and Training (IET) model in Illinois. ICAPS aims to provide an integrated pathway in Career and Technical Education (CTE) for college credit and/or program certificate opportunities for Adult Education and Literacy (AEL) students that lack basic skills.
- ICAPS/IET career pathway programs must be approved by the Illinois Community College Board (ICCB) to ensure the three components of integrated education and training are provided concurrently as well as contextually as required.



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6	Career	Leadership Development	Leadership Development	20 CFR § 681.520 defines this program element as opportunities that encourage responsibility, confidence, employability, self-determination, and other positive social behaviors such as: a) Exposure to postsecondary educational possibilities; b) Community and service-learning projects; c) Peer-centered activities, including peer mentoring and tutoring; d) Organizational and teamwork training, including team leadership training; e) Training in decision-making, including determining priorities and problem solving; f) Citizenship training, including life skills training such as parenting and work behavior training; g) Civic engagement activities which promote the quality of life in a community; and h) Other leadership activities that place youth in a leadership role such as serving on youth leadership committees, such as a Standing Youth Committee.	Employment Measures YEER2 YEER4 YMER	No	No	Yes

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Youth Program Element 5 - Services

Education Offered Concurrently with Workforce Preparation

- Type: Career Service
- IWDS Label: Integrated Education and Training (IET)/ICAPS

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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
			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			

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Youth Program Element 5 - Application

Question:

- Can I provide each of the elements that make up an IET separately and report it here under this service?

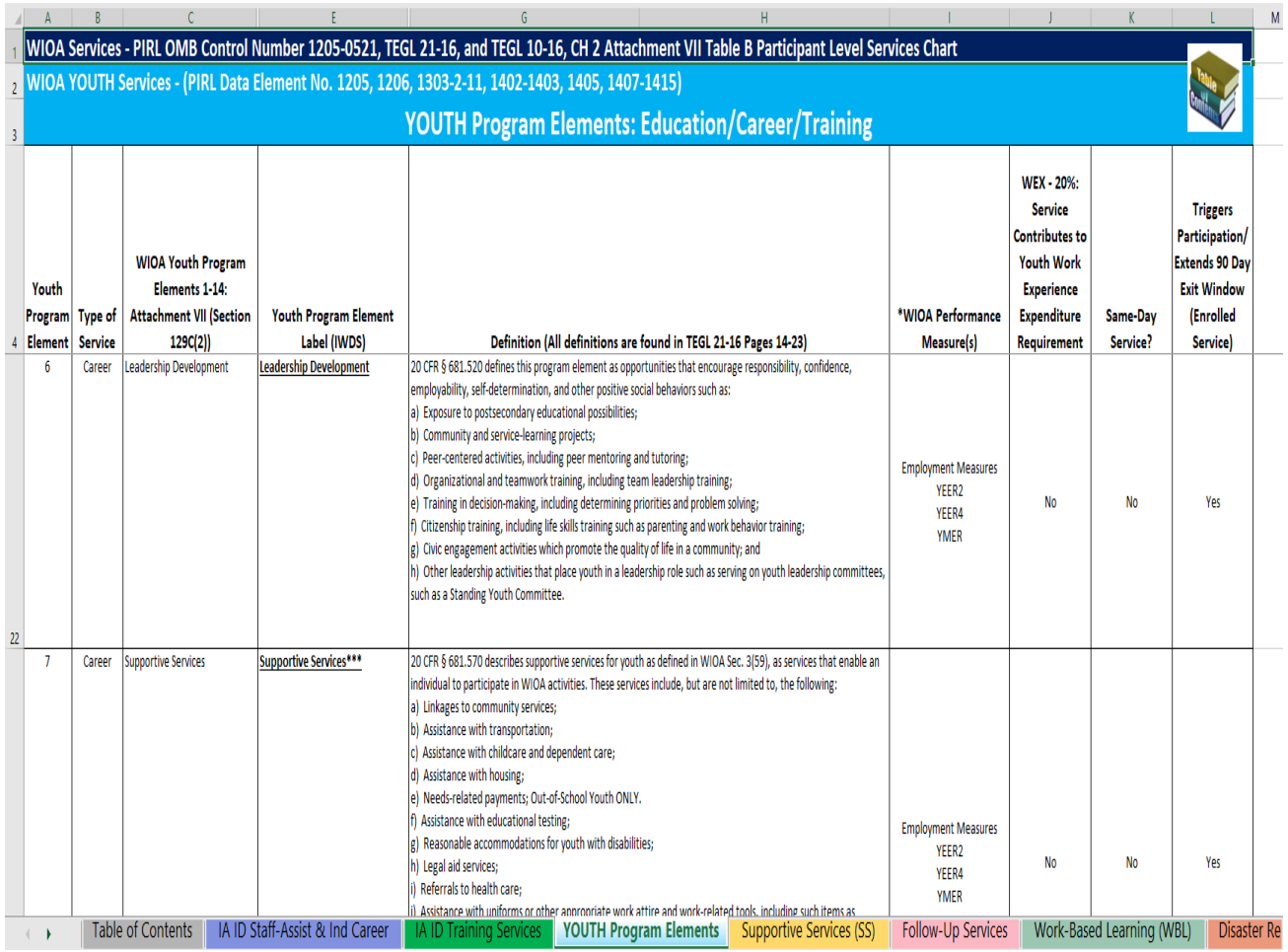
Answer:

- No. By definition, each of the three components must be provided concurrently and contextually. The ICAPS/IET career pathway programs are developed to address this requirement.

Youth Program Element 6 - Definition

Leadership Development

The services under this program element are focused on encouraging responsibility, confidence, employability, self-determination, and other positive social and civic behaviors.



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6	Career	Leadership Development	Leadership Development	20 CFR § 681.520 defines this program element as opportunities that encourage responsibility, confidence, employability, self-determination, and other positive social behaviors such as: a) Exposure to postsecondary educational possibilities; b) Community and service-learning projects; c) Peer-centered activities, including peer mentoring and tutoring; d) Organizational and teamwork training, including team leadership training; e) Training in decision-making, including determining priorities and problem solving; f) Citizenship training, including life skills training such as parenting and work behavior training; g) Civic engagement activities which promote the quality of life in a community; and h) Other leadership activities that place youth in a leadership role such as serving on youth leadership committees, such as a Standing Youth Committee.	Employment Measures YEER2 YEER4 YMER	No	No	Yes
7	Career	Supportive Services	Supportive Services***	20 CFR § 681.570 describes supportive services for youth as defined in WIOA Sec. 3(59), as services that enable an individual to participate in WIOA activities. These services include, but are not limited to, the following: a) Linkages to community services; b) Assistance with transportation; c) Assistance with childcare and dependent care; d) Assistance with housing; e) Needs-related payments; Out-of-School Youth ONLY. f) Assistance with educational testing; g) Reasonable accommodations for youth with disabilities; h) Legal aid services; i) Referrals to health care; j) Assistance with uniforms or other appropriate work attire and work-related tools, including such items as	Employment Measures YEER2 YEER4 YMER	No	No	Yes

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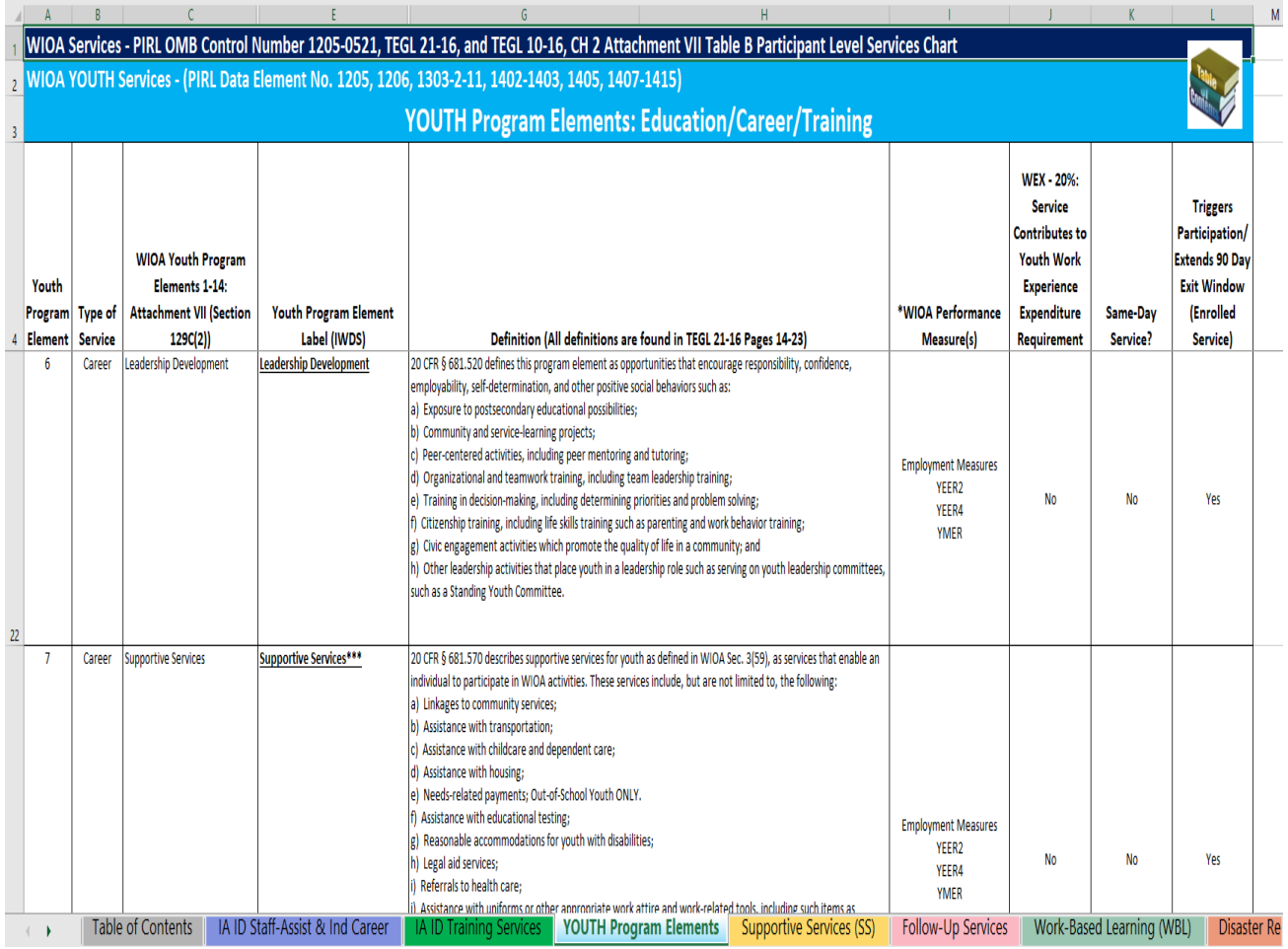
Youth Program Element 6 - Rules

Leadership Development

Activities include:

- Exposure to postsecondary educational possibilities;
- Community and service-learning projects;
- Peer-centered activities, including peer mentoring and tutoring;
- Organizational and teamwork training, including team leadership training;



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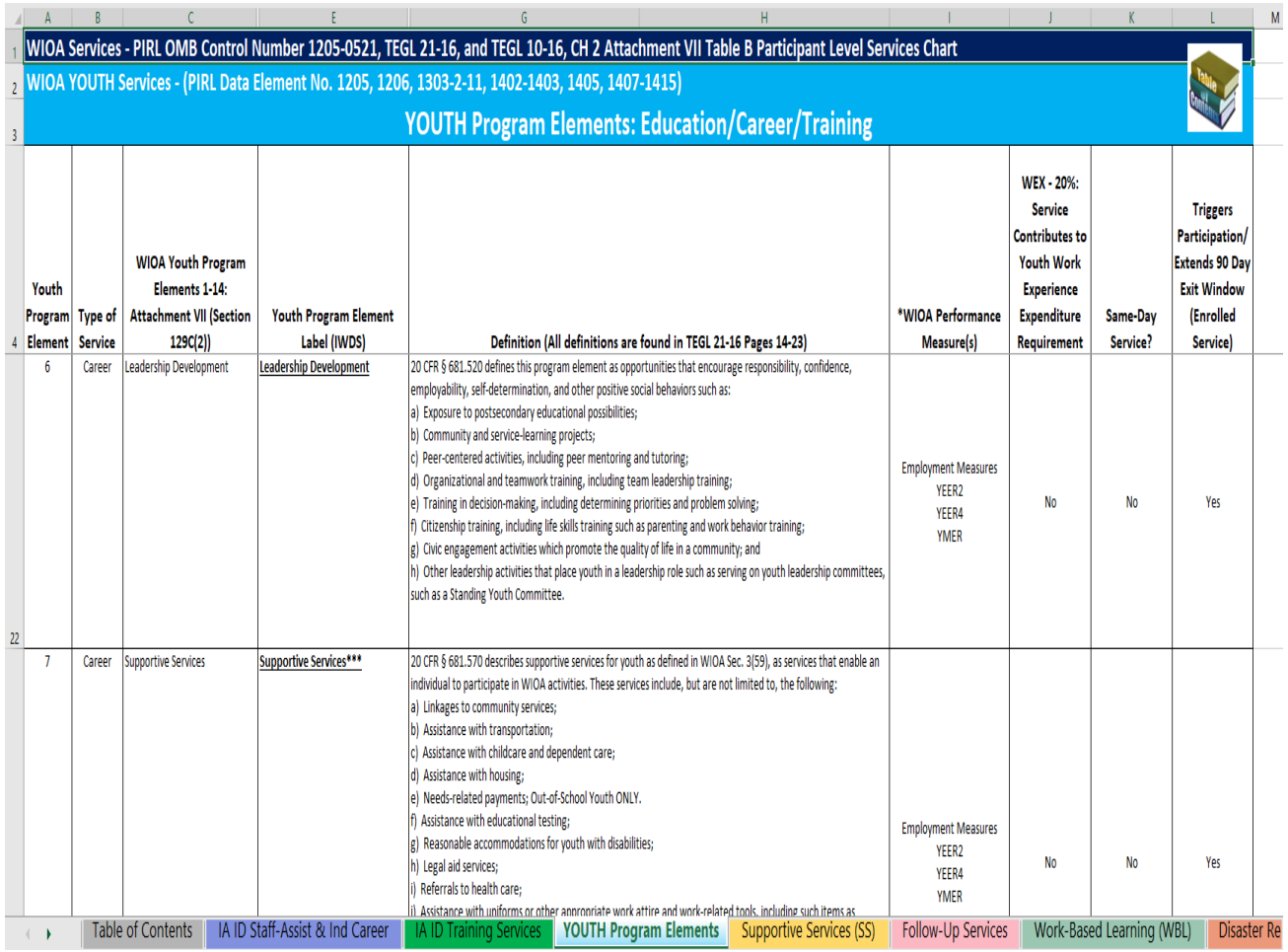
- Training in decision-making, including determining priorities and problem solving;
- Citizenship training, including life skills training such as parenting and work behavior training;
- Civic engagement activities which promote the quality of life in a community; and
- Other activities that place youth in a leadership role, such as serving on youth leadership committees (e.g., a Youth Standing Committee).



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Youth Program Element 6 - Services

Leadership Development

- Type: Career Service
- IWDS Label: Leadership Development

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YOUTH Program Elements: Education/Career/Training

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6	Career	Leadership Development	Leadership Development	20 CFR § 681.520 defines this program element as opportunities that encourage responsibility, confidence, employability, self-determination, and other positive social behaviors such as: a) Exposure to postsecondary educational possibilities; b) Community and service-learning projects; c) Peer-centered activities, including peer mentoring and tutoring; d) Organizational and teamwork training, including team leadership training; e) Training in decision-making, including determining priorities and problem solving; f) Citizenship training, including life skills training such as parenting and work behavior training; g) Civic engagement activities which promote the quality of life in a community; and h) Other leadership activities that place youth in a leadership role such as serving on youth leadership committees, such as a Standing Youth Committee.	Employment Measures YEER2 YEER4 YMER	No	No	Yes
7	Career	Supportive Services	Supportive Services***	20 CFR § 681.570 describes supportive services for youth as defined in WIOA Sec. 3(59), as services that enable an individual to participate in WIOA activities. These services include, but are not limited to, the following: a) Linkages to community services; b) Assistance with transportation; c) Assistance with childcare and dependent care; d) Assistance with housing; e) Needs-related payments; Out-of-School Youth ONLY. f) Assistance with educational testing; g) Reasonable accommodations for youth with disabilities; h) Legal aid services; i) Referrals to health care; j) Assistance with uniforms or other appropriate work attire and work-related tools, including such items as	Employment Measures YEER2 YEER4 YMER	No	No	Yes

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Youth Program Element 6 - Application

Question:

- What are positive social and civic behaviors?

