

**Unified Local Youth Plan
 PY 2017 WIOA Youth Formula Funds
 SFY 2018 Minnesota Youth Program (MYP)**

Cover Sheet/Signature Page

APPLICANT AGENCY - Use the legal name and full address of the fiscal agency with whom the grant will be executed.	Contact Name and Address
Stearns-Benton Employment & Training Council (SBETC) Minnesota Workforce Center – St. Cloud 1542 Northway Drive St. Cloud, MN 56303 Telephone Number: 320.308.5320	Joan Bloemendaal-Gruett, Development Director Stearns-Benton Employment & Training Council Minnesota Workforce Center – St. Cloud 1542 Northway Drive St. Cloud, MN 56303 Telephone Number: 320.308.5712
Director Name: Tammy Biery Telephone Number: 320.308.5702 FAX: 320.308.1717 E-Mail: tammy.biery@sbetc.org	Contact Name: Joan Bloemendaal-Gruett Telephone Number: 320.208.5712 FAX: 320.308.1717 E-Mail: joan.bloemendaal.gruett@sbetc.org

MN Tax ID #: 1718001 Federal Employer ID #: 41-1724832

DUNS Number: 008604746

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

Signature: _____

Title: Executive Director

Date: _____

Checklist of Items to be submitted with Unified Local Youth Plan Prior to Submittal to DEED:

NOTE: Once your unified plan is approved by DEED, separate PSP Forms will be sent for you to complete and sign so that funding can be released at the appropriate time.

- Signed Cover Page _____
- Completed PY 2017 **PRELIMINARY** WIOA Youth Budget _____
- Completed SFY 2018 **PRELIMINARY** MYP Budget _____
- List of Youth Committee Members _____
- List of Youth Service Providers for PY17/SFY18 (WIOA and MYP) _____
- Current Youth Committee Mission Statement and Work plan _____
- Copy of the Most Recent Request for Proposal (RFP) Used to Select WIOA Youth Service Providers (and MYP, as appropriate) _____
- Best Practices for Serving the Neediest Youth _____
- Completed Narrative _____

[Attachment 2]

PY 2017 Budget Information Summary:
WIOA Youth Formula Grant Program
 (See page 5 for definitions of cost categories)

WSA/Contact:	Stearns-Benton Employment & Training Council/Joan Bloemendaal-Gruett
E-Mail Address/Phone Number:	joan.bloemendaal.gruett@sbetc.org / 320.308.5712
Date Submitted (or Modified):	

Cost Category	Carryover From PY16 (Cannot Exceed 20% of PY16 Amt.)	New Funds Under WIOA	Total Funds Available	Estimated CUMULATIVE Quarterly Expenditures			
				4/1/17 to 6/30/17	7/1/17 to 9/30/17	10/1/17 to 12/31/17	1/1/18 to 3/31/18
833 Administration (Cannot Exceed 10%)							
WIOA Youth Program Financial Information							
841 In-School Youth Work Experience Wages/Fringe							
825 Out-of-School Youth Work Experience Wages/Fringe							
872 In-School Youth Work Experience Staff Costs							
855 Out-of-School Youth Work Experience Staff Costs							
874 In-School Youth Direct Services (Non-Work Exp.)							
877 Out-of-School Youth Direct Services (Non-Work Exp.)							
848 In-School Youth Support Services							
862 Out-of-School Youth Support Services							
860 In-School Youth Other Services							
878 Out-of-School Youth Other Services							
TOTAL:							
Pct. Of Funds Expended on Out-of-School Youth (75 percent REQUIRED for PY 17):							

Estimated Number of WIOA Youth Served		
In-School Youth	Out-of-School Youth	Total Est. Served

[Attachment 2]

SFY 2018 Budget Information Summary:
Minnesota Youth Program*
 (See page 5 for definitions of cost categories)

WSA/Contact:	Stearns-Benton Employment & Training Council/Joan Bloemendaal-Gruett
E-Mail Address/Phone Number:	joan.bloemendaal.gruett@sbetc.org / 320.308.5712
Date Submitted (or Modified):	

Cost Category	CUMULATIVE Quarterly Expenditures for SFY 2018**					Carry Over to SFY19*
	Total Funds Available	7/1/17 to 9/30/17	10/1/17 to 12/31/17	1/1/18 to 3/31/18	4/1/18 to 6/30/18	
833 Administration (Up to 10%)						
Minnesota Youth Program Financial Information						
881 Youth Participant Wages and Fringe Benefits						
885 Direct Services to Youth						
860 Outreach to Schools (Direct Services – Up to 20 percent)						
891 Support Services						
TOTAL:						

*MYP funds CAN be carried over into the next biennium (SFY 2019).

