

**Instructions for Submitting 2009 American Recovery and Reinvestment Act
Summer Youth Employment Program Local Plans**

Regional Workforce Boards (RWB) must update their local Workforce Services Plans to include a description for how the RWB will operate a Summer Youth Program (SYP) under [the American Recovery and Reinvestment Act of 2009](#) and its implementing guidance.

General Guidelines

Regional Workforce Boards are:

- Expected to maintain transparency and accountability in the use of Recovery Act funds through public access to information about available activities/services in local areas, as well as performance reporting;
- Expected to move quickly to use Recovery Act funds, in conjunction with other available funds, to provide allowable activities and services to youth ages 14-24;
- Expected to increase workforce system capacity and service levels by hiring workforce professionals to administer programs and deliver services; and

Additional information and guidance is available in the federal [Training and Employment Guidance Letter \(TEGL\) 14-08.pdf](#).

Summer Youth Program Overview

Please provide an overview of the Summer Youth Program for your regional workforce area, including how the summer experiences achieve the national vision described in TEGL 14-08.

The following must be included in your plan description:

- The number of current and new staff dedicated to the program;
- The number of youth to be served in each activity;
- The SYP plan period (SYP start and end dates, average number of weeks, etc);
- The age range of the youth served and age appropriate strategies including the type of work/training experience provided for each age range (e.g., what may be appropriate for a 24 year old may not be appropriate for a younger youth). Include in the description a breakout of the number of younger and number of older youth to be served.

I. Service Provider Selection

Describe the process used to select SYP service providers including any steps taken to include community based-organizations, faith-based organizations, and similar youth organizations to serve special youth participants facing barriers. The regional workforce board must follow their own locally established procurement policy and procedures in making the selection of a provider(s) for the planned summer youth program. (Note: The State has requested a waiver of the WIA requirement that all providers of youth services must be competitively procured. If granted, the waiver will allow regional workforce boards to either add to existing contracts or, if allowed by their local procurement policy, issue a limited or non-competitive award.).

1. Describe any exception to a competitive process.
2. Include in your description how information on the selection process and awardees will be made public.

II. Program Administration/Operation

A. Outreach and Recruitment

1. Describe the local outreach (marketing) process used to inform eligible youth residing in your regional service area about the SYP including the involvement of local media, community based organizations, faith-based organizations, youth organizations, etc. in those outreach efforts.

B. Summer Youth Program Eligibility Determination

Describe the local process for determining youth eligible for the SYP. Please include a description of the local procedures used to:

1. Determine that an eligible youth is a low-income individual and is an individual who meets one or more of the following criteria:
 - (i) Deficient in basic literacy skills.
 - (ii) A school dropout.
 - (iii) Homeless, a runaway, or a foster child.
 - (iv) Pregnant or a parent.
 - (v) An offender.
 - (vi) An individual who requires additional assistance to complete an educational program or to secure and hold employment.
2. Describe how the regional workforce board will apply the Priority of Service for Veterans and Eligible Spouses as required by 20 CFR, Part 1010, the regulations implementing priority of service for veterans and eligible spouses in the

Department of Labor job training programs under the Jobs for Veterans Act published at 73 Federal Regulation 78132 on December 19, 2008.

3. Describe the process used to identify an “additional” barrier to employment for youth served under the “five percent window” (youth who are not low income) as referenced in 20 CFR 664.220. (Note: This additional barrier may only be applied to youth served under the “window”).
4. Describe the process that will be used to ensure that a minimum of 30 percent of the funds are expended on serving out-of-school youth. .

C. Objective Assessment and Individual Service Strategy (ISS)

1. Describe the type of assessment and individual service strategy used for SYP youth.

D. Allowable Youth Activities and Services

Describe the activities and services available to youth enrolled in the SYP including the type of activity the youth will participate in such as work experience/work readiness, blended academic/work experience, job shadowing, internships, customized training, occupational skills training, etc. The description must include the following:

1. Describe if year-round youth will be enrolled in the SYP and include the kind of assessment provided; individual service strategy development; and how literacy and numeracy goal(s) will be determined, set, tracked, and documented.
2. Describe the type of supportive service that will be provided to SYP youth. Attach a copy of the process that will be followed when determining if a participant is eligible for supportive services and how that support service is proved.
3. Describe if wages, stipends, and/or performance incentives will be provided to SYP youth and the amount. If a combination of payment types is used, detail when each type will be used. Regional Workforce Boards should follow the guidance issued by the State on when the payment of a stipend or incentive may be appropriate.
4. Indicate if the regional workforce board plans to allow older participants to continue in work experience beyond the summer months. The State has requested a waiver to allow the use of the “work readiness” indicator as the only performance measure for those participants.

E. Work Readiness Indicator (Goal) Measurement

1. Describe the process and tools that will be used to establish an age appropriate work readiness goal and the process and tool to determine if a “measurable gain” in work readiness skill has been achieved as a result of participation in the SYP. Also include in the description the process and tools that will be used to verify any other goal that has been established to signify a successful completion of the summer program.

F. Worksite Development

1. Describe the local SYP worksite development process. Attach a copy of a sample worksite agreement.
2. Provide the number of worksite agreements that have been developed to date. Attach a list of worksites and include the following information:
 - Service Provider’s Name;
 - Number of job positions developed; and
 - Wage range of positions at the sites.
3. Provide a description of how the designated SYP provider(s) will encourage the development of worksites that include “green” job work experiences.
4. If the regional workforce board elects to develop worksites in the private for profit sector, describe the guidelines that the board will follow to select participating for profit employers and the guidelines in place to ensure that the placement of youth at the worksite does not unfavorably impact other employers engaged in the same business.
5. Provide a description of how the SYP provider(s) will ensure that participants and worksite employers are aware of workplace health and safety guidelines.

G. Summer Youth Program Training and Technical Assistance

1. Describe the local process for providing training to SYP worksite supervisors.
2. Describe the local process for providing staff support and technical assistance to worksite supervisors and youth assigned to worksites.