Answer:

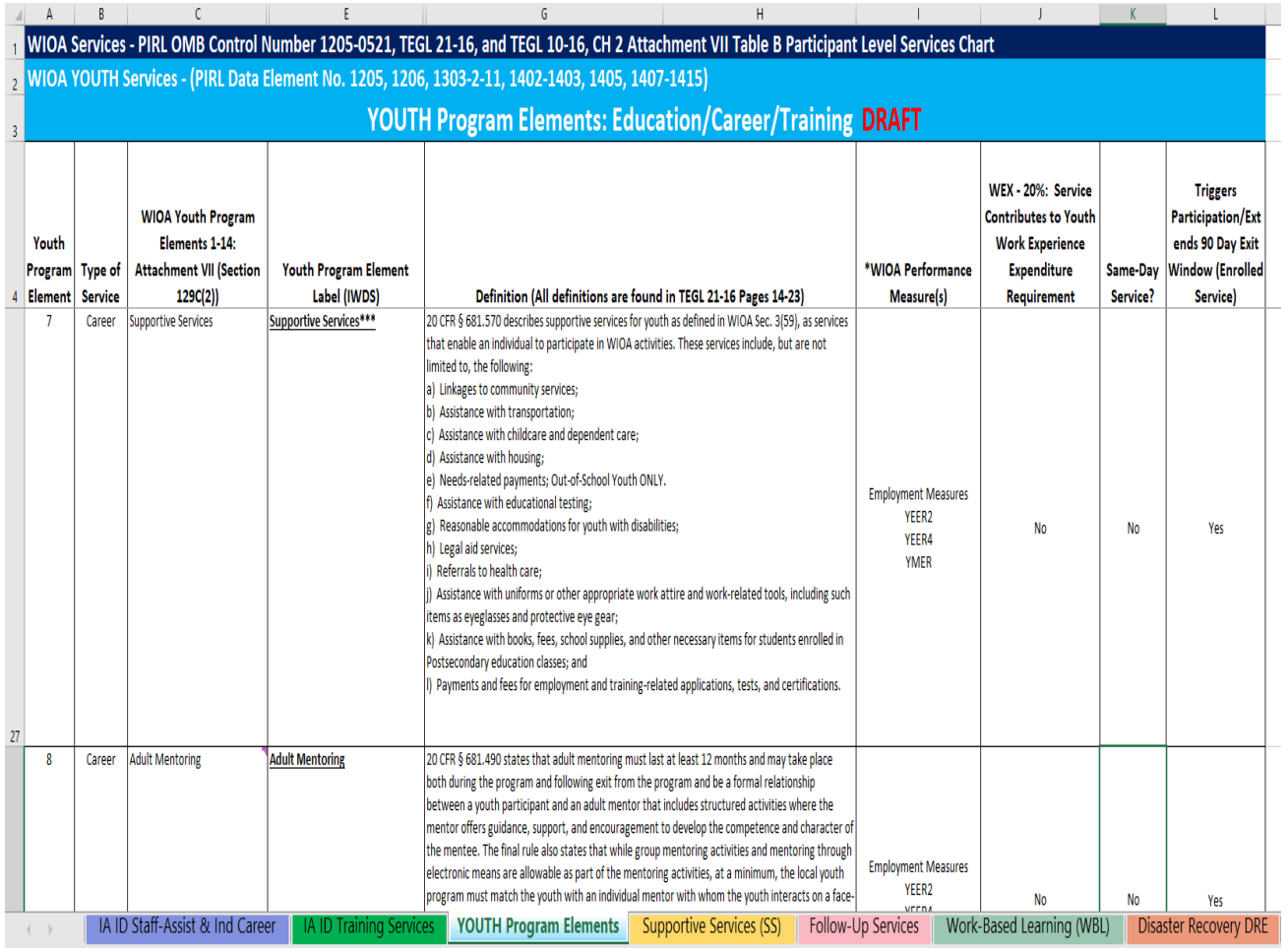
- Positive social and civic behaviors may include the following:
  - (a) Positive attitudinal development;
  - (b) Self-esteem building;
  - (c) Openness to work with individuals from diverse backgrounds;
  - (d) Maintaining healthy lifestyles, including being alcohol- and drug-free;
  - (e) Maintaining positive social relationships with responsible adults and peers, and contributing to the well-being of one's community, including voting;
  - (f) Maintaining a commitment to learning and academic success;
  - (g) Avoiding delinquency;
  - (h) Postponing parenting and responsible parenting, including child support education;
  - (i) Positive job attitudes and work skills; and
  - (j) Keeping informed in community affairs and current events.

Youth Program Element 7 - Definition

Supportive Services

The purpose of the services under this program element is to enable individuals to participate in WIOA activities.

Supportive services should be provided to address needs or issues identified during the intake and assessment process. Any issue that would hinder the ability of the youth to participate in WIOA youth services should be addressed through the provision of supportive services. A plan for what supportive services will be needed and how they are provided must be included in the youth's Individual Service Strategy (ISS).



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

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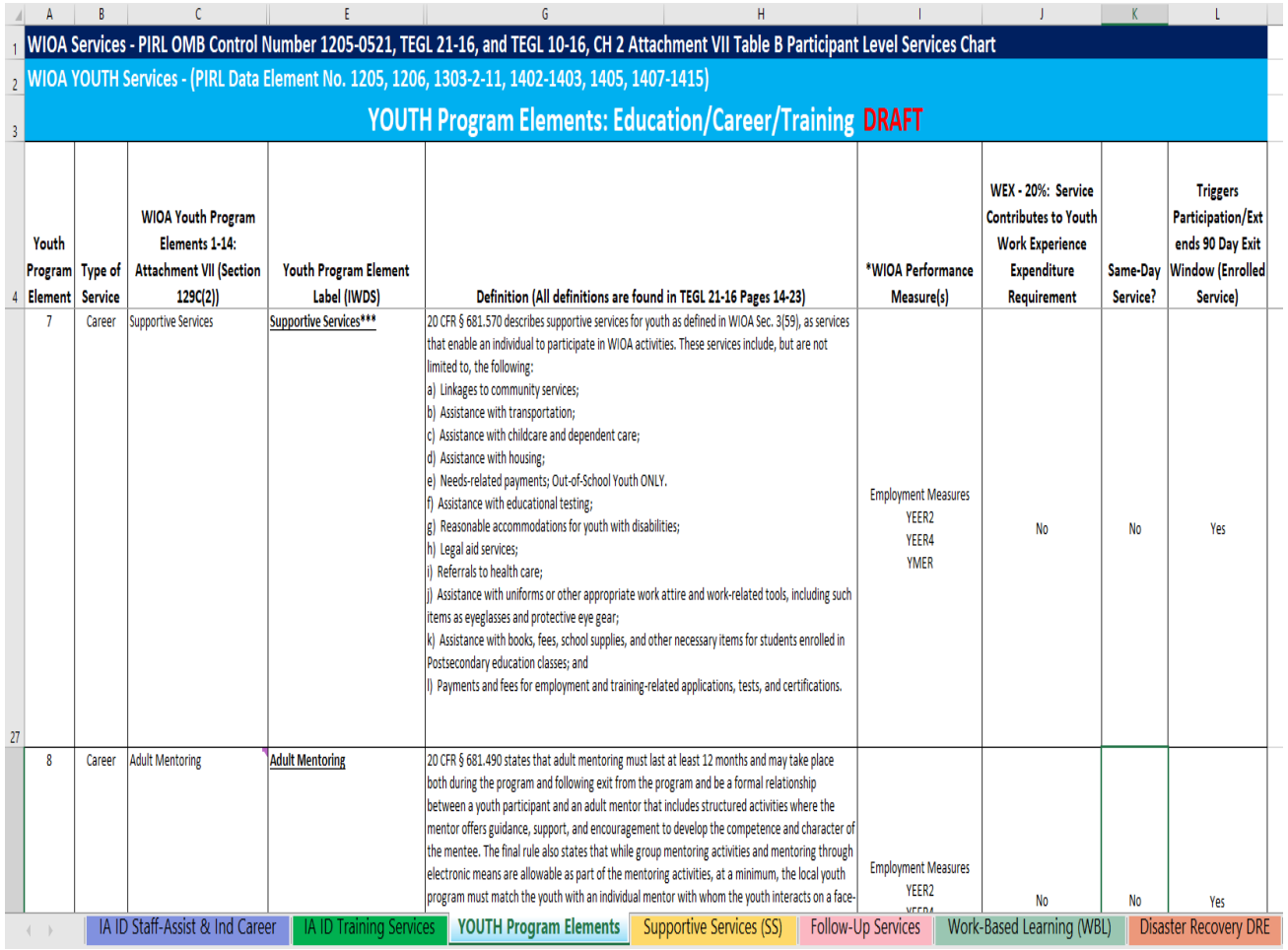
8	Career	Adult Mentoring	Adult Mentoring	20 CFR § 681.490 states that adult mentoring must last at least 12 months and may take place both during the program and following exit from the program and be a formal relationship between a youth participant and an adult mentor that includes structured activities where the mentor offers guidance, support, and encouragement to develop the competence and character of the mentee. The final rule also states that while group mentoring activities and mentoring through electronic means are allowable as part of the mentoring activities, at a minimum, the local youth program must match the youth with an individual mentor with whom the youth interacts on a face-	Employment Measures YEER2	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 7 - Rules

Supportive Services

- Services that enable an individual to participate in **WIOA activities**:
  - Linkages to community services;
  - Assistance with transportation;
  - Assistance with childcare and dependent care;
  - Assistance with housing;
  - Needs-related payments; Out-of-School Youth ONLY.
  - Assistance with educational testing;
  - Reasonable accommodations for youth with disabilities;



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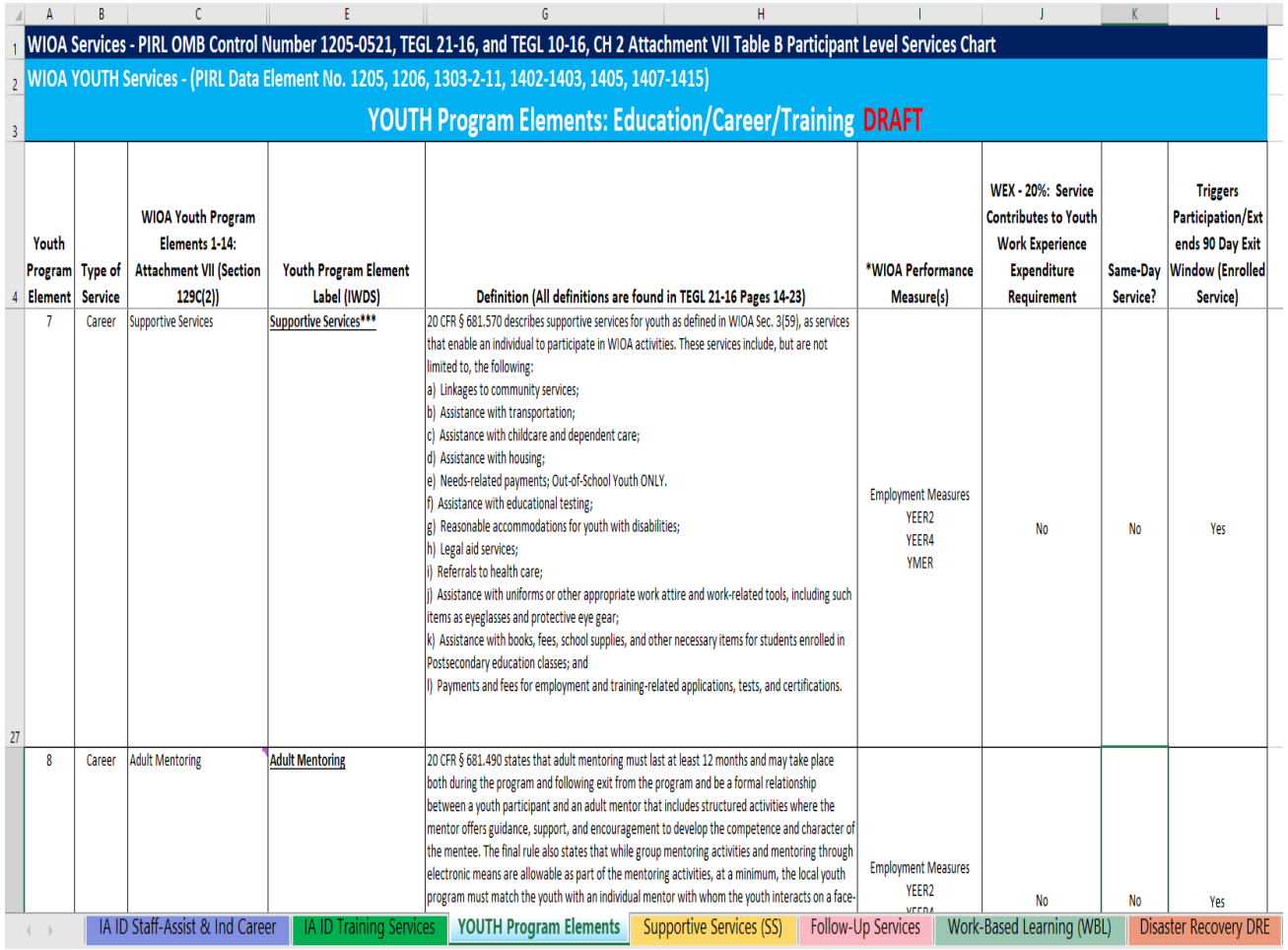
IA ID Staff-Assist & Ind Career | IA ID Training Services | YOUTH Program Elements | Supportive Services (SS) | Follow-Up Services | Work-Based Learning (WBL) | Disaster Recovery DRE

Youth Program Element 7 - Rules

Supportive Services

- Services that enable an individual to participate in **WIOA activities**:
  - Legal aid services;
  - Referrals to health care;
  - Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear;
  - Assistance with books, fees, school supplies, and other necessary items for students enrolled in Postsecondary education classes; and
  - Payments and fees for employment and training-related applications, tests, and certifications.



	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)									
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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 7 - Rules

Supportive Services

When can supportive services be provided to WIOA title I Youth?

Supportive services can be provided to WIOA title I Youth during program participation and during follow-up services. There are no specific requirements for when to provide supportive services. They may be provided based on the participant's needs as identified in the youth's Individual Service Strategy (ISS).

How do support services relate to follow-up services?

Supportive services are one of the five types of WIOA title I Youth program elements that may be provided during follow-up as discussed in 20 CFR 681.580. If supportive services are provided as a follow-up service, they do not extend the date of exit.

Youth Program Element 7 - Rules

RULES for Documenting in MIS

- Local Workforce Innovation Boards (LWIBs) must develop a supportive services policy that ensures resource and service coordination in the local area.
  - Boards policies should ensure SS are WIOA-funded only when these services are not available through other agencies and that the services are necessary to participate in Title I activities.
- All local staff, especially career planners, must have copies of local policies and understand how to apply the local board's policies.

PLEASE NOTE

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

Youth Program Element 7 - Application

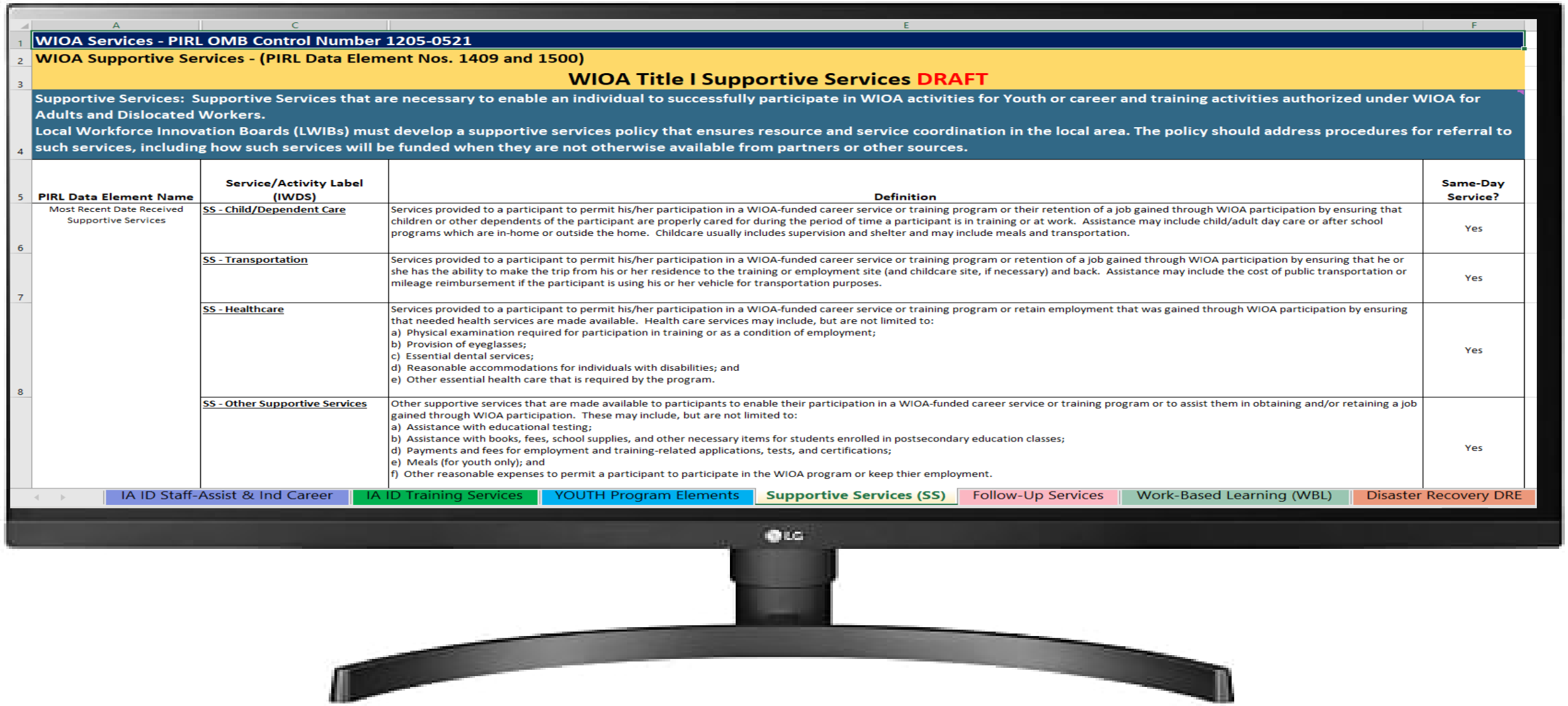
Question:

- Can (WIOA funded) support services occur during the follow-up period?

