

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

Cover Sheet/Signature Page

APPLICANT AGENCY - Use the legal name and full address of the fiscal agency with whom the grant will be executed.	Contact Name and Address
Central Minnesota Jobs & Training Services, Inc. 406 East 7th Street P.O. Box 720 Monticello, MN 55362	Eric Day, Youth Programs Manager Central Minnesota Jobs & Training Services, Inc. 406 East 7th Street P.O. Box 720 Monticello, MN 55362
Director Name: Barbara Chaffee Telephone Number: (763) 271-3711 FAX: (763) 271-3711 E-Mail: bchaffee@cmjts.org	Contact Name: Eric Day Telephone Number: (763) 271-3706 FAX: (763) 271-3711 E-Mail: eday@cmjts.org

MN Tax ID #: 2073311 Federal Employer ID #: 41-1484048

DUNS Number: 034 383 344

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

Signature: _____

Title: _____

Date: _____

Checklist of Items to be Submitted With Unified Local Youth Plan Prior to Submittal to DEED:

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

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

[Attachment 2]

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

WSA/Contact:	Eric Day, CMJTS Youth Program Manager
E-Mail Address/Phone Number:	eday@cmjts.org / (763) 271-3706
Date Submitted (or Modified):	

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

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

[Attachment 2]

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

WSA/Contact:	Eric Day, CMJTS Youth Program Manager
E-Mail Address/Phone Number:	eday@cmjts.org / (763) 271-3706
Date Submitted (or Modified):	

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

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

**All quarterly figures must be cumulative.

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

Definitions of Cost Categories

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

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

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

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

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

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

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

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

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

Youth Committee and Service Provider Information

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

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

YOUTH COMMITTEE MEMBER NAME	ORGANIZATION/REPRESENTI NG (examples: business, education, community-based organizations, youth, parent, etc.)	Full LWDB Member?
Chair: Commissioner Harlan Madsen Phone Number: (320) 664-3880 E-Mail: hmadsen2000@yahoo.com	County Commissioner – Kandiyohi Co.	Yes
Vice Chair: Richard Baker Phone Number: (906) 281-1948 Email: Scoops 513@gmail.com	Economic Development – GPS 45.93	No
Member Name: Denise Johnson Phone Number: (320) 395-0142 E-Mail: djohnson@ritewayconveyors.com	Private Industry – Riteway Conveyors	Yes
Member Name: Julie Goldenman Phone Number: (763) 441-3347 E-Mail: shepherdsinn@izoom.net	Foster Parent	No
Member Name: Vicki VanderVegt Phone Number: (800) 832-6082 E-Mail: vickiv@lakesandpines.org	Community-Based Organization – Lakes and Pines Community Action Council	No
Member Name: Barry Kirchoff Phone Number: (320) 308-4059 E-Mail: bckirchoff@stcloudstate.edu	Education – St. Cloud State University Small Business Development Center	No
Member Name: Margaret Munson Phone Number: (763) 682-7305 E-Mail: Margaret.munson@co.wright.mn.us	Juvenile Justice – Wright County	No
Member Name: Mark Lee Phone Number: (763) 684-2242 E-Mail: Mark.Lee@wtc.k12.mn.us	Education – Wright Technical Center	No

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

Youth Service Provider/Contact	WIOA	MYP
Central Minnesota Jobs and Training Services, Inc. 406 East 7 th Street, P.O. Box 720 Monticello, MN 55362 Eric Day, Youth Program Manager (763) 271-3706 eday@cmjts.org www.cmjts.org	<div style="text-align: right;">Yes No</div> In-School? <input checked="" type="checkbox"/> <input type="checkbox"/> Out-of-School? <input checked="" type="checkbox"/> <input type="checkbox"/>	<div style="text-align: right;">Yes No</div> Summer? <input checked="" type="checkbox"/> <input type="checkbox"/> Year-Round? <input checked="" type="checkbox"/> <input type="checkbox"/> OTS*? <input checked="" type="checkbox"/> <input type="checkbox"/>

*"OTS" = Outreach to Schools component of MYP.

[Attachment 1]

Work Plan: Youth Program Service Delivery Design

(WIOA Young Adult and MYP)

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

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

Not Applicable. No RFP issued by CMJTS for the WIOA Young Adult or Minnesota Youth Program in most recent program year.

