

PY 2020 WIOA Youth Formula Funds  
 SFY 2021 Minnesota Youth Program (MYP)  
 Cover Sheet/Signature Page

<b>APPLICANT AGENCY</b> - Use the legal name and full address of the fiscal agency with whom the grant will be executed.	<b>Contact Name and Address</b>
Stearns Benton Employment & Training Council DBA Career Solutions Minnesota CareerForce 1542 Northway Drive St. Cloud, MN 56303	Ileana Merten, Development Director Career Solutions Minnesota CareerForce 1542 Northway Drive St. Cloud, MN 56303 320.308.5712
Director Name: Tammy Biery  Telephone Number: 320.308.5702  FAX: 320.308.1717  Email: Tammy.biery@CSJobs.org	Contact Name: Ileana Merten  Telephone Number: 320.308.5712  FAX: 320.308.1717  Email: ileana.merten@csjobs.org

**Basic Organization Information**

<b>Federal Employer ID Number:</b>	<b>Minnesota Tax Identification Number:</b>
41-1724832	1718001
<b>DUNS Number:</b>	<b>SWIFT Vendor ID Number (if known):</b>
008604746	0000214093 001

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.

<b>Signature:</b>	
<b>Title:</b>	Executive Director
<b>Date:</b>	1-20-2020

## Attachment 2

### PY 2020 Budget Information Summary:

### WIOA Youth Formula Grant Program

(See following pages for definitions of cost categories)

WDA Number and Contact:	WDA 17, Ileana Merten
E-Mail Address/Phone No:	ileana.merten@csjobs.org/320-308-57152
Date Submitted (or Modified):	04-29-2020

Cost Category	Carryover From PY19 <i>(Cannot exceed 20% of PY 19 Amount.)</i>	New WIOA Funds	Total Funds Available	Estimated Expenses 4/1/20 to 6/30/20	Estimated Expenses 4/1/20 to 9/30/20	Estimated Expenses 4/1/20 to 12/31/20	Estimated Expenses 4/1/20 to 3/31/21
764/833 Administration <i>(Cannot Exceed 10%)</i>	6819	35467	42286	3000	12000	30000	42286
841 In-School Youth Work Experience Wages/Fringe							
825 Out-of-School Youth Work Experience Wages/Fringe	7435	23000	30435	7912	15825	23737	30435
872 In-School Youth Work Experience Staff Costs							
855 Out-of-School Youth Work Experience Staff Costs	19277	41482	60759	10000	12000	25000	60759
874 In-School Youth Direct Services (Non-Work Exp.)	1223		1223	0	1223	1223	1223
877 Out-of-School Youth Direct Services (Non-Work Exp.)	11100	173710	184810	36000	73250	109250	184810
848 In-School Youth Support Services							
862 Out-of-School Youth Support Services	4250	20500	24750	4375	9000	13125	24750
860 In-School Youth Other Services							
878 Out-of-School Youth Other Services	5000	5000	10000	1774	3550	5317	10000
837 In-School Youth Training							
838 Out of School Youth Training	13000	55518	68518	20250	40500	60750	69518
<b>Total:</b>	68104	354677	422781	83311	165875	240179	422781
<b>Estimated Percentage of NEW WIOA Funds Expended on Out-of-School Youth (Must be at least 75 percent):</b>							99.6%

<b>Cost Category</b>	<b>Carryover From PY19</b> <i>(Cannot exceed 20% of PY 19 Amount.)</i>	<b>New WIOA Funds</b>	<b>Total Funds Available</b>	<b>Estimated Expenses 4/1/20 to 6/30/20</b>	<b>Estimated Expenses 4/1/20 to 9/30/20</b>	<b>Estimated Expenses 4/1/20 to 12/31/20</b>	<b>Estimated Expenses 4/1/20 to 3/31/21</b>
<b>Estimated Percentage of NEW WIOA Funds Expended on Work Experience (Must be at least 20 percent):</b>							20.2%
<b>Estimated Total Number of Youth to be Served With WIOA Youth Funding:</b>							65

Attachment 2  
 SFY 2021 Budget Information Summary:  
 Minnesota Youth Program  
 (See page 6 for definitions of cost categories)

WDA Number and Contact:	WDA 17, Ileana Merten
E-Mail Address/Phone No:	<a href="mailto:ileana.merten@csjobs.org/320-308-5712">ileana.merten@csjobs.org/320-308-5712</a>
Date Submitted (or Modified):	01-22-2020

Cost Category	Total Funds Available	Estimated Expenses 7/1/19 to 9/30/20	Estimated Expenses 7/1/19 to 12/31/20	Estimated Expenses 7/1/19 to 3/31/21	Estimated Expenses 7/1/19 to 6/30/21	Estimated Expenses 7/1/19 to 9/30/21	Carryover
764/833 Administration  (Cannot Exceed 10%)	\$19,714	\$4,929	\$9,857	\$14,486	\$19,714	\$19,714	0
881 Youth Participant Wages and Fringe Benefits	\$37,457	\$9,364	\$18,729	\$28,093	\$37,457	\$37,457	0
885 Direct Services to Youth	\$114,485	\$28,621	\$57,242	\$85,863	\$104,485	\$114,485	0
860 Outreach to Schools (Direct Services; This can be up to 20 percent of your budget.)	\$23,514	\$7,457	\$14,915	\$22,372	\$23,514	\$23,514	0
891 Support Services	\$1,971	\$493	\$986	\$1,479	\$1,971	\$1,971	0
<b>Total:</b>	<b>\$197,141</b>	<b>\$50,864</b>	<b>\$101,729</b>	<b>\$152,293</b>	<b>\$187,141</b>	<b>\$197,141</b>	<b>0</b>

Estimated No. of MYP Youth Served:	170
Outreach to Schools (OTS) Youth + Families Served (Note that OTS is an optional activity):	800
<b>Estimated Total Number of MYP Youth and Families Served:</b>	970
Estimated Cost Per MYP Participant:	\$1,021
Estimated Cost Per OTS Participant-Family:	\$29.39

## Definitions of Cost Categories

**(WIOA and MYP) Administration** – Costs are defined by federal Uniform Guidance (2 CFR, Section 200) 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 “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; and,
- 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. For WIOA Youth budgeting and reporting only, these expenses are itemized separately on the monthly Reimbursement Payment Request (RPR) form/Financial Status Report (FSR) form for In-School Youth (ISY) and Out-of-School Youth (OSY).

**(WIOA Youth ONLY) Youth Work Experience Staff Costs** – Costs associated with staff recruiting, training and/or monitoring worksites where WIOA Youth work experience participants are placed. Staff wages and fringe should be allocated on a pro-rated basis (as appropriate), with the remaining portion of staff wages and fringe allocated to “Direct Services to Youth” category. This category applies to WIOA Youth funds ONLY; these expenses are itemized separately on the monthly Reimbursement Payment Request (RPR) form/Financial Status Report (FSR) form for In-School Youth (ISY) and Out-of-School Youth (OSY).

**(WIOA and MYP) Direct Services to Youth** – Costs associated with providing direct service to youth, EXCLUDING costs of youth participant wages and fringe benefits, support services and (WIOA Youth funds only) Individual Training Accounts for OSY or ISY. Wages and fringe benefits for staff who provide direct services to youth participants should be included in this cost category. For WIOA Youth budgeting and reporting only, these expenses are itemized separately on the monthly Reimbursement Payment Request (RPR) form/Financial Status Report (FSR) form for In-School Youth (ISY) and Out-of-School Youth (OSY).

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

**(WIOA and MYP) Support Services** – Items that are necessary for a youth to participate in WIOA or MYP, 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. For WIOA Youth budgeting and reporting only, these expenses are itemized separately on the monthly Reimbursement Payment Request (RPR) form/Financial Status Report (FSR) form for In-School Youth (ISY) and Out-of-School Youth (OSY).

**(WIOA Youth ONLY) Other Services** – This category should be used only for reporting program expenditures that otherwise do not necessarily fit in one of the other categories. WDAs using this category should be prepared to summarize and explain how these funds are being used. This category applies to WIOA Youth funds ONLY; these expenses are itemized separately on the monthly Reimbursement Payment Request (RPR) form/Financial Status Report (FSR) form for In-School Youth (ISY) and Out-of-School Youth (OSY).

**(WIOA Youth ONLY) Individual Training Accounts (ITA)** – Funds used for paying costs associated with a specific WIOA Youth participant at a post-secondary institution that is listed on the Eligible Training Provider List. Appropriate costs may include tuition, fees, books and other costs associated with the participant’s course of study. This category applies to WIOA Youth funds ONLY; these expenses are itemized separately on the monthly Reimbursement Payment Request (RPR) form/Financial Status Report (FSR) form for Out-of-School Youth (OSY).

**(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 CareerForce locations and information about the resources available 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 ISEEK, 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.