Answer:

- Yes. All allowable supportive services can be provided for WIOA Youth during their post-exit follow-up.
- MIS Rule:
  - IWDS/MIS will not allow a “SS-Supportive Service” record to be added post-exit when a “Follow-Up” service record is open. So, any supportive service and activity must be documented via general case notes. Same rule will apply in system at deployment of Youth service updates.

WIOA Title IB Youth Services Matrix - Demo



WIOA Services - PIRL OMB Control Number 1205-0521

WIOA Supportive Services - (PIRL Data Element Nos. 1409 and 1500)

WIOA Title I Supportive Services DRAFT

Supportive Services: Supportive Services that are necessary to enable an individual to successfully participate in WIOA activities for Youth or career and training activities authorized under WIOA for Adults and Dislocated Workers.
Local Workforce Innovation Boards (LWIBs) must develop a supportive services policy that ensures resource and service coordination in the local area. The policy should address procedures for referral to such services, including how such services will be funded when they are not otherwise available from partners or other sources.

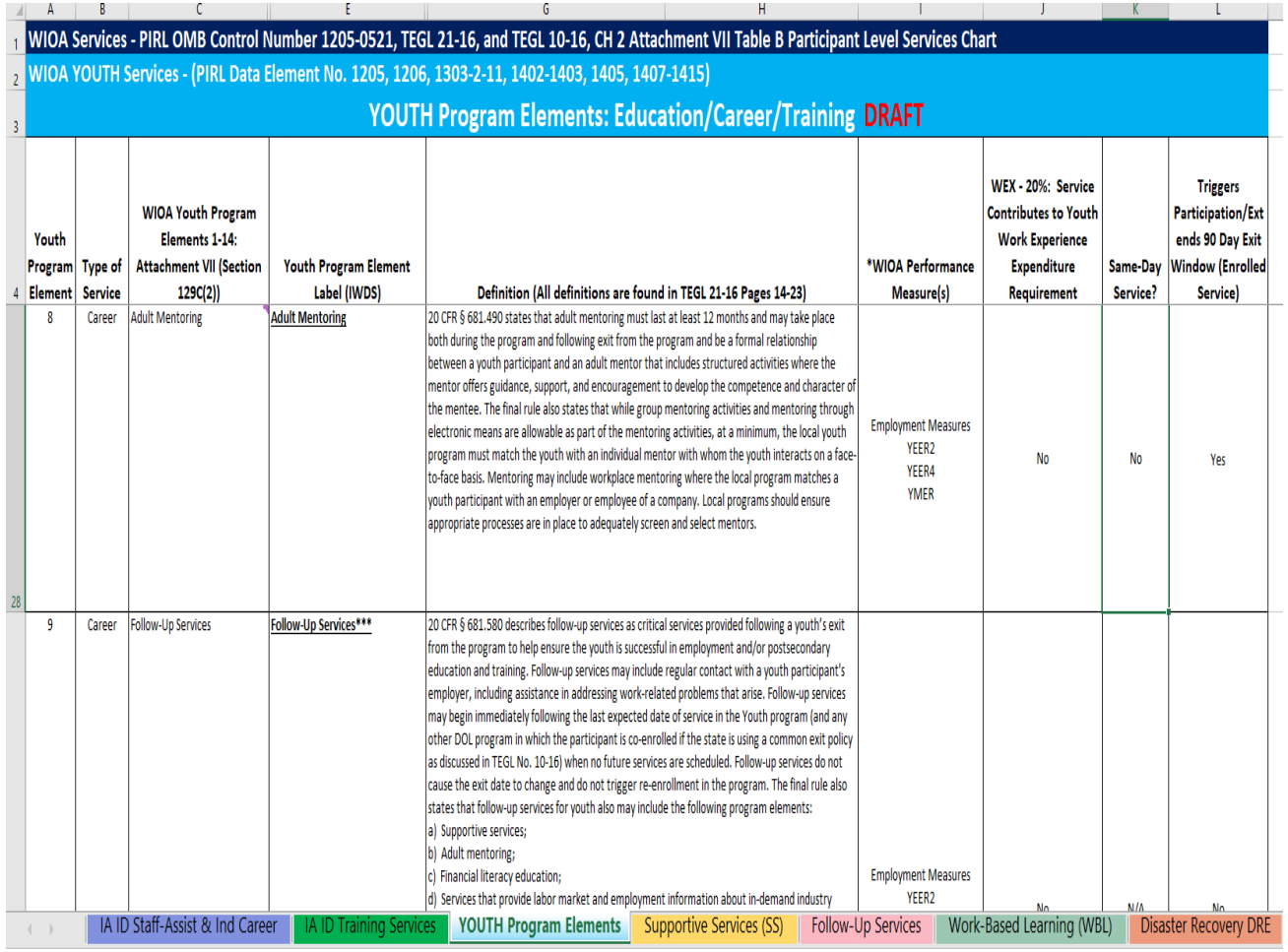
PIRL Data Element Name	Service/Activity Label (IWDS)	Definition	Same-Day Service?
Most Recent Date Received Supportive Services	SS - Child/Dependent Care	Services provided to a participant to permit his/her participation in a WIOA-funded career service or training program or their retention of a job gained through WIOA participation by ensuring that children or other dependents of the participant are properly cared for during the period of time a participant is in training or at work. Assistance may include child/adult day care or after school programs which are in-home or outside the home. Childcare usually includes supervision and shelter and may include meals and transportation.	Yes
	SS - Transportation	Services provided to a participant to permit his/her participation in a WIOA-funded career service or training program or retention of a job gained through WIOA participation by ensuring that he or she has the ability to make the trip from his or her residence to the training or employment site (and childcare site, if necessary) and back. Assistance may include the cost of public transportation or mileage reimbursement if the participant is using his or her vehicle for transportation purposes.	Yes
	SS - Healthcare	Services provided to a participant to permit his/her participation in a WIOA-funded career service or training program or retain employment that was gained through WIOA participation by ensuring that needed health services are made available. Health care services may include, but are not limited to: a) Physical examination required for participation in training or as a condition of employment; b) Provision of eyeglasses; c) Essential dental services; d) Reasonable accommodations for individuals with disabilities; and e) Other essential health care that is required by the program.	Yes
	SS - Other Supportive Services	Other supportive services that are made available to participants to enable their participation in a WIOA-funded career service or training program or to assist them in obtaining and/or retaining a job gained through WIOA participation. These may include, but are not limited to: a) Assistance with educational testing; b) Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes; d) Payments and fees for employment and training-related applications, tests, and certifications; e) Meals (for youth only); and f) Other reasonable expenses to permit a participant to participate in the WIOA program or keep thier employment.	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 8 - Definition

Adult Mentoring

This program element involves a formal relationship between a youth participant and an adult mentor that includes structured activities where the mentor offers guidance, support, and encouragement to help develop the youth's competence and character.



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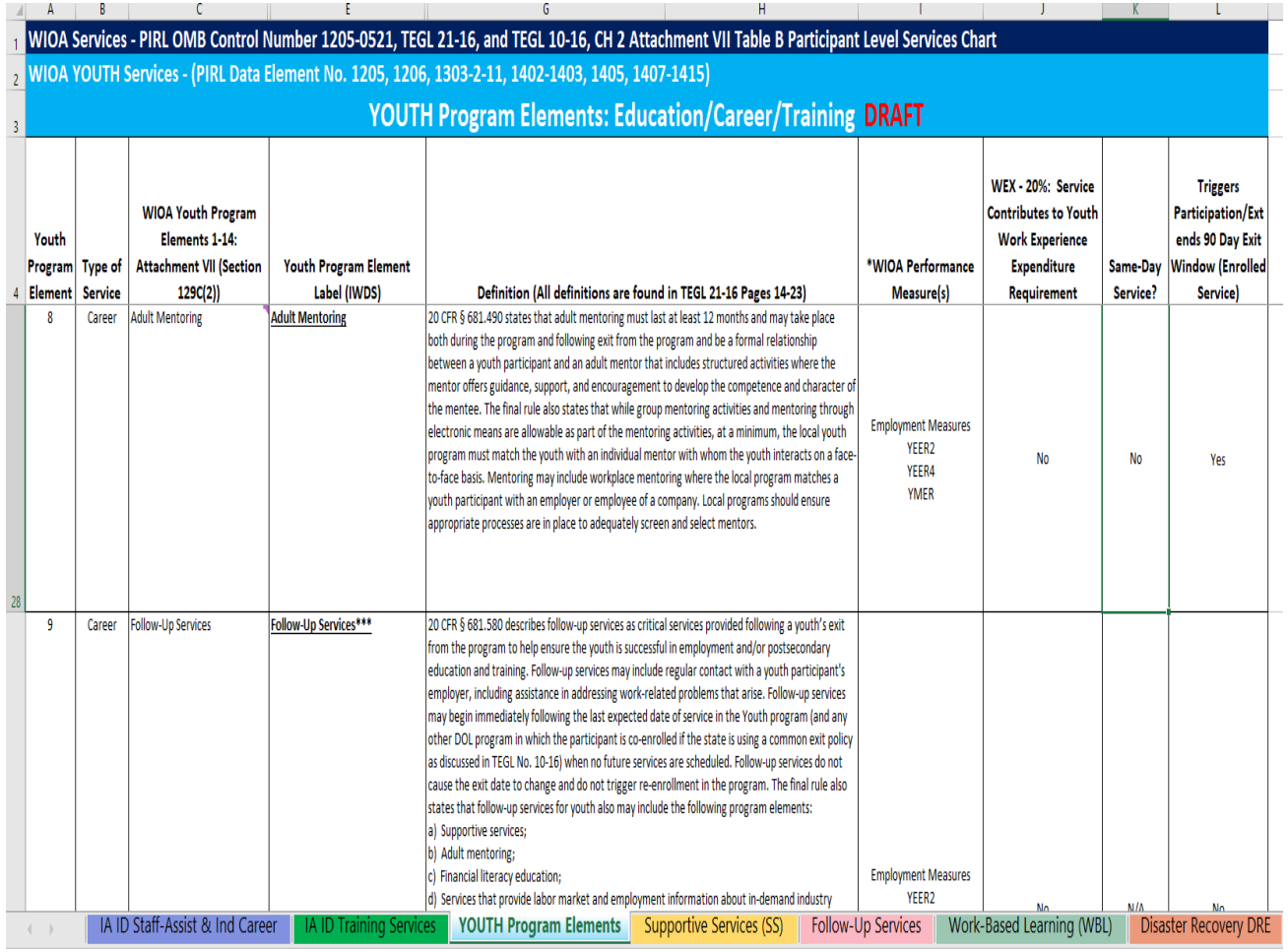
9	Career	Follow-Up Services	Follow-Up Services***	20 CFR § 681.580 describes follow-up services as critical services provided following a youth's exit from the program to help ensure the youth is successful in employment and/or postsecondary education and training. Follow-up services may include regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise. Follow-up services may begin immediately following the last expected date of service in the Youth program (and any other DOL program in which the participant is co-enrolled if the state is using a common exit policy as discussed in TEGL No. 10-16) when no future services are scheduled. Follow-up services do not cause the exit date to change and do not trigger re-enrollment in the program. The final rule also states that follow-up services for youth also may include the following program elements: a) Supportive services; b) Adult mentoring; c) Financial literacy education; d) Services that provide labor market and employment information about in-demand industry	Employment Measures YEER2	No	N/A	No

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 8 - Rules

Adult Mentoring

- While group mentoring activities and mentoring through electronic means are allowable services under this element, the youth must be matched with an individual mentor who provides some face-to-face interaction.
- This element may include workplace mentoring where the youth is matched with an employer or employee of a company.
- Must be a formal relationship between a youth participant and an adult mentor that includes structured activities where the mentor offers guidance, support, and encouragement to develop the competence and character of the mentee.



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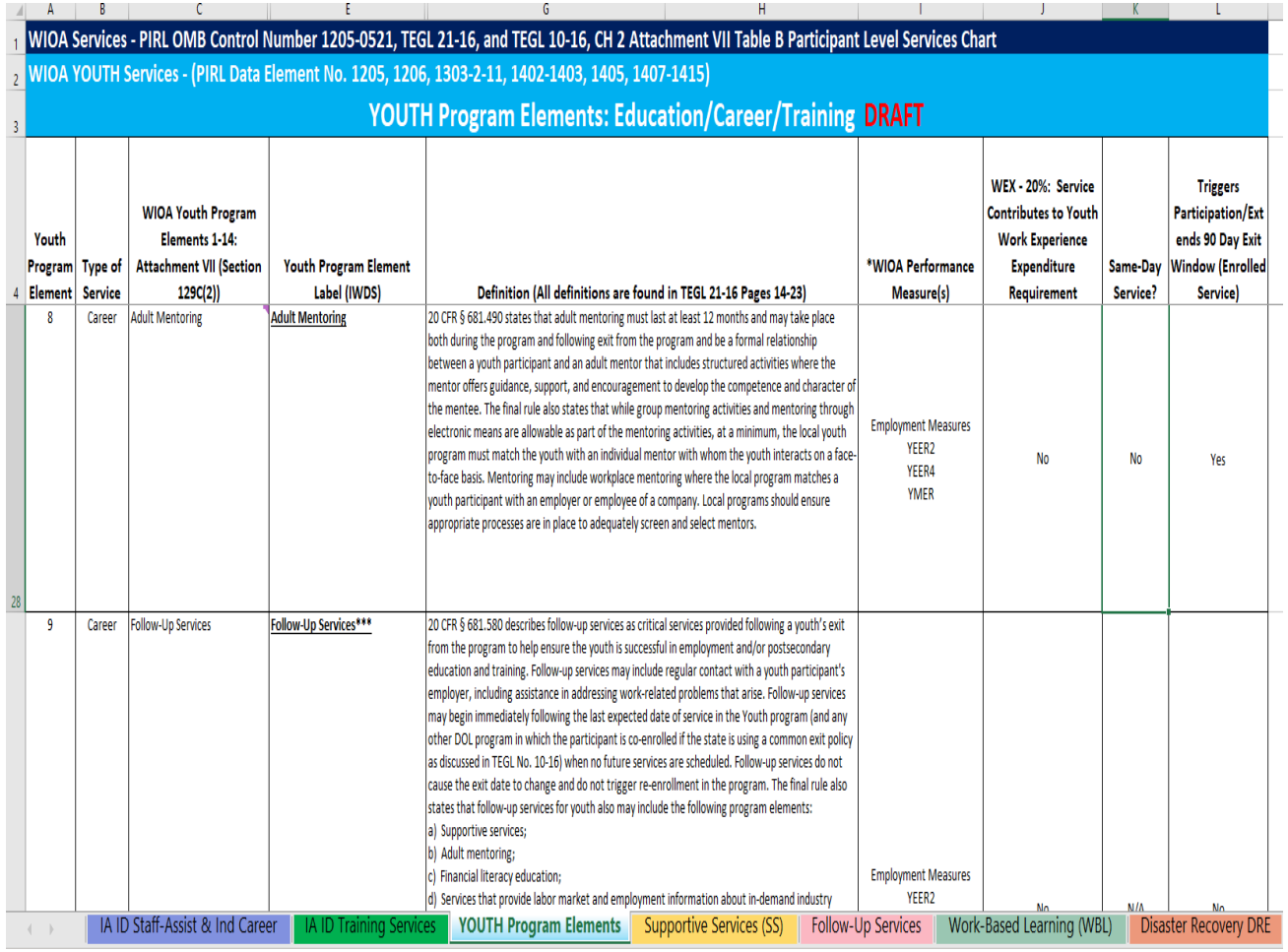
IA ID Staff-Assist & Ind Career | IA ID Training Services | YOUTH Program Elements | Supportive Services (SS) | Follow-Up Services | Work-Based Learning (WBL) | Disaster Recovery DRE

Youth Program Element 8 - Rules

Adult Mentoring

- The mentoring services must last at least 12 months and may occur both during participation and as a follow-up service after program exit.
- Local Workforce Innovation Boards (LWIBs) are responsible for having appropriate processes in place to adequately screen and select mentors.
- While DOL strongly prefers that career planners not serve as mentors, they may in areas where adult mentors are scarce.



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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 8 - Services

Adult Mentoring

- Type: Career Service
- IWDS Label: Adult Mentoring

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8	Career	Adult Mentoring	Adult Mentoring	20 CFR § 681.490 states that adult mentoring must last at least 12 months and may take place both during the program and following exit from the program and be a formal relationship between a youth participant and an adult mentor that includes structured activities where the mentor offers guidance, support, and encouragement to develop the competence and character of the mentee. The final rule also states that while group mentoring activities and mentoring through electronic means are allowable as part of the mentoring activities, at a minimum, the local youth program must match the youth with an individual mentor with whom the youth interacts on a face-to-face basis. Mentoring may include workplace mentoring where the local program matches a youth participant with an employer or employee of a company. Local programs should ensure appropriate processes are in place to adequately screen and select mentors.	Employment Measures YEER2 YEER4 YMER	No	No	Yes
9	Career	Follow-Up Services	Follow-Up Services***	20 CFR § 681.580 describes follow-up services as critical services provided following a youth's exit from the program to help ensure the youth is successful in employment and/or postsecondary education and training. Follow-up services may include regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise. Follow-up services may begin immediately following the last expected date of service in the Youth program (and any other DOL program in which the participant is co-enrolled if the state is using a common exit policy as discussed in TEGL No. 10-16) when no future services are scheduled. Follow-up services do not cause the exit date to change and do not trigger re-enrollment in the program. The final rule also states that follow-up services for youth also may include the following program elements: a) Supportive services; b) Adult mentoring; c) Financial literacy education; d) Services that provide labor market and employment information about in-demand industry	Employment Measures YEER2	No	N/A	No

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 8 - Application

Question:

- If a staff member of our service provider mentors youth during the summer, does that count as Adult Mentoring?