**All quarterly figures must be cumulative.

Estimated Number of MYP Youth Served/Cost Per Participant (7/1/17 - 6/30/18)	
Summer	
Year-Round	
(Optional) Outreach to Schools (Youth+Families)	
EST.TOTAL MYP YOUTH SERVED:	
Estimated Cost Per MYP Participant:	
Estimated Cost Per OTS Participant/Family:	

Definitions of Cost Categories

(WIOA and MYP) Administration – Costs are defined by WIOA Final Rules and Regulations (20 CFR, Section §667.220) and are generally associated with the expenditures related to the overall operation of the employment and training system. Administrative costs are associated with functions not related to the direct provision of services to program participants. These costs can be both personnel and non-personnel and both direct and indirect.

Specifically, the following functions are considered to be “administrative”:

- Accounting, budgeting, financial and cash management functions;
- Procurement and purchasing functions;
- Property management functions;
- Personnel management functions;
- Payroll functions;
- Audit functions
- Incident reports response functions;
- General legal service functions;
- Costs of goods and services required for the administrative functions of the program including such items as rental/purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space;
- Systems and procedures required to carry out the above administrative functions including necessary monitoring and oversight;
- Travel costs incurred for official business related to the above administrative functions;

(WIOA and MYP) Youth Participant Wages and Fringe Benefits – Wages and benefits paid directly to youth participants while engaged in program activities. Stipends provided for educational activities should be included in this cost category.

(WIOA and MYP) Direct Services to Youth – Costs associated with providing direct service to youth, **EXCLUDING** costs of youth participant wages and fringe benefits and support services. Wages and fringe benefits for staff who provide direct services to youth participants should be included in this cost category.

NOTE: The definition of Direct Services to Youth also applies for those WSAs choosing to operate an “Outreach to Schools (OTS) Initiative.” At the discretion of the WSA, up to **20 percent** of your MYP allocation may be used for Outreach to Schools activities. (See the following page for further discussion of OTS.)

(WIOA and MYP) Support Services – Items that are necessary for a youth to participate in WIOA, such as transportation, clothing, tools, child care, housing/rental assistance, school-related expenses, etc. These expenses may be paid directly to the youth or to a third-party vendor.

MYP ONLY) Outreach to Schools Activities – Outreach to Schools (OTS) activities complement the work of existing school counselors and provide youth and families with career exploration and career counseling, college information and current labor market information. Examples of Outreach to Schools activities that have been implemented include (but are not limited to):

- Providing information to individuals and groups regarding occupations and industries in demand and with the highest growth throughout the region using current labor market information, including providing opportunities for students to directly experience occupations through job shadowing, mentoring and business tours.
- Providing workshops to classes on planning for post-secondary training, including accessing financial aid and selecting an appropriate program, as well as other career planning topics such as goal setting and navigating business culture. Providing opportunities to interact with local business and industry including tours, organizing business and industry speaker panels, job shadowing, and mentoring.
- Providing individual counseling and career exploration including career assessments, resume preparation and job search assistance, and mock interviews.
- Tours of the WorkForce Center and information about the resources available at the WFC and how to access and utilize the resources.
- Connections to community and private sector resources through a local career fair, career event, and tours of businesses in strategic industries.
- Group and individual counseling including instruction and presentations on CareerWise, labor market information and strategic industries and demand occupations.
- Individualized counseling including career exploration and career assessments, resume preparation, mock interviews, and job search assistance.

Youth Committee and Service Provider Information

Provide a current Mission Statement and Work Plan for your Youth Committee

Youth Council Mission Statement:

The mission of the Youth Council is to lead and bring together community resources to focus in youth becoming capable and satisfied workers.

Youth Council Work Plan

Youth Council Work Plan

April 2016 - March 2017

Youth Council is scheduled to meet nine times/year; meets more frequently as need is identified

April 19, 2016

Note that the Youth Plan is finalized by the Youth Council in March

Establish Local Youth Priorities

Identify new initiatives and partnership opportunities

Determine activities, responsibilities, and timelines for work plan

Act on Youthbuild Plan and vendor contract

May 17, 2016

Continue work on work plan per April Meeting, modify as necessary

Approve Summer Youth Plan

July 2016

CareerONE Awards

September 20, 2016

Evaluate summer youth program

Review DEED monitoring of youth programs

Review sub-grantee performance and cost information

Presentation of LMI by DEED Labor Market Analyst to WC & Committee members and identification of strategic industries

Continue work on work plan

October 18, 2016

Recommendations for eligible youth providers

Review of needs assessment & MOU partner input in determining local priorities, services, and target populations

Review draft of WSA Annual Report for youth programs

November 15, 2016

Review Youthbuild state monitoring report and subcontract performance

Review work plan performance and modify as necessary

Include a Current Youth Committee Membership List (see below for sample format). Add additional boxes as needed. Indicate “Yes” or “No” in the right column if the Youth Committee member is a voting member of the LWDB.

