



425 Old Kersey Road • Kersey PA 15846

Youth Committee

Monday, June 9, 2020 9:30 am – 10:00 am

Members Present: Chris Palmer, OVR (Chairperson and Board Member) Ray Donati, Goodwill Industries, Steve Eidson, University of Pittsburgh, School of Social Work; Brett Laski, IU9, Loretta Lininger, IU9;

Staff Present: Pam Streich

Guests: Blythe Brunner, PA CareerLink® Title I

Topics Discussed – Review of Committee Purpose, Youth Incentive Policy, WIOA Title I Report, OVR Update, RAMP Mentoring Grant, Business Education Partnership, Work Experience Wage Increase

Committee Purpose: To provide information and to assist with planning, the operational oversight, and other issues relating to the provision of services to youth.

Incentive Policy – Pam reviewed the Youth Incentive Policy that provides guidance on the use of incentives to eligible youth utilizing WIOA and TANF Youth Development Funds. The policy is attached. The committee recommends that the board approve this policy with an effective date of May 1, 2020.

Work Experience Wage Increase: Pam informed the committee that they are recommending an increase in the hourly rate that Work Experience participants are paid from \$9.00 per hour to \$9.50 per hour. The committee recommends approved this increase.

WIOA Title I and TANF Report – Blythe Brunner, PA CL Title I attended the meeting and reviewed the WIOA and TANF Youth Development Report – the report is attached. The report provides a summary of the number of youth being served in ISY, OSY and TANF programs, the barriers being addressed, work experience sites, expenditures and success stories. The report also provides an overview of the great events taking place in the PA CareerLink® centers for youth! Blythe also provided an overview of the TANF Youth Development 3-week Virtual Work Experience Program that is currently being implemented. The need to go to virtual is due to the pandemic. Up to 40 youth have been joining the program each day. Blythe also shared some success stories from the first week of the experience.

OVR Update – Chris Palmer provided an update to the committee regarding OVR services for youth. The Early Reach for youth 14 years and VR services have been operating throughout the pandemic, Community Based Work Assessments will resume this week, with individual Community-based Pre-Employment Transition Services resuming soon after. Both were on hold during the pandemic.

RAMP – Ready to Achieve Mentoring Program – Pam provided an updated on the RAMP program which is a national program funded by grants from the US Department of Justice’s Office of Juvenile Justice and Delinquency Prevention. RAMP is a career focused mentoring program for youth with disabilities (aged 12-17) who are currently involved with or are at risk of becoming involved with the juvenile justice system. A regional meeting was held which included Pentz Run and PA CareerLink® partners who offer youth programs to discuss the method of referrals to this program as well as to other youth programs offered at the PA CareerLink®. Holly Caldwell is the contact for the RAMP program at Pentz Run and discussed their referral process.

Business Education Partnership – Pam provided an update on the activities being implemented with area schools and students to continue to offer career exploration programs to youth, teachers, parents, etc. These programs are offered virtually due to the pandemic and have been successful.

Next Meetings for PY20 – Mondays - September 14, December 14, 2020, March 8 and June 7, 2021 from 9:30 – 10:30 am.

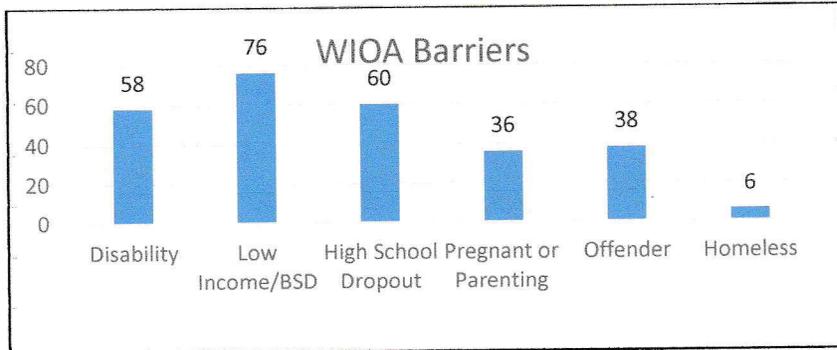
Action Items for the board: The committee recommends the approval of the Youth Incentive Policy which provides guidance on the use of incentives to eligible youth utilizing WIOA and TANF Youth Development Funds effective May 1, 2020. The committee also recommends the approval of an increase of the work experience wage for WIOA Youth and TANF Youth program participants to \$9.50 per hour effective July 1, 2020. This is a \$.50 increase.