Answer:

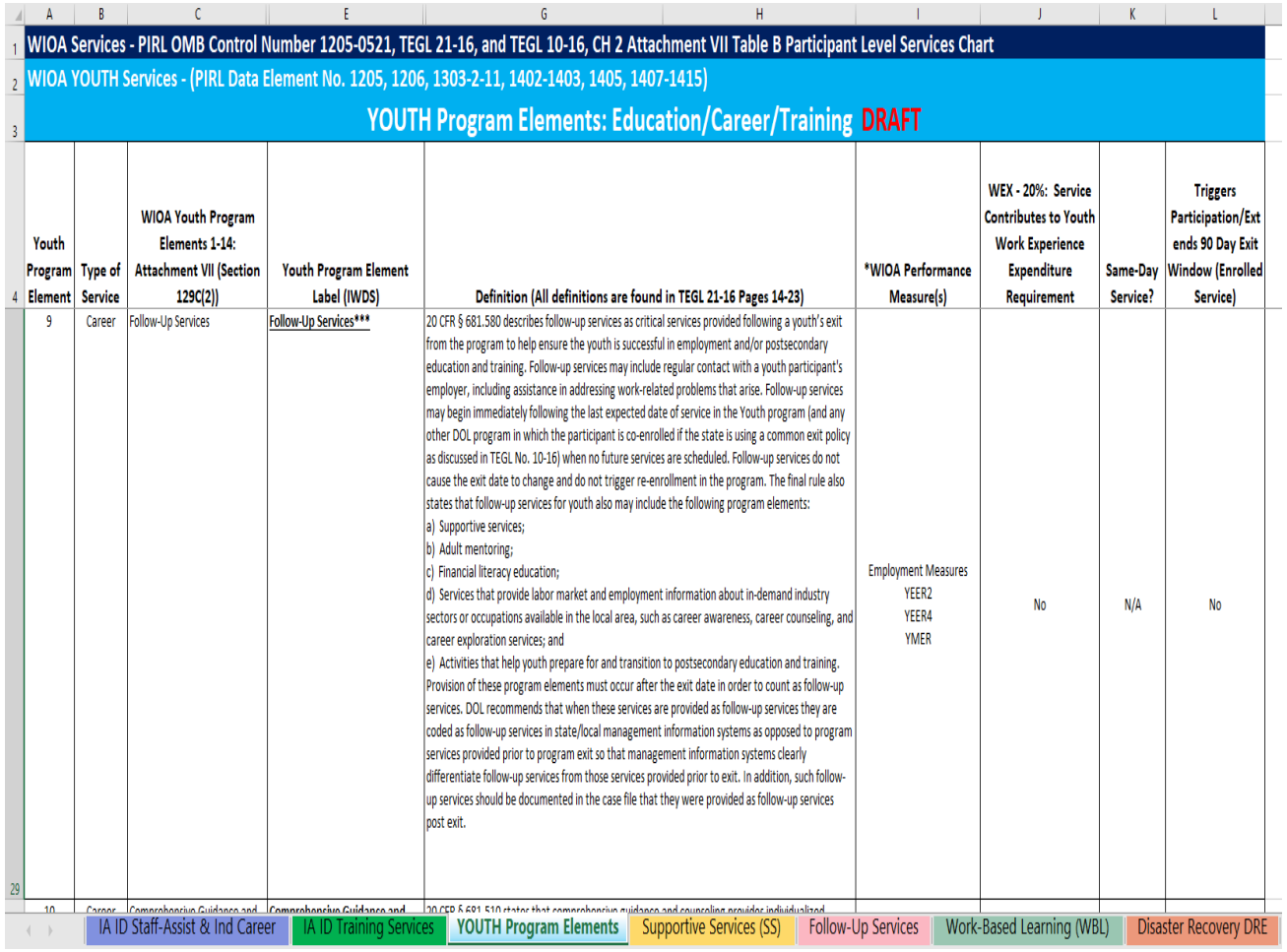
- No. The mentoring must last for 12 months. Additionally, the activities provided by the service providers must meet the definition of adult mentoring.

Youth Program Element 9 - Definition

Follow-Up Services

Services under this program element are provided after program exit to help ensure the youth is successful in employment and/or postsecondary education and training.

- Some follow-up services may include other program elements
- To count as follow-up services, they must occur after the participant's exit date.



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)
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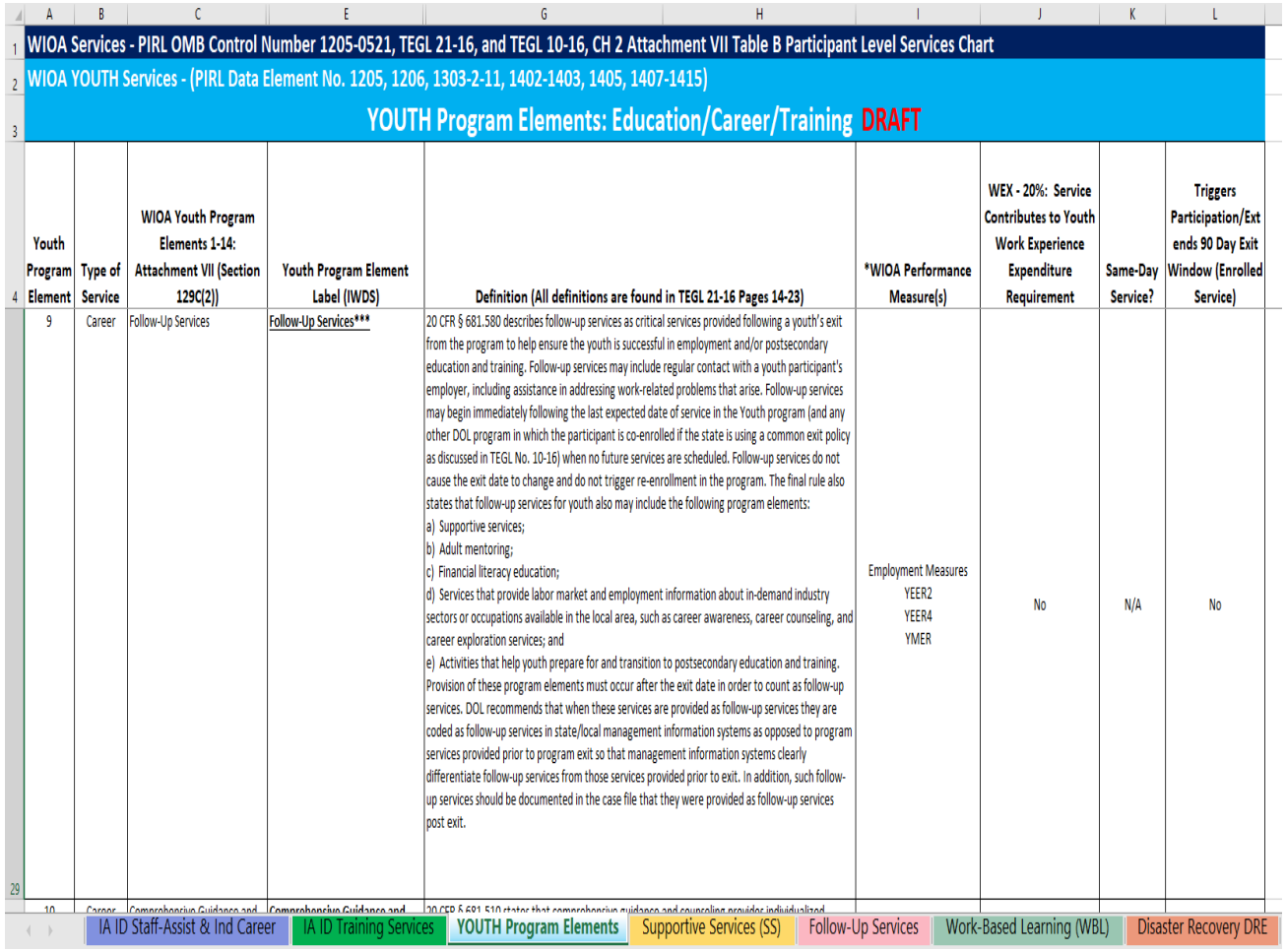
10	Career	Comprehensive Guidance and	Comprehensive Guidance and	20 CFR § 681.510 states that comprehensive guidance and counseling provides individualized				

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 9 - Rules

Follow-Up Services

- Follow-up services may begin immediately following the last expected date of service in the Youth Program (and any other program in which the participant is co-enrolled if the state is using a common exit policy as discussed in TEGL No. 10-16) when no future services are scheduled.
- Follow-up services do not cause a participant's exit date to change or trigger re-enrollment in the WIOA Youth Program.



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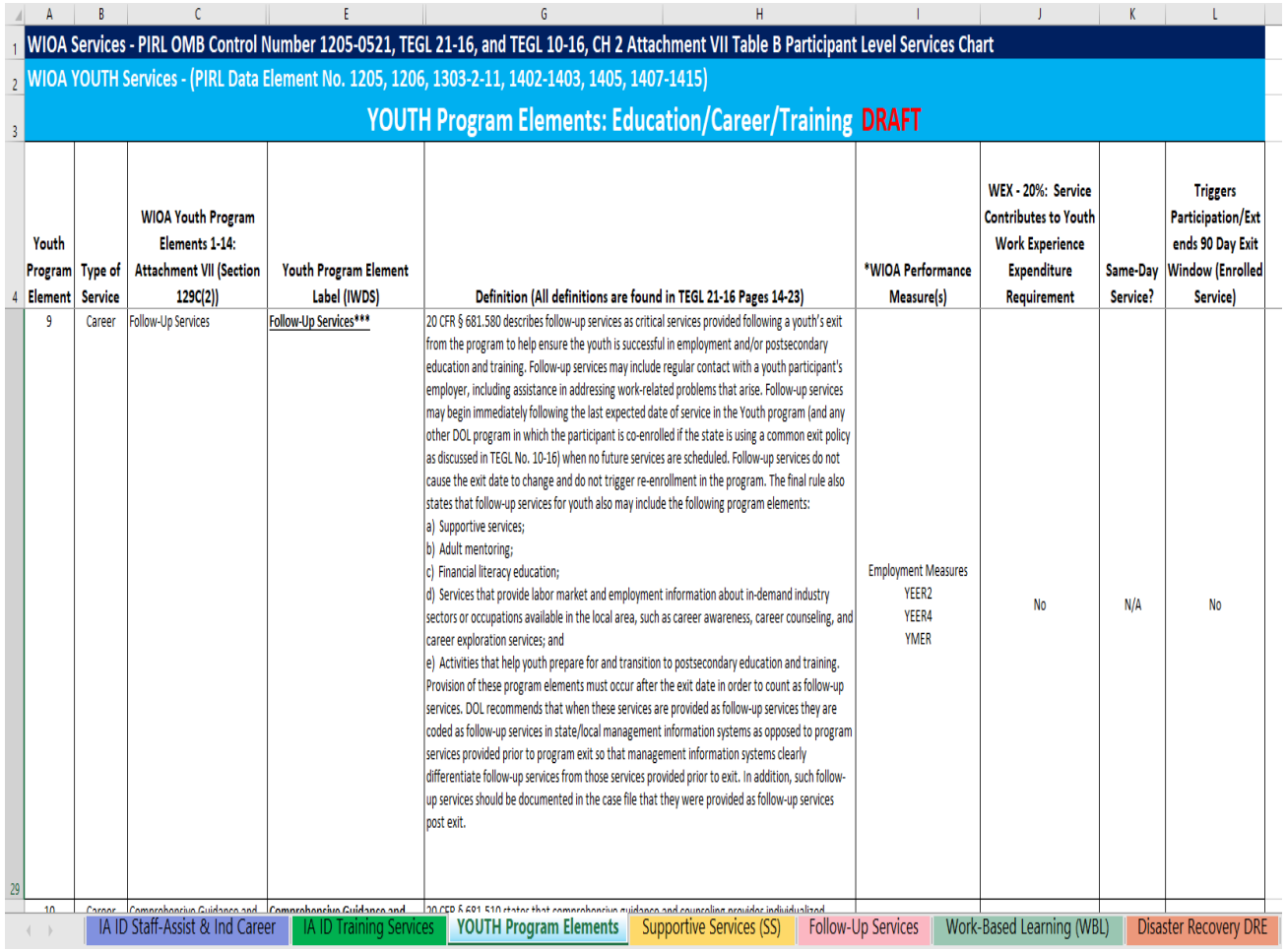
IA ID Staff-Assist & Ind Career | IA ID Training Services | YOUTH Program Elements | Supportive Services (SS) | Follow-Up Services | Work-Based Learning (WBL) | Disaster Recovery DRE

Youth Program Element 9 - Rules

Follow-Up Services

- Youth must be enrolled in follow-up services for a minimum of 12 months (2 exceptions = cannot locate or declining services).
- The 12-month follow-up requirement is completed upon one year from the date of exit.
- Follow-up services for youth may last longer than 12 months. See local policy on follow-up services.
- May include regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise.



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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 9 - Service

Follow-Up Services

- Type: Career Service
- IWDS Label: Follow-Up 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

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

YOUTH Program Elements: Education/Career/Training DRAFT

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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

Follow-Up Services as Program Elements

Question:

- Can Follow-Up Services for Youth participants include other Youth Program Elements?

Answer:

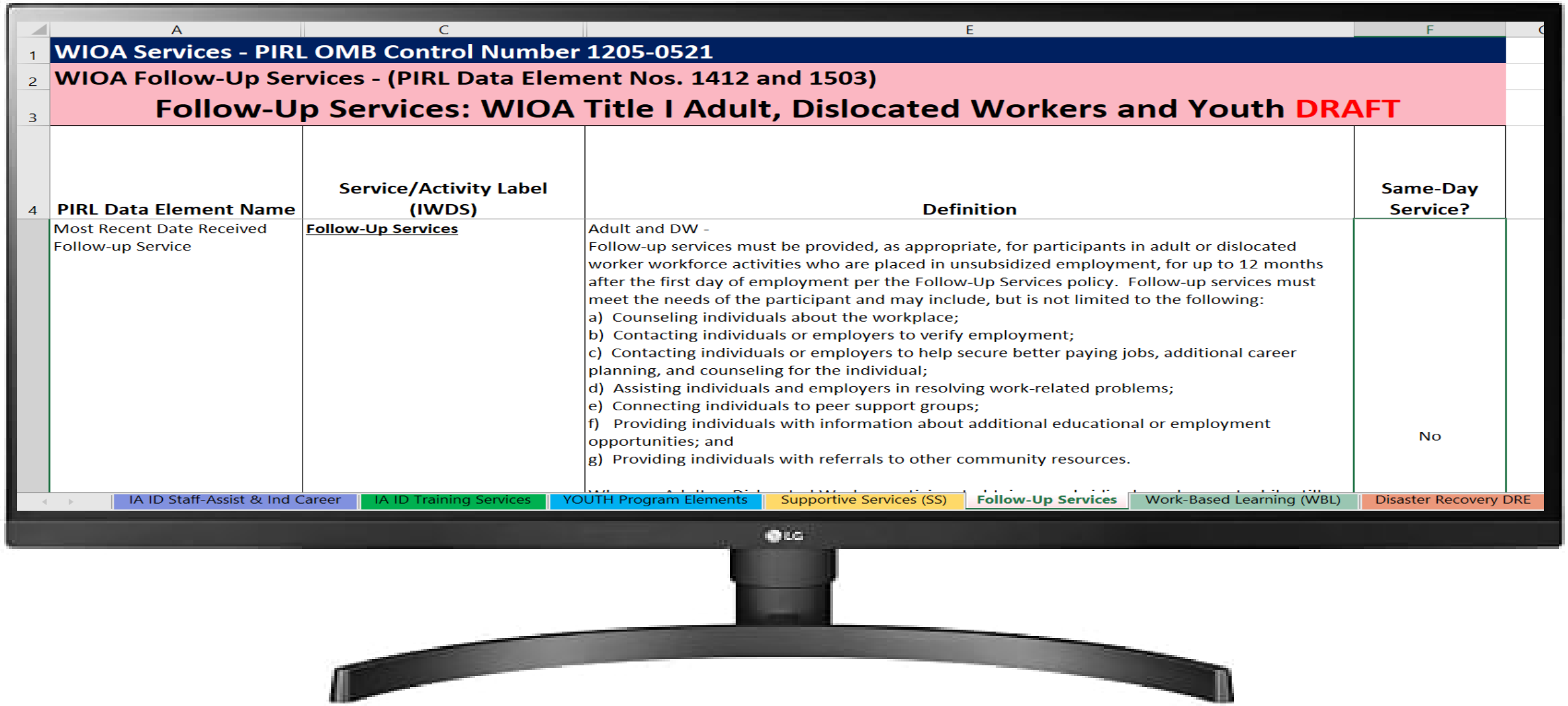
- Yes. Follow-up services for youth also may include the following program elements:
  - Supportive services;
  - Adult mentoring;
  - Financial literacy education;
  - Services that provide labor market and employment information; and
  - Activities that help youth prepare for and transition to postsecondary education and training.

PLEASE NOTE

Note

Provision of these program elements must occur after the exit date in order to count as follow-up services.