**PY 2020-2021 WIOA Youth Performance\***  
**(Definitions of Each Measure are on the Following Page)**  
**UPDATED 6-3-2020**

WDA/Contact:	Ileana Merten, Denise Hooper
E-Mail Address/Phone Number:	<a href="mailto:ileana.merten@csjobs.org">ileana.merten@csjobs.org</a> ; <a href="mailto:denise.hooper@csjobs.org">denise.hooper@csjobs.org</a>
Date Submitted (or Modified):	06.08.20

<b>WIOA Youth Performance Measure</b>	<b>PY 2018 (STATE ACTUAL)</b>	<b>PY 2019 (NEGOTIATED STATE GOAL)</b>	<b>PY20-21 DOL SAM Adjusted Performance Level***</b>	<b>PY 2020 (NEGOTIATED STATE GOAL)</b>	<b>PY 2021 (NEGOTIATED STATE GOAL)</b>	<b>PY 2020 (PLANNED)</b>	<b>PY 2021 (PLANNED)</b>
<b>Employment/Training 2nd Quarter After Exit:</b>	79.5%	67.0%	77.4%	<b>75.0%</b>	<b>76.0%</b>	<b>75.0%</b>	<b>76.0%</b>
<b>Employment/Training 4th Quarter After Exit:</b>	76.5%	62.5%	N/A	<b>73.0%</b>	<b>74.0%</b>	<b>73.0%</b>	<b>74.0%</b>
<b>Credential Attainment:</b>	65.3%	47.7%	N/A	<b>62.0%</b>	<b>62.5%%</b>	<b>62.0%</b>	<b>62.5%%</b>
<b>Median Earnings:</b>	\$3,984	Baseline**	\$3,852	<b>\$3,700</b>	<b>\$3,700</b>	<b>\$3,700</b>	<b>\$3,700</b>
<b>Measurable Skills Gain:</b>	45.6%	Baseline**	53.4%	<b>49.0%</b>	<b>49.0%</b>	<b>49.0%</b>	<b>49.0%</b>

**NOTES:**

\*PY 20 and PY 21 WIOA Youth Formula Grant outcome data will be added to existing baseline performance data for use in future statistical adjustment models from DOL.

\*\*"Baseline" means that WIOA Youth data collected through PY19 will be used in subsequent years to produce an updated Statistical Adjustment Model that generates an estimated value.

\*\*\*SAM = The three values for WIOA Youth were calculated as part of DOLETA's "Statistical Adjustment Model" for PY20 and PY21, based on a combination of national and state-level data from PY17 and PY18 collected by DOL.

## WIOA Youth Performance Definitions

**Employment/Training 2nd Quarter After Exit:** The percentage of Title I Youth program participants who are in education **or** training activities, **or** in unsubsidized employment, during the second quarter after exit from the program.

**Employment/Training 4th Quarter After Exit:** The percentage of Title I Youth program participants who are in education **or** training activities, **or** in unsubsidized employment, during the fourth quarter after exit from the program.

**Credential Attainment:** The percentage of those participants enrolled in an education or training program (excluding those in on-the-job training (OJT) and customized training) who attain a recognized postsecondary credential or a secondary school diploma, or its recognized equivalent, during participation in or within one year after exit from the program. A participant who has attained a secondary school diploma or its recognized equivalent is included in the percentage of participants who have attained a secondary school diploma or its recognized equivalent only if the participant also is employed or is enrolled in an education or training program leading to a recognized postsecondary credential within one year after exit from the program.

**Measurable Skills Gain:** The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains, defined as documented academic, technical, occupational, or other forms of progress, towards such a credential or employment. Depending on the type of education or training program, documented progress is defined as one of the following:

1. Documented achievement of at least one educational functioning level of a participant who is receiving instruction below the postsecondary education level;
2. Documented attainment of a secondary school diploma or its recognized equivalent;
3. Secondary or postsecondary transcript or report card for a sufficient number of credit hours that shows a participant is meeting the State unit's academic standards;
4. Satisfactory or better progress report, towards established milestones, such as completion of OJT or completion of one year of an apprenticeship program or similar milestones, from an employer or training provider who is providing training; OR,
5. Successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams.

**Median Earnings:** The median earnings of participants who are in unsubsidized employment during the second quarter after exit from the program.

## Youth Committee Information for PY 2020/SFY 2021

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

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

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

## Youth Service Provider Information For PY 2020/SFY 2021

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 for each service provider. Add additional rows for additional providers as needed.

YOUTH COMMITTEE MEMBER NAME	ORGANIZATION/REPRESENTING (Examples: business, education, community-based organizations, youth, parent, etc.)	Full LWDB Member?
<b>Chair:</b> <i>Maria Burnham</i> <b>Phone Number:</b> 763-218-1605 <b>E-Mail:</b> <a href="mailto:Maria.Burnham@isd742.org">Maria.Burnham@isd742.org</a>	<b>Central MN Adult Basic Education</b> (Education)	
<b>Member Name:</b> <i>Les Engel</i> <b>Phone Number:</b> 320*253-7968 <b>E-Mail:</b> <a href="mailto:les@engelmet.com">les@engelmet.com</a>	<b>Engel Metallurgical Engineering</b> (Private Sector Business)	X
<b>Member Name:</b> <i>David Norling</i> <b>Phone Number:</b> 320.256.7836 x4 <b>E-Mail:</b> <a href="mailto:dnorling@wced6026.com">dnorling@wced6026.com</a>	<b>West Central Area Learning Center</b> (Education)	
<b>Member Name:</b> <i>Greg Boelter</i> <b>Phone Number:</b> 320.656.3900 <b>E-Mail:</b> <a href="mailto:greg.boelter@co.stearns.mn.us">greg.boelter@co.stearns.mn.us</a>	<b>Stearns County Community Corrections</b> (Juvenile Justice/Law Enforcement)	
<b>Member Name:</b> <i>Leah Sams</i> <b>Phone Number:</b> 320.253.9333 <b>E-Mail:</b> <a href="mailto:leah.sams@isd742.org">leah.sams@isd742.org</a>	<b>ISD #742 St Cloud Area Schools</b> (Education)	X
<b>Member Name:</b> <i>Jacob Kaduk</i> <b>Phone Number:</b> 320-308-5713 <b>E-Mail:</b> <a href="mailto:jacob.kaduk@csjobs.org">jacob.kaduk@csjobs.org</a>	<b>Career Solutions</b> (Youth Servicing Agency)	
<b>Member Name:</b> <i>Cindy Belmont</i> <b>Phone Number:</b> 320-308-5806 <b>E-Mail:</b> <a href="mailto:cindy.belmont@state.mn.us">cindy.belmont@state.mn.us</a>	<b>Vocational Rehab Services of St. Cloud</b> (Youth with Disabilities)	
<b>Member Name:</b> <i>Jeff Haviland</i> <b>Phone Number:</b> 320.746.2781 <b>E-Mail:</b> <a href="mailto:jeffh@seitzstainless.com">jeffh@seitzstainless.com</a>	<b>Seitz Stainless</b> (Private Sector Business)	X
<b>Member Name:</b> <i>Gail Ruhland</i> <b>Phone Number:</b> 320.308.5759 <b>E-Mail:</b> <a href="mailto:gmrhland@stcloudstate.edu">gmrhland@stcloudstate.edu</a>	<b>St Cloud State University</b> (Post-Secondary Education)	X
<b>Member Name:</b> <i>Mary Swingle</i> <b>Phone Number:</b> 320.257.5112 <b>E-Mail:</b> <a href="mailto:mswingle@bgcmn.org">mswingle@bgcmn.org</a>	<b>Boys &amp; Girls Club of Central MN</b> (Private Non-Profit)	X
<b>Member Name:</b> <i>Gail Cruikshank</i> <b>Phone Number:</b> 320-260-6775 <b>E-Mail:</b> <a href="mailto:gcrruikshank@greaterstcloud.com">gcrruikshank@greaterstcloud.com</a>	<b>Partner for Student Success</b> (United Way/PFSS)	X
<b>Member Name:</b> <i>Susan Jordahl</i> <b>Phone Number:</b> 320-308-5908 <b>E-Mail:</b> <a href="mailto:susan.jordahl@sctcc.edu">susan.jordahl@sctcc.edu</a>	<b>St. Cloud Technical &amp; Community College</b> (Post-Secondary Education)	X
<b>Member Name:</b> <i>Tammy Biery</i> <b>Phone Number:</b> 320-308-5702 <b>E-Mail:</b> <a href="mailto:tammy.biery@csjobs.org">tammy.biery@csjobs.org</a>	<b>Career Solutions</b> (CareerForce St Cloud Staff)	X
<b>Member Name:</b> <i>Ileana Merten</i> <b>Phone Number:</b> 320-308-5712 <b>E-Mail:</b> <a href="mailto:ileana.merten@csjobs.org">ileana.merten@csjobs.org</a>	<b>Career Solutions</b> (CareerForce St Cloud Staff)	X

<b>Member Name:</b> <i>Ken Huling</i> <b>Phone Number:</b> 320.252.1412 <b>E-Mail:</b> <a href="mailto:khuling@ncsrcc.org">khuling@ncsrcc.org</a>	<b>North Central States Regional Council of Carpenters</b> (Building Trades Professional)	X
<b>Member Name:</b> <i>Brandon Schauer</i> <b>Phone Number:</b> 612-599-7708 <b>E-Mail:</b> <a href="mailto:Brandon@pipefitters539.com">Brandon@pipefitters539.com</a>	<b>Pipefitters Local 539</b> (Building Trades Professional)	X

