

Orig.: Mod.: X Date: 9/27/18 Information for PY 2018, effective July 1, 2018 Note: TABE Scores update page 3



RECRUITMENT AND REFERRAL FORM WIOA Youth Programs

Youth Program Function: WIOA YOUTH CAREER EXPLORATION/WORK READINESS
for Boone & Winnebago Counties **Elevate Program**

Program Provider: GOODWILL Northern Illinois

FEIN: 36-2167846

Address: 850 North Church Street
Rockford, IL 61103

Telephone: 815-965-3795
Fax: 815-965-7087

Training Sites Address: See Schedule on Page 3

Contact Person: Chris Connors, Employment Services Manager

Telephone: 815-987-6228

E-mail: cconnors@goodwillni.org

Activity Name: Youth Services - Youth Coordinating Entity enters all activities in IWDS from the activity/service options listed in IWDS

Provider Code: 2015-201

Provider Code is the TWC Subaward number

Start Date: 7/1/15

CIP Code: N/A

OES: N/A

Expected Results:

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

Enrollment Schedule

In addition to the carry over participants, ELEVATE seeks to enroll **380** (or more) “new” WIOA youth participants (345 Out-of-School; 35 In-School) during the period 7/1/18-6/30/19.

<u>PY 2017 Carry-Over # In-School Youth</u>	<u>PY 2017 Carry-Over # Out-of-School Youth</u>	<u>Total PY17 Carry-Over</u>	
<u>0</u>	<u>112</u>	<u>112</u>	
<u>Cumulative # of Planned New Enrollments—In-School (Year-to-Date New Enrollments)</u>	<u>Cumulative # of New Planned Enrollments—Out- of-School (Year-to-Date New Enrollments)</u>	<u>Total New</u>	<u>By Date</u>
8	58	66	September 30, 2018
16	116	132	December 30, 2018
28	175	203	March 31, 2019
35	233	268	June 30, 2019
<u>GOAL Total PY 18 In-School Youth</u>	<u>GOAL Total PY 18 Out-of-School Youth</u>	<u>GOAL Total PY 18 New & Carry-Over</u>	
35	345	380	

Metrics per Quarter:

Academic Learning Services:

- ITAs
- Non-ITAs
- Basic Skills
- HSE
- Tutoring
- Other

Work Based Learning:

- Work Experience/Internships
- OJT
- Pre-Apprenticeship
- Other

Supportive Services:

No. of "New" Participants: 268 (or more)

Out-of-School Youth : (Estimated 345 youth served during the year.)

- **Age: 16-24**
- **Math Level: 4th grade minimum for TABE 11/12; 6th grade minimum for TABE 9/10**
- **Reading Level: 6th grade minimum for TABE 11/12; 8th grade minimum for TABE 9/10**
- **Commitment to obtaining a HSE/GED and then a job and/or further education/training**

In-School Youth: (Estimated 35 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**

ELEVATE PROGRAMMING LOCATIONS and HOURS –PY 2018

LOCATIONS OF OUT-OF-SCHOOL EDUCATIONAL SERVICES AND CAREER EXPLORATION/WORK READINESS CLASSES AS OF JULY 1, 2018:

BASIC SKILLS UPGRADING:

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

OUT-OF-SCHOOL HSE/GED PREPARATION:

YMCA class: Monday-Thursday, 9:00 am -Noon

RVC Downtown: Monday through Friday 1:00 to 4:00 p.m.

The Workforce Connection: 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

LOCATION AND HOURS OF IN-SCHOOL TUTORING AND CAREER EXPLORATION/WORK READINESS CLASSES DURING SCHOOL YEAR 2018-2019:

IN-SCHOOL: Tutoring

YMCA Achievers program: Tuesdays and Thursdays tutoring, Career Exploration training modules/activities prior to Achievers 6:00 to 8:00 pm meetings

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 the opportunity to participate in Work based learning activities.

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

Authorization: Northern Illinois Workforce Alliance

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

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

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
- Life Skills/Financial Literacy education
- 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 380 youth enrolled with the Coordinating Entity; approximately 268 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, 2019 will be carried into PY 2019.

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. In-School youth will participate in career exploration/work readiness activities in as a cohort in combination with tutoring activities in connection with the YMCA's Achievers program.

Goodwill's Career Exploration programming will focus in several of the TWC's key industry clusters: manufacturing; health care; and entrepreneurial skills. Youth will learn about occupations in the targeted industry 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 Business Team representative (as well as case managers), and the Workforce Connections' Business Account Manager to help youth gain work experiences and on-the-job training, 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 include work readiness/soft skills 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 include 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.