2. **Describe outreach and recruitment of:**

- **Out-of-School Youth (“OSY”)**

CMJTS will continue to employ a multi-faceted approach for outreach and the recruitment of out-of-school youth. Strategies employed will include:

- Partnering with local Vocational Rehabilitation Services (VRS) providers, to provide program applications and offer services to their out-of-school youth, including and especially those placed on the VRS wait-list
- Connecting with current and former Minnesota Youth Program (MYP) participants to determine if they are working to their full potential or if they could qualify for and benefit from additional services under WIOA
- Connecting with local Adult Basic Education (ABE) instructors to find GED, Adult Diploma, and English as a Second Language (ESL) students who qualify for services under WIOA and/or MYP
- Utilizing social media (e.g. CMJTS’ Facebook Page) and the CMJTS website to inform the public about available tuition assistance and paid work-based learning opportunities for out-of-school youth.
- Attending local events, including college and business expos, job fairs, and other community outreach events to inform participants about WIOA and MYP offerings.
- Working with county social services and public health agencies, as well as other agencies serving at-risk youth and their families (e.g. local resource centers for homeless youth, local food shelves, court services agencies/jails, mental health services providers, etc.) to identify out-of-school youth who could benefit from the services afforded by WIOA and/or MYP.

- Regularly connecting with public assistance employment services providers to determine if they have clients who would qualify for and benefit from services under WIOA and/or MYP.
 - Visiting staff from area secondary schools (especially special education case managers, counselors, and school social workers) to inquire about recent or soon-to-be graduates, as well as dropouts, in their communities who are known to be struggling to find a career path.
 - Displaying WIOA and MYP information in WorkForce Centers/American Job Centers throughout LWDA 5.
 - Encouraging current and past participants to inform their friends and family about the offerings of CMJTS and the WorkForce Center/American Job Center, and asking them to refer these potential candidates for CMJTS Youth Program Services.
 - Developing relationships with military recruiters and giving them the opportunity to refer to CMJTS when aspiring service-members do not meet military requirements due to a lack of diploma/GED, disability, etc.
- **In-School Youth (“ISY”)**

While it is expected that few in-school youth will be enrolled into the WIOA program, CMJTS youth employment specialists will continue to employ several strategies for the recruitment of these youth so that they may be served under WIOA or, more commonly, MYP. These strategies will include:

- Connecting with school districts serving students from LWDA 5, including charter schools and alternative learning centers, to educate school staff about the offerings of the WIOA and MYP programs. Special effort will be made to connect with guidance counselors, school social workers, and special education case managers to ensure that program information is available to the students who are most at-risk.
- Displaying WIOA and MYP information in WorkForce Centers/American Job Centers, as well as CMJTS affiliate sites, throughout WSA 5.
- Encouraging current and past participants to inform their friends and family about the offerings of CMJTS and the WorkForce Center/American Job Center, and asking them to refer these potential candidates for CMJTS Youth Program Services.
- Connecting with public assistance employment services staff, in addition to dislocated worker program employment specialists, to determine if they have any clients who have family members that would qualify for and benefit from services under WIOA and/or MYP.

- Working with county social services and public health agencies, as well as other agencies serving at-risk youth and their families (e.g. local resource centers for homeless youth, local food shelves, mental health services providers, etc.) to identify youth who could benefit from services under WIOA and/or MYP.
 - Attending local events, including college expos, job fairs, and other community outreach events.
 - Utilizing social media (e.g. CMJTS' Facebook page) to inform the public about available career guidance, post-secondary exploration assistance, and paid internships/work opportunities for in-school youth.
 - Working closely with TRIO and Disability Services contacts at local colleges, to solicit referrals of students attending programs for which tuition assistance would be supported by labor market indicators (LMI).
 - Identifying post-secondary students who lack direction, fail to understand the college system and its ability to connect them with a career, and struggle to identify a career path that utilizes their personal strengths by taking referrals from faculty who have underperforming students in their classes and by visiting informally with students on the college campus.
 - Partnering with local VRS providers to provide program applications and offer services to their in-school youth, including and especially those youth placed on the VRS wait-list.
- 3. Describe eligibility determination process, include WSA's strategy for use of the "5% window" for non-income eligible ISY and OSY young adults (up to 5% of ISY and OSY participants served by WIOA Young Adults may be individuals who do not meet the income criteria for eligible in-school participants, provided they fall within one or more of the categories described in WIOA Sec. 129 (C). See Chapter 2 of the WIOA Youth Administrative Policy.**

CMJTS youth employment specialists assist interested parties with the completion of CMJTS Youth Program applications, the collection of appropriate supporting documentation, and eligibility determination. This process includes verifying that the applicant meets the threshold for economic disadvantage, when applicable, as well as "at-risk" determination. CMJTS youth employment specialists collect and input all relevant data into the Workforce One (WF1) data management system. All enrollments are reviewed by supervisors and, once approved, the applicant is set as "enrolled" in WF1. Once the application is complete, the CMJTS Quality Assurance Department (QAD) validates all eligibility and enrollment documentation to ensure compliance with federal and state data validation practices. Regional supervisors monitor a random sample of youth employment specialists' files twice annually to verify that data entered into WF1 matches information from the physical file. Regional supervisors have also implemented a peer review process, during which employment specialists review the files of their co-

workers to ensure accuracy. This also provides the employment specialist with opportunities to learn best practices from one another and encourages continuous improvement.