WIOA and TANF YOUTH REPORT

July 1, 2019 to May 31, 2020

WIOA Out of School Youth Enrollments

	WIOA NEW	WIOA CO
CAMERON	8	1
CLEARFIELD	51	13
ELK	21	7
DUBOIS	28	10
JEFFERSON	22	18
MCKEAN	13	18
POTTER	12	5
TOTALS	155	72
	227	



WIOA Out of School Youth On the Job Training

July 1, 2019 through May 31, 2020, 15 Customers

Candy's Styling Salon, Clearfield Wholesale Paper, Custom Castings North East Inc, DBI Inc/Brookville Glove MFG, DuBois Nursing Home, ELCAM, Emporium Borough, Granite Expressions LLC, J.I.T. Tool & Die Inc, Metz & Associates, Paris Companies, Walker Lumber

	Budget	Expenditures	Obligations	Exp + Obl	Balance
WIOA Out of School	\$33,000.00	\$25,412.05	\$1,998.00	\$27,410.05	\$5,589.95

Work Experience, July 1, 2019 through May 31, 2020

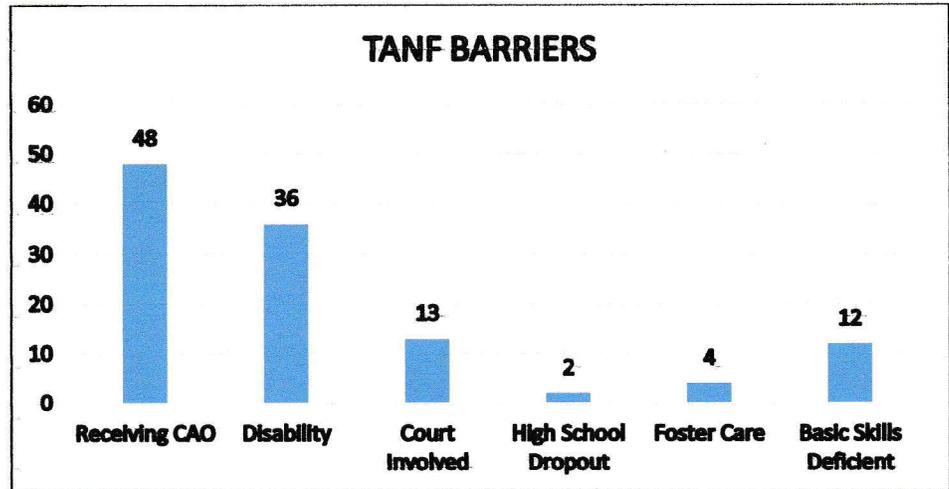
	Budget	Expenditures	Obligations (customers currently in WE)	Exp + Obl	Balance	% to Plan
WIOA Out of School	\$175,677.80	\$82,729.65	\$7,386.30	\$90,115.95	\$85,561.85	51%
TANF Year Round	\$139,678.00	\$113,287.05	\$26,390.95	\$139,678.00	\$0.00	100%

