

Orig.: X Mod.: Date: 7/26/18

R&R for PY 2018 Effective 7/1/18



RECRUITMENT AND REFERRAL FORM

WIOA Adult Education & Literacy/English Language Learner Services (AEL/ELL)

WIOA Prevocational Skills Training Program for Adult English Language Learners

Program Name: Prevocational Skills Training Program
(for Adult English Language Learners)

Program Provider: Rock Valley College Refugee and Immigrant Services Program

FEIN: 36-255-77781

Address: The Workforce Connection
303 North Main Street
Rockford, IL 61101

Telephone: 815- 921-2402
Fax: 815-921-2219

Training Site Address: same

Contact Person: Amy Heilman
Telephone: 815-921-2272
E-mail: A.Heiman@rockvalleycollege.edu

Activity Name: AEL/ELA

Program and Activity Codes are no longer used.
When necessary, enter the name of the activity from the activity/service options listed in IWDS.

Provider Code: 2016-201
(Provider Code is TWC subaward number)

CIP Code: N/A

OES: N/A

Session Dates or Open Entry-Open Exit: Open-entry, Open-exit

Average Time to Complete Program/Certificate/Degree: Varies.

Last Day Program Will Accept Referrals: See Schedule below

New Enrollments Schedule:

In addition to the targeted adult participants carried over from PY 2016, the program will enroll **30** "new" WIOA targeted adult participants in PY 2018.

Date all paperwork must be to TWC <i>(2 weeks before Actual Enrollment Date)</i>	Cumulative # of New Enrollments <i>(Year-to-Date New Enrollments)</i>	Actual Enrollment Date
October 17, 2018	15	October 31, 2018
February 14, 2019	30	February 28, 2019

Program Description:

RVC Refugee and Immigrant Services WIOA-funded Adult English Language Learners Services Programming will consist of a number of activities:

1. A three week work readiness skills training course conducted as needed throughout the year;
2. Special one-two hours-long workshops (including networking sessions) on various job-search related topics that provide job readiness activities and networking—held as needed;
3. Individual job placement assistance for program participants, including development of Work-based learning opportunities such as Job Shadowing, On-the-Job Training (OJT) positions and WIOA-subsidized and unsubsidized work experience positions;
4. On-going case management and counseling, including follow-up services;
5. Referrals to additional training and to community services, as appropriate.

Rock Valley College Refugee and Immigrant Services has been serving refugee and immigrant arrivals with cultural barriers and language barriers since 1999. RVC has been providing the above listed activities/services to WIA/WIOA participants for many years.

The program has language- appropriate staff who are able to serve new arrivals with their employment and adjustment needs. The staff works with the Business Services Team and other staff to create a successful program. The Adult English Language Learner Services programming enrollees come through Adult Title I B referrals, from the Refugee and Immigrant Services' population of newly arrived refugees to the area, and from other community-based programs. RVC assesses referrals to determine WIOA eligibility of enrollees who might best benefit from the program and who are focused on finding work and gaining the skills necessary to attain and retain work in the United States.

The Adult English Language Learner Services Program is housed at The Workforce Connection.

Expected Outcome: Unsubsidized employment of at least 30 hours per week at wage not less than \$8.25 per hour

Program Schedule: Participants' schedules vary.

Adult English Language Learner Services' usual hours are 8:00 a.m. - 5:00 p.m., Monday - Friday

No. of "New" Participants: Total: 30 **Per Session:** --**Age:** 18+ **Math Level:** - **Reading Level:** -
Other: Referrals from Adult Title I B referrals and other community-based programs, recently arrived refugees and other immigrants— Potential program participants will be identified by RVC Refugee and Immigrant Services Program.

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

Authorization: The Workforce Connection, Inc.

R&R prepared by Val Johnson, TWC Planning & Quality Assurance Manager.

The Workforce Connection (TWC) is the fiscal agent for approved WIOA programming.