CMJTS follows all WIOA and MYP eligibility guidelines and strives to maintain excellent records, both in QAD and in the employment specialists' workspaces. The eligibility process is also used as an opportunity to teach youth participants about the importance of maintaining documentation of their citizenship, eligibility, etc. so that it is available when needed for entering employment and/or post-secondary training programs.

When otherwise-qualified and motivated applicants fail to meet the threshold in place to designate economic disadvantage, the youth employment specialist will contact the QAD to determine how close the CMJTS Youth Program is to filling the "5% window" for non-income eligible youth. If room remains in this category, the youth employment specialist will then contact the agency's other youth employment specialists to determine if there are other possible 5% candidates in the application process. If there is more than one possible 5% candidate, a determination is made by the group as to which applicant will be the most appropriate enrollment, based upon the applicant's career objectives and their ability to support CMJTS' performance goals. Final approval for all 5% enrollments will be given by the CMJTS Youth Program Manager. It is anticipated that, given the new eligibility guidelines provided by WIOA, which eliminate economic disadvantage as an enrollment criteria in several situations, 5% window determinations will be needed only on rare occasion.

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

While the vast majority of youth participants will meet at least one other at-risk criteria, CMJTS will consider youth who do not meet these criteria but whose employment or training outlook is hindered due to: migrant/refugee status, incarcerated parent status, documented behavior problems at school, documented truancy/chronic absenteeism, family literacy problems, domestic violence, substance abuse, chronic health conditions, or being one or more grade-levels below peers of the same age. CMJTS understands that there is a new "5% window" for these youth, and will avoid enrolling new youth in this category until which time CMJTS is below this 5% threshold. The process for enrolling youth in this 5% window will be the same process used to enroll youth who do not meet the threshold for economic disadvantage.

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

Objective assessment is the beginning of a set of comprehensive services designed to help participants achieve their potential and become productive and self-sufficient contributors to their communities. Objective assessment is both comprehensive and ongoing. Assessments are provided through individual interviews, performance evaluation of participants in worksite learning opportunities, computerized and paper assessments, and more. Appropriate accommodations are made for youth with special needs.

The primary initial assessment used by the CMJTS youth employment specialists is conducted in-person and includes an assessment of basic literacy/numeracy skills, educational background, work history, personal career goals, and family situation. The assessment process elicits information about the following items:

- Housing needs
- Childcare needs (as appropriate)
- Foster care history
- Criminal/juvenile justice system contact history/offender status
- Chemical dependency history
- Personal support system
- Academic skills
- Personal strengths
- Employability skills
- Work history
- Individual youth goals

Throughout participation in CMJTS' WIOA and MYP programs, additional assessments may be administered. Occupational aptitude and career interests are often assessed using the CopSystem 3C (CCC) assessment system. This tool gives youth employment specialist the opportunity to help participants determine where their personal career interests, abilities, and work values show commonality, and gives the employment specialist the opportunity to assist the participants in finding career paths that align with their strengths. Employment specialists may also proctor the MnCareers or GetMyFuture interest assessment to help participants discover professions that fit within their career interest profile.

All participants are given Wonderlic's General Assessment of Instructional Needs (GAIN) assessment, or another assessment approved by the United States Department of Labor or the Minnesota Department of Employment and Economic Development, as appropriate, to determine their level of proficiency in the areas of English and mathematics. Goals are set to increase the educational functioning levels of those participants who are found to be basic skills deficient when this stands in the way of making a successful connection with their field of interest. All youth employment specialist are trained in the use of each of these assessments.

Employment specialists also assess participants' ability to effectively complete applications for employment, create a professional resume, interview, and follow-up with employers. Soft-skills/career success skills are also evaluated by the employment specialist throughout the duration of each participant's program involvement.

Beyond the assessments administered to participants directly, CMJTS youth employment specialists receive copies of relevant school records for youth participating in secondary or post-secondary training. These records, which may include course transcripts, report cards, standardized tests results, discipline reports, etc., are gathered only as appropriate and only when a signed release of information has been presented to the school. Participants are also encouraged to take American College Testing (ACT) and/or Accuplacer assessments, and are asked to produce a copy of their results so that the employment specialist can help them determine their level of readiness for post-secondary instruction.

