


## Cover Sheet

### 2022 TANF Youth Innovation Project

<b>Applicant Agency:</b>			
<i>Please use the legal name and provide the full address. This is the fiscal agent with whom the grant agreement will be executed.</i>			
1. Agency Name:	Ramsey County Workforce Solutions		
2. Director Name:	Ling Becker	8. Contact Name:	Michelle Belitz
3. Telephone:	651-266-6001	9. Telephone:	651-266-6054
4. Fax:	651-266-6050	10. Fax:	651-266-6050
5. Email:	Ling.becker@co.ramsey.mn.us	11. Email:	Michelle.Belitz@co.ramsey.mn.us
6. Agency Website:	www.ramseycounty.us		
7. Address:		12. Address:	
160 E. Kellogg Blvd., Suite 6700 Saint Paul, MN 55101		160 E. Kellogg Blvd., Suite 6700 Saint Paul, MN 55101	
13. Federal Tax ID: (required)	41-6005875	14. Minnesota Tax ID: (required)	8027226
15. DUNS Number: (required)	01-035-4488	16. SWIFT Vendor ID: (if known)	Tab here and enter number
<b>Required Information:</b>			
17. Project Name:		TANF Youth Innovation	
18. Geographic Area Served:		Ramsey County	
19. Number of Participants Served:		10	
20. Project Start Date:		January 1, 2022	
21. Project End Date:		December 31, 2022	
22. Total Amount of Funding Requested:		\$45,000	

*I certify that the information contained herein is true and accurate to the best of my knowledge and that I am authorized to submit this application on behalf of the applicant.*

<b>Authorized Signature</b> 	<b>Title</b> Director Workforce Solutions	<b>Date</b> 12-10-21
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## 2022 TANF INNOVATION PROJECT

### Narrative Questions:

- 1. Describe the youth service provider's plans to assure collaboration with participants' MFIP Employment Service Providers regarding their Employment Service Plans, as applicable.**

Ramsey County Workforce Solutions (WFS) is the county administrator of employment service programs including Diversionary Work Program ("DWP"), Supplemental Nutrition Assistance Program Employment and Training ("SNAP E&T"), Minnesota Family Investment Program ("MFIP"), and Workforce Innovation and Opportunity Act ("WIOA") Dislocated Worker, Adult and Youth Programs. WFS provides direct employment services and contracts with community-based organizations for employment and training services.

Program staff from TANF Youth Innovation & MFIP will collaborate with each other by ensuring open communication with participants/with program staff, at minimum, monthly to ensure progress of participants. Staff will document and case note in Workforce One and have access to review information as needed. Supporting documentation for participants will be loaded in Workforce One Electronic Document Storage.

All team members will coordinate and collaborate amongst each other and assist with development of participant's employment plan(s). Employment counselors will assist the youth with outlining their individual employment and/or education goals and work with them to determine their objectives and appropriate timelines to meet the identified goals. In addition, career interest assessments will be administered to help explore multiple career opportunities and prepare to identify future career pathways goals for the individual. An appropriate work readiness training will be conducted to prepare youth for meeting their individual goals.

WFS may also co-enroll eligible participants in WIOA, focusing on ensuring that all participants receive all services available through both programs to maximize their outcomes and achieve the highest possible results for family wellness, career exploration, education and placement for each individual served. WFS's goal is to ensure seamless services are provided to youth enrolled in TANF Youth Innovation Project.

- 2. Describe how the youth service provider will identify and recruit eligible youth for the project. What percentage of participants do you expect to be from communities of color? Describe the youth service provider's plans to incorporate culturally responsive programming approaches when applicable.**

The TANF Youth Innovation program will be administered by WFS staff. WFS will strategically focus on outreach and services for the 14-18 years old children of MFIP recipients/households to support a 2 Gen service model.