YOUTH COUNCIL MEMBER NAME	ORGANITATION/REPRESENTING (Examples: business, education, community – based organizations, youth, parent, etc.)	FULL LWDB MEMBER?
Chair Name: Jim Wagner Phone: 320-398-5585 E-Mail: jim.wagner@kimball.k12.mn.us	<u>Education</u> Superintendent, ISD # 739 – Kimball Area Schools	Yes
Member Name: Leah Sams Phone: 320-202-6892 X5549 E-Mail: leah.sams@isd742	<u>Education</u> ED. S. Career and Technical Education Coordinator, ISD 742 St. Cloud Area Schools	No
Member Name: David Norling Phone: 320-256-7836 x4 E-Mail: dnorling@meltel.net	<u>Education</u> Senior High/Special Ed Instructor, West Central Area Learning Center	No
Member Name: Darrin Strosahl Phone: 329-308-5353 E-Mail: dstrosahl@sctcc.edu	<u>Post-Secondary Education</u> Dean of Trade and Industry, St. Cloud Technical & Community College (SCTCC)	No
Member Name: Gail Ruhland Phone: 320-308-5759 E-Mail: gmrhland@stcloudstate.edu	<u>Post-Secondary Education</u> Executive Director of Continuing Studies, St. Cloud State University	Yes
Member Name: Sara Dahlquist Phone: 320-308-5713 E-Mail: sara.dahlquist@sbetc.org	<u>Youth Serving Agency</u> Career Planner, Stearns-Benton Employment & Training Council	No
Member Name: Kathy Fischer Phone: 320-308-5246 E-Mail: kathy.fischer@state.mn.us	<u>Youth with Disabilities</u> Career Rehabilitation Counselor, Vocational Rehabilitation Services St. Cloud	No
Member Name: Melanie Legatt Phone: 320-229-6036 E-Mail: mlegatt@ccstcloud.org	<u>Youth Serving Agency</u> Independent Living Skills Counselor, Catholic Charities SAIL/SHY Program	No
Member Name: Tammy Biery Phone: 320-208-5702 E-Mail: tammy.biery@sbetc.org	<u>MN WorkForce Center – St. Cloud</u> Executive Director Stearns-Benton Employment & Training Council (SBETC)	Yes
Member Name: Jeff Haviland Phone: 320-746-2781 E-Mail: jeffh@seitzstainless.com	<u>Private Sector Business</u> Owner/President, Seitz Stainless	Yes
Vice-Chair Name: Les Engel Phone: 320-253-7968 E-Mail: les@engelmet.com	<u>Private Sector Business</u> Metallurgical Engineer, Engel Metallurgical Ltd.	Yes
Member Name: Mark Sakry Phone: 320-257-5112 E-Mail: msakry@bgcmn.org	<u>Private Non-Profit</u> Executive Director, Boys & Girls Club Central MN	No

Member Name: Roseann Stang Phone: 320-252-0880 E-Mail: rstang@stcloudhra.com	<u>Public Housing</u> Property Manager, St. Cloud Housing & Redevelopment Authority (HRA)	No
Member Name: Prudy Reberg Phone Number: 320-534-4558 E-Mail: prudy.reberg@capitalone.com	<u>Parent Representative</u> Information Technology (IT) Scrum Master, Capital One	No
Member Name: Gregory Boelter Phone Number: 320-656-6430 E-Mail: greg.boelter@co.stearns.mn.us	<u>Juvenile Justice/Law Enforcement</u> Juvenile and Specialty Services Unit Supervisor, Stearns County Community Corrections	No

Provide an updated list of all current youth service providers (see below for sample format). The information provided in this chart will be posted on the DEED website. Please be sure that the contact person's name, phone number and e-mail address are entered correctly. Add additional boxes as needed.

Youth Service Provider/Contact	WIOA	MYP
Stearns-Benton Employment & Training Council 1542 Northway Drive St. Cloud, MN 56303 Joan Bloemendaal-Gruett, EdD Development Director 320.308.5712 Joan.bloemendaal.gruett@sbetc.org www.workforceu.com	<p style="text-align: right;">Yes No</p> <p>In-School? <input checked="" type="checkbox"/> []</p> <p>Out-of-School? [X] []</p>	<p style="text-align: right;">Yes No</p> <p>Summer? <input checked="" type="checkbox"/> []</p> <p>Year-Round? [] [X]</p> <p>OTS*? <input checked="" type="checkbox"/> []</p>

OTS = Outreach to Schools component of MYP.

[Attachment 1]

Workplan: Youth Program Service Delivery Design

(WIOA Young Adult and MYP)

IMPORTANT NOTE: *This narrative section will cover **PY 2017** for purposes of WIOA planning and **SFY 2018** for MYP planning purposes.*

1. Attach a copy of the most recent Request for Proposal(s) (RFP) issued by the WSA for WIOA Young Adult and/or the Minnesota Youth Program, as appropriate.

2. Describe outreach and recruitment of:
 - Out-of-School Youth (“OSY”)

SBETC’s Eligibility & Outreach Specialist and Youth Career Planners are in regular contact with High School and Adult Basic Education Guidance Counselors and staff for identification of youth who could benefit from WIOA services. Stearns and Benton County Community Corrections and Human Services are contacted regularly along with other youth serving agencies. Communication occurs with SBETC Memorandum of Understanding (MOU) partners and the St. Cloud Area Human Services Council. Marketing materials are made available at local schools, public libraries, and partner agencies. SBETC staff will meet one-on-one or connect by phone with interested youth to answer questions about the WIOA program, provide information regarding ability to benefit, and determine if the youth meets eligibility criteria. If so, they are referred for an eligibility screening. SBETC adheres to the 75% expenditure requirement under WIOA.