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

Information gathered during the initial assessment process is the beginning point in determining each participant's unique strengths, needs, and barriers to success. With this information, the youth employment specialists work with participants to determine an Individual Service Strategy (ISS) that best addresses their short and long-term goals. An incentive plan is developed by the youth employment specialist as part of the ISS to celebrate and positively reinforce the achievement of goals and objectives. Certificates of achievement may also be developed and provided to participants, as appropriate. The original copy of the ISS is maintained in the physical file. Youth employment specialists review the goals and action steps of the ISS regularly, with all youth participants, to encourage and support them in their goal achievement progress. The ISS is updated at least annually, but can be updated whenever the participant has experienced a significant change in goals or personal situation or when they have made significant progress in goal achievement.

It is noteworthy that CMJTS is currently in the process of incorporating elements of the Youth Profile form that was created for Minnesota's Disability Employment Initiative to enhance CMJTS' current ISS document.

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

Many youth need to develop career success skills before they are ready to succeed in unsubsidized/competitive employment. Often, they also lack the related experience necessary to secure desirable jobs. CMJTS' youth employment specialists will address these barriers by providing experiential and work-based learning opportunities for appropriate youth via paid internships/work experience opportunities. This will give these

participants the opportunity to gain the skills and experience necessary to find success in the workplace.

CMJTS has a strong network of private businesses, government agencies, and non-profits willing to host paid youth interns (work experience participants) at their sites. These entities receive an orientation, alongside the youth intern, from the youth employment specialist. This orientation outlines the responsibilities and expectations of the youth intern, the worksite supervisor, and the employment specialist. Other items addressed include workplace safety, child labor restrictions (as appropriate), the Minnesota Right to Know Act, injury reporting, state and federal employment rules, confidentiality, and equal opportunity employment. Interns are evaluated, on at least a quarterly basis, on a set of employability skills using an evaluation form that is based on the Secretary's Commission on Achieving Necessary Skills (SCANS) evaluation. Short-term goals for skills improvement are set and monitored by the employment specialist when workplace deficiencies or areas for improvement are identified. The employment specialist regularly visits the worksite to observe the participant, discuss progress, and areas for skills enhancement, and provide encouragement and support. The employment specialists work with the worksite supervisors to address any issues that arise with these inexperienced workers.

CMJTS also offers an enhanced version of the paid internship/work experience opportunity. This version, known as WorkForce Protégé, is typically a longer-term opportunity, made possible by the fact that the employer reimburses CMJTS (who remains the employer of record) for a portion of the intern's wages, generally at a rate of fifty percent. The opportunity is also made more meaningful by the fact that the employer also agrees to provide focused, face-to-face mentoring sessions throughout the duration of the opportunity. These mentoring sessions are dedicated to helping the youth capitalize on their skills and interests and promote building blocks for success.

The CMJTS Youth Program will also continue to utilize On-the-Job Training opportunities (OJT) that are similar to those offered by the WIOA Adult and Dislocated Worker programs. In the OJT process, when hiring a CMJTS Youth Program participant who are expected to require more intensive training to achieve the desired productivity levels, employers receive reimbursement for a portion of the participant's wages for the length of a designated training period. The duration of this training will vary, but will generally be two to six months and will be based upon the demands of the job and the skills needed to perform at company/industry standards. CMJTS is also interested in finding ways to develop and/or support apprenticeship and pre-apprenticeship learning opportunities through the provision of training, partial wage reimbursement, or support.

While none are planned at this time, CMJTS may offer "Career Jumpstart" opportunities to out-of-school youth. These opportunities have, in the past, consisted of two to three-week experiential learning sessions for groups of six to ten participants. During these sessions, participants have the opportunity to explore an industry sector. These Jumpstart opportunities may focus on manufacturing, health care, information technology, or other sectors in which labor market indicators show a need for skilled workers. Participants also have the opportunity to hear from employers, tour businesses and training programs, develop career success skills and receive a related and industry-recognized credential.

Participants who demonstrate interest and motivation during the offering, but who are still not ready for competitive employment, may then move onto a paid internship/work experience opportunity related to the industry sector.

CMJTS workforce development coordinators and placement specialists will also participate in the provision of experiential and work-based learning opportunities. Their role will be to network with and provide information to local entities, including local chambers of commerce and private businesses, to assist in identifying potential opportunities for paid internships/work experience, Workforce Protégé, OJT, and apprenticeships/pre-apprenticeship. They will also help to identify and recruit employers who are willing to assist by speaking with youth participants about their industries and by providing facility tours and internship opportunities.

