

Workforce Innovation and Opportunity Act (WIOA) Title 1 Youth Program Basics Training Series

A Guide to Understanding How It All Works

Introduction:

Hello, and welcome! The document that you are currently reading serves as a curriculum for the self-paced training series that the New York State Department of Labor (NYSDOL) Youth Unit developed to teach the basics of the WIOA Title 1 Youth Program. It is intended to impart understanding of program requirements and best practices to youth practitioners. As you proceed through the modules in this series, you will learn important information such as how to determine a youth's eligibility, what services are allowed, how performance is measured for the program, and how the different parts of the program work together. By following this guide, you will develop a solid understanding of the WIOA Title 1 Youth Program framework and how it can help you grow professionally in your role. Each module offers a link to an external video and the necessary resources to learn the topic.

Before getting started with the training series, we recommend reading the United States Department of Labor (USDOL) Employment and Training Administration's (ETA) Training and Employment Guidance Letter (TEGL) 21-16, which gives guidance on implementing the WIOA Title 1 Youth Program. **TEGL 21-16 can be accessed [here](#).** By reading TEGL 21-16 and fully reviewing the videos and additional resources in each module of this series, you will develop a comprehensive understanding of the WIOA Title 1 Youth Program and all its different parts. This approach should help you make well-informed decisions and navigate the WIOA framework effectively. We recommend giving yourself time to listen to the information provided in each video as it will guide you through the contents of each module. Feel free to pause at any time to review resources or take notes. Sit back, relax, and let the voice-over guide you through each module to ensure you get the most out of these presentations. Enjoy!

WIOA Title 1 Youth Program Basics Training Series

The modules for this training series are all independent of each other and can be used in any order. However, beginners would be best served by reviewing the modules in the order listed below (starting on page 2).

Modules:

Module 1 - WIOA Title 1 Youth Program 101: Introduction to the Law – This introductory video provides a comprehensive overview of WIOA, explaining its purpose and fundamental components.

- a) [Program Video](#)
- b) **Resources:**
 - i) [WIOA Youth Program Services Brief](#) – The Services Brief is a comprehensive document developed by the NYSDOL Youth Unit to provide guidance by offering interpretations and recommendations on how to effectively deliver these services to youth participants during a youth’s enrollment in a WIOA Title 1 Youth Program. The brief outlines each element and presents a framework for the program that ensures accurate tracking and reporting of all services and activities. The brief also highlights the significance of monitoring service quality to enhance accountability, transparency, and program effectiveness. With a particular focus on youth engagement, case management, and incorporation of the 14 elements and various service types, the brief serves as a valuable resource for service providers and youth practitioners in delivering effective services and achieving desired outcomes.
 - ii) [Youth Services OSOS Guide](#) – Step-by-step One Stop Operating System (OSOS) instructions for entering services.
 - iii) [ISS Sample](#) – This template was developed by USDOL ETA and may be used for WIOA Title 1 Youth Program case management.
- c) **Additional Webinars:**
 - i) [The 411 on WIOA Youth Program Services for Reporting](#) (Password – Careers) – This webinar offers practical insights and guidelines for reporting on the WIOA Title 1 Youth Program services, ensuring attendees understand the necessary requirements and processes.

Module 2 - Design Framework 1: Intake and Eligibility Determination – Explore the eligibility criteria for WIOA Title 1 Youth Programs and services, gaining an understanding of who can benefit from these opportunities.

- a) [Program Video](#)
- b) **Resources:**
 - i) [NYSDOL Eligibility Brief](#) – A cheat sheet for comprehensive eligibility rules.
 - ii) [Data Element Validation/Source Documentation Cheat Sheet](#) – What to keep in the hard file for proof. (The document is available for download via the link in the left-hand column under “Related Content”)
 - iii) [WIOA Youth Services Brief](#) – Summary of WIOA Title 1 Youth Program services.
 - iv) [Technical Advisory 19-2 for WIOA Youth Eligibility](#) – Review only if needed to understand details of developing local policies.