- In-School Youth (“ISY”)

SBETC’s Eligibility & Outreach Specialist and Youth Career Planners are in regular contact with High School, Adult Basic Education, Post-Secondary Guidance Counselors and staff for identification of youth who could benefit from WIOA services. Stearns and Benton County Community Corrections and Human Services are contacted regularly along with other youth serving agencies. Communication occurs with SBETC MOU partners and the St. Cloud Area Human Services Council. Marketing materials are made available at local schools, public libraries and partner agencies. SBETC staff will meet one-on-one or connect by phone with interested youth to answer questions about the WIOA program, provide information regarding ability to benefit, and determine if the youth meets eligibility criteria. If so, they are referred for an eligibility screening.

3. Describe eligibility determination process, include WSA’s strategy for use of the “5% window” for non-income eligible ISY and OSY young adults (up to 5% of ISY and OSY participants served by WIOA Young Adults may be individuals who do not meet the income criteria for eligible in-school participants, provided they fall within one or more

of the categories described in WIOA Sec. 129 (C). See Chapter 2 of the WIOA Youth Administrative Policy.

SBETC provides intake services for eligible youth. Youth who express interest in services through the Workforce Center system are encouraged to speak one-on-one with Youth Career Planners. A pre-screen of eligibility is determined and information regarding services is given to youth. Youth are scheduled for an intake session with a Youth Career Planner to complete an initial assessment and submit eligibility documentation; formal eligibility is determined by the Eligibility & Outreach Specialist.

The 5% window will be used on a discretionary basis to serve youth who are within the categories described in Section 129(C) of WIOA or are within the defined sixth criteria.

4. Identify the WSA’s definition of “An individual who requires additional assistance to complete an education program or to secure and hold employment.” The definition must be reasonable, quantifiable, and based on evidence that the specific characteristic of the young adult identified objectively requires additional assistance. See Chapter 2 of the WIOA Youth Administrative Policy.

The LWDB has defined the sixth criteria for youth eligibility under WIOA as “an individual who requires additional assistance to complete an education program, or to secure and hold employment and meets one of the following risk factors: performing below peers or needs remedial classes for post-secondary generals; child of a single parent; chemically dependent; child of a drug or alcohol abuser; no siblings have successfully completed a post-secondary education; referred to or attends an alternative learning environment; victim of physical or sexual abuse, homeless in the past 12 months; participated in a diversion program; adopted or non-supported current/former foster child; experienced voluntary or court ordered out-of-home placement; no longer able to reside in the family household due to age, conflict or family decision; previously attempted and was not successful at post-secondary education; or not eligible for Pell Grant.”

5. Describe the objective assessment process used to identify appropriate services and potential career pathways for young adults. Identify the assessment tools used by the WSA for all in-school and out-of-school participants.

Each participant meets one-on-one with a Youth Career Planner who explores with them their educational background, prior work experience, employability, motivation, family situation, budget, etc. Basic skills testing results are either obtained from Adult Basic Education partners or administered by Youth Career Planner. Youth is scheduled for a career assessment, when appropriate, to determine general educational development, aptitudes in twelve (12) areas, temperaments, interests and work values. Objective assessment is on-going and information is gathered and evaluated at each meeting. Basic skills testing will be given throughout participation for those youth who are basic skills deficient at pre-test.

The TABE Survey 9/10 test is administered at time of intake/enrollment to determine literacy/numeracy levels. Post testing is administered to measure gains.

Youth who demonstrate a need for tutoring may be referred to ABE services and use online learning sites. Referrals may be made for assistance through the academic achievement center at their school. Youth Career Planners provide additional resources as needed.

With CareerONE (MYP), SBETC administers the TABE, basic skills pre-test to determine levels of reading and math. Each participant completes an assessment packet reviewing their current household, basic needs, educational needs, etc. This information is again reviewed along with their ability to benefit. Objective assessment is on-going and team leaders will case note daily on the youth's accomplishments, etc. The WorkKeys® Assessment is given at the beginning of CareerONE to determine what math and reading curriculum in KeyTrain should be used for skills gain. To assist youth in identifying future career paths, youth also perform an interest assessment.

6. Describe the process for developing the Individual Service Strategy and use of the Individualized Education Plan, including provision of wraparound support services.