Youth Service Provider/Contact	WIOA	MYP
<b>Name of Service Provider:</b> <i>Career Solutions</i> <b>Address:</b> <i>1542 Northway Drive</i> <b>City, State, ZIP</b> St. Cloud, MN 56303 <b>Contact Person:</b> <i>Ileana Merten</i> <b>Contact Person Phone:</b> <i>320-308-5712</i> <b>Contact Person E-Mail:</b> <i>Ileana.merten@CSJobs.org</i> <b>Service Provider Website:</b> <a href="http://www.csjobs.org">www.csjobs.org</a>	ISY? Yes X No  OSY? X Yes No	Summer only? Yes X No  Year-Round? X Yes No  Outreach to Schools?  X Yes No

Workplan: Youth Program Service Delivery Design  
(Includes WIOA Young Adult and MYP)

**IMPORTANT NOTE: The narrative section covers PY 2020 WIOA Young Adult and SFY 2021 for MYP. Please provide an answer after each question. This information becomes a part of both grant agreements with DEED.**

- i. **Attach a copy of the most recent Request for Proposal(s) (RFP) issued by the WDA for WIOA Young Adult and the Minnesota Youth Program, as appropriate. If the LWDB has determined there is an insufficient number of eligible youth service providers based on Section 123(b) of WIOA law, please include a copy of appropriate board minutes and/or resolution stating as such. (ATTACHMENT A, A1, A2, Appendix A, Appendix B)**

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

Career Solution’s Eligibility & Outreach Specialist and Youth Career Planners are in regular contact with area High Schools and Adult Basic Education 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 Career Solution’s 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. Career Solution’s 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. Career Solutions adheres to the 75% expenditure requirement under WIOA.

For MYP/CareerONE, marketing materials are distributed to promote the summer camp program to those that meet the eligible criteria. Career solutions staff are also on-site at the schools to meet with students in discussing the offering as well as meeting with school counselors and Principals to help recruit the students. Marketing materials are also distribute to all youth and family servicing agencies.

- In-School Youth (“ISY”)**

One Youth Career Planner will continue to serve currently enrolled In School Youth. Due to funding, this program will sunset when all In-School-Youth have been exited and their files closed. A large number of youth that are in-school are served through the Minnesota Youth Program and various other programs.

- iii. **Describe eligibility determination process, including the WDA’s strategy for use of the “5% window” for all ISY and affected OSY participants whose income exceeds limits (reminder: up to 5% of ISY and OSY participants (who require income eligibility) served by WIOA Young Adult program may be individuals who do not meet the income eligibility requirements, 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.**

Career Solutions provides intake services for eligible youth. Youth who express interest in services through the CareerForce 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.

- iv. **Identify the WDA’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 participant 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.

Career Solutions follows the WIOA law for these guidelines

- v. **Describe the objective assessment process used to identify appropriate services and potential career pathways for young adults. Identify the assessment tools used by the WDA 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 and interests in twelve (12) areas. 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 test is administered at time of intake/enrollment to determine literacy/numeracy levels. Youth who demonstrate a need for tutoring may be referred to ABE services, use online learning sites, referrals to academic achievement centers. Additional resources are provided as needed.

With CareerONE (MYP), 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. 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.

- vi. Describe process for developing the Individual Service Strategy (ISS) and use of the Individualized Education Plan (IEP), including provision of wraparound support services. If your WDA/service provider(s) incorporate "Guideposts For Success" with some (or all) of your participants, please discuss when and how it is used.**

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.

- vii. Describe your strategy for providing integrated experiential learning, work-based learning, and work experience for participants.**

Career Solutions 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. Career Solutions 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. Following CareerONE, 10 youth mentors are provided the opportunity to complete 40 hours of mentorship and employability experience at CentraCare through the CentraCare Step-up program.

Career Solutions continues to coordinate efforts to provide all area youth with experiential learning opportunities through Outreach to Schools (OTS), Youth-at-Work (YAW), Pre-ETS (Career Quest), Youthbuild and Learn & Earn projects, as well as out-of-school youth opportunities and regional assets. Collaborative partners in this effort include Career Solutions, 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.

**viii. Describe your 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 are 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.

OTS, YAW and World's Best Workforce activities provide additional opportunities for youth to have access to career, targeted industry and labor market information. Career Solutions 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, and DEED), career videos, and hard copy.

In preparation for employment, LWDB and Career Solutions 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.

**ix. Attach a copy of the WDA's policy for developing Individual Training Accounts (ITAs) and indicate the date approved by the LWIB/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 Individual Training Accounts (ITA's) are only used for Out of School Youth.

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. Career Solutions 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.

**x. Describe follow-up strategies for the WIOA Young Adult program and discuss any policy relating to extending beyond the statutory requirement of offering follow-up for at least 12 months after exit.**

Career Solutions provides follow-up services for 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 with job challenges, labor market information and make available appropriate support services as needed. Incentives may be used to reinforce and reward keeping a job, returning survey information, and job promotions.

**Describe the Youth Incentive Policy and attach a copy of the most recent local incentive policy and when it was last approved by your LWIB/Youth Committee. Refer to 2 CFR 200.438 and [Chapter 18](#) “WIOA Youth Cost Matrix” for additional background. . (ATTACHMENT D)**

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. Gift cards will not be provided for entertainment or food venues. This incentive policy may be utilized with WIOA and MYP participants.

- xi. Describe how co-enrollments will be facilitated for youth, including a summary of all funds that are “braided or blended” with participants beyond WIOA Youth Formula Grant funds and MYP funds.**

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

Youth who are enrolled in MYP may also be referred to participate in the WIOA Young Adult and any other youth programs. The WIOA Career Planner will coordinate and oversee this co-enrollment. Youth that are co-enrolled may utilize funds from MYP, WIOA young adult, Pathways to Prosperity (P2P), Youth at Work and eventually may enroll in the WIOA Adult program.

- xii. 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, youth serving agencies, post-secondary schools, public libraries, community education programs, county offices, county human services offices, transitional programs, foster placement agencies, treatment programs, CareerForce partners, MOU partners, and St. Cloud Area Human Service Council partners. Career Solution's 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 CareerForce where they are encouraged to inquire about WIOA services. A Youth Career Planner will meet with the youth and perform an 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.

Career Solutions continues to coordinate efforts to provide all area youth with experiential learning opportunities through Outreach to Schools (OTS), Youth-at-Work (YAW), Pre-ETS (CareerQuest), Learn & Earn, Youthbuild, and other in-school and out-of-school youth opportunities and other regional assets. Collaborative partners in this effort include Career Solutions, 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, Central Minnesota Habitat for Humanity, and other local non-profits. Youthbuild provides an opportunity for potential high school dropouts who are economically disadvantaged to focus on completing high school while working part-time on construction 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. Career Solutions 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 Career Solutions 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 Career Solutions 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.

**Pre-Employment Transition Services (Career Quest)** is a partnership with Vocational Rehabilitation Services. Students will be identified with at least one or more disabilities as defined on their IEP or 504 plan. The Pre-ETS program provides students the opportunity to learn about their personal interests and strengths and how they relate to career options; determining training and education options after high school, including how to access financial aid; understand employer expectations and effective job search

skills; and advocate for themselves and understand how their disability could factor into the workplace, and more. Career Planners will work with school districts in Stearns and Benton counties.

**Youth at Work (YAW)**—Career Solutions partners with District 742 (St. Cloud) and District 47 (Sauk Rapids-Rice) school districts to identify opportunity youth. 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, Youth Career Planners partner with District Navigators to ensure students receive needed support to accomplish both employment and educational success.

**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. Career Solutions 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, and 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. Career Solutions promotes this opportunity to clients so they may pass the information on to a young student.

**SCRUBS Camp** - is a collaborative effort between the business and industries of the St. Cloud region, St. Cloud Technical & Community College, and St. Cloud State University. This is an engaging, interactive and fun day camp open to any student entering grades 7th-12th in the fall. Students will spend three days exploring a variety of healthcare careers like nursing, laboratory science, social work, alternative therapies, and many others. Students experience these careers through field trips and hands on activities facilitated by healthcare professionals and college faculty. Students will be provided their own set of scrubs to wear and meals are included.

**Community Outreach** – Career Solutions staff members speaking fluent Somali and English visit the immigrant La Cruz community to assist with job search options, career exploration, financial literacy and other resource options.

**Immigrant Employment and Connections Group** - works to educate employers to overcome real or perceived barriers when hiring the immigrant workforce. The IECG has developed training events and a resource guide for businesses seeking to strengthen their workforce by hiring new Americans, and hosts job fairs specifically tailored to hiring immigrant workers. Special training sessions have been designed and held to ensure immigrant jobseekers have a better understanding of the job-search process.

**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. Career Solutions 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. Career Solutions is involved in this community initiative.

Key partners include: Career Solutions, 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.

**Describe how the Work Readiness Indicator will be implemented for youth participants and whether this is used for WIOA participants, MYP participants, or both. If the WDA uses a standardized form for measuring and documenting work readiness skills, please attach a copy. . (ATTACHMENT E)**

WIOA 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.

- **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.

- **Approach to 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.

**xiii. If the WDA is planning to provide Outreach to Schools activities in SFY 2021 as a component of MYP, please provide an overview and anticipated goals/objectives. See page 7 for additional discussion of OTS activities.**

Career Solutions plans to provide Outreach to Schools activities in SFY 2021 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, 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.