WIOA Title IB Youth Services Matrix - Demo



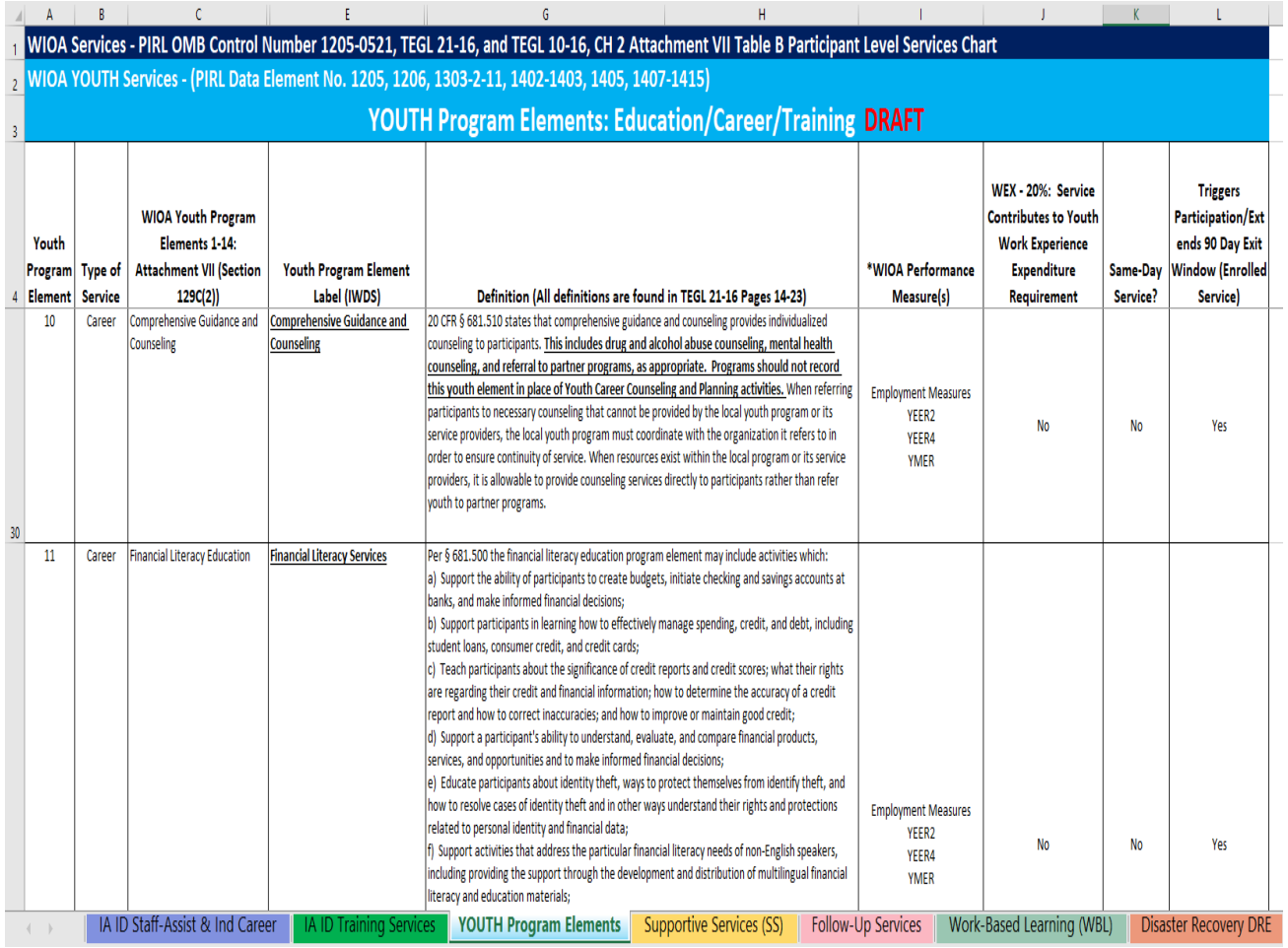
	A	C	E	F
1	**WIOA Services - PIRL OMB Control Number 1205-0521**			
2	**WIOA Follow-Up Services - (PIRL Data Element Nos. 1412 and 1503)**			
3	**Follow-Up Services: WIOA Title I Adult, Dislocated Workers and Youth DRAFT**			
4	**PIRL Data Element Name**	**Service/Activity Label (IWDS)**	**Definition**	**Same-Day Service?**
	Most Recent Date Received Follow-up Service	**Follow-Up Services**	Adult and DW - Follow-up services must be provided, as appropriate, for participants in adult or dislocated worker workforce activities who are placed in unsubsidized employment, for up to 12 months after the first day of employment per the Follow-Up Services policy. Follow-up services must meet the needs of the participant and may include, but is not limited to the following: a) Counseling individuals about the workplace; b) Contacting individuals or employers to verify employment; c) Contacting individuals or employers to help secure better paying jobs, additional career planning, and counseling for the individual; d) Assisting individuals and employers in resolving work-related problems; e) Connecting individuals to peer support groups; f) Providing individuals with information about additional educational or employment opportunities; and g) Providing individuals with referrals to other community resources.	No

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 10 - Definition

Comprehensive Guidance and Counseling

Comprehensive guidance and counseling provides individualized counseling to participants. This includes career and academic counseling, drug and alcohol abuse counseling, mental health counseling, and referral to partner programs, as appropriate.



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YOUTH Program Elements: Education/Career/Training DRAFT

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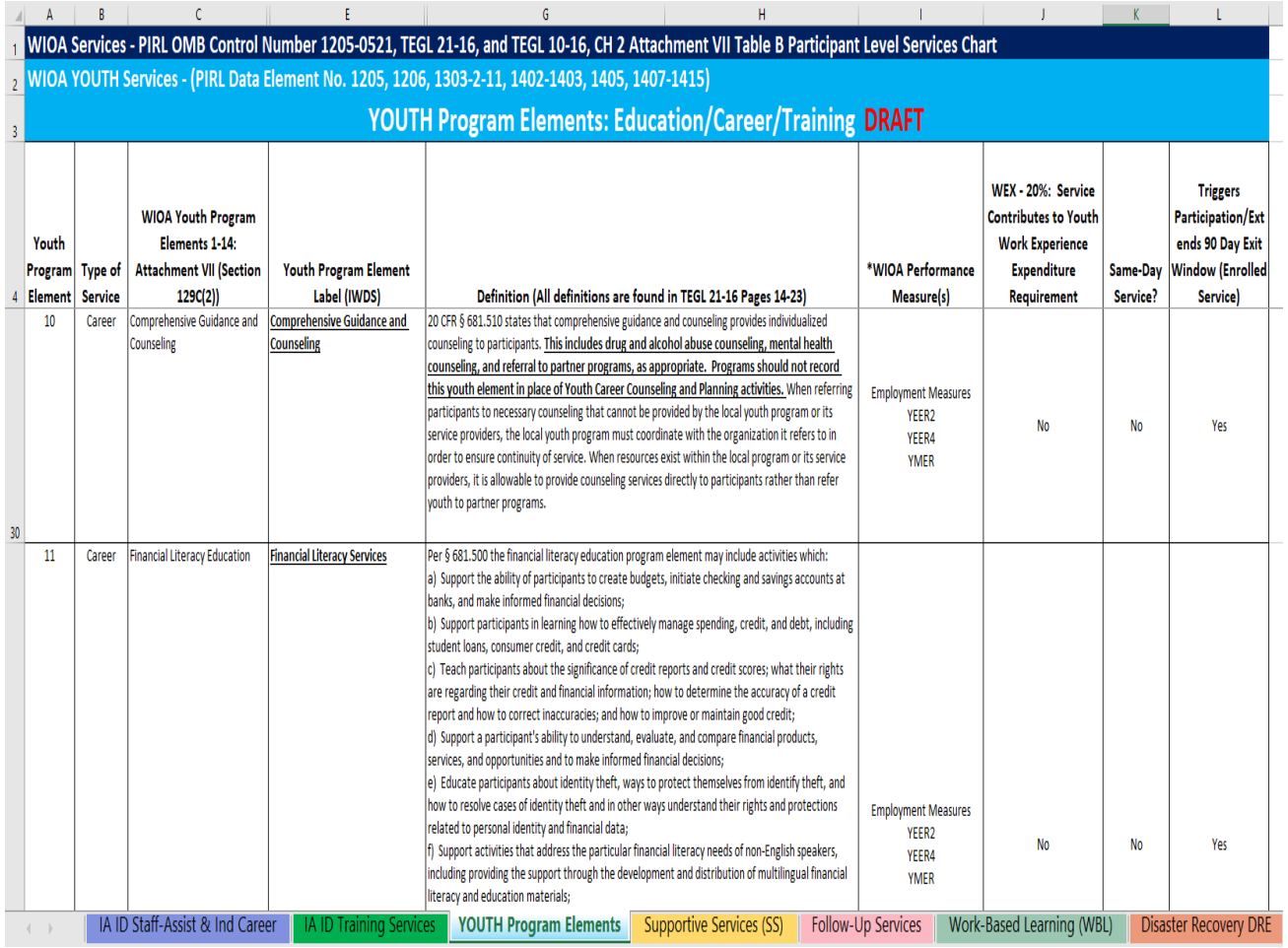
10	Career	Comprehensive Guidance and Counseling	Comprehensive Guidance and Counseling	20 CFR § 681.510 states that comprehensive guidance and counseling provides individualized counseling to participants. This includes drug and alcohol abuse counseling, mental health counseling, and referral to partner programs, as appropriate. Programs should not record this youth element in place of Youth Career Counseling and Planning activities. When referring participants to necessary counseling that cannot be provided by the local youth program or its service providers, the local youth program must coordinate with the organization it refers to in order to ensure continuity of service. When resources exist within the local program or its service providers, it is allowable to provide counseling services directly to participants rather than refer youth to partner programs.	Employment Measures YEER2 YEER4 YMER	No	No	Yes
11	Career	Financial Literacy Education	Financial Literacy Services	Per § 681.500 the financial literacy education program element may include activities which: a) Support the ability of participants to create budgets, initiate checking and savings accounts at banks, and make informed financial decisions; b) Support participants in learning how to effectively manage spending, credit, and debt, including student loans, consumer credit, and credit cards; c) Teach participants about the significance of credit reports and credit scores; what their rights are regarding their credit and financial information; how to determine the accuracy of a credit report and how to correct inaccuracies; and how to improve or maintain good credit; d) Support a participant's ability to understand, evaluate, and compare financial products, services, and opportunities and to make informed financial decisions; e) Educate participants about identity theft, ways to protect themselves from identify theft, and how to resolve cases of identity theft and in other ways understand their rights and protections related to personal identity and financial data; f) Support activities that address the particular financial literacy needs of non-English speakers, including providing the support through the development and distribution of multilingual financial literacy and education materials;	Employment Measures YEER2 YEER4 YMER	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 10 - Rules

Comprehensive Guidance and Counseling

- Comprehensive guidance and counseling provides individualized counseling to participants including:
  - Drug and alcohol abuse counseling,
  - Mental health counseling, and
  - Referral to partner programs, as appropriate.
- Programs should not record this youth element in place of Youth Career Counseling and Planning activities.



	A	B	C	E	G	H	I	J	K	L
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3	YOUTH Program Elements: Education/Career/Training DRAFT									
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	11	Career	Financial Literacy Education	Financial Literacy Services	Per § 681.500 the financial literacy education program element may include activities which: a) Support the ability of participants to create budgets, initiate checking and savings accounts at banks, and make informed financial decisions; b) Support participants in learning how to effectively manage spending, credit, and debt, including student loans, consumer credit, and credit cards; c) Teach participants about the significance of credit reports and credit scores; what their rights are regarding their credit and financial information; how to determine the accuracy of a credit report and how to correct inaccuracies; and how to improve or maintain good credit; d) Support a participant's ability to understand, evaluate, and compare financial products, services, and opportunities and to make informed financial decisions; e) Educate participants about identity theft, ways to protect themselves from identify theft, and how to resolve cases of identity theft and in other ways understand their rights and protections related to personal identity and financial data; f) Support activities that address the particular financial literacy needs of non-English speakers, including providing the support through the development and distribution of multilingual financial literacy and education materials;		Employment Measures YEER2 YEER4 YMER	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 10 - Rules

Comprehensive Guidance and Counseling

- When referring participants to necessary counseling that cannot be provided by the local youth program or its service providers, the local youth program must coordinate with the organization it refers to in order to ensure continuity of service.
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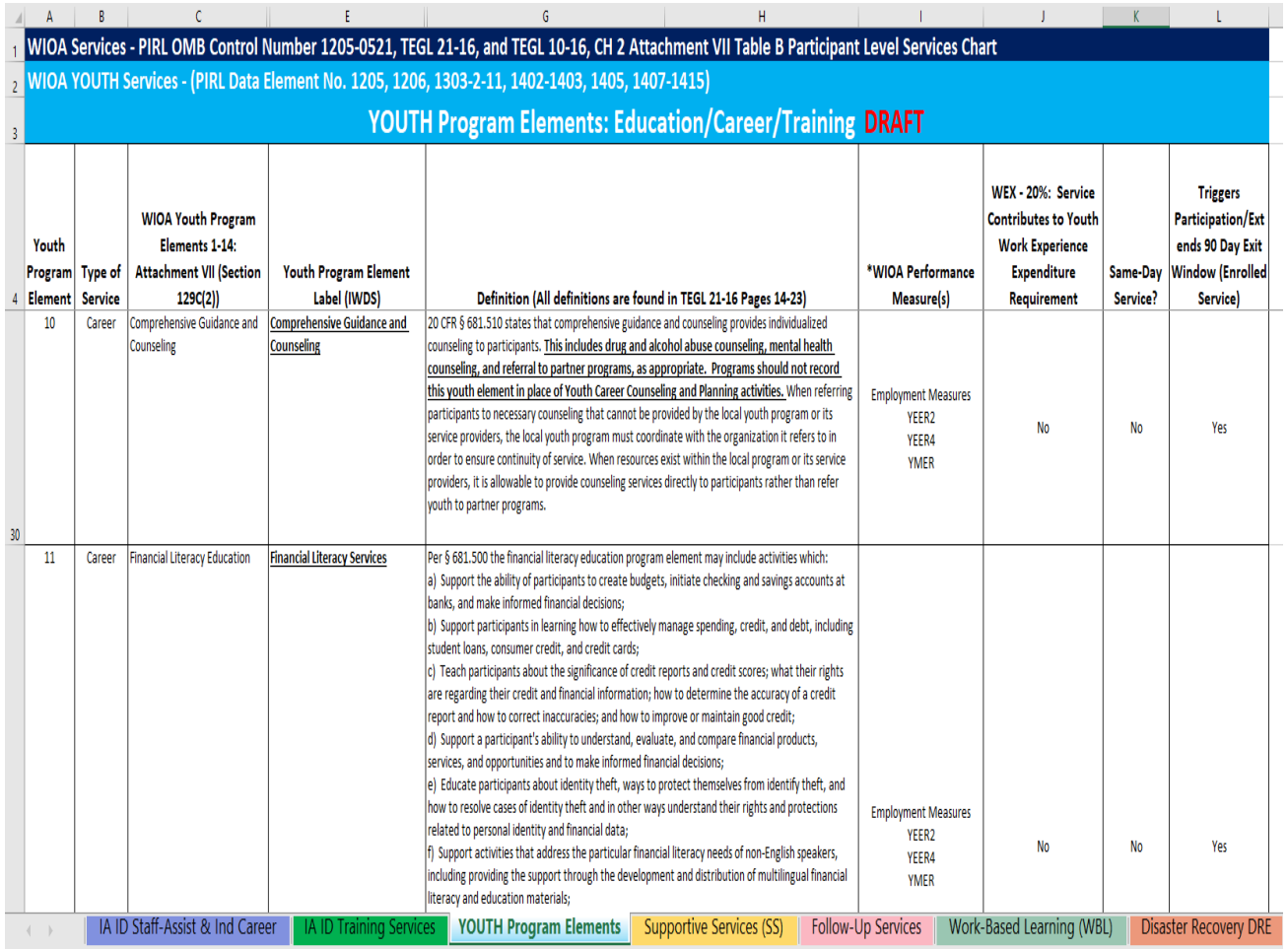

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IA ID Staff-Assist & Ind Career | IA ID Training Services | YOUTH Program Elements | Supportive Services (SS) | Follow-Up Services | Work-Based Learning (WBL) | Disaster Recovery DRE

Youth Program Element 10 – Service

Comprehensive Guidance and Counseling

- Type: Career Service
- IWDS Label: Comprehensive Guidance and Counseling

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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)
10	Career	Comprehensive Guidance and Counseling	Comprehensive Guidance and Counseling	20 CFR § 681.510 states that comprehensive guidance and counseling provides individualized counseling to participants. This includes drug and alcohol abuse counseling, mental health counseling, and referral to partner programs, as appropriate. Programs should not record this youth element in place of Youth Career Counseling and Planning activities. When referring participants to necessary counseling that cannot be provided by the local youth program or its service providers, the local youth program must coordinate with the organization it refers to in order to ensure continuity of service. When resources exist within the local program or its service providers, it is allowable to provide counseling services directly to participants rather than refer youth to partner programs.	Employment Measures YEER2 YEER4 YMER	No	No	Yes
11	Career	Financial Literacy Education	Financial Literacy Services	Per § 681.500 the financial literacy education program element may include activities which: a) Support the ability of participants to create budgets, initiate checking and savings accounts at banks, and make informed financial decisions; b) Support participants in learning how to effectively manage spending, credit, and debt, including student loans, consumer credit, and credit cards; c) Teach participants about the significance of credit reports and credit scores; what their rights are regarding their credit and financial information; how to determine the accuracy of a credit report and how to correct inaccuracies; and how to improve or maintain good credit; d) Support a participant's ability to understand, evaluate, and compare financial products, services, and opportunities and to make informed financial decisions; e) Educate participants about identity theft, ways to protect themselves from identify theft, and how to resolve cases of identity theft and in other ways understand their rights and protections related to personal identity and financial data; f) Support activities that address the particular financial literacy needs of non-English speakers, including providing the support through the development and distribution of multilingual financial literacy and education materials;	Employment Measures YEER2 YEER4 YMER	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 10 - Application

Question:

- One of our career planners has experience with addiction and would like to speak to our participants as an adult mentor. Can they do that?