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- v) [Training and Employment Guidance Letter 21-16 by USDOL](#) – Provides guidance on integrating positive youth development principles into workforce training programs.
- vi) [OSOS Service Categories and Types](#) – Various service categories and types available through OSOS.
- c) **Additional Webinars:**
 - i) [Eligibility Fields in OSOS – Make your Work Count!](#) (Password – Careers) – Provides attendees with effective strategies to optimize their data collection efforts.
 - ii) [OSOS Basics](#) (Password – DEWSweb123) – Discover the basics of OSOS and learn its key features and how to navigate and utilize the system effectively.

Module 3 - Design Framework 2: Objective Assessment (OA) and Individual Service Strategy (ISS) – Learn about the importance of OA's in WIOA, which assist in determining an individual's needs and developing an ISS tailored to their goals.

- a) [Program Video](#)
- b) **Resources:**
 - i) [Casey Life Skills Assessments](#) – A resource used to evaluate and measure the life skills of young people in areas such as education, employment, and independent living.
 - ii) [Youth Assessments from WorkforceGPS](#) – A resource that offers evaluations and measurements for assessing the skills and competencies of youth in the workforce.
 - iii) [Info on Youth Assessments from WorkforceGPS](#) – Assist state and local areas in understanding not only the requirements in the law, but also the purpose of assessments, key components of strong assessment tools, and strategies for conducting effective and empowering assessments with youth in the WIOA program.
 - iv) [ISS Sample](#) – Does your ISS have all it could have in terms of best practices?
 - v) [Case Management Toolkit](#) – Practices and resource tools for success.

Module 4 - Education-Focused Elements– Discover how the WIOA Title 1 Youth Program supports education and employment/training initiatives, providing individuals with the necessary skills and knowledge to succeed in the workforce. The video will review the following elements: Tutoring & Study Skills, Alternative Secondary Education, Integrated Education i.e., Education Concurrent with Workforce Training, and Postsecondary Education.

- a) [Program Video](#)
- b) **Resources:**
 - i) [NYSED Multiple Pathways to Diploma](#) – New York State Education Department provides alternative routes for students to earn a high school diploma.

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- ii) [CUNY Career Kits](#) – The City University of New York (CUNY) Career Kits resource offers comprehensive tools and resources to help students explore various career paths and prepare for the workforce.
 - iii) [Grasp Math Packets](#) – Resources for NYS educators preparing adult students for a high school equivalency and beyond.
 - iv) [Credential Attainment E-Learning Module](#) – An online module focused on helping individuals gain credentials in the workforce.
 - v) [Measurable Skill Gain E-Learning Module](#) – An online module designed to help individuals track and improve their measurable skill gain in a specific domain or field.
 - vi) [Offering Cheat Sheet Tool](#) – The Offerings Cheat Sheet is a template that allows practitioners to make a quick reference list of OSOS offerings.
- c) **Additional Webinars:**
- i) [Youth Service Types and Outcomes Changes in OSOS](#) (Password: Careers) – Explore changes in OSOS related to youth service types and outcomes.
 - ii) [Measurable Skill Gains – OSOS Data Entry and Best Practices](#) (Password:DEWSweb123) – Learn data entry and best practices for measuring skill gains in OSOS.
 - iii) [Credential Attainment – OSOS Data Entry and Best Practices](#) (Password:DEWSweb123) – Discover effective data entry and best practices for capturing credential attainment in OSOS.
 - iv) [Making Work Experience Work for Your Youth](#) (Password: Careers) – Unlock the potential of work experience for youth through expert guidance.
 - v) [The LMI Element is more than Occupational Information](#) (Password: Careers) – Gain valuable insights on the broader scope of occupational information beyond the Labor Market Information (LMI) element.

Module 5 - Employment & Training Focused Elements– Gain valuable insights into the key components and strategies for effectively engaging and preparing young individuals for employment and training opportunities under WIOA. The video will review the following elements: Paid and Unpaid Work Experiences, Occupational Skills Training, Integrated Education i.e., Education Concurrent with Workforce Training, and **LMI**.

