

Orig.: X Mod.: Date: 6/22/16 Information updated for PY 2016. Effective July 1, 2016.



RECRUITMENT AND REFERRAL FORM
WIOA Youth Programs

Youth Program Function: WIOA YOUTH COORDINATING ENTITY (See chart on page 4.)
for Boone & Winnebago Counties Elevate Program

Program Provider: Rock Valley College Employment & Grants

<u>Program Provider:</u> RVC Employment & Grants	<u>Telephone:</u> 815-921-2272 (Amy Heilman) <u>Fax:</u> 815-921-2229
<u>Address:</u> Workforce Connection 301 North Main Street (3 rd Floor) Rockford, IL 61101	<u>Contact Person:</u> Amy Heilman <u>Telephone:</u> 815-921-2272 <u>E-mail:</u> A.Heilman@rockvalleycollege.edu
<u>Training Site Address:</u> Coordinating Entity staff housed at Workforce Connection, Rockford. Staff will be visiting training sites frequently.	<u>FEIN:</u> 36-255-7781
<u>Activity Name:</u> Youth Services	
<u>Provider Code:</u> 2016-203 <u>Start Date:</u> 7/1/16 <i>Provider Code</i> is the RRTC contract number.	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

Enrollment Schedule

In addition to the carry over participants, ELEVATE seeks to enroll **244** (or more) “new” WIOA youth participants (228 Out-of-School; 16 In-School) during the period 7/1/16-6/30/17.

	<u>Cumulative # of New Enrollments—In-School</u> (Year-to-Date New Enrollments)	<u>Cumulative # of New Enrollments—Out-of-School</u> (Year-to-Date New Enrollments)	<u>Total New</u>	<u>By Date</u>
Planned #:	5	62	67	September 30, 2016
Planned #	9	127	136	December 30, 2016
Planned #:	13	178	191	March 31, 2017
Planned #:	16	228	244	June 30, 2017

244 new participants is the new enrollments goal; however, ELEVATE may enroll more than 244 new participants. (If the carry-over number of youth is less than 113 (100 out-of-school and 13 in-school), Elevate will be expected to enroll more than 244 new youth. No subaward modification will be necessary.)

Expected Outcome of WIOA Youth Training (See chart on page 3.):

- 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.

No. of “New” Participants: **244** (or more)

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 then a job and/or further education/training**

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

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

LOCATIONS OF OUT-OF-SCHOOL EDUCATIONAL SERVICES AND CAREER EXPLORATION/WORK READINESS CLASSES AS OF JULY 1, 2016:

BASIC SKILLS UPGRADING:

The Workforce Connection: Monday through Thursday 1:00 to 4:00pm

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

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

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

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

The Workforce Connection: HSE 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 2015-2016:

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

ELEVATE MEASURABLE GOALS FOR PY2016 – See next page.

PY 2016 WIOA 3 ELEVATE YOUTH PROGRAMMING MEASURABLE GOALS

ELEVATE MEASURABLE GOALS TO BE ACCOMPLISHED BY JUNE 30, 2017

Measurable Goals to be accomplished by June 30, 2017 Program Year 2016: July 1, 2016-June 30, 2017 period	ELEVATE (Winnebago And Boone Counties) Cumulative # as of June 30, 2016
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</u> enrollees (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

Referral Procedures: Contact Amy Heilman, 815-921-2272.

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.

Rock Valley College's Responsibilities as Youth Services Coordinating Entity:

As WIOA Youth Services Coordinating Entity, Rock Valley College Employment & Grants will provide and coordinate the following services and activities for Boone and Winnebago WIOA-eligible in-school and out-of-school youth:

- Outreach, Recruitment, and Orientation for WIOA youth programming
- Intake for WIOA youth programming, including initial WIOA eligibility determination
- Comprehensive assessment of eligible youths' current educational/work-readiness skills and abilities
- Individual Service Strategy development
- On-going Case-Management—one case manager follows a youth throughout his/her WIOA enrollment. Case management includes the provision of strong guidance and counseling for the youth. (Case management activities will be documented in frequent, detailed case notes.)
- Referrals to:
 - HSE/GED preparation and/or Tutoring activities, as applicable
 - Career Exploration/Work Readiness programming component (includes Career Exploration, Work Readiness Skills, Life Skills, Leadership Development, Mentoring)
 - Bridge Programs
 - Vocational training, as appropriate
- Incentives for youth in specified activities
- Referrals to community services, as needed
- Work Experiences (subsidized and unsubsidized), including Job Shadowing, paid or unpaid Internship, OJT, Pre-Apprenticeship, volunteer work,—all coordinated with the Career Exploration/Work Readiness programming provider and The Workforce Connection's Business Services Team
- Unsubsidized Job Development and Placement Assistance—coordinated with The Workforce Connection's Business Services Team
- Follow-up of youth who have left the program
- Management of youth records, including case notes
- Management of WIOA youth data related to WIOA Performance Goals

During the course of the program year, the Coordinating Entity will provide services to 357 youth; 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 2017.

Expected Results:

- 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.