

Orig.: X Mod.: Date: 6/22/2016

Effective July 1, 2016



RECRUITMENT AND REFERRAL FORM
WIOA Youth Programs

Youth Program Function: WIOA YOUTH CAREER EXPLORATION/WORK READINESS (Elevate Programming) PROVIDER
for Boone & Winnebago Counties (See chart on page 5.)
Elevate Program

Program Provider: GOODWILL Northern Illinois

<u>Program Provider:</u> GOODWILL Northern Illinois	<u>Telephone:</u> 815-965-3795 <u>Fax:</u> 815-965-7087
<u>Address:</u> 615 North Longwood Street Rockford, IL 61107	<u>Contact Person:</u> Courtney Geiger, Director of Mission Services <u>Telephone:</u> 815-987-6226 <u>E-mail:</u> cgeiger@goodwillni.org
<u>Training Sites Address:</u> See Schedule on Page 2.	<u>FEIN:</u> 36-2167846
<u>Activity Name:</u> Youth Services	
<u>Provider Code:</u> 2015-201 <u>Start Date:</u> 7/1/15 <i>Provider Code is the RRTC contract number.</i>	Enter the name of the activity/activities from the activity/service options listed in IWDS. • Youth Coordinating Entity enters all activities in IWDS.
<u>CIP Code:</u> N/A	<u>OES:</u> N/A
<u>Enrollments Schedule:</u> Enrollment in Career Exploration/Work Readiness (Elevate programming) is Ongoing throughout the program year. Only youth referred by the Coordinating Entity may be enrolled in Career Exploration/Work Readiness (Elevate programming).	
<u>Expected Outcome</u> of WIOA Youth Training: <ul style="list-style-type: none"> • Youth will have earned a HSE/GED or high school diploma by the time they leave the program. • Youth will go on to further education/training and/or to employment when they leave the program. • Youth who are basic-skills deficient will significantly increase their educational skills during their first year in the program. 	

Youth are referred to Elevate Programming by Coordinating Entity.

Out-of School Youth: (Estimated 328 youth served during the year.)

- Age:16-24
- Math Level: - approx. 7th grade minimum
- Reading Level: approx. 8th grade minimum
- Commitment to obtaining a HSE/GED and a job and/or further education/training

In-School Youth: (Estimated 29 youth served during year.)

- Age: 14-21
- Commitment to finishing high school within 2-3 years and going on to school/training and/or a job

ELEVATE PROGRAMMING LOCATIONS and HOURS –PY 2016

LOCATIONS OF OUT-OF-SCHOOL EDUCATIONAL SERVICES AND CAREER EXPLORATION/WORK READINESS CLASSES AS OF JULY 1, 2015:

**BASIC SKILLS UPGRADING: (Out-of-School Youth)
The Workforce Connection: Monday through Thursday 1:00 to 4:00 p.m.**

OUT-OF-SCHOOL: HSE/GED and Career Exploration/Work Readiness

Y class: HSE/GED Preparation: Monday-Thursday, 9:00 am -Noon

Samuelson Road Center: HSE/GED Preparation: Monday through Friday 9:00 am -Noon

LOC: HSE/GED Preparation: Monday through Friday 1:00 to 4:00 p.m.

**The Workforce Connection: HSE/GED Preparation:
Monday Wednesday Thursday Fridays 1:00 to 4:00 p.m.**

CAREER EXPLORATION/WORK READINESS BOOT CAMP

**Goodwill Industries of Northern Illinois: Two week boot camp – new sessions available every two weeks as needed.
Monday through Friday 9:00 am to Noon
Follow-up available during weekly office hours**

LOCATIONS AND HOURS OF IN-SCHOOL TUTORING AND CAREER EXPLORATION/WORK READINESS CLASSES DURING SCHOOL YEAR 2016-2017:

IN-SCHOOL: Tutoring

Belvidere North: Mondays and Wednesdays 3:00 to 5:00 p.m. (North Boone High School youth arrive about 3:45—bus takes them to Belvidere North from North Boone H.S.)

East: Tuesdays and Thursdays 3:45 to 5:00 p.m.

Career Exploration/Work Readiness Classes: Goodwill meets with youth on one of the scheduled days every other week (Career Exploration/Work Readiness instruction/activities).

SUMMER PROGRAMMING FOR IN-SCHOOL YOUTH

Description with locations and hours, as appropriate.

Most students will be working on preparation for post-secondary education/college. Some will be provided with job search assistance and Work-Based Learning opportunities

In school students may have a couple of workshops or orientation to summer work programming. Schedule to be determined.

NOTE: Work Experience will be combined with academic and occupational training

Northern Illinois Workforce Alliance

PY 2016 WIOA 3 YOUTH PROGRAMMING MEASURABLE GOALS (initial figures)
 PY 2016 -These projections may be modified during the PY 2016 Program Year.