WORK EXPERIENCE Worksites

– A Step Ahead Child Center, Abundant Blessings Flowers & Gifts, Aegis Coffee Roasters, Allegheny Bradford Corporation, Austin Area School District, Bear Manufacturing LLC, Beatty's Rustic Root 8 Twisted Nail Spa, Beauty Bar, Best Buds Flowers & Gifts, Bigler YMCA, BOONDOCS, Bradford Area School District, Bradford Auto Service, Bradford Library, Bradford Technology Group LLC, Brockway Goodwill, Brookville YMCA, Care for Children, CCCTC, Central Intermediate Unit 10, Christ the King Manor, City of St Marys Parks & Recreation, CIU10, Clear-Centre Swimming Pool, Clearfield County SPCA, Clearfield Wholesale Paper Company, Coal Mountain Development Group/Eagles Ridge Golf Course, Clearfield YCMA, Comet Communication, Community Action, Inc, Coudersport IU9 Office, Culligan Water Systems, Cummin's Construction, Curwensville Feed Store, Curwensville Lake, Custom Castings North East Inc, Danzer Lumber North America, Inc, Delullo's Deli & Car Wash, Eagles Ridge, Elcam – DuBois, Elk County Community Recycling Center, Elk County Foods, Elk County Humane Society, Emporium Senior Center, Express Café, Falls Creek Powdered Metals, Fox's Pizza – Port Allegany, Friendship Table, Front & Centre Productions, Fuel On, Galeton Public Library, Gateway Humane Society, Genesee Library, Goodwill – Brockway, Goodwill – Coudersport, Goodwill – DuBois, Goodwill – Punxsutawney, Goodwill Retail Store – Jefferson, Goodwill Industries, Grampian Hardware, Granite Expression, Growing with Grace, Guitarnia, Guy and Mary Felt Manor, Head Start Port Allegany, Holiday Inn Express – Bradford, Hunter's Garage, Irwin's Service Station, IU9, Jefferson County Historical Society, Johnsonburg Community Center, Johnsonburg Public Library, Johnston Tools, Josie's Restaurant, Kentucky Fried Chicken - Clearfield, Kightlinger Motors, KMA Remarketing, Knox Township, Leforts Sweet Shop, Lifespan Family Services, Lugly's CTM, Mahaffey's Outdoor Power Equipment, Mama J's Early Learning Center, Mama J's Daycare, Mandy Taylor Cleaning LLC, McAndrus Motors LLC, McKean County SPCA, Mengle Memorial Library, Metz & Associates, ML Screen Printing, Moshannon Valley YMCA, Neurofeedback, New Horizons Healthy Foods/Fitness Fun, North Central Supply, Northern Tier Community Action Head Start, Novey's Recycling, Open Arms, Oswayo Senior Center, Oswayo Valley Memorial Library, Oswayo Valley Public Library, Oswayo Valley Senior Oswayo Valley School District, PA CareerLink Clearfield County at Clearfield, PA CareerLink Elk County, PA CareerLink Jefferson County, Phenix Sintered Metals LLC, Port Allegany Pharmacy, Port Freeze, Potter County Prothonotary, Proform Powdered Metals, Protektor Model, Punxsutawney Memorial Library, Quick Way, Rebecca M Arthurs Memorial Library, RM Auto Service & Repair, Rick's Auto, Rod's Welding, Save a Lot – Bradford, Save a Lot – Kane, Seneca Highlands CTC, Shop N Save, Port Allegany, Shop N Save – Galeton, Smethport Country Club, SPCA – Clearfield County, Spring Street Salon, St. Boniface, Starlettes Dance Studio, Station Platform 9, Stoney North, Summerville Public Library, Superior Machining Inc, TEE-Riffik Screen Printing & Embroidery, TAT Technologies, The Daily Bread, The Stuff Store, The Wreck Center, Video Game X-Change, Virtual SYP June 20, Vision Quality Components, Walker Lumber, West End Pizza, Wickett & Craig, Xtreme Machine, YMCA – Child Care – Bradford, YWCA – Young Women's Christian Association

