

TRAINING AND EMPLOYMENT NOTICE	NO. 22-19
	DATE April 3, 2020

TO: STATE WORKFORCE AGENCIES
 STATE WORKFORCE ADMINISTRATORS
 STATE WORKFORCE LIAISONS
 STATE AND LOCAL WORKFORCE BOARD CHAIRS
 AMERICAN JOB CENTERS

FROM: JOHN PALLASCH /s/
 Assistant Secretary

SUBJECT: Technical Assistance Resources for the Workforce Innovation and Opportunity Act (WIOA) Youth Program

1. **Purpose.** To provide technical assistance to states, local workforce areas, and other recipients of WIOA Title I youth formula funds to help address the needs of disconnected youth.
2. **Action Requested.** The Employment and Training Administration (ETA) requests states and local areas share this information with state and local WIOA youth staff and youth service providers.
3. **Summary and Background.**
 - a. Summary – This Training and Employment Notice (TEN) shares existing technical assistance resources to state and local area staff to improve outcomes for youth participants. It also offers technical support for addressing common WIOA youth monitoring findings so that state and local areas have the tools and clarity to provide comprehensive and effective services to youth.
 - b. Background – WIOA Title I outlines a broad youth vision that supports an integrated service delivery system and provides a framework through which states and local areas can leverage other federal, state, local, and philanthropic partnerships to support in-school youth (ISY) and out-of-school youth (OSY). WIOA Title I affirms ETA’s commitment to providing high-quality services for youth, from career exploration and guidance, continued support for educational attainment, and opportunities for skills training, such as pre-apprenticeships or internships in in-demand industries and occupations, and culminating with employment, enrollment in postsecondary education, or apprenticeship. ETA will provide an enhanced focus on these areas during TA and monitoring.

EMPLOYMENT AND TRAINING ADMINISTRATION
U.S. DEPARTMENT OF LABOR
WASHINGTON, D.C. 20210

Since the passage of WIOA, state and local areas have revamped youth programming to serve youth with significant barriers to education and career pathways, providing participants with quality work experiences to prepare them for the world of work. The WIOA youth program has the following priorities: 1) at least 75 percent of funds are spent on OSY, and 2) at least 20 percent of funds are spent on work experiences. Overall, the public workforce system has either met or exceeded those requirements. The data indicates that most states have been successful at shifting focus to serve more OSY. National expenditure rates on OSY are about 85 percent in recent program years. Additionally, national expenditure rates for work experience for youth hover around 25 percent in recent program years, exceeding the 20 percent minimum. While a few states are still below 20 percent in work experience expenditures, the number of states above 20 percent continues to increase.

ETA recognizes that states, local areas, and youth service providers strive to deliver comprehensive services that provide eligible WIOA youth with the educational and employment skills necessary to succeed in the workforce. In an effort to continue to support the effective delivery of services to our youth with multiple barriers, ETA has provided numerous technical assistance (TA) resources. TA includes WIOA State and Local Youth Program Request for Proposals (RFP) Examples; WIOA Youth Retention and Recruitment Resources; Collaboration Opportunities between the WIOA Youth and Vocational Rehabilitation Programs; and many other resources as documented in Section 4(a).

Additionally, ETA routinely conducts monitoring visits in order to assist states and local areas in providing high-quality services to youth. In ETA's review of monitoring visits over the last few years, themes emerged around common issues at the state and local levels. The most common findings relate to seven categories: eligibility, program design, OSY and work experience expenditures, service provision of the 14 program elements, performance management, monitoring, and policy development. Attachment I provides a detailed explanation of each of these findings.

4. Technical Assistance and Support in Implementing WIOA Youth Program.

- a. **Resources:** Below are a number of resources that ETA developed to support state and local area youth workforce professionals in implementing comprehensive services for youth.
 - i. **WIOA State and Local Youth Program RFP Examples** shares state and local workforce development board requests for proposals
<https://youth.workforcegps.org/resources/2019/09/13/14/43/WIOA-State-and-Local-Youth-Program-RFP-Examples>.
 - ii. **Collaboration Opportunities: WIOA Youth and Vocational Rehabilitation Programs** is a joint technical assistance document intended to provide a high-level overview and to improve coordination of workforce preparation activities and employment services between these two programs

<https://youth.workforcegps.org/resources/2019/05/16/16/50/Collaboration-Opportunities-WIOA-Youth-and-Vocational-Rehabilitation-Programs>.

