

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



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**RECRUITMENT AND REFERRAL FORM**  
**WIOA Youth Programs**

**Program Name:** WIOA Youth Services (Elevate Stephenson)

**Program Provider:** Carroll-JoDavies-Stephenson Regional Office of Education **FEIN:** 362827613

**Address:** Regional Office of Education  
(Main Office)  
27 S. State Street  
Freeport, IL 61032

**Telephone:** 815-599-1408  
**Fax:** 815-297-9032

**Training Site Address:** Same site and  
HSE/GED conducted by HCC Adult Education, 2998 W Pearl City Rd, Freeport IL 61032

**Contact Person:**

**Amy Hesselbacher**, Email: [ahesselbacher@roe8.com](mailto:ahesselbacher@roe8.com)

Telephone: 815-599-1408 Ext. 136

Fax: 815-297-9032

**Activity Name:** Youth Services - Enter the name of the activity from the activity/service options listed in IWDS.

**Provider Code:** 2018-201

*Provider Code is TWC subaward number*

**CIP Code:** N/A

**OES:** N/A

**Expected Results:**

- Youth who have not yet earned a HSE or high school diploma will do so 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 will have demonstrated work readiness skills competency, during work-based learning/work experience activities.

## Enrollment Schedule

### Enrollment Schedule

In addition to the carry over participants, ELEVATE seeks to enroll 30 (or more) “new” WIOA youth participants (24 Out-of-School; 6 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>1</u>	<u>14</u>	<u>15</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>
2	7	9	September 30, 2018
4	14	18	December 30, 2018
5	20	25	March 31, 2019
6	24	30	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 &amp; Carry-Over</u>	
7	38	45	

### 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: 30** (or more)

**Out-of-School Youth** (Estimated 38 youth served during the year.)

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

**In-School Youth** (Estimated 7 youth served during the year.)

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

**ELEVATE PROGRAMMING LOCATIONS and HOURS – PY2018**

Freeport ROE Office Hours: 8:00 am – 4:00 p.m. Monday – Friday.

**OUT-OF-SCHOOL: Highland Community College HSE/GED Classes**

**HSE Preparation:**

Tuesdays, Wednesdays and Thursdays

9:00 am-12:00pm

12:30-3:30pm

5:30-8:30pm

Elevate-Stephenson will be prepared to run interim Academic Tutoring classes at the HCC campus as needed.

**IN-SCHOOL: Tutoring or other options**

Freeport High School:

After school Tuesday, Wednesday and Thursday

An *Elevate-Stephenson* staff member will also monitor WIOA Youth Participants progress, documenting attendance and engagement in the tutoring sessions.

An *Elevate-Stephenson* staff will provide tutoring when this does not fit a youth’s schedule or is a youth enrolled in another Stephenson County School District/Alternative program.

Freeport Alternative High School:

3 hour block on Wednesdays - Career and College Readiness provides the opportunity for tutoring as well as support in creating a resume or other items for their college portfolio.

An *Elevate-Stephenson* staff member meets with the WIOA Youth Participant the next day to record progress, document attendance, and meets with counselor/teachers when needed.

**Referral Procedures:** Contact Amy Hasselbacher, Telephone: 815-599-1408 Ext. 136

**Authorization:** The Workforce Connection, Inc. (TWC)

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

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

## **Carroll JoDavieess Stephenson Regional Office of Education’s Responsibilities for Youth Services – Stephenson County:**

As WIOA Youth Services Carrol JoDavieess Stephenson Regional Office of Education will provide and coordinate the following services and activities for Stephenson County 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
  - Bridge Programs
  - Vocational training, as appropriate
- Career Exploration/Work Readiness programming component (includes Career Exploration, Work Readiness Skills, Life Skills, Leadership Development, Mentoring)
- 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 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 Elevate Stephenson will provide services to 45 youth; approximately 30 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.