An Individual Service Strategy (ISS) is developed in cooperation with youth. The ISS focuses on individual skill development toward a career pathway or a specific career/employment goal, including both short-term and long-term goal. The plan is updated as skill attainment goals are met. The youth's file includes information on budget needs and referrals to local resources are documented through case noting. If a need for additional supports are indicated in the ISS, the Career Planner will discuss and contact the appropriate agency to provide those supports. Incentives are earned upon the attainment of a bench mark: i.e., good grades, remaining in school, and completing assigned tasks. When Career Planners learn of housing, medical, food or additional needs of youth, referrals are made to Community Based Organizations (CBO) for assistance. Youth are asked to sign a consent so that information can be shared between CBO and Career Planner to address the specific need.

In the MYP Program, the ISS is developed around the youth's need for obtaining skills and how the services provided through CareerONE can assist youth in attaining those skills. The youth work toward obtaining employability skills certificates. Examples of these certificates are Youth@Work, Talking Safety, and Money Smart.

7. Describe strategy for providing experiential learning, work-based learning, and work experience for participants.

SBETC will continue to provide opportunities for youth to participate in paid and unpaid on-site work-based experiences. The unpaid work experiences may include job shadowing, internships, business tours and volunteer opportunities. The paid work experiences may include a youth service team model, individual placement, and workforce preparation. The workforce preparation may include financial literacy,

entrepreneurial skills, labor market and employment information about in-demand industry sectors or occupations, leadership development. The experiences may be coordinated with the participant's secondary or post-secondary school. Work experiences may be in either private or public sector. The placement tends to be in an industry which is indicated on the youth's career assessment. SBETC is aware of the 20% expenditure requirement under WIOA.

The experiential learning component in CareerONE is performed in a youth service team model. The team is comprised of 8 to 10 youth and an adult team leader. The team is assigned work projects for community organizations and complete them under the supervision of the team leader.

SBETC continues to coordinate efforts to provide all area youth with experiential learning opportunities through Outreach to Schools (OTS), Higher Education Career Advisors Program (HECAP), Youth-at-Work (YAW) and other in-school and out-of-school youth opportunities with SBETC and other regional assets. Collaborative partners in this effort include SBETC, the St. Cloud Area Chamber of Commerce, District 742 (St. Cloud), District 47 (Sauk Rapids/Rice) and nine rural school districts in Stearns and Benton Counties.

8. Describe the strategy for introducing Career Pathways for young adults and process for providing current labor market information on high-growth, in-demand occupations in the region.

Accessing current labor market information for career planning along with teaching youth how to access this independently is the foundation of youth programming. Data from many sources is used to ensure youth's employment plan and career paths are using current and projected employer/employment trends including the strategic industries and occupations defined by the LWDB for the workforce service area.

Information from community assessments, industry forums, Job Service, and DEED's Regional Labor Market Analyst on locally and regionally targeted economic and employment trends is used to introduce career pathways to youth. Youth Career Planners continue to use the data base Talent Neuron to access real time data when assisting individuals with their career planning.

OTS, HECAP, YAW and World's Best Workforce activities provide additional opportunities for youth to have access to career, targeted industry and labor market information. SBETC collaborates with the school districts and employers in the community to offer job and career fairs, job shadowing, tours, etc.

Youth Career Planners work one-on-one with participants to locate and explore information on different career choices based on the youth's interests and assessment results. Assessment results are reviewed in conjunction with the LWDB's identified strategic industries and occupations and labor market information focusing on high-growth, in-demand, and career laddering occupations. Occupational information is available in many formats including computer internet sites (MCIS, ONET, DEED,

Talent Neuron), career videos, and hard copy.

In preparation for employment, LWDB and SBETC promote and provide opportunities to develop pre-employment, work maturity, occupational, and retention skills. As part of the process, youth work with a Youth Career Planner to identify and resolve barriers to employment. During CareerONE, youth are exposed to high-growth, in-demand occupations, along with the LWDB's identified strategic industries through a career exploration curriculum.

9. Attach a copy of the WSA's policy for developing Individual Training Accounts (ITAs) and indicate the date approved by the LWDB/Youth Committee.

A participant who expresses interest in pursuing post-secondary education and has completed the required "Basic Criteria for Training" (**ATTACHMENT B**) will be considered for an ITA (referred to as Certification). The Basic Criteria for Training requires a thorough investigation of the training program by the participant including researching Labor Market Projection indicating it is a demand occupation. It is expected that the vast majority of training programs will not only be in demand occupations, but regionally selected strategic/targeted Industries. SBETC has a Local Policy re: Classroom Training which further defines the prerequisites and responsibilities of the ITA. (**ATTACHMENT C**)

When the participant's request for training is approved, an Individual Certification for Classroom Training is generated. This is an obligation of financial support for training for the current semester. This certification is signed by the Program Manager. The post-secondary institution will submit a bill and the payment will be made by check directly to the institution. The certification is printed and kept in the participant's file. Payments are posted in the electronic accounting system. The certification will list the amount for tuition, fees, books, supplies, etc. and the specific time frame.