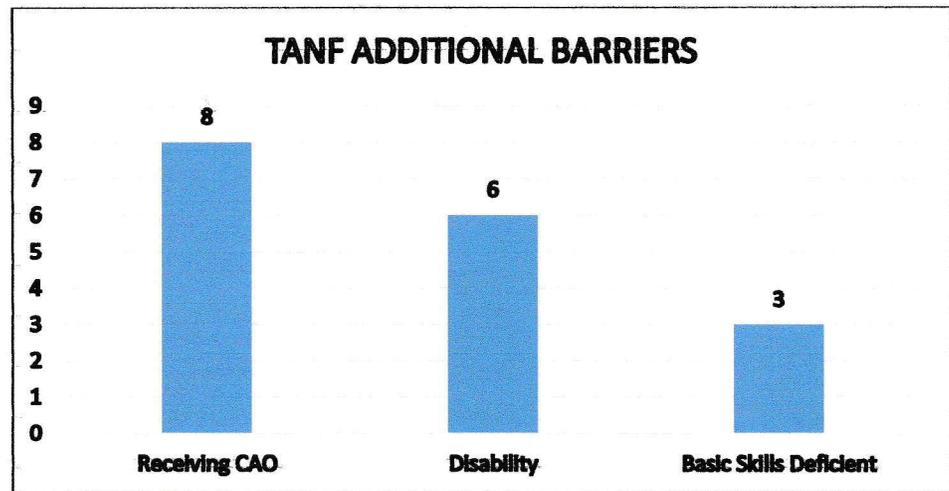
TANF ENROLLMENTS

	TANF
CAMERON	4
CLEARFIELD	18
DUBOIS	10
ELK	5
JEFFERSON	12
MCKEAN	37
POTTER	13
TOTALS	99



TANF ADDITIONAL ENROLLMENTS

	TANF
CAMERON	0
CLEARFIELD	1
DUBOIS	6
ELK	0
JEFFERSON	5
MCKEAN	1
POTTER	2
TOTALS	15



MOAs..... **Adult Mentoring** - Barbara Moscato Brown Memorial Library, Emporium Senior Center, McKean County Juvenile Probation/BOONDOCS Program, St. Boniface, Community Action, Inc. of Jefferson County; **Alternative Secondary School Services** - C.I.U. #10; **Financial Literacy Education** - CNB Bank of St. Marys, First Commonwealth Bank of DuBois, Mel Roberts Financial Advisor, Community Action, Inc of Jefferson County, Zito Media; **Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling and career exploration services (WFS14)** – Elk County Community Recycling Center.

LOOK WHAT'S HAPPENING IN OUR PA CAREERLINKS!

CUPCAKES & CAREERS
Student Success Workshop
Tuesday, March 3
3:00 PM
Potter County Career Link
279 Route 6 West, Conowingay
Are you between the ages of 16-24?
Join us to learn about
career and training options after
High School
Decorate your own Cupcake at our
Cupcake Bar
For more information,
Call Mary Jo at 814.274.9330



Pennsylvania
CareerLink

Cupcakes and Careers



Job Corps Event, February 5, 2020



COVID-19, PA CareerLinks, telecommuting, March 17, 2020, project to return on June 15, 2019 with public by appointment only on July 1, 2020

1st TANF Youth Virtual WEX Program, June 1 – June 19

Virtual TANF Summer Youth Program ready to launch June 1, 2020 to June 19, 2020 projecting to invest \$52,000 with 60 youth. Days planned: Self-Discovery Day, Budgeting Day, Quinn's Magical Computer Day, Give Back Day, Life Skills Day, Job Applications Day, Recycling Day, Post-Secondary School Day, Job Corps, Financial Aid and Apprenticeships Day, Resume and Soft Skills Day, Health and Wellness Day, Business Tour Day and Getting the Job Day.

- ✓ 9:00 – 3:30, 6 hours a day, lots of hands-on
- ✓ 39 TANF Youth logged on June 1, 2020 for the launch
- ✓ Working/resolving throughout the day with youth to troubleshoot issues

SUCCESS STORIES.....



Jefferson County

Amanda Jordt an Out of School Youth participant completed the 16 month Clinical Medical Assistant program at Indiana University of PA in March. She is now waiting notification of her certification testing that has been delayed by COVID 19. Amanda is studying for the certification testing, updating her resume and applying for local positions. She is anxious to start her new career.



Potter County

Kyle Popovich is an out of school youth who came in not really knowing what he wanted to do. After talking about his interests and looking over the HPO list, we landed on phlebotomy. He started classes at BOCES in February. Then Covid-19 came along. His classes and his healthcare job were suspended. In spite of this, he persevered and recently gained employment at Emperion in Coudersport in Tech Support. His phlebotomy class is moving to an online platform so he will be able to complete the course. In these tough times it's nice to see someone like Kyle press on towards success.



Elk County

Lexi came in to our OSY program not knowing exactly what career she wanted to pursue. I talked to Lexi about the work experience program and she decided she would give it a try. We ended up placing Lexi at St. Marys Goodwill. Lexi really enjoyed working there as she got along well with other employees and genuinely liked the job. As of today, Lexi has completed her work experience with Goodwill and has gotten hired on as one of their employees! Lexi exited on March 30, 2020 to Unsubsidized Employment – Goodwill.