WFS will inform ES providers about TANF Innovation program through various meetings such as, monthly provider meeting, MFIP Staff meetings; and disseminating information to counselors about the program. Referrals will also be identified through direct assessment with eligible walk-ins at the CareerForce Centers. Once referrals are received, the TANF Innovation Counselor(s) will check Maxis to ensure the youth is eligible and enroll the participants into TANF Youth Innovation program.

WFS's 2021 caseloads indicate that approximately 83% of TANF youth are identified as non-white. WFS proposes to serve 10 individuals with the anticipation that approximately 80% will be youth from communities of color.

WFS and MFIP employment service providers incorporate culturally responsive programming through the delivery of employment and training services that target specific populations of color through partnering with culturally relevant community-based organizations, contracting with vendors that have a cultural relevancy lens and/or their services focused on populations of color. TANF Innovation counselor(s) will work with MFIP counselors to address the needs, barriers, and interests of the participants. Individuals will have access to other resources to address the specific needs of participants to develop confidence, problem solving skills and connections with their community.

In addition, WFS provides leadership, educational opportunities, and developmental support to increase our personal understanding of the origins of race, diversity, cultural competency, white privilege, and institutional racism; increase our skills in the development and delivery of equitable services, policies, and practices; and strengthen our ability to engage in partnership with businesses, partners, clients, and the community to create equitable outcomes.

**3. Describe the youth service provider's plans to introduce career pathways, prepare targeted youth for post-secondary education, provide information on high-growth, in-demand occupations in the region, and deliver financial literacy activities.**

Once a participant is enrolled in TANF Youth Innovation, the following plan and services are available for participants.

- a) Orientation: An enrollment orientation will be provided to participants to review the goals and expectations of TANF Youth Innovation Program.
- b) Assessment: Individuals complete My Next Move <https://www.mynextmove.org/explore/ip> assessment in partnership with their Counselor. This 60-question assessment will help match individuals to a work experience site or figure out how to maximize their current work experience opportunity by helping them plan for their next employment or educational opportunity. The assessment scores each youth within an assigned "job zone" that will allow them to explore career options, which include labor market information for each potential career path. Individuals receive interest inventories in addition the "My Next Move" assessment. These interest inventories are used to help youth find and enter a Work Experience site that would match, and enhance, their own skills and interests.

In addition to the My Next Move assessment, the Counselor will complete the Youth Programs Assessment, which identifies the participant's strengths, potential barriers. The information obtained by both assessments is used to inform the development of the Employment Plan and identifying related Work Experiences to the participant's goals.

- c) Employment Plan: In coordination with the MFIP counselor, if applicable, an employment plan (Individualized Service Strategy) will be developed based on the individual's interests and needs, and personal/professional goals. This plan will identify services, including support services and work experiences, along with workshops and

other professional development opportunity that will support their personal/professional goals.

- d) Work Readiness Skills Workshops: All TANF Innovation participants will be offered Work Readiness & Educational Skill Workshops. These workshops may be offered in person, or through virtual platforms. Some of the topics for these sessions include
- Preparing for an Interview
  - Building Your Resume
  - Clean Up Your Social Media
  - How to Talk to Your Supervisor
  - A Beginners Guide to Securing Your Financial Future
  - Take a Virtual College Tour
- e) Paid Workshop Experience: The counselor will match working age youth to employment opportunities based upon their career of interest in 4 key industries: Healthcare, Technology, Customer Service and Public Sector. Youth will be placed into subsidized paid work experience which may lead to additional opportunities such as UE employment.
- f) Job Placement and other Career Path Opportunity: Upon completion of subsidized paid work experience, up to 90 days of job placement and retention support, or education referrals, or additional program referral will be provided by Career Navigators to support continued career path goals.

**4. Describe how individual youth will be matched with employment opportunities.**

Workforce Solutions is focusing on four career pathways: Health Care, Technology, Customer Service and Public Sector. An assessment will be completed to assist individuals in career exploration, assessed interest and aptitudes, research in-demand, high growth occupations. Through the individual initial assessment, and ongoing employment counseling, the counselor will match the youth to employment opportunities based upon the career of interest.