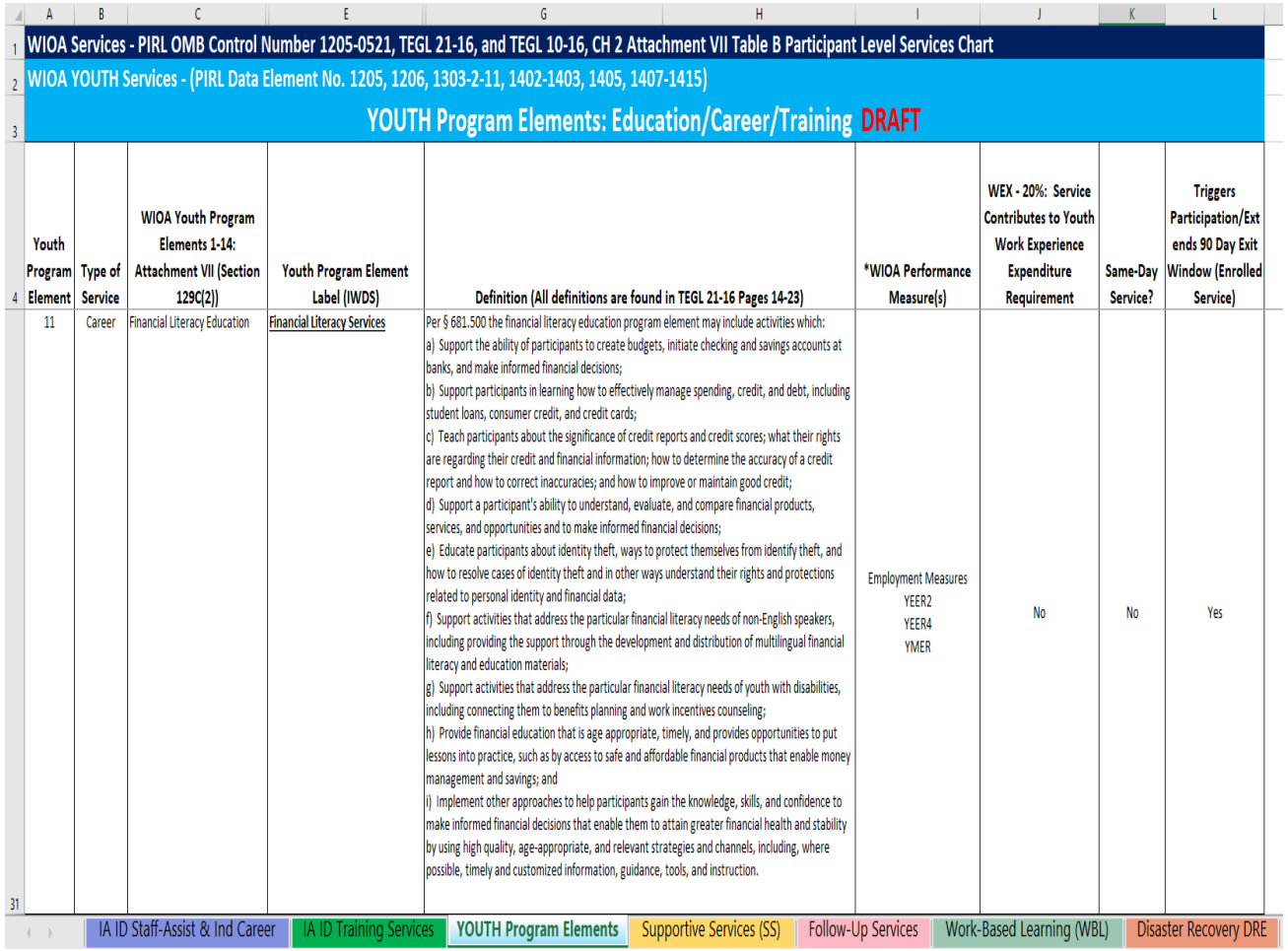
Answer:

- No. Informal guidance and counseling from well-meaning but inexpert individuals is not allowed.

Youth Program Element 11 - Definition

Financial Literacy Education

Services under this program element are intended to help youth acquire the knowledge, skills, and confidence to make informed and effective decisions with their financial resources.



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)
11	Career	Financial Literacy Education	Financial Literacy Services	Per § 681.500 the financial literacy education program element may include activities which: a) Support the ability of participants to create budgets, initiate checking and savings accounts at banks, and make informed financial decisions; b) Support participants in learning how to effectively manage spending, credit, and debt, including student loans, consumer credit, and credit cards; c) Teach participants about the significance of credit reports and credit scores; what their rights are regarding their credit and financial information; how to determine the accuracy of a credit report and how to correct inaccuracies; and how to improve or maintain good credit; d) Support a participant's ability to understand, evaluate, and compare financial products, services, and opportunities and to make informed financial decisions; e) Educate participants about identity theft, ways to protect themselves from identify theft, and how to resolve cases of identity theft and in other ways understand their rights and protections related to personal identity and financial data; f) Support activities that address the particular financial literacy needs of non-English speakers, including providing the support through the development and distribution of multilingual financial literacy and education materials; g) Support activities that address the particular financial literacy needs of youth with disabilities, including connecting them to benefits planning and work incentives counseling; h) Provide financial education that is age appropriate, timely, and provides opportunities to put lessons into practice, such as by access to safe and affordable financial products that enable money management and savings; and i) Implement other approaches to help participants gain the knowledge, skills, and confidence to make informed financial decisions that enable them to attain greater financial health and stability by using high quality, age-appropriate, and relevant strategies and channels, including, where possible, timely and customized information, guidance, tools, and instruction.	Employment Measures YEER2 YEER4 YMER	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 11 - Rules

Financial Literacy Education

- The goal is to help youth attain greater financial health and stability by providing high quality, age-appropriate, relevant, and where possible, customized 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

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

YOUTH Program Elements: Education/Career/Training DRAFT

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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 11 - Service

Financial Literacy Education

- Type: Career Service
- IWDS Label: Financial Literacy Services

	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									
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3	YOUTH Program Elements: Education/Career/Training DRAFT									
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31	11	Career	Financial Literacy Education	Financial Literacy Services	Per § 681.500 the financial literacy education program element may include activities which: a) Support the ability of participants to create budgets, initiate checking and savings accounts at banks, and make informed financial decisions; b) Support participants in learning how to effectively manage spending, credit, and debt, including student loans, consumer credit, and credit cards; c) Teach participants about the significance of credit reports and credit scores; what their rights are regarding their credit and financial information; how to determine the accuracy of a credit report and how to correct inaccuracies; and how to improve or maintain good credit; d) Support a participant's ability to understand, evaluate, and compare financial products, services, and opportunities and to make informed financial decisions; e) Educate participants about identity theft, ways to protect themselves from identify theft, and how to resolve cases of identity theft and in other ways understand their rights and protections related to personal identity and financial data; f) Support activities that address the particular financial literacy needs of non-English speakers, including providing the support through the development and distribution of multilingual financial literacy and education materials; g) Support activities that address the particular financial literacy needs of youth with disabilities, including connecting them to benefits planning and work incentives counseling; h) Provide financial education that is age appropriate, timely, and provides opportunities to put lessons into practice, such as by access to safe and affordable financial products that enable money management and savings; and i) Implement other approaches to help participants gain the knowledge, skills, and confidence to make informed financial decisions that enable them to attain greater financial health and stability by using high quality, age-appropriate, and relevant strategies and channels, including, where possible, timely and customized information, guidance, tools, and instruction.		Employment Measures YEER2 YEER4 YMER	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 11 - Application

What activities are considered Financial Literacy Education?

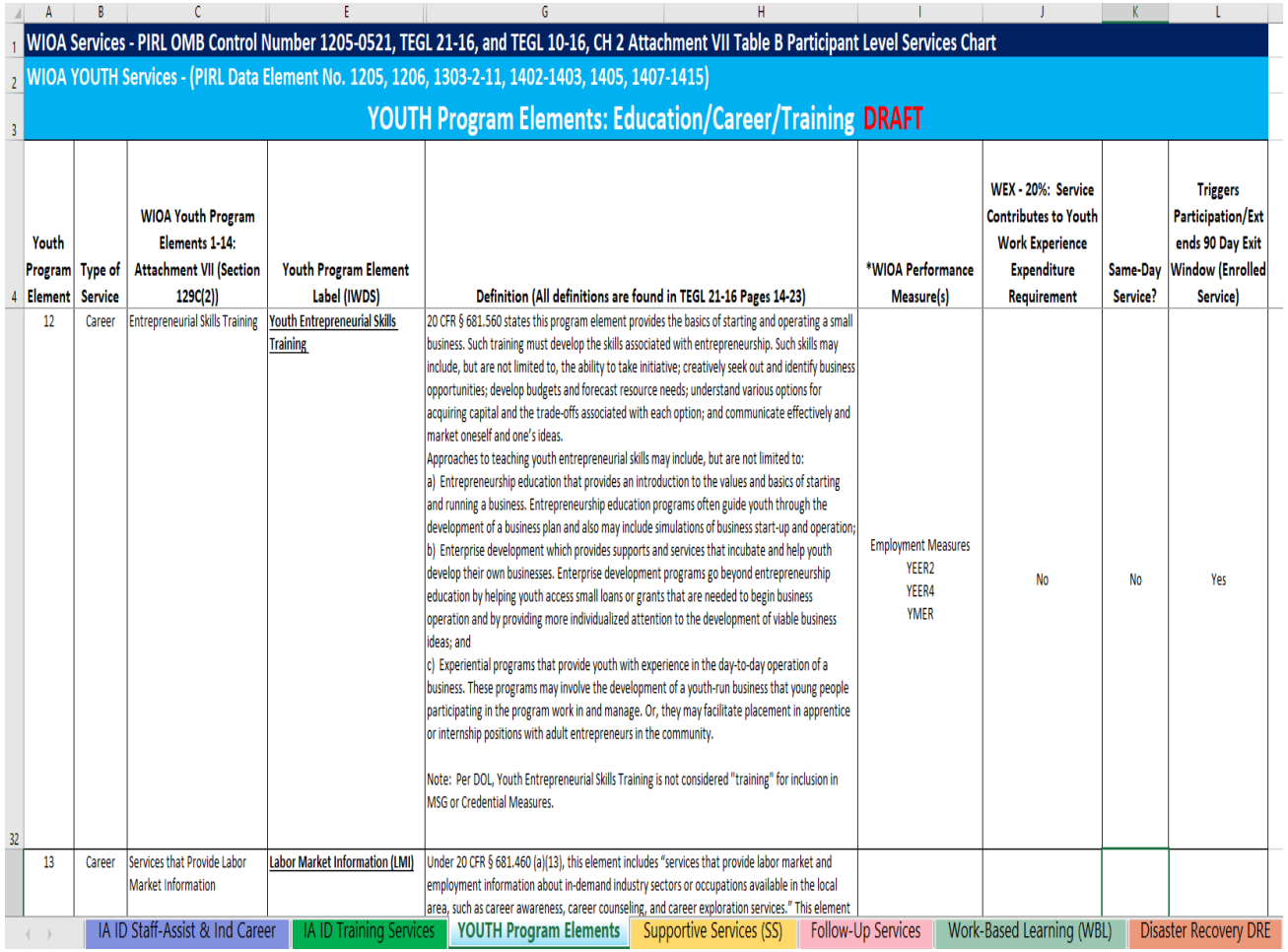
Financial Literacy Education and Services may assist the participant in the following:

- Information on budgeting, bank accounts and informed financial decisions;
- Effective management of spending, credit, and debt;
- Significance of credit reports and credit scores;
- Ability to understand, evaluate, and compare financial products, services, and opportunities;
- Educate about identity theft, ways to protect;
- Address the financial literacy needs of non-English speakers;
- Address the financial literacy needs of youth with disabilities;
- Provide financial education that is age appropriate and timely; and
- Implement other approaches to help participants attain greater financial health and stability.

Youth Program Element 12 - Definition

Entrepreneurial Skills Training

Services under this program element provide the basics of starting and operating a small business to develop the skills associated with entrepreneurship.



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

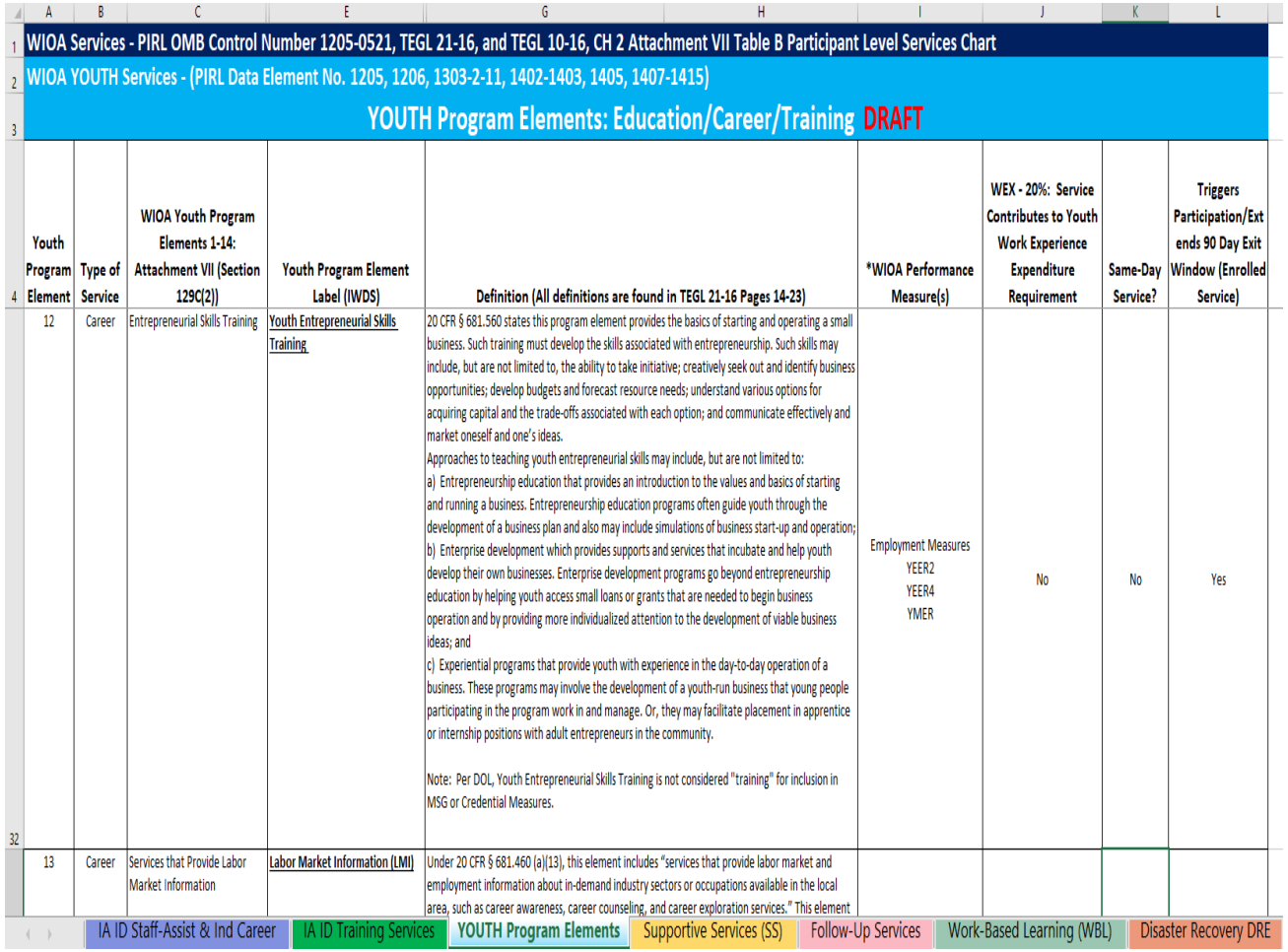
Youth Program Element	Type of Service	WIOA Youth Program Elements 1-14: Attachment VII (Section 129C(2))	Youth Program Element Label (IWDS)	Definition (All definitions are found in TEGL 21-16 Pages 14-23)	*WIOA Performance Measure(s)	WEX - 20%: Service Contributes to Youth Work Experience Expenditure Requirement	Same-Day Service?	Triggers Participation/Extends 90 Day Exit Window (Enrolled Service)
12	Career	Entrepreneurial Skills Training	Youth Entrepreneurial Skills Training	20 CFR § 681.560 states this program element provides the basics of starting and operating a small business. Such training must develop the skills associated with entrepreneurship. Such skills may include, but are not limited to, the ability to take initiative; creatively seek out and identify business opportunities; develop budgets and forecast resource needs; understand various options for acquiring capital and the trade-offs associated with each option; and communicate effectively and market oneself and one's ideas. Approaches to teaching youth entrepreneurial skills may include, but are not limited to: a) Entrepreneurship education that provides an introduction to the values and basics of starting and running a business. Entrepreneurship education programs often guide youth through the development of a business plan and also may include simulations of business start-up and operation; b) Enterprise development which provides supports and services that incubate and help youth develop their own businesses. Enterprise development programs go beyond entrepreneurship education by helping youth access small loans or grants that are needed to begin business operation and by providing more individualized attention to the development of viable business ideas; and c) Experiential programs that provide youth with experience in the day-to-day operation of a business. These programs may involve the development of a youth-run business that young people participating in the program work in and manage. Or, they may facilitate placement in apprentice or internship positions with adult entrepreneurs in the community. Note: Per DOL, Youth Entrepreneurial Skills Training is not considered "training" for inclusion in MSG or Credential Measures.	Employment Measures YEER2 YEER4 YMER	No	No	Yes
13	Career	Services that Provide Labor Market Information	Labor Market Information (LMI)	Under 20 CFR § 681.460 (a)(13), this element includes "services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services." This element				

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 12 - Rules

Entrepreneurial Skills Training

- Provides the basics of starting and operating a small business.
- Such training must develop the skills associated with entrepreneurship.
- Such skills may include, but are not limited to:
  - The ability to take initiative;
  - Creatively seek out and identify business opportunities;
  - Develop budgets and forecast resource needs;
  - Understand various options for acquiring capital and the trade-offs associated with each option; and
  - Communicate effectively and market oneself and one's ideas.