8. Describe 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.

Youth employment specialists provide participants with career exploration assistance, in order to help them find careers that will both interest them and give them the means to achieve self-sufficiency and support a family. Various career assessment tools are utilized, including the MnCareers and GetMyFuture interest assessments, the CAREERwise Reality Check tool, and the CopSystem 3C (CCC) to help participants identify careers that support their work strengths, interests, and values. Youth employment specialists show youth participants how to use the Minnesota Career Profile tool and Occupations in Demand database, along with the ISEEK, bls.gov, and O*NET Online websites to determine if an occupation is supported by LMI. Participants are also made aware that tuition and training assistance may be available for LMI-supported career training programs. Once participants have been informed on how to access this information, their youth employment specialists often encourage them to complete additional, self-directed occupational research to ensure that they are giving LMI due consideration and are making informed career choices.

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

The Central Minnesota Workforce Development Board and Youth Committee approved a policy for developing Individual Training Accounts (ITAs) in July of 2016 (see attachment). CMJTS would like to continue the utilization of ITAs to serve out-of-school youth who are attending FAFSA-eligible post-secondary training programs supported by LMI indicators.

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

After the participant has made significant progress toward the achievement of self-sufficiency, as demonstrated by goal completion, credential attainment, employment, etc.,

discussions occur to prepare the participant for transition into follow-up services. The client is made aware, both at enrollment and at the time of exit, that the employment specialist will provide these services for a one-year period after the date of program “exit,” defined as the participant’s last date of non-follow-up service. They are also informed that it will be critically important for them to maintain contact with their employment specialist throughout the duration of the follow-up period so that the employment specialist can offer additional assistance if the participant encounters an obstacle to continued success. This contact ensures that the employment specialist has the opportunity to provide continued coaching so that the participant can maintain self-sufficiency and advance further along a career pathway.

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

CMJTS has adopted a WIOA Youth Incentive Policy (see attachment) which requires that all incentives earned by youth participants are tied to progress made toward goal and action step completion, as outlined in the ISS. Incentives may be distributed in the form of participation stipends, gas cards/vouchers, or store cards/vouchers. It is the responsibility of the employment specialist to determine when an incentive has been earned by the participant. Incentive requests are submitted to the CMJTS accounting department where they are coded specifically as incentives. Employment specialists note the issuance of all incentives in case notes. Incentive distribution consistency is monitored via file reviews performed by supervisors and through the peer review process. The program manager monitors incentives by reviewing budget reports and by communicating with supervisors and employment specialist staff. The current Incentive Policy was approved by the Central Minnesota Workforce Investment Board’s Youth Committee in February of 2016.

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

CMJTS will continue to utilize co-enrollments, with both Public Assistance and Adult WIOA and Dislocated Worker programs, as well as with partner programs, to ensure that participants are being served to the fullest appropriate extent. WIOA Youth participants may also be co-enrolled into the Minnesota Youth Program or other youth-focused and competitively-awarded employment and training programs to provide additional opportunities for career development. All support services are recorded, using the Workforce One data-management system, to ensure that involved staff can view all financial support services received by the participant and avoid duplication. Staff from each involved program will also discuss spending plans, strategies for success, set-backs, and other relevant participant information, as appropriate.

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

- **Dropouts and potential dropouts**

CMJTS has developed strong community partnerships throughout the eleven-county area comprising LWDA 5. Employment specialists have close ties with schools, including Area Learning Centers (ALCs) and charter schools, who assist with the identification of students who are at-risk of dropping out, as well as with those who have already officially or unofficially withdrawn from school. Adult Basic Education (ABE) providers also refer their GED, adult diploma, and ESL students, as appropriate. Additionally, CMJTS is working to develop stronger relationships with military recruiters who may be aware of young adults interested in military service who are lacking their diploma/GED.

- **Youth with language and/or cultural barriers to employment**

While LWDA 5 has few non-native English speakers, employment specialists do have the ability to coordinate with in-person interpreters and utilize the Language Line to provide translation services, if warranted. CMJTS will continue to work with agencies serving immigrant populations to ensure these populations are aware of our services and identify those youth who would qualify and benefit from them.

- **Youth in foster care and aging out of foster care**

Youth employment specialists maintain good communication with county human services agencies so that they may refer those youth who are in out-of-home placement situations for services.

- **Homeless youth or runaways**

In an effort to ensure availability and assistance to young people who are homeless, employment specialists have established relationships with agencies currently serving these youth. This includes a relationship with the drop-in resource center for homeless youth, Open Doors for Youth, in Elk River, MN, among others.

- **Youth offenders and at-risk of involvement with the juvenile justice system**

In an effort to serve youth who have had involvement with the courts, either as juveniles or as young adults, youth employment specialists maintain contact with court services personnel and encourage them to refer youth in need of work-readiness skills improvement as well as career planning and training assistance. CMJTS will continue to foster these court services relationships so that these youth can be identified and served. When possible, youth employment specialists will pay visits to local jails and detention facilities to provide offending youth with program information and application materials. Employment specialists will also talk with

these youth about their goals and provide them with resources for career planning.