10. Describe follow-up strategies for the WIOA Young Adult program.

SBETC provides follow-up services for at least 12 months after the youth complete the objectives listed on their individual ISS. The strategy for an intensive follow-up is to assist the youth with the transition from their training program, successfully monitor work success and help them with strategies for remaining successful. A Career Planner will assist ISY and OSY with post-secondary, job challenges, and make available appropriate training and/or support services as needed. Training may be provided for career laddering and job progression opportunities. Incentives may be used to reinforce and reward keeping a job, remaining in school, returning survey information, and job promotions.

11. Describe the Youth Incentive Policy (attach copy and identify date approved by the LWDB/Youth Committee).

Incentive payments will result from completion of activities by enrolled youth. They are intended to be used to encourage and motivate youth to reach specific goals and obtain positive outcomes. This incentive policy may be utilized with WIOA and MYP participants. (ATTACHMENT D)

12. Describe how co-enrollments will be facilitated for youth.

The SBETC Youth Career Planner will assist the youth in addressing their immediate and future needs to be career successful. This includes obtaining consents to share and initiating wrap meetings with other agencies as needed to coordinate efforts and ensure non-duplication of services.

Youth who are enrolled in WIOA may also be referred to participate in the MYP CareerONE summer program to assist with gaining employability skills. The WIOA Career Planner will coordinate and oversee this co-enrollment.

13. Describe local partnerships to serve “opportunity youth” who have significant barriers to employment and/or youth who are under-served and under-represented in the workforce, including:

- Dropouts and potential dropouts
- Youth with language and/or cultural barriers to employment
- Youth in foster care and aging out of foster care
- Homeless youth or runaways
- Youth offenders and at-risk of involvement with the juvenile justice system
- Youth with disabilities
- Teen parents
- Youth of color and other under-served, under-represented youth populations

Recruitment of youth for all listed categories is ongoing through area school districts, community corrections, Catholic Charities youth programs, post-secondary schools, public libraries, community education programs, county offices, county human services offices, transitional programs, foster placement agencies, treatment programs, Workforce Center partners, MOU partners, and St. Cloud Area Human Service Council partners. SBETC Career Planners attend listed agency staff meetings at least once a year. These recruitment efforts build the needed connections with other agency staff to help bring youth to the local Workforce Center where they are encouraged to inquire about WIOA services. A SBETC Youth Career Planner will meet with the youth and perform an oral interview (assessment) to identify immediate needs. Depending on the immediate needs, referrals to community and area organizations/agencies may occur. Services to youth may be provided through a collaborative effort.

SBETC continues to coordinate efforts to provide all area youth with experiential

learning opportunities through Outreach to Schools (OTS), Higher Education Career Advisors Program (HECAP), Youth-at-Work (YAW) and other in-school and out-of-school youth opportunities with SBETC and other regional assets. Collaborative partners in this effort include SBETC, the St. Cloud Area Chamber of Commerce, District 742 (St. Cloud), District 47 (Sauk Rapids/Rice) and nine rural school districts in Stearns and Benton Counties. Other efforts to connect youth include the following:

The Youthbuild Program is operated in collaboration with the St. Cloud Area School District 742, Technical High School, and Central Minnesota Habitat for Humanity. Youthbuild provides an opportunity for high school dropouts and potential dropouts to focus on completing high school while working part-time on Habitat for Humanity Housing Projects. Youthbuilders learn basic safety and construction skills while improving the availability of low-income housing in the community.

Outreach to Schools (OTS) activities are provided to complement the work of existing school counselors and provide youth and families with career exploration and career counseling, college information and current labor market information. SBETC Youth Career Planners strive to recruit and place interns in area high schools to assist in providing career exploration, career fairs, job search assistance, college information and current labor market information to youth and families. Interns share information about other SBETC youth programs to include the WIOA youth program, and CareerONE. Outreach to Schools is supported by funding from the Initiative Foundation. This additional funding allows SBETC to provide the interns with a learning stipend. These efforts are assisting schools in attaining college and career readiness under the World's Best Workforce requirements.

Higher Education Career Advisors Program Pilot Project (HECAP) is operated in collaboration with St. Cloud Area School District 742. Activities are conducted at the Area Learning Center, Technical High School and Apollo High School. The purpose of the project is to assist high school students in selecting a career of interest to the student and a post-secondary path to prepare for that career. Advising includes information on various career paths and associated jobs, the salary profile of those jobs, market information on job growth/decline, where the jobs are and the credentials and other training desired by employers for those jobs. Preparation for a job search such as mock interviews, resume critique, etc. is also provided. SBETC collaborates with Central Minnesota Jobs and Training Skills to provide HECAP services in Region 3.

Youth at Work (YAW)—for the past two years, SBETC has partnered with District 742 and Sauk Rapids-Rice school districts to identify 30 at-risk youth per year. The students are placed at work experience sites with employers in Stearns and Benton Counties. Students can receive school credit, a stipend and a competitive wage all while receiving a realistic on-the-job experience. Through YAW, SBETC Youth Career Planners partner with District Navigators to ensure students receive needed support to accomplish both employment and educational success. (At the time of plan of Unified Plan Development, funding for PY17-SFY18 is uncertain).