	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)
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32	13	Career	Services that Provide Labor Market Information	Labor Market Information (LMI)	Under 20 CFR § 681.460 (a)(13), this element includes "services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services." This element					

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 12 - Service

Entrepreneurial Skills Training

- Type: Career Service
- IWDS Label: Youth Entrepreneurial Skills Training

	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									
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32										
	13	Career	Services that Provide Labor Market Information	Labor Market Information (LMI)	Under 20 CFR § 681.460 (a)(13), this element includes "services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services." This element					

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 12 - Application

What activities are considered Entrepreneurial Skills Training?

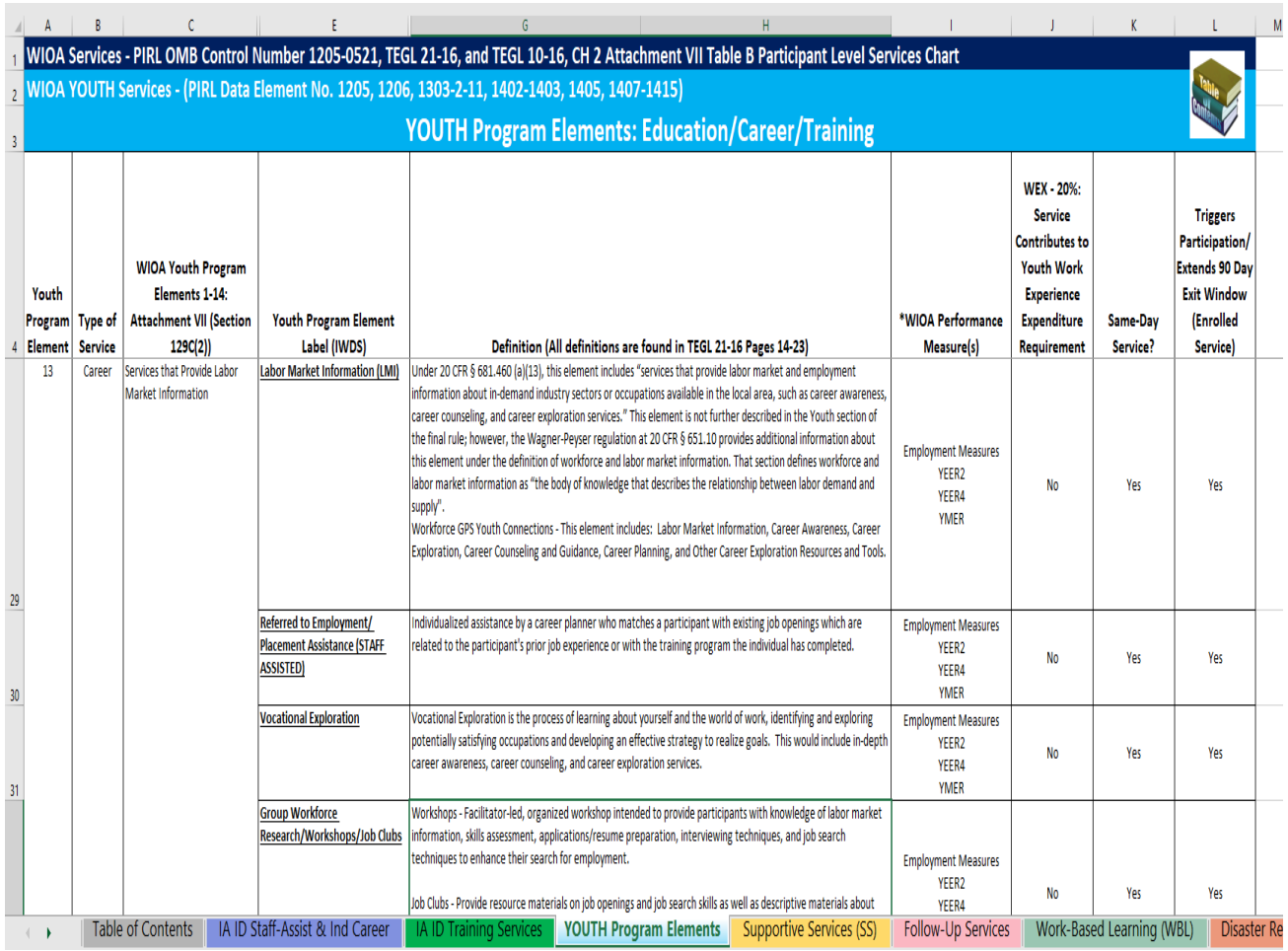
Entrepreneurial Skills Training examples include:

- Entrepreneurship education programs often guide youth through the development of a business plan and may also include simulations of business start-up and operation.
- Enterprise development programs go beyond entrepreneurship education by helping youth access small loans or grants that are needed to begin business operation and by providing more individualized attention to the development of viable business ideas.
- Experiential programs may involve the development of a youth-run business that young people participating in the program work in and manage, or they may facilitate placement in apprentice or internship positions with adult entrepreneurs in the community.

Youth Program Element 13 - Definition

Services that Provide Labor Market Information

Services under this program element provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services.



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YOUTH Program Elements: Education/Career/Training

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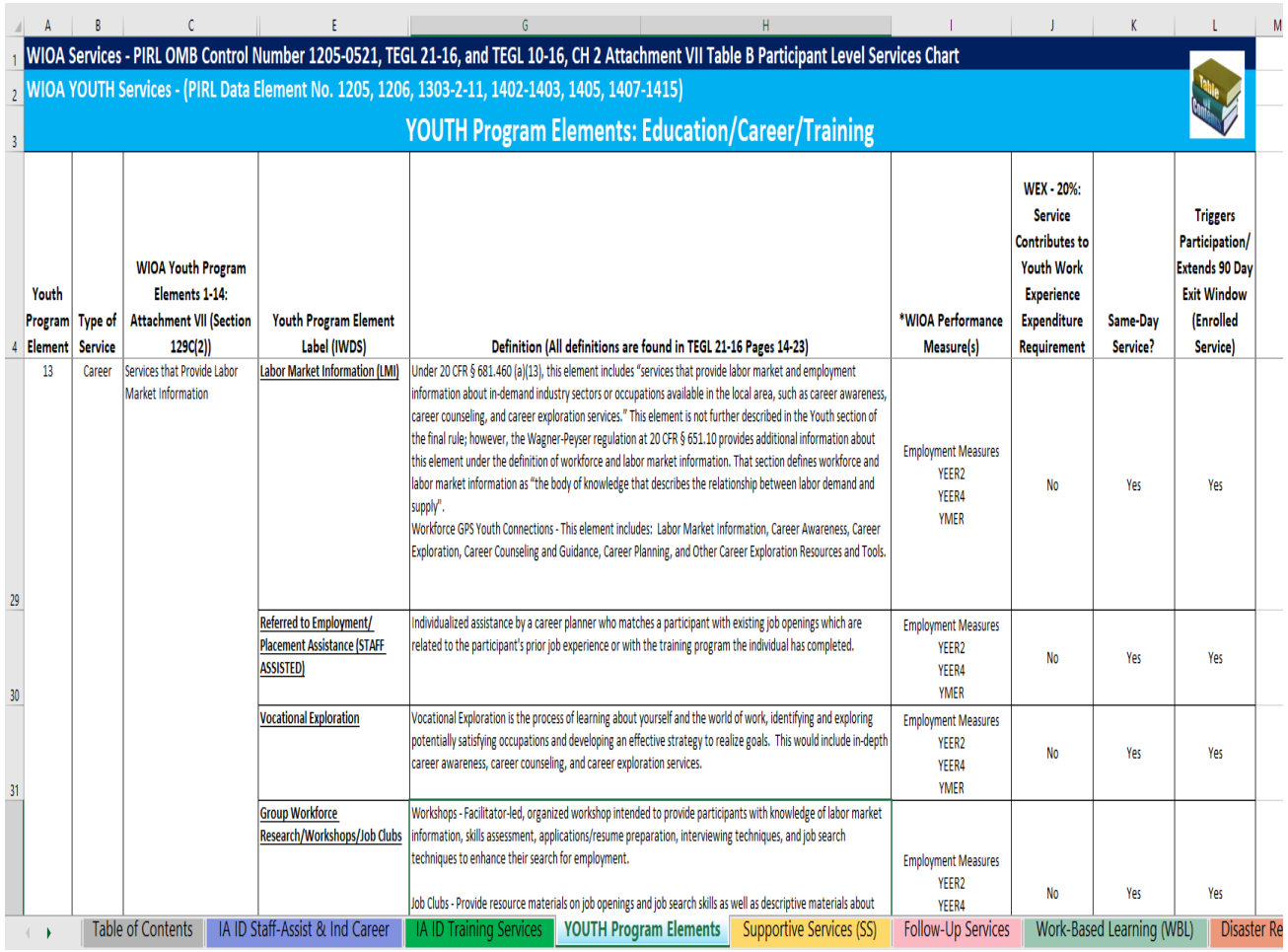
			Referred to Employment/ Placement Assistance (STAFF ASSISTED)	Individualized assistance by a career planner who matches a participant with existing job openings which are related to the participant's prior job experience or with the training program the individual has completed.	Employment Measures YEER2 YEER4 YMER	No	Yes	Yes
			Vocational Exploration	Vocational Exploration is the process of learning about yourself and the world of work, identifying and exploring potentially satisfying occupations and developing an effective strategy to realize goals. This would include in-depth career awareness, career counseling, and career exploration services.	Employment Measures YEER2 YEER4 YMER	No	Yes	Yes
			Group Workforce Research/Workshops/Job Clubs	Workshops - Facilitator-led, organized workshop intended to provide participants with knowledge of labor market information, skills assessment, applications/resume preparation, interviewing techniques, and job search techniques to enhance their search for employment. Job Clubs - Provide resource materials on job openings and job search skills as well as descriptive materials about	Employment Measures YEER2 YEER4	No	Yes	Yes

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

Youth Program Element 13 - Rules

Services that Provide Labor Market Information

- The method of delivery and the particular services and information should be determined by the needs of the individual youth.
- Labor market information should be presented in formats that are easily understood and usable.



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			Group Workforce Research/Workshops/Job Clubs	Workshops - Facilitator-led, organized workshop intended to provide participants with knowledge of labor market information, skills assessment, applications/resume preparation, interviewing techniques, and job search techniques to enhance their search for employment. Job Clubs - Provide resource materials on job openings and job search skills as well as descriptive materials about	Employment Measures YEER2 YEER4	No	Yes	Yes

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

PLEASE NOTE

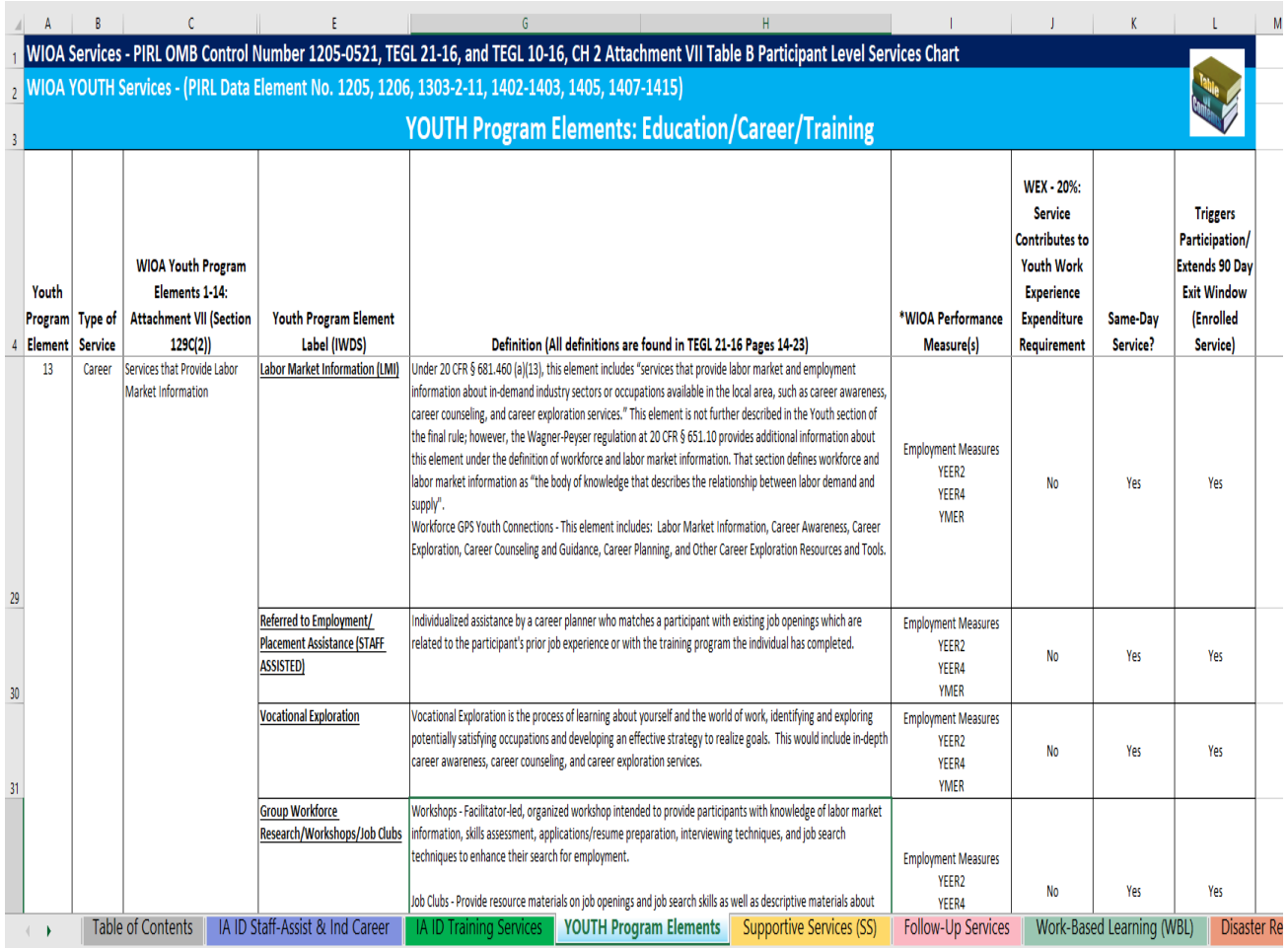
Note

IWDS will not allow a supportive service to be recorded prior to another element. When ISS deems a supportive service is necessary to be provided first, programs should review LMI Services which may be appropriate to document alongside a supportive service, such as WEX or employment placement.

Youth Program Element 13 - Service

Services that Provide Labor Market Information

- Type: Career Service
- IWDS Labels:
  - Labor Market Information (LMI)
  - Referred to Employment/Placement Assistance (Staff Assisted)
  - Vocational Exploration
  - Group Workforce Research/Workshops/Job Clubs



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

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)
13	Career	Services that Provide Labor Market Information	Labor Market Information (LMI)	Under 20 CFR § 681.460 (a)(13), this element includes "services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services." This element is not further described in the Youth section of the final rule; however, the Wagner-Peyser regulation at 20 CFR § 651.10 provides additional information about this element under the definition of workforce and labor market information. That section defines workforce and labor market information as "the body of knowledge that describes the relationship between labor demand and supply". Workforce GPS Youth Connections - This element includes: Labor Market Information, Career Awareness, Career Exploration, Career Counseling and Guidance, Career Planning, and Other Career Exploration Resources and Tools.	Employment Measures YEER2 YEER4 YMER	No	Yes	Yes
			Referred to Employment/ Placement Assistance (STAFF ASSISTED)	Individualized assistance by a career planner who matches a participant with existing job openings which are related to the participant's prior job experience or with the training program the individual has completed.	Employment Measures YEER2 YEER4 YMER	No	Yes	Yes
			Vocational Exploration	Vocational Exploration is the process of learning about yourself and the world of work, identifying and exploring potentially satisfying occupations and developing an effective strategy to realize goals. This would include in-depth career awareness, career counseling, and career exploration services.	Employment Measures YEER2 YEER4 YMER	No	Yes	Yes
			Group Workforce Research/Workshops/Job Clubs	Workshops - Facilitator-led, organized workshop intended to provide participants with knowledge of labor market information, skills assessment, applications/resume preparation, interviewing techniques, and job search techniques to enhance their search for employment. Job Clubs - Provide resource materials on job openings and job search skills as well as descriptive materials about	Employment Measures YEER2 YEER4	No	Yes	Yes

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

Youth Program Element 13 - Application

Application

- Examples of services include, but are not limited to:
  - Providing labor market information (LMI) and employment information about in-demand industry sectors or occupations in the local area;
  - Helping participants use different tools and applications to gather LMI and career information;
  - Providing access to skill, ability, and/or interest inventories;
  - Discussing state and local LMI with participants;
  - Providing information about résumé preparation and/or assisting youth with résumé preparation;
  - Assisting with interview skills;
  - Discussing opportunities for work experience; and
  - Discussing the long-term benefits of postsecondary education, such as increased earning power and career mobility.