- **Youth with disabilities**

CMJTS' youth employment specialists maintain close professional ties with Minnesota Vocational Rehabilitation Services counselors, as well as area special education case managers, school work coordinators, and agencies providing services to those youth with physical, developmental, and mental health issues, so that these youth may be identified and receive the assistance and support necessary to enter competitive and sustainable employment.

- **Teen parents**

The CMJTS Youth Program accepts referrals from county human services and public health agencies and works closely with area financial workers and public assistance employment specialist to provide coordinated services to those young parents who are receiving food, cash, or other assistance. Employment specialists also make program information available at local immunization clinics, pregnancy resource centers, and other locations where young parents might be found.

- **Youth of color and other under-served, under-represented youth populations**

While LWDA 5 includes only small and localized minority populations, employment specialists do strive to serve as many underrepresented youth as possible. CMJTS will continue to look for additional partnerships and looks forward to finding more opportunities for outreach to the Somali community as well as other minority groups.

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

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

CMJTS has developed a work-readiness checklist which is used as a case management tool to help the employment specialists identify gaps in the work-readiness of WIOA Youth participants (see attached). The form places emphasis on the identification of the participants' personal skills, social skills, team work skills, communication and job search skills, education and career skills, and childcare, transportation, and other support skills. Once the youth participant has demonstrated that they possess a specific work-readiness skill, the employment specialist indicates this on the form. The employment specialist then explains how the participant demonstrated this measure in case notes. When gaps in work-readiness are identified, the employment specialist has the ability to either provide the services necessary to overcome these barriers to employment. Alternatively, the employment specialist can refer the participant to other services and resources to address the identified gap(s), as appropriate.

- **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**

CMJTS' youth employment specialists understand the importance of evaluating the work skills of youth participating in paid work opportunities (paid work experience/internships, etc.). It is critical that any shortcomings, with regard to work readiness, be identified so that youth employment specialists can assist youth participants in implementing the changes necessary to be successful in the workplace. The CMJTS Youth Program has developed a work experience evaluation tool, based on the skills assessment developed by the Secretary's Commission on Achieving Necessary Skills (SCANS). A copy of this evaluation tool is attached. CMJTS youth employment specialists ask worksite supervisors to complete the evaluation at least quarterly and generally within a few weeks of both the start and end date of the work opportunity. The evaluation is reviewed by the youth employment specialist along with the youth participant. Areas of concern are addressed, as are strategies for improvement in these areas. This evaluation process, and its importance, is outlined by the youth employment specialist as part of the initial work experience orientation, which is attended by both the youth participant and the worksite supervisor. One copy of the work experience evaluation is provided to the youth participant and the other is kept in the paper file. In addition, all evaluations, and the conversations resulting from them, are documented in case notes using the Workforce One data-management system.

In addition to the work experience evaluation strategy outlined above, worksite supervisors are encouraged to complete a short performance feedback questionnaire that is featured at the bottom of each bi-weekly timesheet. A copy of this CMJTS work experience timesheet is attached. This shorter evaluation gives the worksite supervisor the opportunity to provide more frequent feedback in the areas of attendance, quality of work personal appearance, relationships with supervisors or co-workers, and mastering new skills. It also gives the worksite supervisor the occasion to highlight successes as well as areas of concern.

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

CMJTS' youth employment specialists participate in various activities under the umbrella of Outreach to Schools (OTS). These services can include: assisting with career exploration and job search workshops, facilitating team-building exercises, participating in area resource fairs, judging interview performance at mock-interview contests/workshops, and providing individual career consultations and labor market information (LMI) to youth who are uncertain of their career plans. Teachers and other school staff often contact CMJTS youth employment specialists when they wish to provide groups of students with current information on WorkForce Center offerings, LMI

information, and education/training information in an effort to help them start the development of their personal career plans.

16. 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)**

See attached.

- **Private sector internships, on-the-job training, mentoring, job shadowing, pre-apprenticeship or apprenticeship training.**

In addition to offering standard work-experience opportunities, CMJTS has developed the Workforce Protégé offering. Workforce Protégé enables youth to better understand the connection between work and success, to learn good basic work habits and skills, to form a positive relationship with community leaders, and to develop meaningful education and/or employment goals through mentoring provided by the employer and CMJTS staff. As part of a Workforce Protégé opportunity, an employer agrees to give a youth participant a job that will help them bridge the gap between training and long-term employability. Supervision includes the provision of clear expectations and feedback to the youth and regular communication with involved CMJTS staff. The business also agrees to provide in-person mentoring to help the youth create opportunities around the building blocks for success. While CMJTS remains the employer of record, the worksite shares in the cost of the participant’s compensation. This gives CMJTS the ability to increase the duration of the participant’s work opportunity and, in doing so, promote a more meaningful experience.

