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 (16 - 24 years old out-of-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** |
| High School Dropout |  |  |  |
| Within the age of compulsory school attendance but has not attended school for at least the most recent school calendar quarter |  |  |  |
| Pregnant or parenting, including non-custodial parents |  |  |  |
| 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
 |  |  |  |
| Low-Income and is a recipient of a high school diploma or its equivalent, and is basic skills deficient |  |  |  |
| Low-Income and is a recipient of a high school diploma or its equivalent, and is an English language learner  |  |  |  |
| Low-Income and needs additional assistance to enter or complete an educational program or to secure or hold employment, as determined by the Local Workforce Development Board (LWDB) |  |  |  |

**Eligibility Criteria C: Low-Income Requirements:** (validate if entered in OSOS even if not needed for barrier)

|  |  |  |
| --- | --- | --- |
| **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), 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 (see Attachment C) |  |  |  |

**Eligibility Criteria D: Not Attending School** (as defined by State Law, at time of Enrollment)

|  |  |  |
| --- | --- | --- |
| **School Status** | **In OSOS** | **Comments / How Documented** |
| **Yes** | **No** |
| Not attending school or Secondary School Dropout |  |  |  |
| Not attending school; secondary school graduate/equivalent |  |  |  |
| Not attending school; within compulsory age |  |  |  |

**Based on Eligibility Section A – D, is the youth eligible to be served as an OSY?** [ ]  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 Services 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 cannot be located? [ ]  Yes [ ]  No

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

**Work Experience 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:**

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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. Only OSY who participate in one of the following are included in the credential attainment indicator: occupational skills training program element, secondary school education at or above 9th grade level, postsecondary education, Title II funded adult education at or above the 9th grade level, Youthbuild participant, or Job Corps participant. Youth who receive an OJT (or other work experience) are excluded. (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. Only OSY who participate in one of the following are included in the measurable skills gain indicator: occupational skills training program element, secondary school education at or above 9th grade level, postsecondary education, Title II funded adult education at or above the 9th grade level, Youthbuild participant, or Job Corps participant. (TEGL10-16.1) [↑](#footnote-ref-6)