**xiv.** Describe Youth-Focused Innovations/Best Practices, including (but not limited to):

- Attach the Shared Vision for Youth Blueprint to identify local interagency partnerships which serve the neediest youth and address the “opportunity gap”, “achievement gap”, and disparities in the workforce. (See Attachment 3)
- **Private sector internships, on-the-job training, mentoring, job shadowing, pre-apprenticeship or apprenticeship training.**

Career Solutions continues to coordinate efforts to provide all area youth with experiential learning opportunities through Outreach to Schools (OTS), Youth-at-Work (YAW) and other in-school and out-of-school youth opportunities with other regional assets. Collaborative partners in this effort include Career Solutions, 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, Career Solutions 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.

Career Solutions in collaboration with St. Cloud District 742 offers the Youthbuild program. YouthBuilders 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 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.

Learn & Earn- Coleman, program goals were to prepare individuals who face English language barriers and have "aged out" of high school and are unemployed or underemployed, with the skills needed to fill positions in the state's manufacturing industry. This program has four components including literacy/adult diploma program, job preparation & training, mentoring, and work-based learning. Their day consisted of literacy education and on the job training at the worksite.

To strengthen school connections, Youth Career Planners are provided space and access to youth in local high schools. Youth Career Planners provide program information, recruitment, and continues with enrollment processes when appropriate. Youth Career Planners meet with currently enrolled youth to monitor progress, assess needs, and provide ongoing support. Youth Career Planner are housed at the Adult Education site 2-half days per week.

- **Pre-Employment Transition Services (Pre-ETS) project, if appropriate.**

Pre-Employment Transition Services (PRE-ETS) (CareerQuest) project, The Pre-ETS along with local schools, and VRS are collaborating and developing strategies to recruit and impact students with disabilities. Strategies include parent letters, working with the counselors and Special Education department along with teachers that were once involved in the HECAP project utilizing the Minnesota Career Inventory System (MCIS).

- 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.**

As needed, Youth Career Planners will coordinate with local Boys & Girls Clubs, the COP house (Community Outpost), the Islamic Center, and other youth serving agencies 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.**

Youth Career Planners work very closely with Adult Basic Education (ABE) and AVIVO to screen applicants and provide services to eligible youth.

17. Describe the WDA’s approach to making each of the 14 required youth Program Elements available to participants in WIOA. Briefly describe the following for each of the 14 required elements:

- a. Who provides the service? If another agency (or agencies) provide these services, describe the scope of service(s) provided and how the WDA ensures participants are receiving appropriate service levels.
- b. If the service is provided by another agency (or agencies), describe how they were selected, what kind of MOU exists between the WDA and the provider.
- c. Summarize whether or not WIOA youth funds are used, and/or other funding sources are braided or blended to offset some (or all) of the cost of delivering that particular service.
- d. Summarize how the required program element is delivered to participants and any “best practices” associated with that element.
- e. The required 14 WIOA Young Adult Program Elements [P.L 113-128, Sec 129(c)(2) and individually defined and discussed in the final rules at 20 CFR 681.460]:

- i. **Program Element 1: Tutoring, study skills training, instruction and dropout prevention services**

Program elements are provided by Career Solutions, ABE, CAS, and various other resources. A memo of understanding includes the school districts, several post-secondary institutions, ABE, and local non-profit organizations.

WIOA funds are used or other services are offered by partners.

- ii. **Program Element 2: Alternative secondary school services or dropout recovery services**

Services provided: Adult Basic Education, GED, Credit Recovery, Adult Diploma and Area Learning Center. A memo of understanding includes the school districts, several post-secondary institutions, ABE, and local non-profit organizations. WIOA funds are used or other services are offered by partners. Career Solutions staff are housed at ABE every Tuesday and Thursday morning during the school year.

**iii. Program Element 3: Paid and unpaid work experience**

Local business partners (public and private companies) as well as educational institutions and other local non-profits. Work experience sites are recruited based on the need of the client. WIOA funds are used to develop work sites, staff time and wages for participants.

**iv. Program Element 4: Occupational skill training**

Local post-secondary institutions (MOU partners) provide occupational skills training. WIOA youth and adult funds are used to provide participants with tuition and supplies.

**v. Program Element 5: Education offered concurrently with workforce preparation and training for a specific occupation**

Career Solutions and other partners provide the services. Sources of funding are WIOA and other private foundational support.

Best practice: Career Solutions, ABE and Coleman Manufacturing forged a partnership in 2017 to create a pilot job training program called CareerONE- Coleman. Program goals were to prepare individuals who face English language barriers and have “aged out” of high school and are unemployed or underemployed, with the skills needed to fill positions in the state’s manufacturing industry. The goals for these youth were to increase their literacy skills leading to a diploma, enhance their work readiness skills, obtain work experience, keep engaged in the community, obtain employment, and continue their education after the program ended.

Pre and Post tests were given in order to monitor educational gains. On the TABE Math test, students saw a .31 gain in just 4-5 weeks which means they made more than 3 months of academic gain in math (on average). Of the 13 students who participated in a five-week program, four increased their math scores by two grade levels, five increased their reading by two grade levels and three increased their scores high enough to enroll in the diploma program.

**vi. Program Element 6: Leadership development opportunities**

Thirteen of the fourteen required WIOA Youth activities are provided directly by Career Solutions, with Leadership Development services being provided by the St. Cloud YMCA after a “Request for Proposals” was issued. Each of the fourteen activities required under WIOA are available to all eligible youth participants served through Career Solutions. After the assessment phase is completed at

enrollment, the participant will be placed into at least one of the fourteen required WIOA activities, based on the Individualized Service Strategy (ISS). Partner agencies include the YMCA, local Military personnel, consultants and MOU partners.

vii. **Program Element 7: Supportive services**

Career Solutions provides support services through various funding sources. This includes such support services as bus passes, clothing allowances, rent or mortgage support and insurance payments

viii. **Program Element 8: Adult mentoring**

Mentoring is received from Career Planners, Summer Staff for CareerONE, Work site supervisor, ABE instructors, school counselors, TRIO staff and the staff at the YMCA.

ix. **Program Element 9: Follow-up services**

Career Solutions provides follow-up services for 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 with job challenges, labor market information and make available appropriate support services as needed. Incentives may be used to reinforce and reward keeping a job, returning survey information, and job promotions.

Funding sources used are from WIOA from support services and incentives.

x. **Program Element 10: Comprehensive guidance and counseling**

Career Solutions Career Planners refer clients to local service providers and agencies. WIOA funds will be provided if necessary however, most of these services would be provided under health insurance.

xi. **Program Element 11: Financial literacy education**

Career Solutions utilizes FDIC Money Smart curriculum with MYP participants and Catholic Charities provides financial literacy education for other youth participants.

WIOA funding is used to provide these services.

xii. **Program Element 12: Entrepreneurial skills training**

Referrals to clients include the following providers: The Small Business Development Center, Small Business Administration, and the book "*How to Start a Business in Minnesota.*"

xiii. **Program Element 13: Services that provide labor market information**

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 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, and DEED), career videos, and hard copy.

In preparation for employment, LWDB and Career Solutions 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.

Best Practice: Career Solutions provides Career Trek. This is a 5 day, 20 hour program designed to help participants identify strengths and skills, explore careers and begin setting goals for their employment future.

xiv. **Program Element 14: Postsecondary preparation and transition activities**

Career Solutions provides Career Trek. This is a 5 day, 20 hour program designed to help participants identify strengths and skills, explore careers and begin setting goals for their employment future.

Best practice: Career Quest (Pre-ETS): a program, funded by the Minnesota Department of Vocational Rehabilitation Services, designed to help high school students prepare for life after graduation. This provides students with career exploration and training options, obtain work skills, and learn how to be successful after high school. Career Solutions works with multiple school districts in Stearns and Benton counties.

[Attachment 4]

**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				
Career Solutions collaborates with Stearns and Benton County Community Corrections for CareerONE and WIOA recruitment, program referrals and client transition planning.	Career Solutions works with other non-profit agencies such as Partners for Student success to improve transition programs for youth. We also collaborate with Stearns and Benton County public supported foster care.	Career Solutions works with other non-profit agencies such as Partners for Student success and the network of agencies that works to improve educational opportunities for youth with disabilities.	Career Solutions works with the following organizations to provide resources and referrals: MFIP, SNAP, WIOA Young Adult, Pathways for Youth, United Way, and Catholic Charities/SAIL & SHY and to help young adults find stable housing, employment and/or access to higher education.	Career Solutions works with other non-profit agencies such as Partners for Student success to provide paths for students to stay in school and support students with the Cradle to Career model and improve educational outcomes.
We work with the Re-Entry Program to refer clients for programs and services and collaboration in finding felony friendly employers.		Career Solutions works with the following organizations to provide resources and referrals: WIOA Youth, CTIC (Community Transition Interagency Committee), Vocational Rehabilitation Services, State Services for the Blind and Independent Lifestyles.		Inside Out Connections is a group of non-profit partners that meet monthly to develop supports, trainings, and resources to families experiencing incarceration.
		Career solutions works with the following school districts to support students with disabilities with the Career		Programs that directly impact students and supports their efforts to remain in school are the WIOA youth

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				
		Quest (Pre-ETs program):		programming, MYP's CareerONE summer camp Youth at Work and Career Quest/Pre-ETS, the Learn and Earn Project Youth Build.
		District 47		Career Solutions work with the following school districts:
		District 51		District 741
		District 738		District 740
		District 740		District 742
		District 741		District 47
		District 742		District 51
				District 738

## **Career Solutions**

### **Request for Proposal for Summer Youth Program Site and Services**

Career Solutions is a public unit of local government under a Joint Powers Agreement and is required to regularly review vendors for services. Career Solutions is soliciting vendor bids from Post-Secondary Institutions to provide a program site/facilities and services for the CareerOne Summer Youth Program.