WFS has multiple partner employers to meet the needs and goals of the participants. WFS will leverage connection to the Workforce Innovation Board to support employer driven mentorships, coaching, supported work placement, learning opportunities and direct placements. WFS will utilize existing relationships and/or develop new relationships to meet the needs of the participants through WFS's Career Navigator team. Participants will be matched with the site that will provide them the most benefit for their work experience, Additionally, participants will be asked to complete a brief Work Experience Learning Plan prior to beginning their work experience. This plan requests participants to describe why they want to complete the work experience and what they hope to learn from the experience.

Due to the current high need for employees in certain industries, WFS will put a special focus on youth interested in pursuing careers in healthcare, technology, customer service and public sector. Career Navigators will work with youth to connect with competitive job placements following the completion of their paid work experience. Additional services could include referral to additional education opportunities and or other program support referrals.

**5. Describe any work readiness or occupational training (in person or virtual) that will be part of your project.**

A variety of work readiness and educational training supports will be provided to youth in this program. This is detailed under question three. These may be offered in person, or through virtual platforms. Some of the topics for these sessions include

- Preparing for an Interview
- Building Your Resume
- Clean Up Your Social Media
- How to Talk to Your Supervisor
- A Beginners Guide to Securing Your Financial Future
- Take a Virtual College Tour

No formal occupational training will be offered through the TANF Innovation funding, but as all youth participants may be co-enrolled in this program and at least one other Employment & Training Program (Minnesota Youth Programs, WIOA Youth, TANF E&T), occupational training may be offered through those programs. Information and referral to relevant programs will also be provided.

- 6. If you plan to use stipends as part of your project design, please describe the stipend structure (i.e. for what activities they will be awarded, amount, etc.) and include a copy of your local stipend policy with the plan.**

WFS does not plan to use stipends as part of the project.

- 7. Describe the youth service provider's plans to measure Work Readiness Indicators for targeted youth. Also identify any other LOCAL benchmarks/performance indicators for youth served under the 2022 TANF Innovation Project.**

Counselors use motivational interviewing and employment coaching techniques to determine a youth's readiness for employment. Assessments, such as mynextmove.com, help determine possible career paths based on the youth skills and passions. Staff will work with individual participants collaboratively to identify their personal work readiness goals and develop experiences around those goals.

Work readiness is assessed during the hours the participant spends in a work experience. Evaluation of career-based and all other work readiness goals begins with an orientation session for the work site supervisor. The orientation includes a work readiness evaluation form that the supervisor completes at the beginning and at the end of the work experience. All the Work Experience employer partners acknowledge that this is a learning opportunity for the youth placed at their site, and work with the youth, as well as their Employment Counselor, to make sure each youth can gain skills they can take on to their next employment opportunity. After 40 hours of work experience, a checklist is completed with the young adult and their on-site supervisor and is shared with their Counselor. In addition, a progress evaluation is completed by the employer and turned in every two weeks.

An evaluation is completed at the end of the work experience and is documented at completion of the experience. If the youth's work readiness skills need improvement prior to the end of the work experience the supervisor is asked to contact the counselor where a corrective action can be discussed and implemented. The idea is to provide "real life" situations for the youth. The evaluation form contains the work readiness skills that were taught prior to the work experience start date. A copy of the performance appraisal is in the youth's working file.