- iii. **Collaboration Opportunities: WIOA Youth Program and Job Corps** provides an overview of the WIOA Youth program and the Job Corps program specifically, and outlines strategies for coordination and the benefits of partnership.
https://youth.workforcegps.org/resources/2017/03/22/09/55/~/~/link.aspx?_id=22D3BC5E5F8D46B1957B0F53E289A94B&_z=z.
- iv. **Mythbuster! WIOA Titles I & II** is a brief document that seeks to debunk myths and discusses the benefits of partnering between the Title I Youth program and the Title II AEFLA program.
https://youth.workforcegps.org/resources/2017/03/22/09/55/~/~/link.aspx?_id=4A1DFF7D4A134DC2AAD059879D059DB7&_z=z.
- v. **Mythbuster! Youth in Foster Care and WIOA** is a brief document that seeks to debunk myths about serving foster care youth in the WIOA Youth program. Both the WIOA Youth program and the foster care system can provide complementary services to youth in foster care.
<https://youth.workforcegps.org/resources/2018/05/17/12/05/MYTH-Youth-in-foster-care-cannot-be-served-in-the-WIOA-Youth-program>.
- vi. **WIOA Youth Retention and Recruitment Resources** is a compiled list of resources on how to recruit and retain youth participants.
<https://youth.workforcegps.org/resources/2019/06/28/11/31/Retention-Recruitment>.
- vii. **Sample Youth Individual Service Strategy (ISS) from the Employment and Training Administration** assists local areas in developing an ISS.
<https://youth.workforcegps.org/resources/2019/06/20/18/30/Youth-Individual-Service-Strategy-ISS>.
- viii. **Career Pathways Toolkit: An Enhanced Guide and Workbook for System Development** helps state offices and partners align the vision, definition, and requirements of WIOA with career pathways.
https://careerpathways.workforcegps.org/resources/2016/10/20/10/11/Enhanced_Career_Pathways_Toolkit.
- ix. **WIOA Youth Monitoring Supplement** identifies compliance requirements along with additional questions that may be used to assess state progress in successfully implementing the WIOA youth service provisions.

<https://youth.workforcegps.org/resources/2018/12/18/13/57/Final-WIOA-Youth-Monitoring-Supplement>.

- x. **List of Required WIOA State Youth Policies** assists states and local areas in monitoring to ensure that states and locals have all required WIOA youth policies. <https://youth.workforcegps.org/resources/2019/07/29/14/16/List-of-Required-WIOA-State-Youth-Policies>.
- xi. **Tracking and Reporting of Workforce Innovation and Opportunity Act (WIOA) Youth Expenditures** contains examples of state tools used to track WIOA OSY and work experience expenditures. <https://youth.workforcegps.org/resources/2019/07/22/15/50/Tracking-and-Reporting-of-Workforce-Innovation-and-Opportunity-Act-WIOA-Youth-Expenditures>.
- xii. **U.S. Department of Labor's Wage and Hour Division** provides resources on federal minimum wage, overtime pay, recordkeeping, and child labor requirements of the Fair Labor Standards Act. <https://www.dol.gov/whd/>.

Additional TA resources are located on the Workforce GPS Youth Connections Community of Practice (CoP) at <https://youth.workforcegps.org/>. The site is an online learning destination for public workforce system staff and partners who serve youth. ETA plans to conduct a webinar to review the content of this TEN and attachment. You are encouraged to sign up to receive notifications about upcoming TA and webinars at the Youth Connections CoP.

- b. **Technical Support:** Attachment I includes suggestions for how states and local areas might address common monitoring issues so that they can provide the highest quality of services to youth.

5. **Inquiries.** Please direct inquiries to the appropriate Regional Office.

6. **References.**

- The Workforce Innovation and Opportunity Act (WIOA) (Public Law (Pub. L.) 113-128)) Titles I and IV, enacted July 22, 2014;
- WIOA Regulations at 20 CFR part 681;
- The Workforce Investment Act (WIA) of 1998 (Pub. L. 105-220), Title I;
- Training and Employment Guidance Letter (TEGL) No. 10-16, Performance Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Title I, Title II, Title III and Title IV Core Programs;
- TEGL No. 8-15, Second Title I WIOA Youth Program Transition Guidance;
- TEGL No. 1-15, Operations Guidance Regarding the Impact of Workforce Innovation and Opportunity Act Implementation on Waivers Approved Under the Workforce Investment Act;

- TEGL No. 38-14, Operational Guidance to Support the Orderly Transition of Workforce Investment Act Participants, Funds, and Subrecipient Contracts to the Workforce Innovation and Opportunity Act of 2014;
 - TEGL No. 23-14, Workforce Innovation and Opportunity Act Youth Program Transition;
 - TEGL No. 19-14, Vision for the Workforce System and Initial Implementation of the Workforce Innovation and Opportunity Act;
 - TEGL No. 12-14, Allowable Uses and Funding Limits of Workforce Investment Act (WIA) Program Year (PY) 2014 funds for Workforce Innovation and Opportunity Act (WIOA) Transitional Activities;
 - TEGL No. 21-16, Third Workforce Innovation and Opportunity Act (WIOA) Title I Youth Formula Program Guidance.
6. **Attachment(s).** Attachment I: Workforce Innovation and Opportunity Act (WIOA) Youth Program Suggestions Based on Common WIOA Youth Monitoring Findings