#### **Program Description**

The program will serve up to 120 youth ages 14 – 17. Based on funding the count may drop to 60 youth. Please provide pricing for both counts. Supervision will be provided by twelve Career Solutions staff. The program dates are June 24 – July 25, 2019. The program will be provided in a team camp format, 7:30 AM – 5:00 PM. Schedule of camp is as follows:

- Week 1 Monday-Thursday                      June 24 – June 27, 2019
- Week 2 Monday-Wednesday                  July 1 – 3, 2019
- Week 3 Monday-Thursday                    July 8 – 11, 2019
- Week 4 Monday-Thursday                    July 15 – 18, 2019
- Week 5 Monday-Thursday                    July 22 – July 25, 2019

In addition to the program dates, Career Solutions needs facilities and services for staff training, student orientation.

As state funding for this program has not yet been secured, the vendor will need to be flexible when finalizing contract dates and terms.

#### **Proposal Requirements**

##### **Facilities, Classrooms, and Accommodations:**

1. April 18, May 23, June 4 & June 6, 2019 from 3:00 p.m. to 8:00 p.m. Program Intake Session
  - a. Access to a space with seating for 120
2. June 18 and 20, 2019 from 7:30 a.m. to 6:00 p.m. Program Orientation
  - a. 5 “smart” classrooms
3. June 10 to July 25, 2019 from 7:30 a.m. to 4:30 p.m. Staff Orientation, Training, and Meetings
  - a. Classroom with minimum capacity of 22
4. June 24 to July 25, 2019 7:30 a.m. – 5:00 p.m. CareerOne Program
  - a. 5 dedicated “smart” classrooms which are lockable
  - b. Two dedicated computer labs arranged classroom style with internet accessibility, printing capability, and internet access for wireless laptops to accommodate 22 individuals. Must have the capability to launch Key Train/WorkKeys, Money Smart, MCIS and other career exploration sites.

*After June 10, Career Solutions will provide the exact times during the day this space/service will be needed.*

- c. One dedicated room to serve as staff command central and equipment storage area. This space must be approximately 900 sq. ft. with 3 tables, have computer and printer and wireless capability. This room must be for the exclusive use of Career Solutions and lockable.
5. June 24 to July 25, 2019 large meeting room with the capacity for up to 136 people to be used for breakfast, lunch, and afternoon break/wrap up
  - a. 7:30 a.m. to 9:00 a.m. for breakfast
  - b. 10:30 a.m. to 1:30 p.m. for lunch
  - c. 2:30 p.m. to 5:00p.m. for afternoon break and wrap up
6. Ability to be flexible and work with Career Solutions staff to address individual's special circumstances/needs such as transportation to distant activities or changes due to inclement weather.

### **Program Services:**

7. Access to an IT Technician each day
8. Provide printers and copiers at a reimbursable per copy rate.
9. If you have the capacity to provide the following, please include in your bid:
  - a. Team Building/Leadership curriculum with low to medium challenge course opportunities 3.5 hours per day for the duration of CareerONE. Curriculum will be outcome based learning using GDSAR. *Exact time of the day to be determined after June 10, 2019.*
10. Provide access to green space for some team building activities.

### **Food Services:**

11. If you have the capacity to provide the following, please include in your bid:
  - a. Food service to provide breakfast, lunch buffet and afternoon snack for up to 150 people.
  - b. Food offerings must be nutritious, culturally appropriate and accommodate dietary restrictions. Offerings must qualify for the MDE Summer Food Program.

### **Parking:**

12. Designated parking for 18 staff close to AM & PM large meeting room (Monday – Friday) from June 24 to July 25, 2019.
13. Designated drop off and pick up site close to AM & PM large meeting room for buses and parents who will be transporting the youth daily.
14. Reasonable guest parking on April 18, May 23 & June 4 & 6, 2019.
15. Parking passes or accommodations for 100 on April 18, May 23, June 4 & 6, 2019 near program intake sessions.
16. Parking passes or accommodations for 100 June 18 and June 20, 2019 near program orientation sessions.
17. Parking passes or accommodations for 18 cars from June 10 – 24, 2019 close to room used in #3 for Staff Orientation/Training.

**The successful bidder must provide the following:**

- A brief history of your organization and the services you provide
- Description of the services that you intend to develop and/or deliver.
- Credentials of the individuals who will provide services in this proposal
- A current certification of compliance from the Minnesota Commissioner of Human rights (not required for businesses with less than 40 employees)
- A completed Proposal Application (attached)
- The following assurances as identified in the Proposal Application:
  - The vendor will guarantee coverage of general liability insurance of \$1,500,000 and name Career Solutions as an additional insured. Insurance must remain in effect for the entire length of the contract period.
  - The vendor will guarantee coverage of their employees by Workers' Compensation Insurance during the contract period.
  - The vendor is an Affirmative Action/Equal Opportunity Employer
  - The vendor will provide a statement or certificate that their facility is ADA compliant.
  - The vendor will provide a signed statement that no funds received from Career Solutions will be used for political lobbying.
  - The vendor will provide their EIN or DUNs
- Vendor willingness to enter into a contract agreement for one year with the option for Career Solutions to renewal for one additional year provided Career Solutions is satisfied with the services delivered and in agreement with the fees. There may also be a need for a second site in Summer 2020.

Interested vendors must complete the attached *Quote Proposal Application* and provide the additional information requested above. The application and additional information must be received **by 3:00 p.m. on Friday January 25, 2019**. Electronic proposals are acceptable.

***Send proposals to:***

Career Solutions  
Attn: Karen Schlangen, Agency Administrative Assistant  
1542 Northway Drive  
St. Cloud, MN 56303  
[karen.schlangen@csjobs.org](mailto:karen.schlangen@csjobs.org)

***Questions regarding this proposal may be directed to:***

Ileana Merten  
(320) 308-5712  
[Ileana.merten@csjobs.org](mailto:Ileana.merten@csjobs.org)

**Career Solutions**  
**QUOTE PROPOSAL APPLICATION**

Vendor Name: \_\_\_\_\_

Contact Person (Name & Title): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Are you an Affirmative Action/Equal Opportunity Employer? \_\_\_\_\_

Is the facility in which you provide services ADA compliant? \_\_\_\_\_

Do you guarantee coverage of your employees by Workers' Compensation Insurance during the contract period? \_\_\_\_\_

Do you guarantee coverage of general liability insurance of \$1,500,000 and to name Career Solutions as an additional insured? \_\_\_\_\_

Will you provide a signed statement that no funds received from Career Solutions will be used by the vendor for political lobbying? \_\_\_\_\_

EIN or DUNS number? \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit by: January 25, 2019 at 3:00 p.m.**

**Return to: Career Solutions**  
**Attn.: Karen Schlangen**  
**1542 Northway Drive**  
**St. Cloud, MN 56303**  
**[Karen.schlangen@csjobs.org](mailto:Karen.schlangen@csjobs.org)**

## **Career Solutions**

### **Request for Proposal for Summer Youth Program Site Team Building**

Career Solutions is a public unit of local government under a Joint Powers Agreement and is required to regularly review vendors for services. Career Solutions is soliciting vendor bids from community sites to provide team building services for the CareerOne Summer Youth Program.

#### **Program Description**

The program will serve up to 120 youth ages 14 – 17. Based on funding the count may drop to 60 youth. Please provide pricing for both counts. Supervision will be provided by twelve Career Solutions staff. The program dates are June 24 – July 25, 2019. The program will be provided in a team camp format, 7:30 AM – 3:30 PM. Schedule of camp is as follows:

- Week 1 Monday-Thursday            June 24 – June 27, 2019
- Week 2 Monday-Wednesday        July 1 – 3, 2019
- Week 3 Monday-Thursday        July 8 – 11, 2019
- Week 4 Monday-Thursday        July 15 – 18, 2019
- Week 5 Monday-Thursday        July 22 – July 25, 2019

\*In addition, one afternoon of programming on Thursday, August 8, 2019 for up to 30 Sauk Centre & Paynesville participants.

As state funding for this program has not yet been secured, the vendor will need to be flexible when finalizing contract dates and terms.

#### **Proposal Requirements**

##### **Facilities and Accommodations:**

The proposed facility agrees to provide team building services for CareerONE Summer 2019, as outlined in Appendix A attached. The proposed facility agrees to the detailed schedule, as outlined in Appendix B attached. The facility will provide indoor & outdoor green space for up to 120 participants (20, 40 or 60 youth and Team Leaders at a time). The facility will also provide trained staff to implement and execute team building activities.