Discovery Academy is a high school initiative of the St. Cloud Technical & Community College. It provides an opportunity for juniors and seniors from area high schools to participate in college level courses in a high school setting and earn a college transcript. SBETC Youth Career Planners will refer youth to these programs based on their career pathway and success in high school.

Project Lead the Way (PLTW), a pre-engineering/engineering technology curriculum, challenges high school students to consider Science, Technology, Engineering, and Math (STEM) careers. CareerONE and WIOA participants may be referred to this program based on their career interests.

Students Technology and Robots (S.T.A.R.) Camp, an initiative stemming from the St. Cloud Technical and Community College's partnership with 360° Center of Excellence for Manufacturing and Applied Engineering. STAR Camp allows students entering 6th to 8th grade to learn how robots work, team-build a robot, experience team competitions and industry tours while promoting and attempting to trigger an interest and appreciation for engineering and manufacturing to a younger audience of students. SBETC promotes this opportunity to clients so they may pass the information on to a young student.

Career and Technical Education Programs offer excellent after school and summer opportunities. Career & Technical Education, College Bound, Business Education Partnerships of St. Cloud Area School District 742 offer creative options including Camps to Careers (S.T.E.M. Academy, Digital Media Academy, Health Care Academy), and F4 Focus on the Future - Family Forums. SBETC promotes these opportunities to youth who may not be eligible for CareerONE.

Partner for Student Success (PFSS) is a community initiative begun by St. Cloud Area School District 742. Its mission is to unite schools and the greater community to collectively impact and improve educational achievement, post-secondary/career readiness, and civic engagement of our children. This partnership originated from concerns with huge challenges facing children in the greater St. Cloud area including increasing poverty, immigration status, and increasing expectations for success. SBETC is involved in this community initiative.

Cradle to Career is an initiative of community organizations, business, and education working together to "support student success through a cradle to career approach for education and workforce development." Key partners include: Stearns-Benton Employment & Training Council, United Way of Central Minnesota, Partner for Student Success, Initiative Foundation, Central Minnesota Community Foundation, Readiness Pipeline, Center for Service Learning & Social Change, University of MN Extension, Child Care Choices, St. Cloud Area School District, and the Greater St. Cloud Area Development Corporation. This team meets regularly to share services, new developments, identify cooperative ventures and new resources, and measure impact through common goals. This is one of eight current community priorities identified in our Central Minnesota area that is getting significant traction.

Inside-Out Connections Coalition is a community collaborative comprised of area youth serving agencies that support children and families experiencing incarceration.

Efforts include promotion of education, reduction of stigma, and identification of community supports.

14. Describe how the Work Readiness Indicator will be implemented for youth participants. If the WSA uses a standardized form for measuring and documenting work readiness skills, please attach a copy. **(ATTACHMENT E)**

The youth and the Worksite Supervisor receive an orientation to the work program expectations, including the use of a Site Supervisor's Evaluation Worksheet. The supervisor evaluates the youth's skills in dress, hygiene, attendance and punctuality, positive attitude, behavior, listening and following directions, getting along with co-workers and supervisor, responsibility, safety practices, quality of work, and quantity of work. In each skill area, the youth are rated as follows: needs development, competent, proficient, or advanced. They are evaluated in the first, sixth, and twelfth week; a final evaluation is also completed. If there is a need for more ongoing evaluation, the Career Planner and Site Supervisor will meet with the participant on an individual basis. The youth will receive a final evaluation at the end of the work program documenting their competency, and a certificate of work readiness skills competency is issued.

- **Approach to assuring work readiness skill attainment for youth participants**

At the time of youth's evaluation of work readiness skills, goals will be set if the youth needs additional skill development; if so, they are evaluated again during the next pay period. If there is a goal set by the supervisor, the Youth Career Planner will review this information and inquire as to what coaching has taken place to enable the youth to achieve and demonstrate the needed skills. If required, corrective feedback will be given.

- **Assuring that the worksite supervisor evaluates work readiness skills of youth participants, including a process for documenting the employer's evaluation of the youth participant's work readiness skills**

The Site Supervisor submits the evaluation worksheet to the Youth Career Planner. The Youth Career Planner reviews the worksheet. The Site Supervisor's evaluation worksheets are completed the first week to set a baseline and with the first pay period. The youth is evaluated at six weeks, 12 weeks and at 24 weeks or the conclusion of the placement. Additional evaluations may be requested by the Youth Career Planner and/or Site Supervisor. The Site Supervisor submits the evaluation to the Youth Career Planner and the evaluations are kept in the youth's file. The youth and Site Supervisor keep a copy for their reference.

15. If the WSA is planning to provide Outreach to Schools activities in SFY 2018 as a component of MYP, please describe. See page 6 for definition of OTS activities.

