



Charlie Crist
Governor
Monesia T. Brown
Director

MEMORANDUM

DATE: April 8, 2008

TO: Regional Workforce Board Executive Directors

FROM: Lois A. Scott, Program Manager, One-Stop and Program Support

SUBJECT: Setting Goals for Younger Youth

The purpose of this memorandum is to inform staff and administrators that with the rollout of Employ Florida Marketplace (EFM), the requirement to set a goal for younger youth on their anniversary date is no longer required when the youth has an open goal. Because EFM was built around federal guidance, regional workforce boards can now set goals as they are needed; however, an open goal should be maintained at all times.

The Training and Employment Guidance Letter 17-05–Attachment D and the Workforce Investment Act Title I-B, Standard Record Data (WIASRD), provides additional information regarding setting skills goals for younger youth:

- At least one goal must be set for a younger youth during a participation year.
- The first goal set date must be the date of the first WIA youth service.
- At a minimum, one basic skills goal must be set for each youth who is deficient in basic literacy skills. Other goals such as work readiness skills and/or occupational skills goals may be set, as appropriate.
- A maximum of three goals per participation year may be set for each youth. Participants may have any combination of the three types of skills goals.
- The target date for accomplishing each skill goal must be set for no later than one year from the date the goal was set.

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- An additional basic skills goal must be set if the youth's most recent post-assessment results show reading and or math levels are at or below the 8th grade level.
- A goal not achieved by the time of exit does not count as a positive attainment.

If there are any questions regarding this information, contact Barbara Walker at (850) 921-3864 or via email at Barbara.walker@flaawi.com.

LAS/obw