##### **The successful bidder must provide the following:**

- A brief history of your organization and the services you provide
- Description of the services that you intend to develop and/or deliver
- Credentials of the individuals who will provide services in this proposal

- A current certification of compliance from the Minnesota Commissioner of Human rights (not required for businesses with less than 40 employees)
- A completed Proposal Application (attached)
- The following assurances as identified in the Proposal Application:
  - The vendor will guarantee coverage of general liability insurance of \$1,500,000 and name Career Solutions as an additional insured. Insurance must remain in effect for the entire length of the contract period.
  - The vendor will guarantee coverage of their employees by Workers' Compensation Insurance during the contract period.
  - The vendor is an Affirmative Action/Equal Opportunity Employer
  - The vendor will provide a statement or certificate that their facility is ADA compliant.
  - The vendor will provide a signed statement that no funds received from Career Solutions will be used for political lobbying.
  - The vendor will provide their EIN or DUNs
- Vendor willingness to enter into a contract agreement for one year with the option for Career Solutions to renewal for one additional year provided Career Solutions is satisfied with the services delivered and in agreement with the fees. There may also be a need for a second site in Summer 2020.

Interested vendors must complete the attached *Quote Proposal Application* and provide the additional information requested above. The application and additional information must be received **by 3pm Friday, March 15, 2019**. Electronic proposals are acceptable.

***Send proposals to:***

Career Solutions  
Attn: Karen Schlangen, Agency Administrative Assistant  
1542 Northway Drive  
St. Cloud, MN 56303  
[karen.schlangen@csjobs.org](mailto:karen.schlangen@csjobs.org)

***Questions regarding this proposal may be directed to:***

Ileana Merten  
(320) 308-5712  
[ileana.merten@csjobs.org](mailto:ileana.merten@csjobs.org)

**Career Solutions**  
**QUOTE PROPOSAL APPLICATION**

Vendor Name: \_\_\_\_\_

Contact Person (Name & Title): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Are you an Affirmative Action/Equal Opportunity Employer? \_\_\_\_\_

Is the facility in which you provide services ADA compliant? \_\_\_\_\_

Do you guarantee coverage of your employees by Workers' Compensation Insurance during the contract period? \_\_\_\_\_

Do you guarantee coverage of general liability insurance of \$1,500,000 and to name Career Solutions as an additional insured? \_\_\_\_\_

Will you provide a signed statement that no funds received from Career Solutions will be used by the vendor for political lobbying? \_\_\_\_\_

EIN or DUNS number? \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit by: Friday, March 8, 2019 at 3:00 p.m.**

**Return to: Career Solutions**  
**Attn.: Karen Schlangen**  
**1542 Northway Drive**  
**St. Cloud, MN 56303**  
**[Karen.schlangen@csjobs.org](mailto:Karen.schlangen@csjobs.org)**

## Appendix A

45mins-1 hour Skill Building Sessions that will cover the following areas:

### Team Building

Cooperative Work Environment, Roles & Responsibilities, Communication, Trust and Mutual Respect

- \*what does a cooperative work environment look like
- \*verbalize roles & responsibilities for tasks
- \*identify barriers to communication
- \*exhibit trust of others during activities
- \*ability to show mutual respect
- \*process the key aspects of a functional team
- \*stay on task and focus
- \*encourage all individuals to participate
- \*exhibit calm under pressure
- \*transfer lessons learned to workplace environment

### Critical Thinking Skills

Creative Thinking, Decision Making, Problem Solving, Knowing how to Learn & Reason, Seeing the Big Picture

- \*demonstrate brainstorming skills
- \*evaluate and discuss ideas
- \*implement suggested ideas
- \*re-evaluate plans
- \*accept individual ideas
- \*visualize and execute tasks
- \*implement deductive reasoning skills
- \*verbalize decision making process
- \*assess barriers to decision making process
- \*articulate how learning styles influence the decision making process
- \*transfer lessons learned to workplace environment

### Personal Qualities

Responsibility, Self-Esteem, Sociability, Self-Management, and Integrity/Honesty

- \*exhibit responsibility for personal behavior
- \*identify barriers for personal growth
- \*demonstrate sensitivity to others
- \*support others
- \*able to act with integrity
- \*ability to be honest with self and others
- \*accept feedback
- \*demonstrate appropriate coping skills
- \*personal wellness
- \*transfer lessons learned to workplace environment

## Appendix B

<b>Date</b>	<b>Team Building Days/Teams</b>
6/24	<b>5-6, 7-8</b> 10:15-11:15
6/25	<b>5-6, 7-8</b> 8:45-9:45 <b>1-2</b> 12:30-1:30 <b>3-4 9-10</b> 1:30-2:30
6/26	<b>9-10</b> 10:30-11:30 <b>3-4, 5-6, 7-8</b> 12:30-1:30
6/27	<b>7-8, 9-10</b> 10:00-11:00
7/1	<b>1-2, 3-4</b> 12:00-1:00 <b>5-6</b> 1:45- 2:30
7/2	<b>5-6</b> 10:00-10:45
7/3	<b>1-2, 3-4</b> 12:00-1:00
7/8	<b>5-6</b> 9:45-11:15
7/9	<b>1-2, 3-4</b> 8:45-10:15
7/10	<b>5-6</b> 8:45-10:15
7/11	<b>1-2, 3-4</b> 8:45-9:30 <b>5-6</b> 1:00-1:30
7/15	<b>5-6</b> 9:45-11:00
7/16	<b>7,8,9,10, 8:45-9:15</b> <b>1-2, 3-4</b> 12:45-1:30
7/17	<b>5-6</b> 8:45-10:15 <b>7-8</b> 9:45-11:15 <b>1-2, 3-4</b> 1:15-2:15
7/18	<b>1-2, 3-4</b> 12:15-2:30
7/22	<b>5-6, 7-8,</b> 12:00-2:30 <b>9-10</b> 8:45-11:15
7/23	<b>5-6,</b> 8:45-9:45 <b>7,8,9,10,</b> 10:15-11:00
7/24	<b>1-2, 3-4</b> 9:45-10:45 <b>7,8, 9-10</b> 1:15-2:30

## **Career Solutions**

### **Request for Proposal for Summer Youth Program Transportation Services**

Career Solutions is a public unit of local government under a Joint Powers Agreement and is required to regularly review vendors for services. We are soliciting vendor bids for transportation services for the CareerONE Summer Youth Program.

#### **Description of Service:**

Transportation services for the Summer Youth Program for up to 120 youth ages 14 – 17 from 24 June – 25 July, 2019.

- Transportation of Summer Youth Program participants to and from limited sites within the Stearns and Benton County area to a designated location at the St. Cloud Career and Technical College. Youth must be dropped off by 8:05 AM and depart by 3:45 PM daily (Monday through Thursday). Specific sites and routes will be identified by *1 June, 2019*.
- Transportation of youth participants from the designated location to various work projects during the program.
- Transportation provider must be able to provide handicap accessible transportation if necessary.

#### **Bidding Procedure:**

Due to the variability of routes, we request that bidders provide quotes based on cost per mile or cost per hour or a combination of both. This will allow your hourly and/or mileage charges to be applied to our exact needs when those are determined.

#### **Bidder must submit the following along with the proposal:**

- Proof of liability insurance coverage including a limit of \$5,000,000 combined single limit for bodily injury, personal injury and property damages liability; the minimum personal injury protection (Minnesota no-fault) as required by law; and uninsured and underinsured motorist insurance at a minimum of \$100,000 liability each accident. Bidder must also be willing to name Career Solutions as an additional insured if they are awarded this contract.
- Evidence of current compliance with Minnesota Workers' Compensation Insurance coverage requirements.
- A current certification of compliance from the Minnesota Commissioner of Human rights (not required for businesses with less than 40 employees)
- Signed statement that no funds received from Career Solutions will be used by the contractor for political lobbying.

The successful bidder must agree to enter into a contract with Career Solutions and assure that the drivers employed by the Contractor:

- Hold a current and appropriate Minnesota Commercial Driver's License,
- Have passed the criminal background check making them eligible to transport vulnerable individuals
- Have an acceptable and insurable driving record,
- Will comply with all data privacy and human rights requirements.

**A completed Bid Proposal Form must be submitted to Career Solutions by noon on March 29, 2019.** Vendors will be notified by April 15<sup>th</sup> regarding the decision on this RFP.