Cameron County

Olivia participated in an internship program at the Emporium Borough throughout college. At the conclusion of the internship, the borough expressed interest in pursuing an on the job training through the CareerLink for Olivia to secure full time employment. Olivia enrolled with us at the CareerLink as an out of school youth and pursued the on the job training program. Even though her OJT has successfully ending, Olivia still continues to work for the Borough and is said to be a huge asset by her coworkers. Olivia exited on March 24, 2020 to Unsubsidized Employment – Emporium Borough.



McKean County

Morgan enrolled in the WIOA Out of School Youth Program looking for a different career path. She was working as a Certified Nurse's Assistant and knew that is not what she wanted to do, so she reached out to the CareerLink for guidance. Morgan enrolled with MedCerts to complete training in Medical Front Office Assistant and Administration Specialist. Morgan has passed her practice exams and due to COVID- 19, is waiting to take her final exams for certification.



DuBois Area

When Cole Shultz visited the PA CareerLink in DuBois back in November 2019 to job search, he was a recent high school graduate with no work history. He knew he was interested in carpentry or related trades but wasn't sure where to start. Cole was enrolled into the WIOA Out of School Youth program and began working at Granite Expressions of DuBois, through a paid work experience. Cole was very successful with his work experience and at the end of his hours was asked to stay on as a full time employee through the On the Job Training program which is projected to end in July 2020. Cole is thankful for the opportunity to continue building his skills as a Granite and Quartz Polisher.



Clearfield County

Eli Welch Selfridge is an Out of School Youth who met with staff back in March. Eli had a passion for automotive work but had a hard time finding someone to give him a chance. While working with the Career Link Staff they found him the perfect shop close to his home. Eli has only been there for a month but the owner of the shop already stated that they plan to hire Eli on after his Work Experience time is up. Eli loves what he is doing and is a quick learner. Eli stated that coming to the CareerLink was the best choice he could make and he is thankful for his time with us.



Youth Incentive Policy

Effective Date: May 1, 2020

I. Purpose

To provide guidance on the use of incentives to eligible youth utilizing WIOA and TANF Youth Development funds.

II. References:

- WIOA Section 681.640
- 2CFR part 200
- TEGL 16-21

III. Background:

The Workforce Innovation and Opportunity Act (WIOA) allows funding for eligible youth to be used as incentives to recognize achievement in identified workforce development programs. Workforce Solutions for North Central PA / The North Central Workforce Development Board has developed this policy to ensure that appropriate and necessary incentives to encourage eligible youth participants in the local workforce development area (LWDA) to achieve specific goals tied to training activities and work experiences. This policy is intended to ensure compliance with all federal and state regulations by providing guidance to, program services contractor staff in the local PA CareerLink® system on the use of youth incentives in the LWDA. This policy applies to all LWDB funded in-school youth (ISY), out-of-school youth (OSY) and Temporary Assistance for Needy Families (TANF) Youth Development participants. Youth program services staff are responsible for implementing this policy.

It is important to note that incentives are not an entitlement. All incentive awards will be subject to availability and budgeting of WIOA Youth Program and TANF Youth Development funds and applied at the discretion of Workforce Solutions. Incentives shall not be issued as actual direct cash payments to youth participants.

III. Definitions:

INCENTIVE: An incentive is a payment to an enrolled youth participant for successful participation and achievement of expected outcomes as identified in the participant's Individual Service Strategy (ISS). The incentive must be linked to an achievement and must be related to a training and/or education activity that specifically addresses at least one of the fourteen (14) required Youth Program elements.

Such achievements must be documented in the participant's Individual Service Strategy (ISS) as the basis for an incentive payment. Tied to the goals of the specific program;

Incentives are considered awards to youth participants for their achievement and successful participation in workforce development activities. The following is a list of incentives that may be awarded at the discretion of the LWDB to WIOA youth participants based on funding availability:

1) Basic Skills Improvement Incentive: Up to \$50.00

Documentation Required: Participants identified as basic skills deficient in either reading and/or math must be post-tested at least once by the end of the first year after enrollment. Participants who successfully complete all TABE re-testing requirements within 12 months from the date of the first youth service and who increase his/her TABE score in math and/or reading by two (2) Grade Level Equivalencies or one (1) Education Functioning Level (EFL) can receive, while actively participating and enrolled in the Youth Program, an incentive not to exceed a total of \$50.00 (reading \$25.00 and/or math \$25.00). A copy of the TABE level increase must be included in the participant's file.