SBETC plans to provide Outreach to Schools activities in SFY 2018 to complement the work of existing school counselors and provide youth and families with career exploration and career counseling, college information and current labor market

information. Examples of Outreach to Schools activities Youth Career Planners facilitate include the following:

- Recruit and place interns in rural school districts within Stearns and Benton Counties to assist in meeting the World's Best Workforce legislation through assisting schools in providing the following services:
 - Provide information to individual students and/or groups of students regarding in demand occupations, targeted industries and current labor market information.
 - Provide individual students and/or groups of students with career exploration activities and counseling including career assessments, interpretation of assessments, looking at appropriate college options, performing career research, resume preparation and job search assistance as needed.
 - Assist with setting up and/or supervising college visits, military recruiter visits, job shadows, etc.
 - Assist students with updating their individual career plans utilizing, resources such as MCIS, Naviance, paper plans, etc.
 - Provide information to individual students and/or groups of students regarding the college application process, financial aid process, applying for scholarships, etc.
*Online tools such as MCIS, Careerwise, onetonline.org, mn.gov/deed/data/, minnesotaworks.net, various college sites, etc. are utilized when working with the students.
- Build connections to community and private community resources through regional career fairs, career events, and tours of businesses in strategic industries.
- Provide opportunities to directly observe occupations and to interact with local business and industry through job shadowing, tours, and speaker panels.

16. Describe Youth-Focused Innovations/Best Practices, including but not limited to:

SBETC continues to coordinate efforts to provide all area youth with experiential learning opportunities through Outreach to Schools (OTS), Higher Education Career Advisors Program (HECAP), Youth-at-Work (YAW) and other in-school and out-of-school youth opportunities with SBETC and other regional assets. Collaborative partners in this effort include SBETC, the St. Cloud Area Chamber of Commerce, District 742 (St. Cloud), District 47 (Sauk Rapids/Rice) and nine rural school districts in Stearns and Benton Counties.

In addition, SBETC continues to work with CentraCare Health and United Way to increase the capacity of the CareerONE program. This effort has been extremely successful in expanding services and reaching more youth that are in need of the work readiness/employability skills experience.

SBETC in collaboration with St. Cloud Technical High School offers the YouthBuild program. YouthBuilder's not only receive hands on training in construction, they also work towards achieving an OSHA 10 certification. To further enhance the program,

additional components have been added. Now once the certification is completed, the SBETC Youth Career Planner works directly with the YouthBuilder's to complete Book 1 of the Career Connections curriculum One Trade, Many Careers for pre-apprenticeship programs. When the YouthBuilders have completed Project book 1 and the One Trade, Many Careers curriculum, they are eligible to receive a level 1 certification which will be presented to them by the Carpenters Union, Local 930 and the Career Connections Outreach Coordinator.

To strengthen school connections, a Youth Career Planner is provided space and access to youth in local high schools. She provides program information, recruitment, and proceeds with enrollment processes when appropriate. In addition, she meets with currently enrolled youth to monitor progress, assess needs, and provide ongoing support.

- **Pre-Employment Transition Services (PETS) project.**
- **Strategies implemented during the Disability Employment Initiative including: Integrated Resource Teams (IRTs); expanded collaboration with local partners, including Vocational Rehabilitation Services (VRS); and activities related to the “Guideposts for Success” such as employability skills/work experience, career preparation, leadership development, family engagement, and connecting activities.**
- **Strategies for coordinating with after-school and out-of-school time programming.**

One night a month, a SBETC Youth Career Planner coordinates with a local Boys & Girls Club to connect with interested youth to provide program information, recruitment, and proceed with enrollment processes when appropriate.

- **Connections with MFIP and SNAP partners to assure policy alignment for youth under age 25.**

SBETC Youth Career Planners work very closely with ABE and Employment Action Center (EAC) to screen applicants and provide services to eligible youth.

MINNESOTA BLUEPRINT FOR SHARED VISION FOR YOUTH Interagency Projects Supporting Positive Outcomes for At-Risk Youth

Vision: “By Age 25, Minnesota’s young people will be ready for the responsibilities and rewards of economic self-sufficiency, healthy family and social relationships, community involvement, stable housing and life-long learning.”

MISSION STATEMENT: *State and local agencies will collaborate to assure that Minnesota’s neediest youth will acquire the talents, skills, and knowledge necessary to ensure their healthy transition to successful adult roles and responsibilities.*

Outcomes				
Improve Transition Outcomes for Ex-Offenders	Improve Transition Outcomes for Youth Aging Out of Foster Care	Improve Transition Outcomes for Youth with Disabilities	Prevent and End Homelessness	Reduce High School Dropout Rates
Strategies				
Stearns and Benton County Community Corrections	Cradle to Career	Cradle to career	WIOA Youth	Cradle To Career
Re-Entry Program	Partner for Student Success	Partner for Student Success	Catholic Charities/SAIL SHY	Partners for Student Success
		WIOA Youth	MFIP	Inside Out Connections
		CTIC (Community Transition Interagency Committee)	SNAP	WIOA Youth
		Vocational Rehabilitation Services	United Way	MYP CareerONE
		State Services for the Blind		District 742
		Independent Lifestyles		District 47
		District 742		Youthbuild
		District 47		HECAP
				YAW