



TANF-ARRA SUMMER YOUTH EMPLOYMENT PROGRAM

I. GENERAL

Generally current WIA guidance and policy applies to individuals enrolled in the TANF-ARRA summer employment program with the exception of age.

Eligibility WIA eligible youth ages 16-18 in or out of school or 19 if still in high school or the equivalent.

WIA eligible youth may be youth who are receiving or a member of a family that is receiving public assistance (TANF or SNAP (Food Stamps) **or** income eligible based on the 70% poverty level using the Lower Living Income Standard Level table in Section 3.40 of the WIA Policy Manual. There is **NO** 5% exception for the TANF-ARRA youth program.

II. WIA BARRIERS/DEFINITIONS APPLICABLE TO YOUTH APPLYING FOR TANF-ARRA PROGRAM

Basic Skills Deficient - An individual has English reading, writing, or computing skill at or below the eighth grade level. In order to mark basic skills deficient the youth must have been assessed using the TABE

Child of Incarcerated Parent(s) - A youth whose parent or parents are currently incarcerated, or who requires assistance in overcoming artificial barriers to employment resulting from parental incarceration

Court Involved Youth - A youth who has committed status offenses or delinquent acts.

OR

Youth At-risk of Involvement - A youth who has not committed illegal acts but who has risk factors associated with the potential for delinquent behaviors; or at risk of delinquent behaviors (e.g., because of drug and alcohol abuse, parental abuse and neglect, school misconduct, and negative peer group associations) and who have come in contact with the juvenile justice system as non offenders or as status offenders (e.g., running away from home, truancy, curfew violation and underage drinking)

Foster Child - An un-emancipated child under age 18 (or in limited situations, under age 21) who is not living with his/her parent or guardian and on whose behalf State or local government child-welfare payments are made.

Foster Child-Aged Out - A youth who has “aged out” of foster care is one who is not yet 22 years old and exited foster care at 18, or was adopted from foster care after age 16, or is no longer in foster care, but received 12 months of Transition to Adult Living services after the age of 14 while in foster care.

Homeless - An individual who lacks a fixed, regular, and adequate nighttime residence; and who has a primary nighttime residence that is--

(A) a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill);(B) an institution that provides a temporary residence for individuals intended to be institutionalized; or

(C) a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

In-School Youth- An in-school youth is a full-time high school student or in the equivalent level of education, e.g., Alternative Learning (PAL) or a GED program for approximately 30 hours per week.

Migrant Youth - A youth who is, or whose parent or spouse is, a migratory agricultural worker, including a migratory dairy worker, migratory fisher, migrant food processing worker, migrant seasonal farm-worker, and who, in the preceding 36 months, in order to obtain, or accompany such parent or spouse, in order to obtain, temporary or seasonal employment in agricultural or fishing work.

Offender - Any youth who is or has been subject to any stage of the criminal justice process or who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction

Poor Work History - Youth with a poor work history is a youth who:

- is working less than full-time
- has been fired from a job;
- has a sporadic work history (history of job hopping);
- is working in jobs that are unskilled or dead-end; or
- has no past work history.

Pregnant or Parenting Youth - A female, still in high school, 19 years of age or under who is pregnant, or a male, still in high school, 19 years of age or under who is the father, or any youth meeting the age criteria who is providing custodial care for dependent children.

Runaway - A youth that has left a domestic situation be it home or foster care, without permission; to avoid real or perceived danger, duty, restraint, or disadvantage. Status must be documented by a written customer statement, or a written statement from an individual who is providing temporary residence, or a written statement from a shelter or a social service agency.

School Dropout - A youth who is no longer attending any school and has not received a high school diploma or equivalent.

Youth at Risk for TANF-ARRA (6th barrier) - Any individual between the ages 16-18 (in or out of school) or 19 in still in high school or the equivalent including a youth with a disability who requires additional assistance to complete an educational program, or to secure and hold employment who:

1. Have no vocational/employment goal and

- a. has below average grades *; or**
- b. has poor work history (to include no work history); or**
- c. has been fired from a job in the last six calendar months.**

OR are included in one or more of the following characteristics:

1. Native American
2. Youth who “aged out of foster care”
3. Migrant Youth
4. Child of incarcerated parents
5. Court involved youth or at-risk of involvement

III. Work Readiness Skills Attainment

A worksite evaluation measuring Performance in the workplace is required to assess work readiness. The worksite evaluation must be conducted by the employer.

Work Readiness Skills Goal - A measureable increase in work readiness skills including: world of work awareness, labor market knowledge, occupational information, values clarification and personal understanding, career planning and decision making, and job search techniques (resumes, interviews, applications, and follow-up letters); encompass survival/daily living skills such as using the phone, telling time, shopping, renting an apartment, opening a bank account, and using public transportation; include positive work habits, attitudes and behaviors such as punctuality, regular attendance, presenting a neat appearance, getting along and working well with others, exhibiting good conduct, following instructions and completing tasks, accepting constructive criticism from supervisors and co-workers, showing initiative and reliability, and assuming the responsibilities involved in maintaining a job; and entails developing motivation and adaptability, obtaining effective coping and problem-solving skills, and acquiring an improved self image.

Work Readiness Tool –Use the Work Readiness Tool provided by USDOL. Worksite supervisors may use all of the skills listed on the Work Readiness Tool and add more skills **OR** they may only choose skills that they feel apply to their worksite and their expectations of the youth. No less than **five** skills may be used for the employee evaluation.

IV. Enrolling Youth in TANF-ARRA

1. Application

Paper Applications - Applications must be completed for all individuals not currently enrolled in the WIA youth program

MontanaWorks Application – A new Application must be completed in MontanaWorks for all new applicants and participants that have been in MontanaWorks works more than 45 days.

2. Eligibility Documentation

Using the **Eligibility Verification Worksheet** check the appropriate documentation verification required. Maintain the Eligibility Verification Worksheet in the participant's file. Do not enroll anyone until all eligibility documentation has been provided. The TANF-ARRA Eligibility Verification Worksheet is attached and

3. Individual Service Strategy

-Develop an ISS with the youth if they are a new participant. The ISS does not have to be as intense as for WIA however, complete the sections as appropriate.

-Have the youth sign and date the Participant Agreement and attach it to the ISS.

4. **MontanaWorks**

Application - A new MontanaWorks application must be completed for all new applicants AND participants that have been in MontanaWorks **more than 45 days**.

Eligibility Tab - The Eligibility Tab in MontanaWorks is set up for TANF-ARRA. The same steps are used to complete the eligibility tab as for WIA with the exception that TANF-ARRA must be checked in the **Check Verification** piece of the Eligibility Tab.

Enrollment – MontanaWorks is set up to enroll youth in the TANF-ARRA program

Employment Plan

Goal and Justification – Appropriate to the summer program

Open **eligibility** services and in a Task note that it's for TANF-ARRA

Open **TANF-ARRA Case Management**

Open **TANF-ARRA Work Experience**

Open **Youth Individual Service Strategy** service

Open **Supportive Services** when appropriate

Case Notes – Case note the same as for WIA with first case note indicating employed/not employed at enrollment

Funding: WEX payments are to be made as direct to client payments. Payments should be entered in MontanaWorks every two weeks to coincide with payments to participants.

Co-enrollment in WIA – The intent of TANF-ARRA is to place youth in Work Experience and the majority of these funds are to be spent on that purpose. This means that supportive services are limited. If the participant has a need for supportive services they need to be co-enrolled in WIA so more intensive supportive services may be paid from that funding stream.