2) Attainment of GED/High School Equivalency or Industry Recognized Credential or Successful Completion of Work Experience and/or On-the-Job Training: \$50.00

Documentation Required: Youth participants are eligible for this one-time incentive following the submission of the appropriate respective certificate and/or official document from the test site verifying the participant successfully passed the testing requirements or successful completion of work experience.

3) Post-Secondary School Incentive: \$50.00

Documentation Required: Youth participants attending post-secondary education in a local high-demand occupation are eligible for this incentive by providing a copy of a letter of acceptance and their course schedule for their first semester after completion of the first semester/term.

4) Placement in employment: \$50.00

Documentation Required: Youth participants who enter employment are eligible for this incentive by providing a copy of their first paycheck or letter of hire if provided by employer.

5) Retention of a job for 90 days: \$50.00

Documentation Required: Youth participants who have retained employment for 90 days must provide pay stubs showing they were employed by the same employer for a 90-day period or a letter/email from their employer stating that they have been employed for the past 90 days.

The following is a list of incentives that may be awarded at the discretion of the LWDB to TANF Youth Development participants based on funding availability:

1) Successful completion of work experience: \$50.00

Documentation Required: Copy of final Bi-Weekly Performance Evaluation completed by worksite supervisor.

2) Received High School Diploma and/ or GED: \$50.00

Documentation Required: Copy of High School Diploma or GED

3) Completed Post-Secondary Semester: \$25.00

Documentation Required: Official grade report from post-secondary institution.

For youth being served as TANF Youth only, the board requires the provider to maintain a list of all incentives issued, and include at a minimum, the following information: amount and type of incentive issued, name of individual receiving incentive, dates issued and reason for issuance of incentive.

ELIGIBILITY: Participants must meet eligibility requirements for a program before receiving incentive payments purchased with the respective program funds.

The following are the eligibility requirements for youth incentives:

- Participants must be a WIOA or TANF eligible youth participant
- Participants must be active and in good standing with a program, including regular contact with youth program staff
- Participants must have achieved an outcome listed as a goal within their Individual Service Strategy (ISS)

IV. Policy

Each Workforce Solutions funded in-school youth and out-of-school youth program services contractor and TANF Youth Development provider that utilizes incentives must maintain a clear and concise written incentive policy that outlines a uniform and consistent strategy for awarding incentives with Workforce Solutions funds.

At a minimum, the program service provider's incentive procedure must include:

- The method and justification for the issuance of incentives
- The internal controls for incentive awards (e.g. number of signatures required)
- Compliance and alignment with the Workforce Solutions Incentive Policy, Uniform Guidance at 2 CFR part 200, and TEGL 21-16.

In addition:

- Programs may not award direct cash payments to youth participants as part of an incentive strategy.
- When the payment of the incentive takes the form of a check or debit card, written recognition or receipt of the payment must be contained as part of the participant file. An inventory, log and periodic reconciliation of such items must be documented and maintained and must be kept in a secured and locked area.
- Participants cannot receive multiple incentives for the same activity. A participant could receive up to a maximum of \$250 for WIOA Youth programs and \$125 for TANF youth programs upon successful completion of benchmarks and documentation in the participant file.
- Incentives may not include entertainment costs, such as movie or event tickets or gift cards to movie theaters
- Incentive payments may only be awarded in recognition of an achievement directly tied to training and work experience and must be tied to the goals of the program
- Incentives must be administered in a manner that ensures all participants receive equal awards for equal achievements
- At least three (3) individuals must sign off to indicate that an incentive has been awarded: a program services supervisor, a program services staff member, and the participant receiving the incentive
- The program service contractor's written incentive policy and procedures must clearly describe this process

Reports to the fiscal agent must be provided on the status of issuing incentives at least monthly.

Prior to issuing incentive payments, a program incentive plan must be approved by the NCWDB.

Workforce Solutions will monitor the use of incentives to ensure that proper procedures are followed.

VII. Expiration: Ongoing

VIII. Inquiries: Pam Streich pstreich@ncwdb.org or Susan R. Snelick ssnelick@ncwdb.org

Auxiliary aids and services are available upon request to individuals with disabilities.

Equal Opportunity Employer/Program