Participant Name:

OSOS ID: County or Contractor:

Enrollment Date:  Exit Date:  Name of Reviewer:

**Eligibility Criteria A:** **Age at Time of Enrollment:**

| **Data Element** | **Per OSOS** | **Comments / How Documented** |
| --- | --- | --- |
| Date of birth (14 – 21 years old in-school) |  |  |
| Age at enrollment |  |  |
| Selective Service[[1]](#footnote-1) (18+ males only) | [ ]  Yes [ ]  No [ ]  N/A |  |

**Eligibility Criteria B – An Individual who is facing one or more of the following identified barriers to employment:**

|  |  |  |
| --- | --- | --- |
| **Barriers** | **In OSOS** | **Comments / How Documented** |
| **Yes** | **No** |
| Pregnant or parenting, including non-custodial parents |  |  |  |
| Youth with a Disability |  |  |  |
| Offender, involved in any stage of juvenile or adult justice system |  |  |  |
| Homeless or a runaway, who meet the criteria defined by McKinney-Vinto Homeless Assistance or Violence Against Women Act |  |  |  |
| Involved in any state of the Foster Care System - 1. In foster care
2. Aged out of the foster care system
3. Attained 16 years of age and has left foster care for kinship guardianship or adoption
4. In an out-of-home placement
5. A child eligible for assistance under the Social Security Act
 |  |  |  |
| Basic skills deficient |  |  |  |
| English language learner |  |  |  |
| Needs additional assistance to complete an educational program or to secure and hold employment as determined by the LWDB |  |  |  |

**Eligibility Criteria C: Low-Income Requirements (ISY must be low income):**

|  |  |  |
| --- | --- | --- |
| **Low-Income Categories** | **In OSOS** | **Comments / How Documented** |
| **Yes** | **No** |
| Receives or has received in the last 6 months supplemental nutrition assistance program (SNAP), Temporary Assistance for Needy Families (TANF), Supplemental Security Income (SSI), or State or local income-based public assistance | List |  |  |
| Family with total family income that does not exceed the higher of the poverty line or 70% of the lower living standard |  |  |  |
| Homeless, Runaway, Foster Care Youth |  |  |  |
| Receives, or is eligible to receive, free or reduced-price lunch |  |  |  |
| Youth with a disability whose own income meets the income requirement but the family income does not |  |  |  |
| Youth living in high-poverty area |  |  |  |
| Enrolled under 5% income exception |  |  |  |

**Eligibility Criteria D: Attending school, as defined by State Law, at time of Enrollment**

|  |  |  |
| --- | --- | --- |
| **School Status** | **In OSOS** | **Comments / How Documented** |
| **Yes** | **No** |
| In-School, Secondary School or less (K-12 schools) |  |  |  |
| In-School, Post-Secondary School  |  |  |  |
| In-School, Alternative School |  |  |  |

**Based on Eligibility Section A – D, is the youth eligible to be served as an ISY?** [ ]  Yes [ ]  No

**Data Element Validation (DEV) Review, Additional Items** ([TA 11-12.2](https://labor.ny.gov/workforcenypartners/ta/TA11-12.2.pdf))

|  |  |  |
| --- | --- | --- |
| **DEV Element**  | **In OSOS** | **Comments / How Documented** |
| **Yes** | **No** | **N/A** |
| Veteran Status |  |  |  |  |
| Employment Status at Enrollment (record on comment line) |  |  |  |  |
| Other reason for Exit |  |  |  |  |

**Assessment was conducted and document source: (20 CFR 681.420(a)(1))**

|  |  |  |  |
| --- | --- | --- | --- |
| **Area being assessed** | **Yes** | **No** | **Tool used (i.e. CareerZone / interview / TABE)** |
| Academic Levels |  |  |  |
| Basic Skills |  |  |  |
| Occupational Skills |  |  |  |
| Interests |  |  |  |
| Prior Work Experience |  |  |  |
| Employability |  |  |  |
| Supportive Service Needs |  |  |  |
| Aptitudes |  |  |  |
| Developmental Needs |  |  |  |
| Service Needs |  |  |  |
| Strengths |  |  |  |

Are the results of the assessment documented in the participant file? [ ]  Yes [ ]  No

Are the results of the assessment summarized in the OSOS comments? [ ]  Yes [ ]  No

Is Objective Assessment Service entered in OSOS?[[2]](#footnote-2) [ ]  Yes [ ]  No

**Individual Service Strategy: 20 CFR 681.420 (a)(2)**

Was an ISS developed for the youth? [ ]  Yes [ ]  No

Is there evidence the ISS was developed using the assessments?[ ]  Yes [ ]  No

Is ISS linked to one or more indicators of performance? [ ]  Yes [ ]  No

Identifies Achievement Objectives? [ ]  Yes [ ]  No

Does ISS identify a career pathway? [ ]  Yes [ ]  No

Identifies services needed/provided and any referral made? [ ]  Yes [ ]  No

Is there evidence that the ISS has been updated as needed? [ ]  Yes [ ]  No

Is Development of Individual Service Strategy service entered in OSOS?2 [ ]  Yes [ ]  No

**WIOA Youth Element(s) Provided (20 CFR § 681.460**)

ISS OSOS ISS OSOS

[ ]  [ ]  (1) Tutoring [ ]  [ ]  (8) Adult Mentoring

[ ]  [ ]  (2) Alternative Secondary School Services or [ ]  [ ]  (9) Follow Up Services