Measurable Goals to be accomplished by June 30, 2017	ELEVATE (Winnebago And Boone Counties)
Program Year 2016: July 1, 2016-June 30, 2017 period	Cumulative # as of June 30, 2017
1. Total Number of youth enrolled in program	Out of School: 328 In School: 29 Total: 357
2. Number of Carry-In Youth (<u>estimate as of mid September</u>)	Out of School: 100 In School: 13 Total: 113
3. Total number of <u>new enrollees</u> (estimate = total minus carry-in)	Out of School: 228 In School: 16 Total: 244
4. Number of youth enrolled in HSE preparation	267
5. Number of In-School Youth enrolled in after-school Tutoring	20
6. Number of out-of-school youth earning HSE during PY 2016	76
7. Number of in-school youth graduating H.S. during PY 2016	16
8. Number of youth who have been in a Work Experience (unsubsidized job, WIOA-subsidized job, paid or unpaid internship, OJT, Pre-Apprenticeship, volunteer work, job shadowing) during PY 2016	Out of School: 266 In School: 15 Total: at least 70% of those enrolled Total: 281
9. Number of youth who have been in an ITA	Out of School: 12 In School: N/A Total: 12
10. Number of youth who will earn a <i>WorkKeys National Career Readiness Certificate (NCRC)</i>	Out of School: 75 In School: 0 Total: 75
11. Total # of youth to Exit program during Program Year	Out of School: 155 In School: 16 Total: 171

Youth Measurable Goals Format 6/22/16

Referral Procedures: Contact Courtney Geiger, 815-987-6226.

Authorization: Northern Illinois Workforce Alliance
R&R prepared by Val Johnson, NIWA Planning & Quality Assurance Manager.
Rock River Training Corporation (RRTC) is the fiscal agent for WIOA programming approved by NIWA.

GOODWILL's Responsibilities as Youth Career Exploration & Work Readiness Provider:

As WIOA Youth Career Exploration & Work Readiness Provider, GOODWILL will provide the following services for in-school and out-of-school youth referred to Goodwill by the Coordinating Entity:

- Career Exploration activities
- Work Readiness Skills instruction/activities
- Life Skills/Soft Skills instruction/activities
- Leadership Development services/activities
- Mentoring services/activities

During the course of the program year, the Career Exploration/Work Readiness Provider will provide services to most of the 357 youth enrolled with the Coordinating Entity; approximately 244 of these youth will be new enrollees. Entry into and "exits" from youth programming will be on-going throughout the year and programming will be flexible, based upon the needs of the youth in the program. Youth active in the program on July 1, 2016 will be carried into PY 2016.

Expected Results of WIOA Youth Programming:

- Youth will have earned a HSE/GED or high school diploma by the time they leave the program.
- Youth will go on to further education/training and/or to employment when they leave the program.
- Youth who are basic-skills deficient will significantly increase their educational skills during their first year in the program.

The Career Exploration/Work Readiness Programming provided by GOODWILL is described below and in Attachment III; this programming assists WIOA youth attain the expected youth programming results listed above.

Career Exploration/Work Readiness for both out-of-school youth and in-school youth will be coordinated with the activities and services provided by the Educational Services Provider and the Youth Services Coordinating Entity.

"Formal" career exploration and work readiness classroom work 3 hours per day/2 week boot camp scheduled as one of the first training programs after enrollment for out-of-school youth and a boot camp ofr 1-2 hours every other week for in-school youth.

Goodwill's Career Exploration programming will focus in several of the NIWA's key industry clusters: manufacturing; health care; transportation, distribution, and logistics; information technology; business; or green technology. Youth will learn about occupations in the targeted industries' clusters through a variety of experiences, such as working with the on-line career guidance system *Career Cruising* (<http://www.careercruising.com--available> through The Workforce Connection), job shadowing, internships, and work experiences. Goodwill's staff will work with the Youth Services Coordinating Entity's case managers to encourage youth to pursue post-secondary/occupational training after they complete high school/HSE/GED. Goodwill's staff will also work closely with the Coordinating Entity's Employment Specialist (as well as case managers), and the Workforce Connections' Business Service team to help youth gain internships and work experiences, especially in targeted industry areas. To the extent possible, participants' internships and work experiences will help them understand the connection between further training/education and long-term career advancement. Youth need to develop a realistic vision for their future employment.

Goodwill's Work Readiness programming will interweave work readiness/soft skills into its activities. The skills taught will include, but are not limited to, self-awareness; personal health; improvement of self-image; knowledge of personal strengths and values; world-of-work awareness; labor market knowledge; job search techniques; and positive work habits, attitudes, and behavior. Instruction/practice will focus on at least the following areas and have ways to measure the youth's progress in gaining competency in the areas:

- making career decisions,
- using labor market information (on-line information),
- preparing resumes (hard copy resume—and resume for on-line submittal),
- filling out applications (on-line and hard copy),
- use of social media as job search tool,
- interviewing, being consistently punctual (school, WIA programming, internships, work),
- maintaining regular attendance (school,
- WIOA programming, internships, work),
- demonstrating positive attitudes/behaviors,
- presenting appropriate appearance,
- exhibiting good interpersonal relations, and
- completing tasks efficiently.

The Career Exploration/Work Readiness programming will also interweave activities that develop the leadership skills of participants. And throughout youths' participation in WIOA and for a year after they exit WIOA, the Goodwill will help coordinate individualized support to participants through adult mentoring relationships. Mentoring may be provided by staff (other than case managers) connected with WIOA Youth Services, worksite staff, adults from business and industry, etc.

Before they "exit" WIOA programming, all youth will be expected to earn a WorkKeys *National Career Readiness Certificate*. The services provided by Goodwill are important in helping youth earn a *National Career Readiness Certificate*.