

## **Overview of Policy and Procedure Manual Updates 2017**

### Youth 5% Income Exception

- Needs additional assistance to complete employment and/or education and 1 or more barrier to employment; basic skills deficient, homeless, runaway, foster youth, offender, etc.

### Priority of Service

- Veteran/spouse of Veteran  
policy expanded to include:
- Receive public assistance
- Low income
- Basic Skills Deficient
- Non Veteran who is receiving public assistance, low income, or Basic Skills Deficient

### Youth School Status

- ISY 14-21 years old OSY 16/24 years old, as defined in WIOA law, State of AZ policies and procedures.
- Selective service by age 18 years old, as required by WIOA law, State of AZ policies and procedures.

### Youth Services-reflects WIOA references and language

- Outreach, intake, assessments, basic skills, occupational skills, work experience, assist with employability, interests inventory, supportive services, developmental needs

### Individual Service Strategy (ISS) updated language to reflect WIOA law

- Living document, case management, goals and achievements identified, emphasis on case notes needing to correlate with ISS

## Youth Program Elements

- Tutoring, alternative school assistance, occupational training, work experiences paid/unpaid, education concurrent with work experiences, mentoring, counseling, entrepreneurial training, financial literacy, leadership, supportive services, follow up services, activities to prepare for post-secondary education, and eligibility of ISY/OSY defined at the time of enrollment

## Determining Low Income-Identifies WIOA standards for eligibility

- 70% LLSIL or census tracking of low income area to be utilized

## Support Services

- No longer paid support services to Adult or Dislocated Workers during follow up, only paid support services during follow up for Youth up to 12 months
- Files must document all support services

## Eligible Training Provider Listing (ETPL)

- Identifies State and Local responsibilities: DES/WDB/NACOG
- Locals will need to monitor school sites in their area once a year; procedures need to be developed
- Identifies provider responsibilities and qualifications
- Referral policies