 Dropout Recovery [ ]  [ ]  (10) Comprehensive Guidance & Counseling

[ ]  [ ]  (3) Paid/Unpaid Work Experience (WE) [ ]  [ ]  (11) Financial Literacy Education

[ ]  [ ]  (4) Occupational Skills Training [ ]  [ ]  (12) Entrepreneurial Skills Training

[ ]  [ ]  (5) Education Offered Concurrently [ ]  [ ]  (13) Labor Market & Employment Information

[ ]  [ ]  (6) Leadership Development [ ]  [ ]  (14) Activities that help youth prepare for transition to post-secondary

[ ]  [ ]  (7) Supportive Services Education and Training

Date of first WIOA funded WIOA program element:

Were program elements reported in OSOS supported with OSOS Comments and/or documentation in youth file? [ ]  Yes [ ]  No

*(Explain any discrepancies in Summary section below)*

**Follow-Up Services:**

Were Follow-Up Services Provided to Exited Youth (TEGL 21-16) [ ]  Yes [ ]  No [ ]  N/A, if still receiving services

Are Follow up Services being provided (minimum of 12 months)? [ ]  Yes [ ]  No

Are only the allowable program elements provided during follow-up[[3]](#footnote-3)? [ ]  Yes [ ]  No

If follow-up services are not being provided, did local follow their policy

for youth who decline or can not be located? [ ]  Yes [ ]  No

Is there evidence that youth was notified of follow-up policy at time of enrollment?[ ]  Yes [ ]  No

**Work Experience (WE) Program Element:**

Did youth received WE service(s) (TEGL 21-16) [ ]  Yes [ ]  No [ ]  N/A

Does youth file, OSOS Comments, and/or ISS identify Academic and

Occupational Education received in conjunction with WE? [ ]  Yes [ ]  No

Is there a worksite, or similar, agreement available for review? [ ]  Yes [ ]  No

Are there timesheets, or other documentation, supporting placement?[ ]  Yes [ ]  No

**Incentive Payments:**

Did youth received an incentive (TEGL 21-16; 20 CFR 681.640) [ ]  Yes [ ]  No [ ]  N/A

Are incentive payments directly linked to achievement in training or WE? [ ]  Yes [ ]  No

Were incentives provided in accordance with written program outline? [ ]  Yes [ ]  No

Were incentives provided for entertainment (such as movie or sporting tickets)? [ ]  Yes [ ]  No

**Outcomes: As reported in OSOS on the Employment Outcomes and/or Training Outcomes Tabs**

([TEGL 26-16](https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=5002) & [TEGL 10-16.1](https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=3255), [TA 17-5](https://labor.ny.gov/workforcenypartners/ta/ta-17-5-performance-indicators.pdf), & [TA 11-12.2](https://labor.ny.gov/workforcenypartners/ta/TA11-12.2.pdf)) See Attachment C for definitions

Youth Education and Employment Rate – 2nd and 4th Quarter After Exit **Documentation Source**

In Unsubsidized Employment in 2nd Quarter after Exit: **In OSOS** [ ]  Yes [ ]  No **Documented** [ ]  Yes [ ]  No

In Education or Training in 2nd Quarter after Exit: **In OSOS** [ ]  Yes [ ]  No **Documented** [ ]  Yes [ ]  No

In Unsubsidized Employment in 4th Quarter after Exit: **In OSOS** [ ]  Yes [ ]  No **Documented** [ ]  Yes [ ]  No

In Education or Training in 4th Quarter after Exit: **In OSOS** [ ]  Yes [ ]  No **Documented** [ ]  Yes [ ]  No

Credential Attainment[[4]](#footnote-4): *(attained up to a year after exit)* **In OSOS** [ ]  Yes [ ]  No **Documented** [ ]  Yes [ ]  No

Credential Attainment Date: Type of Credential[[5]](#footnote-5):

If high school diploma or equivalent, is youth employed or enrolled in an education or training program that leads to a recognized

credential within 1 year after exit? **In OSOS** [ ]  Yes [ ]  No **Documented** [ ]  Yes [ ]  No

Measurable Skill Gains[[6]](#footnote-6): **In OSOS** [ ]  Yes [ ]  No **Documented** [ ]  Yes [ ]  No

**Summary of Findings & Observations:**

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

1. If a youth turns 18 while in the WIOA youth program, the youth provider must ensure that the youth is registered in Selective Service to continue to receive WIOA services; refer to TA12-9.1. [↑](#footnote-ref-1)
2. See *Provider Search and Documenting Services to Youth Program Customers* OSOS Guide dated 01/16/19; include as an Technical Assistance Observation prior to PY2019 if not done; can be Finding if not done during PY2019. [↑](#footnote-ref-2)
3. Allowable program elements: supportive services, adult mentoring, financial literacy education, LMI services, and preparation for transition to postsecondary education/training. [↑](#footnote-ref-3)
4. All ISY are included in the credential attainment indicator since they are attending secondary or postsecondary school. (TEGL10-16.1) [↑](#footnote-ref-4)
5. Participants who obtain a high school diploma or, recognized equivalent, must also be either employed or enrolled in an education or training program that leads to a recognized postsecondary credential within 1 year after exit. (TEGL 10-16.1) [↑](#footnote-ref-5)
6. All ISY are included in the measurable skills gain indicator as they are attending secondary or postsecondary school. (TEGL 10-16.1) [↑](#footnote-ref-6)