As mentioned in number 7, the CMJTS Youth Program has expanded experiential and workplace learning opportunities by offering OJT. In the OJT process, employers hire CMJTS Youth Program recipients and receive reimbursement for a portion of their wages for the length of a designated training period. The length of the OJT contract will vary, but will generally be two to six months in duration and will be based upon the demands of the job and the skills needed to perform at company/industry standards. CMJTS is also interested in finding ways to develop and/or support apprenticeship and pre-apprenticeship learning opportunities through the provision of training, partial wage reimbursement, or support.

In addition to the above opportunities, CMJTS youth employment specialists have the ability to incentivize youth for participating in job shadow opportunities with local employers or in industries of interest. These incentives are provided in accordance with the WIOA youth incentive policy.

- **Pre-Employment Transition Services (PETS) project.**

CMJTS was not selected as a pilot site for provision of services related to the Pre-Employment and Transition Services project in PY 2016. However, CMJTS looks forward to the possibility of providing these valuable services, possibly using an outreach-style model, in the coming year. CMJTS looks forward to receiving further information on this from the Minnesota Department of Employment and Economic Development's Youth Services Team.

- **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.**

CMJTS is very happy to be selected for participation in Round Seven of the Disability Employment Initiative. We are excited to enhance services to youth with disabilities through the thoughtful blending and braiding of funding streams. It remains CMJTS' intent to link youth with disabilities to gainful employment through individualized needs assessment and comprehensive services. CMJTS will utilize Integrated Resource Teams (IRTs) to expand collaboration with local partners, including Vocational Rehabilitation Services, and promote activities related to the Guideposts for Success to ensure that DEI participants receive the support necessary to advance down meaningful career pathways and achieve family-sustaining wages. These Guideposts for Success fit squarely with the CMJTS Youth Program's other offerings and it is expected that our DEI Youth involvement will have a positive effect on our WIOA Youth and MYP service provision. CMJTS youth employment specialists will receive guidance and technical assistance from the CMJTS DEI coordinator who will work to support employment specialist staff to ensure that this enhanced coordination of services is successful.

- **Strategies for coordinating with after-school and out-of-school time programming.**

CMJTS youth employment specialists have a long history of working closely with school work coordinators, special education case managers, and other school personnel to coordinate after-school work opportunities for qualifying youth. CMJTS will continue offering these opportunities to in-school youth as funds allow, as we believe these after-school jobs provide youth with the opportunity to develop workplace skills and, when coupled with the additional guidance and support of the youth employment specialist, provide them with an increased likelihood of workplace success beyond their high school years.

When budgets and time constraints allow, the CMJTS youth employment specialists will be given the opportunity to facilitate after-school leadership groups, focused on

career exploration and service learning. Youth involved in these groups will earn monetary stipends for their participation and will be given the opportunity to improve their position within their communities by participating in local service learning projects. They will also benefit from the career exploration assistance provided by their employment specialist. It is believed that these leadership groups will also provide a good opportunity for the incorporation of both financial literacy and entrepreneurship education.

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

In addition to providing employment and training services to youth and adults throughout LWDA 5, via the WIOA Youth, MYP, WIOA Adult, Dislocated Worker, and other programs, CMJTS provides employment services to Minnesota Family Investment Program (MFIP) and Supplemental Nutrition Assistance Program (SNAP) participants in six counties (Kanabec, McLeod, Meeker, Renville, Sherburne, and Wright). CMJTS' public assistance employment specialists work closely with human services staff to help MFIP and SNAP customers enter employment and gain economic stability. These public assistance employment specialists also have direct and frequent access to CMJTS' youth employment specialists. Because of this high degree of access, it is easy for the public assistance employment specialist to pull the youth employment specialist into client meetings, as appropriate, so that their client can learn about additional employment and training opportunities which may be available to them through the youth program. When co-enrollments do occur, the youth employment specialists and public assistance employment specialists work closely with one another to provide a high degree of support and guidance to the participant.

In the LWDA counties where CMJTS does not directly provide employment services to MFIP and SNAP participants, CMJTS' youth employment specialists maintain regular contact with the local public assistance employment services provider. As these providers are also partners of the Workforce Center/American Job Center system, easy access to the CMJTS youth employment specialist is still afforded. In some cases the youth employment specialist is officed in the same location as the public assistance employment services provider. When this is not the case, the youth employment specialist is available to meet with public assistance employment services providers, and their participants, by appointment. In all cases, the youth employment specialists provide CMJTS Youth Program information and application materials, which the public assistance employment services provider can disperse, as appropriate.