**Send Proposals to:**

Ileana Merten  
Career Solutions  
1542 Northway Drive  
St. Cloud, MN 56303

[Ileana.merten@csjobs.org](mailto:Ileana.merten@csjobs.org)

**Questions regarding this proposal may be directed to Ileana Merten:**

320-308-5712

[Ileana.merten@csjobs.org](mailto:Ileana.merten@csjobs.org)

**Career Solutions**  
**Request for Proposal Form**  
**Summer Youth CareerONE Program Transportation Services**

Vendor Name: \_\_\_\_\_

Contact Person (Name & Title) \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Are you an Affirmative Action/Equal Opportunity Employer? \_\_\_\_\_

Do you guarantee coverage of your employee(s) by Workers' Compensation Insurance during this service period? \_\_\_\_\_

Do you guarantee coverage of general liability of \$5,000,000 and agree to name Career Solutions as an additional insured? \_\_\_\_\_

Do you guarantee that funds received from Career Solutions will not be used for political lobbying?  
\_\_\_\_\_

Do you hold a certificate of compliance from the Minnesota Commissioner of Human Rights (not required for businesses with less than 40 employees)? \_\_\_\_\_

Are you an Affirmative Action/Equal Opportunity Employer? \_\_\_\_\_

Please provide a description of your cost/fees for the services you intend to provide:

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit by: March 29, 2019**

Return to: Ileana Merten  
Career Solutions  
1542 Northway Drive  
St. Cloud, MN 56303  
[ileana.merten@csjobs.org](mailto:ileana.merten@csjobs.org)

## **Prospective Vendors for CareerONE Transportation Services**

Voigts Bus Service  
PO Box 1  
St. Cloud, MN 56302

Trobec's Bus Service  
413 S. County Rd. 2  
St. Stephen, MN 56375

Guardian Bus Co.  
2779 Highway 10 SE  
St. Cloud, MN 56304

Richmond Bus Service  
718 Main Street East  
Richmond MN 56368

BASIC CRITERIA FOR TRAINING PROGRAMS

Purpose of form: To approve a training plan

Please go to https://mn.gov/deed/data/data-tools/career-education-explorer/ to help with the completion of this form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Is there suitable employment available for you now based your current skills and abilities? Explain:

\_\_\_\_\_

PART I: ASSESSMENT

TABE Scores: M \_\_\_\_\_ R \_\_\_\_\_ CAM: Yes O No O NCRC: Yes O No O Level: \_\_\_\_\_ Current Budget: Yes O No O
Date: \_\_\_\_\_ Date: \_\_\_\_\_ Date: \_\_\_\_\_

Test results from the school showing you meet requirements for the program (i.e.: Accuplacer, ACT): Print a copy

Do your assessments show you are qualified to complete the training in all the following areas?

Academic: Yes O No O Aptitude levels: Yes O No O Interests: Yes O No O

PART II: OCCUPATION/TRAINING RESEARCH: Below is a list of items you need to submit before your training plan can be approved.

- Complete the Job Guidance Worksheet. Submit when completed
What is the Labor Market for this Career? (Go to www.mn.gov/site - click on Data Tools use region 7W). Print this page
Is there a reasonable chance of employment after training?
What prior experience do you have in this field or career?
Is this a targeted industry or a demand occupation? Yes O No O
What are your skills gaps? Look under the heading On-the-Job training. Print this page.
Cross check with your resume. Highlight the skills you do not have. Submit the Highlighted copy. (optional)
Where is the training held? Go under the heading Education. Print this page.
If on-site training, how many miles away is it?
If on-line training, do you have the computer equipment you need to succeed? How do you know this?
Is the training WIOA certified? Yes O No O Print this page.
What are the industries that hire in this field? Look under the Data Tools information from above
Print 2 local job leads from the internet or newspaper, showing that training is needed for this position.
Informational interview with a person working in the job. (optional)

Part III: TRAINING INFORMATION: Information collected about the training program

- Program of Study: What credential or degree will you be going for?
Information from the school on the cost of the program, credits and classes needed. Provide printed information from the school.
Is the training program 2 years or less including prerequisites (if any)? Yes O No O If no, how long is the training?
Placement information, from the school placement office/website:
Wage at placement \$, placement rate % Provide a written copy
Are you eligible for financial aid? Yes O No O If yes, provide a copy of your financial aid award letter. If no, explain:
Are you accepted to a training program/college? Yes O No O If yes, provide a copy of your acceptance letter
Are you registered for classes? Yes O No O If yes, provide a copy of your schedule, fee statement and books needed for current semester.
Have you attended a college or PSEO classes in the past? Yes O No O If yes, provide a copy of your college transcript.
Program start date Anticipated graduation date

Part IV: Personal Plan:

- Submit written transportation plan plus a backup plan.
Submit written housing plan plus a backup plan.
Submit written childcare plan plus a backup plan.
Submit written budget plan while you are attending school. Submit all information by:

PART V: What happens next?

Your Career Planner will review your request for training. The plan may need team approval.

If your training program is approved, you must meet with your Career Planner to write a plan.

Please note: Completing the Basic Criteria does not guarantee your training plan will be approved.

# Job Guidance Worksheet

Name \_\_\_\_\_ Date \_\_\_\_\_

Please use the tool on these webpages to help you with this worksheet:

<https://mn.gov/deed/data/data-tools/career-education-explorer/> and [www.mn.gov/deed/data/data-tools/oid](http://www.mn.gov/deed/data/data-tools/oid)

If you are looking for a job or exploring a new career, the career profile is available to offer you a wide range of occupational information. When you find career profile, your next steps are:

1. Choose a region by entering a zip code, from a list or by clicking on the map.
2. Choose a job or occupation by typing in a job title or choosing from a list.

Once you have found your job title/occupation you can click on the menu bar on the top of the page. Each menu item will provide you with answers you need in filling out this worksheet or completing the basic criteria. The following is a list of the menu items to select from:

- Overview
  - Wages
  - Demand
  - Education
  - On the Job
  - Print
  - Start a new search
- 

## Top 5 jobs that I am interested in:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

## List at least 1 or more aspects you like about each of the jobs you listed:

1<sup>st</sup> Job \_\_\_\_\_

2<sup>nd</sup> Job \_\_\_\_\_

3<sup>rd</sup> Job \_\_\_\_\_

4<sup>th</sup> Job \_\_\_\_\_

5<sup>th</sup> Job \_\_\_\_\_

How much do I need to earn to live in my desired county/location: \$ \_\_\_\_\_

[www.mn.gov/deed/col](http://www.mn.gov/deed/col)

Choose one of your top 5 jobs and complete the following information using: [www.mn.gov/deed/careers](http://www.mn.gov/deed/careers)

Your choice is \_\_\_\_\_

- A. Write a short description of the typical job duties you would perform on this job.
- B. How many job openings are expected over the next 10 years? Is a good chance you will find an opening?
- C. How much does this job pay at the LOW and the HIGH end of the scale? Will you be able to live off the typical/median wage?
- D. What is the current demand for this occupation? Will it be easy or hard to land this job?
- E. What education level do most people have that are currently working this job? Do you need to continue going to school?
- F. List 5 tasks you would typically perform at this job.
1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_
  5. \_\_\_\_\_
- G. How many jobs are open in Minnesota right now?
- H. After researching this job and completing this information are you still interested in it? If yes, why? If not, why not?

**SUBJECT**

Classroom Training / Books, Supplies & Materials

**CITES**

Workforce Innovation and Opportunity Act (WIOA)  
Career Solutions Policy Manual 6.1A (Rescinded) 6.1B (Rescinded)

**REQUIRED ACTION**

Action: Adopt the policy  
Who: All clients  
When: Ongoing

**BACKGROUND**

To comply with the Workforce Innovation and Opportunity Act (WIOA).

**WAIVER REQUEST:**

A request to waive this local policy with supporting documentation may be submitted to the supervisor for consideration and action.

**POLICY AND PROCEDURE**

The following policies and procedures are to be followed:

**1. PRE-REQUISITES TO RECEIVING ASSISTANCE**

- a. Access to long-term classroom training (from 9 to 24 months) is limited to priority group members as defined in the WIOA Local Plan only.
- b. Graduate courses and degrees will be considered in special circumstances when all other options have been considered and do not enable the participant to meet the goals of the program in which they are enrolled. All Prerequisites to Receiving Assistance, Demand Occupations, Funding Limitations, and Client Responsibilities in this policy will apply in this situation. This includes a maximum of \$8,000 per fiscal year. Participant will need to comply with all Career Solutions procedures and requirements including, but not limited to, Basic Criteria for Training Programs and document the affordability of attending the program, including ability to fund the additional training costs.
- c. Funding authorization will be based on the Local Workforce Development Board (LWDB) and Career Solutions staff determination on availability of funds, on client documentation of need, and on Career Solutions determination of the likelihood of the client to complete the course work and accept training-targeted employment.
- d. In order to conserve WIOA Title I funds so that more clients in LWDB defined priority groups and per WIOA law and rule can be served, all those interested in classroom training must apply for financial aid grants through the educational institution they plan to attend. It is the policy that clients in training leverage any

and all other community funds available to support training activities as appropriate.

- e. Clients must have completed at least one core service as defined and articulated by the Workforce Service Area #17. Provider of that core service must have a standing Memorandum of Understanding with Career Solutions.
- f. If Career Solutions is to consider supporting a vocational plan developed through another agency, the client must present a financial plan from that agency to Career Solutions staff prior to having the plan considered for funding through Career Solutions. Clients who are in a defaulted or delinquent status on student loan accounts must work with Career Solutions staff and financial aid to address the default.
- g. Clients must demonstrate that the plan can be completed within 24 months of enrollment in classroom training activity and that it leads to a demand occupation.