Youth Program Element 13 - Application

Service Highlight

Vocational Exploration

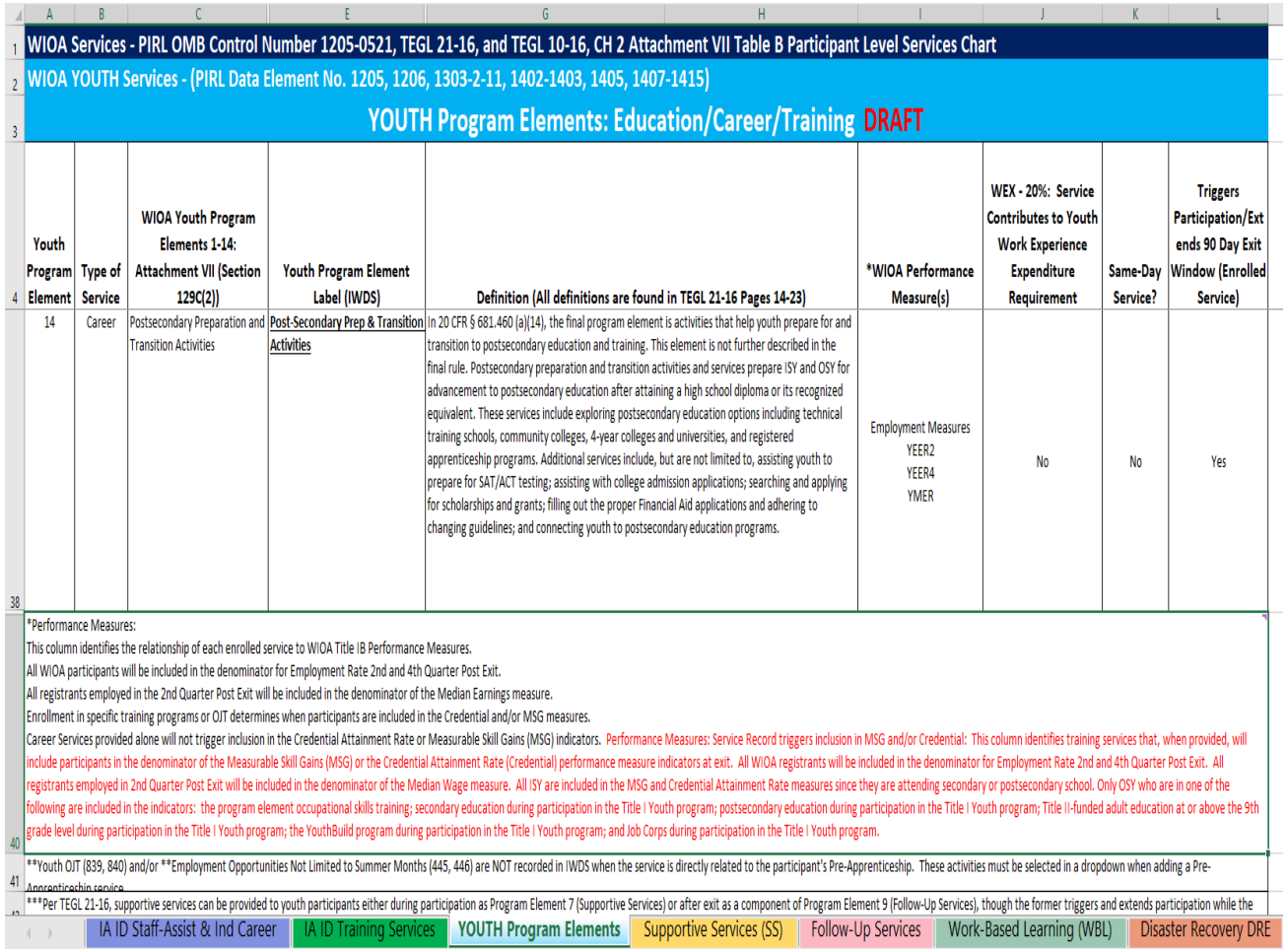
Rules for Reporting Service:

- Career Awareness, Counseling, and Exploration
  - Career awareness begins the process of developing knowledge of the variety of careers and occupations available, their skill requirements, working conditions and training prerequisites, and job opportunities across a wide range of industry sectors.
  - Career counseling or guidance provides advice and support in making decisions about what career paths to take. Services may include providing information about resume preparation, interview skills, potential opportunities for job shadowing, and the long-term benefits of postsecondary education and training (e.g., increased earning power and career mobility).
  - Career exploration can be described as the process in which youth choose an educational path and training or a job that fits their interests, skills and abilities.

Youth Program Element 14 - Definition

Postsecondary Preparation and Transition Activities

Services under this program element prepare In-School Youth and Out-of-School Youth for advancement to postsecondary education and training after attaining a high school diploma or its recognized equivalent.



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YOUTH Program Elements: Education/Career/Training DRAFT

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14	Career	Postsecondary Preparation and Transition Activities	Post-Secondary Prep & Transition Activities	In 20 CFR § 681.460 (a)(14), the final program element is activities that help youth prepare for and transition to postsecondary education and training. This element is not further described in the final rule. Postsecondary preparation and transition activities and services prepare ISY and OSY for advancement to postsecondary education after attaining a high school diploma or its recognized equivalent. These services include exploring postsecondary education options including technical training schools, community colleges, 4-year colleges and universities, and registered apprenticeship programs. Additional services include, but are not limited to, assisting youth to prepare for SAT/ACT testing; assisting with college admission applications; searching and applying for scholarships and grants; filling out the proper Financial Aid applications and adhering to changing guidelines; and connecting youth to postsecondary education programs.	Employment Measures YEER2 YEER4 YMER	No	No	Yes

*Performance Measures:
This column identifies the relationship of each enrolled service to WIOA Title IB Performance Measures.
All WIOA participants will be included in the denominator for Employment Rate 2nd and 4th Quarter Post Exit.
All registrants employed in the 2nd Quarter Post Exit will be included in the denominator of the Median Earnings measure.
Enrollment in specific training programs or OJT determines when participants are included in the Credential and/or MSG measures.
Career Services provided alone will not trigger inclusion in the Credential Attainment Rate or Measurable Skill Gains (MSG) indicators. Performance Measures: Service Record triggers inclusion in MSG and/or Credential: This column identifies training services that, when provided, will include participants in the denominator of the Measurable Skill Gains (MSG) or the Credential Attainment Rate (Credential) performance measure indicators at exit. All WIOA registrants will be included in the denominator for Employment Rate 2nd and 4th Quarter Post Exit. All registrants employed in 2nd Quarter Post Exit will be included in the denominator of the Median Wage measure. All ISY are included in the MSG and Credential Attainment Rate measures since they are attending secondary or postsecondary school. Only OSY who are in one of the following are included in the indicators: the program element 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.

**Youth OJT (839, 840) and/or **Employment Opportunities Not Limited to Summer Months (445, 446) are NOT recorded in IWDS when the service is directly related to the participant's Pre-Apprenticeship. These activities must be selected in a dropdown when adding a Pre-Apprenticeship service.

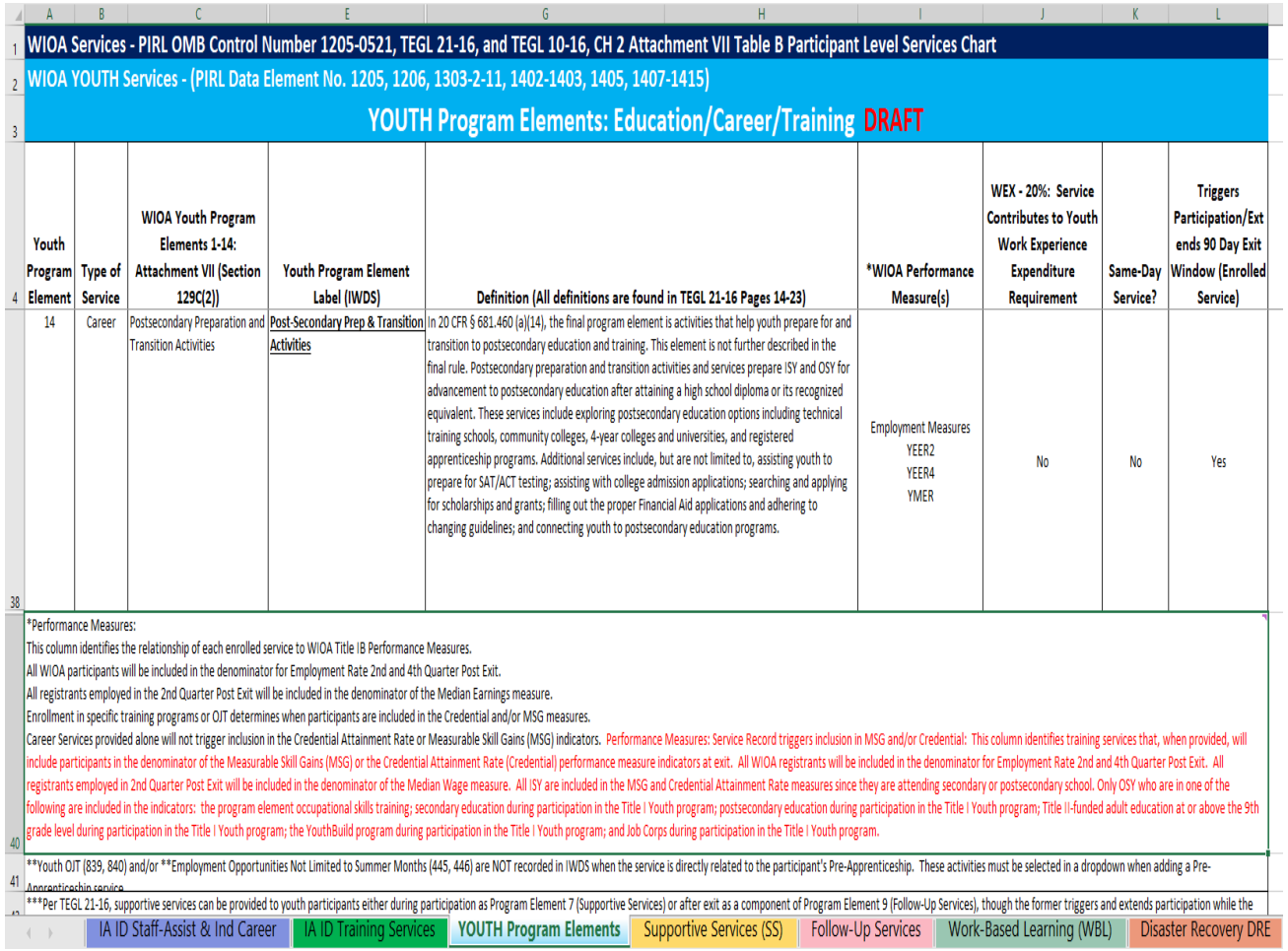
***Per TEGL 21-16, supportive services can be provided to youth participants either during participation as Program Element 7 (Supportive Services) or after exit as a component of Program Element 9 (Follow-Up Services), though the former triggers and extends participation while the

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 14 - Rules

Postsecondary Preparation and Transition Activities

- Activities that help youth prepare for and transition to postsecondary education and training.
- Examples of services include helping youth:
  - explore postsecondary education options
  - prepare for SAT/ACT testing;
  - connect to postsecondary education programs;
  - navigate admissions processes;
  - search and apply for scholarships and grants; and
  - accurately complete the proper financial aid applications.



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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 14 - Service

Postsecondary Preparation and Transition Activities

- Type: Career Service
- IWDS Label: Post-Secondary Prep & Transition Activities

PLEASE NOTE

Note

This element may be appropriate for adding to document a supportive service for books or other supplies needed to start post-secondary education.

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Youth Program Element 14 - Application

Question:

- Does utilizing the Scholarship Finder on the Career One-Stop website count as an activity that can be recorded under this youth element?

Answer:

- Yes. The use of websites and apps to assist in finding scholarships is acceptable. Others include Going Merry, Fastweb, and Peterson's.
- Local school districts often have "college rooms" in their high schools that can be a source of local scholarships that may be available.

Additional Non-Enrolling Activities

Activity Highlight

Training Paid by NON WIOA Title I Funds

Rules for Reporting Service:

- This non-enrollment activity should only be recorded in specific circumstances as a mechanism to indicate when a WIOA participant is **co-enrolled** in another **partner** program and is being provided a training service NOT funded by WIOA Adult or Youth funds and is also receiving a WIOA IY program element.
- The career planner must provide justification for the need for wrap-around WIOA services to meet the participant's employment goals that are outlined in the Individual Service Strategy (ISS).

Relationships to Performance:

- This "other" type of training documentation will NOT flag participants for inclusion in the Training measures unless they are provided with an additional WIOA-funded training service.

Additional Non-Enrolling Activities

Question:

- My participant is a WIOA Title I Youth who is getting training services from another partner program. We are providing them with Adult Mentoring and Leadership services. Can I provide them with supportive services?

Answer:

- Yes, if the supportive service is tied to one of the elements being provided.
- LWIAs should add the *Training Paid by NON WIOA Title I Funds* activity so there is a clear record to support funding supportive services under WIOA. Must be documented in ISSs as well.
  - The career planner must also indicate the program providing the training service in the Individual Service Strategy (ISS) and case notes as well as document the program on the Concurrent Programs screen.
  - When a participant is co-enrolled, the following must be coordinated across the programs: ISS; Services; and Exit.

Additional Non-Enrolling Activities

Service Highlight

Planned Gap/Holding

Rules for Reporting Service:

- Participants who have a planned gap in WIOA Title IB services of greater than ninety (90) days must not be considered as exited **if** the gap in service is due to one of the following circumstances:
  - A delay before the beginning of training;
  - A health/medical condition or providing care for a family member with a health/medical condition; or
  - A temporary move from the area that prevents the individual from participating in services, including military
- The planned gap in WIOA Title IB services may not last more than one hundred eighty (180) consecutive calendar days from the date of the most recent service.
- All planned gaps in service must be documented in the MIS and include the reason for the gap and the anticipated return date to complete program services.

Additional Non-Enrolling Activities

Service Highlight – continued

Planned Gap/Holding

Rules for Reporting Service:

- Pre-determined gaps in participation can be documented and the individual will retain WIOA participant status and not be exited per the "90 Day No Service" rule.
- Documentation must be provided and kept in file to support the circumstance - medical or other.
- If deemed necessary in an IEP, the participant may receive career services while waiting to resume WIOA training activities. However, no other services are required to be open alongside a planned gap.
- If no other services are being provided and open, the participant will show on "90 Days NO Service" reports.
- Planned Gaps are never allowed to document when participants cannot be located.

Additional Non-Enrolling Activities

Question:

- My participant has provided me with documentation that a medical issue is preventing them from resuming their occupational skills training/welding program in the spring. They have made successful progress up until this point and the nature of the injury would make it impossible for them to attend the upcoming courses. How do I document that in the MIS so the participant isn't flagged for exit?

Answer:

- The Career Planner must record this in the MIS using the *Planned Gap/Holding* service. Documentation of the medical injury and their anticipated return date must be kept in the case file and outlined in case notes.

Youth Program Elements - Application

Question:

- Does the Department require local programs to use Workforce Innovation and Opportunity Act funds for each of the 14 program elements?

Answer:

- Local WIOA youth programs must make all 14 program elements available to youth participants, but not all services must be funded with WIOA youth funds.
- Local programs should leverage partner resources to provide program elements that are available in the local area.
- If a local program does not fund an activity with WIOA Title I youth funds, the local area must have an agreement in place with the partner to offer the program element and ensure that the activity is connected and coordinated with the WIOA youth program if enrolled youth participate in the program element.

Program Exit Reminders

Reminders regarding program exits

- If a participant is employed and is not in need of any further services, please prepare for exit.
- Remember, if no services have been provided to the participant in 90 days, there is no gap in services, and there is no plan for future services, they must be exited.
- Customer should be offered Follow-Up services and it should be case noted if the customer accepted or not.
- Reports are available in the Illinois Performance Accountability and Transparency System (IPATS) to determine when participants have not received an enrolled service and should be reviewed for exit following the “90 Day NO Service” rule and must be exited.

Program Exit Reminders

Reminders regarding program exits – continued

- Prior to entering an exit record, the following information must be reviewed for accuracy, and any deficiencies identified must be corrected:
  - Every service provided to the participant has been recorded and close any open services by adding the end date and completion status;
  - All supporting documentation has been obtained and is physically located in the file and/or case notes are entered;
  - Each credential (Diploma/Degree/Certification) achieved has been added to the credential record and appropriate credentials selected in the exit record;
  - All types of Measurable Skill Gains (MSGs) achieved are recorded;
  - The exit record includes one School Status at Exit and one Exit Reason; and
    - If the exit reason is an exclusion from the performance indicators as outlined in the Exclusions from Performance section of this policy, supporting documentation/validation is included in the file.
  - Note a separate exit reason is required for each co-enrolled program.

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 (NOTE: March 8, 2023, CANCELLED – Please plan on joining March 15, 2023)
- 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 (IWDS) 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 Bridge Programs and ICAPS/IETs

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)
- TEGL No. 21-16, Third Workforce Innovation and Opportunity Act (WIOA) Title I Youth Formula Program Guidance (March 2, 2017)
- TEGL No. 21-16, Change 1, Change 1 to Training and Employment Guidance Letter (TEGL) 21-16 Third Workforce Innovation and Opportunity Act (WIOA) Title I Youth Formula Program Guidance (July 30, 2021)

OET Contacts

Illinois Department of Commerce & Economic Opportunity
OFFICE OF EMPLOYMENT & TRAINING

WIOA Policy Questions

Lora Dhom
WIOA Policy Manager
✉ *lora.dhom@Illinois.gov*

WIOA Performance Questions

Paula Barry
Performance, Technology and Reporting
✉ *Paula.barry@Illinois.gov*
✉ *Cc: mark.a.burgess@illinois.gov*

WIOA IWDS/Systems Questions

Jim Potts
Reporting Unit
✉ *james.potts@Illinois.gov*

thank you