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				
CMJTS youth employment specialists will collaborate with county court services/probation agents to identify candidates for WIOA and MYP participation and provide them with meaningful training and workforce preparation assistance.	CMJTS youth employment specialists will work with other agencies whose primary charge is to serve youth who have a history of out-of-home placement to identify, serve, and support these youth as they transition into the workforce.	CMJTS will seek opportunities to work with the Minnesota Department of Vocational Rehabilitation Services (VRS) to find opportunities for co-enrollment, and to serve those young people who are unable to receive services from VRS due to their “wait-list” status.	CMJTS youth employment specialists will educate staff from agencies serving homeless youth and/or working to prevent homelessness (e.g. Catholic Charities Supporting Housing for Youth) to educate them on CMJTS Youth Program offerings and solicit for referrals of youth in need of training and employment assistance	CMJTS will partner with area Adult Basic Education (ABE) providers to provide financial support for their youth and young adults pursuing a GED or adult diploma, and will offer employment and training services to these learners, as appropriate.
CMJTS youth employment specialists will visit area jails and detention facilities to educate youth and young adults about the services available through the WIOA and MYP programs, as well as other offerings of the WorkForce Center/American Job Center System, so that they are aware of these resources and can have program application in process at the time of their release.	CMJTS youth employment specialists will connect with public assistance and other employment-related programs to identify young adults who have exited the foster-care system, or who have members of their household currently receiving foster-care services, and will provide these youth with information on WIOA Youth and MYP services, as appropriate.	CMJTS youth employment specialists will connect with day-treatment facilities, therapists, and other mental health collaboratives operated by agencies within LWDA 5 to educate them on Workforce Center/American Job Center offerings, solicit referrals, and provide appropriate clients with work, training, and support services.	CMJTS youth employment specialists will maintain regular contact with the Open Doors for Youth resource center and will provide their youth with employment and training information and resources so that they can improve their personal situations.	CMJTS youth employment specialists will work with public assistance and other employment-related programs to identify youth and young adults who lack a diploma or GED. These youth will be co-enrolled, as appropriate, so that diploma or GED services can be better supported.
CMJTS youth employment specialists will connect with public assistance and	CMJTS youth employment specialists will collaborate with case managers from	CMJTS youth employment specialists will attend and contribute to Individualized	CMJTS youth employment specialists will work with public assistance and other	CMJTS youth employment specialists will provide employment and training services

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				
dislocated worker programs to identify young ex-offenders on their caseloads who would also benefit from WIOA Youth or MYP services.	county social services agencies to provide training and support for their foster care youth who are preparing to enter the workforce.	Education Plan (IEP) meetings at area schools, as appropriate, to assist special education students with their employment goals as they approach graduation.	employment-related programs to identify youth and young adults experiencing homelessness and will provide these young people with WIOA and MYP program information. Staff will then co-enroll, as appropriate.	to Alternative Learning Center students, who are often at-risk of dropping out of the school system.
CMJTS youth employment specialists will attend training, as budgets allow, so that they can be education on legal process and additional ways to assist offenders who are preparing to reenter the workforce.	CMJTS youth employment specialists will work with area group homes to provide their youth, who are preparing to return to their communities, with resources, support, and guidance to assist them with their re-integration.	CMJTS youth employment specialists will participate in Community Transition Interagency Committee (CTIC) activities when possible.	CMJTS youth employment specialist will collaborate with county case managers and/or local foster care agencies to provide support for youth currently experiencing and/or at-risk of homelessness	
CMJTS will solicit referrals of young ex-offenders in need of employment and training services from inpatient and outpatient chemical dependency and mental health treatment facilities		CMJTS youth employment specialists will connect with public assistance and other employment-related programs to identify youth and young adults with disabilities, and will provide these young people with WIOA and MYP program information. Staff will co-enroll, as appropriate.	CMJTS will promote available services to those experiencing serious financial hardship by providing printed information at local food shelves and emergency assistance providing agencies (e.g. Heartland Community Action Agency, Common Cup, etc.)	
		CMJTS youth employment specialists will partner with agencies who provide vocational services to youth and young adults with disabilities (e.g. Functional Industries) to provide these youth with additional opportunities for workforce preparation, as appropriate.	CMJTS will assist participants by giving them strategies to manage their personal finances and by providing them with financial literacy instruction and resources, as appropriate. Related topics will include budgeting, use of credit, identity theft, etc.	
		CMJTS youth employment specialists will connect with the CMJTS DEI coordinator to form Integrated Resource Teams and deliver a full complement of coordinated services to youth with disabilities.		