**8. Describe any plans to co-enroll TANF Youth participants in other DEED-funded youth programs. Include the programs in which participants are likely to be co-enrolled and the services to be provided through this co-enrollment.**

Recruitment will be completed to serve Teens who are on their MFIP parent's case. Through assessment, if the TANF Youth is eligible for any other DEED funded youth programs, the TANF Innovation Counselor(s) will work with the youth to ensure they are co-enrolled and receiving the additional resources and services they need. For example, youth participants may be co-enrolled in this program and at least one other Employment & Training Program (Minnesota Youth Programs, WIOA Youth, TANF E&T), occupational training may be offered through those programs. If/what type of occupational training a youth may be interested in pursuing will be discussed during the initial orientation & assessment activities with the employment counselor. There are currently many virtual occupational skills training programs available and WFS has found that many participants have been taking advantage of this time to further their education.

**ATTACHMENT 1: WORK PLAN  
2022 TANF INNOVATION PROJECT**

**Provide a brief summary of planned services/activities provided in the project. Make additional copies of this form as needed.**

<b>Agency: Ramsey County Workforce Solutions</b>		<b>Contact: Michelle Belitz</b>		
<b>Project Goal:</b> Provide meaningful avenues for career exploration and paid work experience for Younger youth, ages 14 -18, who are on the cash grant in MFIP				
<b>Strategies (activities, steps, and tasks to achieve the goal):</b>	<b>Expected Outcomes</b>	<b>Number Served</b>	<b>Start Date</b>	<b>End Date</b>
1. Youth will complete an assessment and develop employment plan based on the needs of their interests, skills, and goals.	1. Completion of assessment will help determine interests and participation in workshops and/or work experience.	10	01/01/2022	12/31/2022
2. Youth will participate in work readiness workshops for educational exploration, career exploration, career planning, leadership skills and financial literacy.	2. Youth will increase exposure and preparation for foundational skills needed in the workplace and establish baseline employment experience and work readiness goals, as well as initial career exploration/work experience goals.	10	01/01/2022	12/31/2022
3. Youth will be placed and complete paid work experience with employer partners.	3. Work experience activities will reflect student goals, improve work readiness and skills to help direct training/career pathways for participants.	8	02/01/2022	12/31/2022
4. Youth will be placed into UE as included in their plan	4. Working age youth will be placed into UE upon completion of Work Experience as reflected in their goal plan.	4	4/01/2022	12/31/2022

**ATTACHMENT 2: BUDGET  
2022 TANF INNOVATION PROJECT**

**BUDGET PERIOD:** January 1, 2022 to December 31, 2022

Agency	Contact Person Phone/ E-mail
Ramsey County Workforce Solutions	Michelle Belitz 651-266-6054/ Michelle.Belitz@co.ramsey.mn.us

Budget Category	TANF Innovation Funds
<b>833 - Administration (5% maximum)</b>	<b>\$2,142</b>
<b>881 - Youth Wages and Fringe Benefits</b>	<b>\$24,000</b>
<b>885 - Direct Services to Youth</b>	<b>\$11,978</b>
<b>891 - Support Services</b>	<b>\$6,880</b>
<b>TOTAL</b>	<b>\$45,000</b>

Budget Category	Provide a detailed breakdown of the items and amounts budgeted:
<b>833 – Administration (5% maximum)</b>	Salaries, fringe & overhead needed for admin and accounting services needed for program operations. Includes payroll processing, fees, etc.@ \$2142
<b>881 – Youth Wages and Fringe Benefits</b>	(Please provide details on how funds will be allocated i.e. stipends, wages, etc.) \$3,000 per participant placed in work experience with wages and fringes for 200 hours at \$15.00/hour x 8 participants = \$24,000
<b>885 – Direct Services to Youth</b>	(Please provide details on how funds will be allocated i.e. direct staffing costs, training funds, tuition, etc.) Salaries and benefits for 15% of time of one counselor for salary cost And fringe = \$11,978
<b>891 – Support Services</b>	(Please provide details on how you anticipate funds will be allocated i.e. transportation, clothing, tools, etc.) \$200 in transportation supports, \$300 in technology(computer & hotspot), \$150 in incentives, \$210 in other supports (tools, interview clothes, basic needs supports for 8 participants x \$860= \$6880