

Orig.: Mod.: X Date: 9/27/18 Information updated 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 COORDINATING ENTITY (See chart on page 4.)**  
for Boone & Winnebago Counties Elevate Program

**Program Provider: Rock Valley College Employment & Grants** FEIN: 36-255-7781

**Address:** The Workforce Connection Telephone: 815-921-2251 (Sue Carmichael)  
303 North Main Street (2<sup>nd</sup> Floor) Fax: 815-921-2229  
Rockford, IL 61101

**Contact Person:** Sue Carmichael  
Telephone: 815-921-2251  
E-mail: [-S.Carmichael@rockvalleycollege.edu](mailto:S.Carmichael@rockvalleycollege.edu)

**Training Site Address:** Coordinating Entity staff housed at Workforce Connection, Rockford. Staff visits training sites frequently. (See page 3)

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

**Provider Code: 2016-203** **Start Date: 7/1/16**  
Provider Code is the 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**

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 &amp; 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: 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 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 Sue Carmichael, 815-921-2251.**

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.

## **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 380 youth; 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.