- a) [Program Video](#)
- b) Resources:
 - i) [Forms of Payments for WIOA Youth Program Participants](#) – Information and resources related to the different forms of payment available for participants in the WIOA Title 1 Youth Program.
 - ii) [NYSED Multiple Pathways to Diploma](#) – NYSED provides alternative routes for students to earn a high school diploma.

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- iii) [National External Diploma](#) – The National External Diploma Program offers information and resources on an organization that focuses on adult education and workforce development.
 - iv) [CUNY Career Kits](#) – The CUNY Career Kits resource offers comprehensive tools and resources to help students explore various career paths and prepare for the workforce.
 - v) [CareerOneStop Certification Finder](#) – A toolkit to help individuals find certifications that can enhance their career prospects and improve their skills.
 - vi) Online Learning Platforms – Many platforms offer a wide range of courses from top universities and organizations to help individuals gain new knowledge and skills. Examples include: [Coursera](#), [Massive Open Online Courses](#) (MOOCs), and [EdX](#).
- d) **Additional Webinars:**
- i) [The 411 on WIOA Youth Program Services for Reporting](#) (Password: Careers) – This webinar offers practical insights and guidelines for reporting on the WIOA Title 1 Youth Program services, ensuring attendees understand the necessary requirements and processes.
 - ii) [Youth Issues Webinar -The LMI Element is more than Occupational Information](#) (Password: Careers) – Explore the multifaceted nature of the LMI element beyond occupational information.
 - iii) [Youth Issues Webinar - Making Work Experience Work for Your Youth](#) (Password: Careers) – Discover effective strategies for making work experience impactful for youth.

Module 6 - Well-Being Focused Elements– Understand the focus on well-being and unleashing individual potential in the context of WIOA, emphasizing the holistic development of participants. The video will review the following elements: Comprehensive Guidance and Counseling, Supportive Services, and Financial Literacy.

a) [Program Video](#)

b) **Resources:**

- i) [Median Earnings E-Learning Module](#) – This E-Learning module covers calculating and understanding median earnings for individuals in unsubsidized employment, with narrated scenarios and extra resources.
- ii) [First Step: A Youth Practitioner’s Resource Guide to Supportive Services](#) – This guide helps youth practitioners connect young adults to supportive services not offered by their employers, with quick access to state or local programs and services.

c) **Additional Webinars:**

- iii) [Finesse Your Financial Literacy Education Element](#) (Password: Careers) – Enhance your financial literacy education element with expert tips and strategies.

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Module 7 - Potential Focused Elements— Learn how caring adults, business building skills, and leadership opportunities can empower young individuals to develop essential skills and unleash their true capabilities, setting them up for success in various aspects of life. The video will review the following elements: Entrepreneurial Skills Training, Leadership Development, and Adult Mentoring.

a) [Program Video](#)

b) **Resources:**

- i. [Leadership Competencies Tracking Tool](#) – This tool helps track progress and record achievements for 23 leadership competencies, such as time management, emotional control, and community engagement.
- ii. [28 Employability Skills Framework](#) – The Employability Skills Framework unifies skills across workforce development and education sectors, drawing from existing standards and assessments.

c) **Additional Webinars:**

- i. [Youth Issues Webinar -The LMI Element is more than Occupational Information](#) (Password: Careers) – Explore the multi-faceted aspects of the LMI element beyond occupational information.
- ii. [Youth Issues Webinar - Making Work Experience Work for Your Youth](#) (Password: Careers) – Discover effective strategies for making work experience impactful for youth.

Module 8 - Transition Focused Elements— Explore the transition process in WIOA, which helps individuals smoothly navigate between the different phases of their career development, education, and/or training journey. The video will review the Follow-Up element.

a) [Program Video](#)

b) **Resources:**

- i. [Follow-Up Agreement Template](#) – A follow-up plan that will support transition and progression of youth on their career pathway.
- ii. [28 Employability Skills Framework](#) – The Employability Skills Framework unifies skills across workforce development and education sectors, drawing from existing standards and assessments.
- iii. [Resources for Adult Mentors](#) – This website provides resources and guidance on how to become a more effective mentor.
- iv. [Leadership Competencies Tracking Tool](#) – Created to assist in establishing a baseline for each leadership skill, allowing participants to see how far a participant has progressed toward achieving that ability.

c) **Additional Webinars:**

- i. [Insights into the WIOA Follow-Up Element](#) (Password: Careers) – Gain valuable insights into the WIOA follow-up element and learn best practices for effective implementation.