## 2. **DEMAND OCCUPATIONS**

- a. The vocational goal of the client must be consistent with the aptitude and interests of the client as determined by a review of their work history, aptitude and interest testing, and an interview concentrating on the job goal, willingness to relocate, and wage level needed to support themselves and the family.
- b. Training will only be for those programs most likely to lead to successful employment in a demand occupation. Training in demand occupations is defined as training identified in the Career Solutions Integrated LWDB Local Plan, and/or which results in high-growth/high wage jobs and/or jobs in high growth/high wage industries, jobs in high demand, or in jobs with career laddering opportunities. This necessitates the training to support a vocational goal that is based on up-to-date labor market information and projections available through the Department of Employment & Economic Development and other reliable data-timely sources.
- c. Information on certified training providers will be available through WSA #17 (Career Solutions) including placement rates and other significant employment related data.
- d. Training can only be authorized to be delivered by certified training providers.

## 3. **FUNDING LIMITATIONS**

- a. Rationale - Although Career Solutions acknowledges tuition increases for Minnesota State institutions, legislative changes and reductions in funding have prompted Career Solutions to limit funding per student per fiscal year while striving to maintain/increase performance measures mandated by state and federal funds.
- b. Funding support for up to the Minnesota State rate for tuition, books and supplies and/or tools for approved classes may be allotted per client contingent upon funds available in the Career Solutions fiscal year. The maximum amount per fiscal year will be up to \$8,000.
- c. Clients choosing a non-Minnesota State training institution may receive up to the approved Minnesota State cost, for a maximum of \$8,000 per fiscal year, for an

equivalent training program per client per Career Solutions fiscal year.

- d. Work Study will be included in the plans to finance training on an individual basis considering such factors as number and age of participant's children and availability of support system for the family.
- e. Funds may cover classroom training expenses that are not covered by financial aid.

4. **CLIENT RESPONSIBILITIES**

- a. Clients must demonstrate active participation in the training program as agreed in the training plan by maintaining a grade average of at least a C, by a minimum of monthly contacts with the Career Planner to discuss progress, and by providing copies of quarterly grade reports and other documents as requested to their Career Planner.
- b. Clients must begin contact with the school's placement office and Career Solutions Career Planner for job leads at least 60 days before graduation.
- c. Clients must agree to attend job search activities, if not employed in their target occupation at graduation, and work with the school placement office until employed in their target occupation. At this point, support services for job seeking are available only to those who follow through. A contract outlining responsibilities of payback options is required if program is not completed.
- d. Clients must maintain contact with Career Solutions staff for purposes of job retention and program performance. Contact frequency will be defined at point of employment.

5. **MIS REQUIREMENTS**

Changes in activity and client status must be submitted within 5 days of the change and entered within 15 days of the change.

**INQUIRIES**

Career Solutions Executive Director  
(320) 308-5702

**EFFECTIVE DATE**

08 February 2018

**EXPIRATION DATE**

Ongoing

*Board approval on 02.08.2018*

*K:\New\HR\Policies\VI6.1c Classroom Training Limitations - approved 02.08.2018.docx*

## **SUBJECT**

Incentive Payments to Youth Participants under WIOA (Workforce Innovation and Opportunity Act) and Minnesota Youth Program (MYP) and other programs operated by Career Solutions with funding allowing incentive payments

## **CITES:**

Workforce Innovation and Opportunity Act (WIOA) effective 22 July 2014

TEGL 21-16 (effective 18 October 2016)

DEED WIOA Youth Administrative Manual Chapter 7: Youth Work-Based Training Activities

## **REQUIRED ACTION:**

**ACTION:** Career Solutions adopts the policies to set program guidelines on use of incentive payments for agency programs for WIOA Youth, MYP, and other agency funding allowing incentive payments.

**Action:** Approval

**Who:** All participants enrolled in WIOA Youth, MYP, and other programs operated by Career Solutions with funding allowing incentive payments and included in local approved plans.

**When:** Immediately

## **BACKGROUND:**

Per current regulations, incentives for recognition and achievement to eligible youth are an allowable use of WIOA and MYP funds. They are intended to be used to encourage and motivate WIOA and MYP youth to reach specific goals and obtain positive outcomes.

## **POLICY ON INCENTIVE PAYMENTS TO YOUTH**

- Incentive payments will result from completion of activities that are tied to goals in the client Individual Service Strategy (ISS) and the overall programming goals of the program in which the client is enrolled and participating.
- Amounts of incentive funds a client may receive will be reasonable.
- Amounts of incentive will be in relation to the difficulty of achievement of the goal.
- Incentives will be administered in an equitable manner avoiding arbitrary or discriminatory practices.

## **DESCRIPTIONS OF INCENTIVES:**

Include but are not limited to:

- Gift cards/certificates
- Vouchers

- Cash Awards including but not limited to for completion of goals, certifications, job readiness competencies
- Training related supports materials such as books

*Note: Gift cards/certificates will not be provided for food/entertainment venues.*

**HOW INCENTIVES WILL BE DOCUMENTED AND TRACKED:**

A log sheet of all incentives will be kept by program. Incentives will be recorded by Career Solutions authorizing and distributing the incentive and kept with the Financial Manager

List of incentives awarded by program will be given to and reviewed by Career Solutions Development Director on no less frequently than a yearly basis.

**INQUIRIES:**

Questions should be directed to Tammy Biery, Career Solutions Executive Director at (320) 308-5702.

**EFFECTIVE DATE:**

08 February 2018

**EXPIRATION DATE:**

Ongoing

**Career Solutions  
Youth Work Experience Program  
Supervisor Evaluation Worksheet**

ATTACHMENT D

Participant's Name:	Participant's Start Date:
Worksite: Department:	Job Title:
Supervisor Name	SBETC Staff:
Review #1 Date : Review #2 Date:	Review #3 Date: Review Final Date:

**Job Description: (update)**

See Attached

**Work Readiness Skills**

<i>Skill</i>	<i>Performance Expectations</i>
Dress/Hygiene	Dress appropriately for position duties. Clothes, hair and body are clean.
Attendance and punctuality	Show up in a timely manner prepared for work. Provide sufficient notice if unable to report for work.
Positive Attitude, Behavior and Listens and Follows Directions	Demonstrate a positive attitude, honesty and respect. Demonstrate the ability to understand and follow directions.
Getting along with co-workers and supervisor	Demonstrate understanding, friendliness and adaptability to co-workers and supervisor. Contributing to the group effort in meeting job expectations.
Responsibility	Demonstrate understanding of workplace culture and policy. Respects confidentiality and exhibit understanding of workplace ethics
Safety Practices	Demonstrate the ability to work safely, assists co-workers in being safe, and identify safety concerns. Comply with health and safety rules for the specific workplace.
Quality of work	Identify daily job objectives. Demonstrate pride in work performed, recognizing problems, work out solutions and carry projects out.
Quantity of work	Stay occupied with the task at hand. Asking for other tasks when finished with assigned work.

**Evaluation of Performance and Progress Instructions:**

**Review 1** will take place at the end of the **1st** week to establish a baseline assessments of the participant's level of competency. A **GOAL** is to be set for any area in need of improvement.

**Review 2** will take place at the end of **6** weeks to check if improvement has happened or if new goals need to be set.

**Review 3** will take place at the end of **12** weeks to check if improvement has happened or if new goals need to be set.

**Final Review** will take place at the end of **24** weeks or whenever the **placement has ended**.

**KEY**

1. Needs Development - Beginning to demonstrate and develop the foundation skills required for the position.
2. Competent - Demonstrates foundation skills required for position.
3. Proficient - Consistently demonstrates foundation skills required for position and shows initiative in improving own skills.
4. Advanced - Consistently demonstrates the foundation skills required for the position and shows initiative in improving own skills and using these skills to support the work of the organization.

Performance Assessment (CHECK EACH CATEGORY)	(1) Needs Development	(2) Competent	(3) Proficient	(4) Advanced
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<b>Work Readiness Skills</b>
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<b>Dress/Hygiene</b>				
Review #1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review #2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review #3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review Final	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Goals:**

<b>Attendance and Punctuality</b>
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Review #1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review #2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review #3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review Final	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Goals:**

<b>Positive Attitude, Behavior, Listens and Follows Directions</b>
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Review #1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review #2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review #3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review Final	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Goals:**

<b>Getting Along with Co-Workers and Supervisor</b>
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Review #1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review #2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review #3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review Final	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Goals:**

<b>Responsibility</b>
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Review #1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review #2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review #3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review Final	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Goals:**

<b>Safety Practices</b>
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Review #1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review #2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review #3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review Final	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Goals:**

<b>Quality of Work</b>
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Review #1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review #2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review #3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review Final	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Goals:**

<b>Quantity of Work</b>
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Review #1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review #2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review #3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review Final	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Goals:**

**Review #1: The first review meeting takes place at the end of the 1st week of work to develop a baseline assessment of the participant's level of competency.**

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SBETC Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Review #2: The second review meeting takes place at the end of the 6th week to review the participant's progress.**

**DID THE PARTICIPANT RATE HIGHER THAN THE GOALS IN REVIEW #1.**

Yes  No

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SBETC Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Review #3: The third review meeting takes place at the end of the 12th week to review the participant's progress.**

**DID THE PARTICIPANT RATE HIGHER THAN THE GOALS IN REVIEW #2**

Yes  No

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SBETC Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FINAL REVIEW: The final review meeting should be scheduled when the last time card is due.**

**DID THE PARTICIPANT RATE AS COMPETENT, PROFICIENT, OR ADVANCED IN THE GOAL(S) SET PREVIOUSLY.**

Yes  No

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SBETC Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_