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- ii. [The 411 on WIOA Youth Program Services for Reporting](#) (Password: Careers) – This webinar offers practical insights and guidelines for reporting on the WIOA Youth Program Services, ensuring attendees understand the necessary requirements and processes.

Module 9 - Indicators of Performance— Discover how performance indicators work and what counts to help identify areas for improvement, track progress towards goals, and make informed decisions to optimize performance.

a) [Program Video](#)

b) **Resources:**

- i. [WIOA Youth Performance Brief](#) – A cheat sheet for understanding primary indicators of performance.
- ii. [WIOA Quarterly Performance Reports](#) – This section is continually updated as performance data becomes available. Note that these quarterly reports are cumulative, where each successive quarterly report will contain new data for the latest quarter in addition to including data from previous quarters in the Program Year.
- iii. [TEGL 10-16 Change 2](#) – Details primary indicators of performance and its nuances.
- iv. [OSOS Guide for Performance Data Entry](#) – A comprehensive resource for tracking and measuring success in workforce development under WIOA. [WIOA Performance Indicators' E-Learning Series](#) (WorkforceGPS) – This resource offers a summer e-learning series on WIOA Performance Indicators for workforce development programs.
- v. [Credential Attainment E-Learning Module](#) – This resource offers an e-learning module on Credential Attainment, providing valuable resources and training for workforce development.
- vi. [Measurable Skill Gains E-Learning Module](#) – This resource explains indicators, types, calculations, scenarios, and provides additional resources for a comprehensive understanding.
- vii. [Employment Rate \(2nd and 4th Quarter\) E-Learning Module](#) – This resource explains the Employment Rate calculation and provides examples to determine inclusion, available under "Related Resources."
- viii. [Median Earnings E-Learning Module](#) – This e-Learning module provides an overview of the median earnings indicator for participants in unsubsidized employment after exiting core programs, with examples, calculation guidelines, scenarios, and resources.

d) **Additional Webinars:**

- i. [Youth Service Types and Outcomes Changes in OSOS Webinar](#) (Password: Careers) – Explore changes in OSOS related to youth service types and outcomes.
- ii. [Measurable Skill Gains – OSOS Data Entry and Best Practices](#) (Password: DEWSweb123) – Learn data entry and best practices for measuring skill gains in OSOS.
- iii. [Credential Attainment – OSOS Data Entry and Best Practices](#) (Password: DEWSweb123) – Discover effective data entry and best practices for capturing credential attainment in OSOS.

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Go Beyond the Basics: Continued Learning to Ensure Best Practices in Your Program Interactions

Do you want to learn more? Expand your knowledge, skills, and self-reflection through the resources and training sessions listed below. These resources go beyond the basics, providing practitioners with in-depth knowledge and practical skills that can drive program success. These materials offer curated industry best practices and enable practitioners to stay current, adapt to the evolving demands on youth professionals, and engender an inclusive environment for youth.

- [Positive Youth Development Resources](#) – Provides an orientation to the youth development approach for new professionals in the field of youth work, offering free professional development to supervisors, administrators, funders, and community volunteers.
- [The Developmental Relationships Framework](#) by The Search Institute – The developmental relationships framework, identified by Search Institute, consists of five elements and 20 specific actions that empower relationships in young people's lives.
- [Adolescent Development](#) – Offers information about how to utilize youth's developmental stage to their own advantage.
- [PILOT assessment: A Guide to Integrating Positive Youth Development into Workforce Training Settings](#) – This guide provides educators, trainers, and youth development professionals with practical strategies to integrate positive youth development principles into workforce training programs, focusing on strengths, skill-building, and empowerment to nurture the personal, social, and professional growth of young people and prepare them for success in the workforce.
- [Harvard's Project Implicit](#) – The website offers a test to measure implicit biases, providing individuals with insights into their unconscious attitudes and beliefs.