

HANDOUT 1.

AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (ARRA) **AS IT PERTAINS TO THE Summer Youth Employment Program**

(Period of Operation May 1, 2009 to September 30, 2009)

OVERVIEW

The Greater Peninsula Workforce Investment Board (GPWIB) is the policy and planning body for workforce development activities in the cities of Hampton, Newport News, Poquoson, Williamsburg and the Counties of Gloucester, James City and York County (Local Workforce Investment Area XIV). The GPWIB administers programs necessary to operate the workforce development system through funding made available under the Workforce Investment Act (WIA), while supporting economic development through a trained and productive workforce in the Greater Peninsula region. The WIB's oversight responsibility includes designation of the One-Stop Operator, certification of the One-Stop centers, selection and monitoring of workforce development service providers, establishing local policies, and setting of local performance standards.

The mission of the GPWIB is to provide human capital solutions through creative funding strategies and partnerships that keeps our region globally competitive and economically strong.

The GPWIB brings together business and community leaders, appointed by the local elected officials, to promote and expand workforce development activities to ensure the long-range economic vitality of the region.

As part of its existing WIA responsibilities, the GPWIB has been charged with administering the federal American Recovery and Reinvestment Act (ARRA) of 2009 funds for Summer Youth Employment in LWIA XIV.

The Summer Youth Program, funded under the American Recovery and Reinvestment Act of 2009, will place youth ages 14-24 years old in summer work experience opportunities in the **cities of Hampton, Newport News, Poquoson, Williamsburg and the Counties of Gloucester, James City and York County**. Participating youth must be eligible for services under the Workforce Investment Act (WIA) eligibility guidelines.

Program success will be measured by the attainment of work readiness skills, with guidelines established by the Department of Labor and, possibly, by the Commonwealth of Virginia. The Council's Summer Programs will focus on providing meaningful work experience opportunities to eligible youth, consistent with the WIB's strategic plan located at <http://www.pcfwd.org/publications.asp>.

The articulated goals of the Summer Youth Employment Program are to place youth in jobs so that they:

- **earn a paycheck;**
- **develop work readiness skills;**
- **learn about the world of work; and,**
- **develop effective work habits and behaviors.**

FEDERAL STIMULUS FUNDS – BACKGROUND AND GUIDELINES

The Summer Youth Employment Program is funded through the American Recovery and Reinvestment Act (ARRA) of 2009.

Guidelines for the use of these funds include:

1. Transparency and accountability;
2. Timely expenditure of funds;
3. Increasing workforce system capacity and service levels; and,
4. Using data and workforce information to guide strategic planning and service delivery.

Other key ARRA provisions and emphasis of note related to youth include:

1. Emphasis on serving disconnected youth;
2. Expenditure of funds in Year 1 of the Act.

WORKFORCE INVESTMENT ACT (WIA) – BACKGROUND AND GUIDELINES

The federal Workforce Investment Act of 1998 (WIA), P.L. 105-220, was implemented in July 2000 to consolidate, coordinate, and improve employment, training, literacy and vocational rehabilitation programs in the United States.

WIA provides the framework for a national workforce preparation system that is flexible, responsive, customer-focused and locally managed. The Act's intent was to restructure numerous federally funded workforce development programs into an integrated workforce investment system designed to better respond to the employment needs of its customers—employers as well as current workers, unemployed workers, workers laid-off due to restructuring or downsizing, and new entrants to the labor force.

The ARRA's Summer Youth Employment Program will comply with all WIA rules and regulations. As such, funds can only be used on WIA eligible individuals.

Eligible uses of WIA funds include:

- Personnel and benefits
- Standard operating and administrative costs
- Participant wages and payroll taxes
- Limited participant support services such as work appropriate clothing, work related supplies, etc.

LOCAL PROGRAM GUIDELINES

In addition to the federal guidelines listed above, the following guidelines have been established by the GPWIB.

- 1) Program activities should focus on work experience and work behaviors. The Summer Youth Employment Program is not intended to provide services to address academic issues as a primary objective; although the Act does not preclude this as a complimentary activity.
- 2) One of the goals is to place as many youth in jobs as possible. Therefore, low overhead is critical.
- 3) While the target population may have supportive service needs, support services are limited under this SYEP to those that directly relate to the participant's ability to perform on the job site. These include appropriate limited assistance to purchase tools or clothing, bus passes, and child care assistance.
- 4) Funds cannot be used to supplant existing funding (e.g., rent of an existing facility). Leveraging of program funding with existing resources is desired and expected.

SYEP Schedule (Period of Operation May 1, 2009 to September 30, 2009)

Generally, the work experience opportunities can vary in hours and length of participation depending on both local program design and the availability of job sites. For purposes of budgeting, an average of 32 hours per week at 6 weeks in length has been used to estimate project size and scope.

Participant Wages

Most youth will be paid the "new" minimum wage (\$7.25 per hour) for job site and work readiness hours worked. Most participants will, therefore, earn up to \$1,500 for a total of 192 hours of work and training. Some older youth may be hired as site supervisors earning approximately \$9 per hour. Eligible job sites are limited to public and non-profit organizations with the exception of the Private Sector component, which will permit a number of work experience opportunities in the private-sector for the older youth (e.g. 21, 22, 23, 24).

Eligible Youth Participants (For additional information about program eligibility, please see last page of this document.)

For purposes of this program, WIA eligible individuals are:

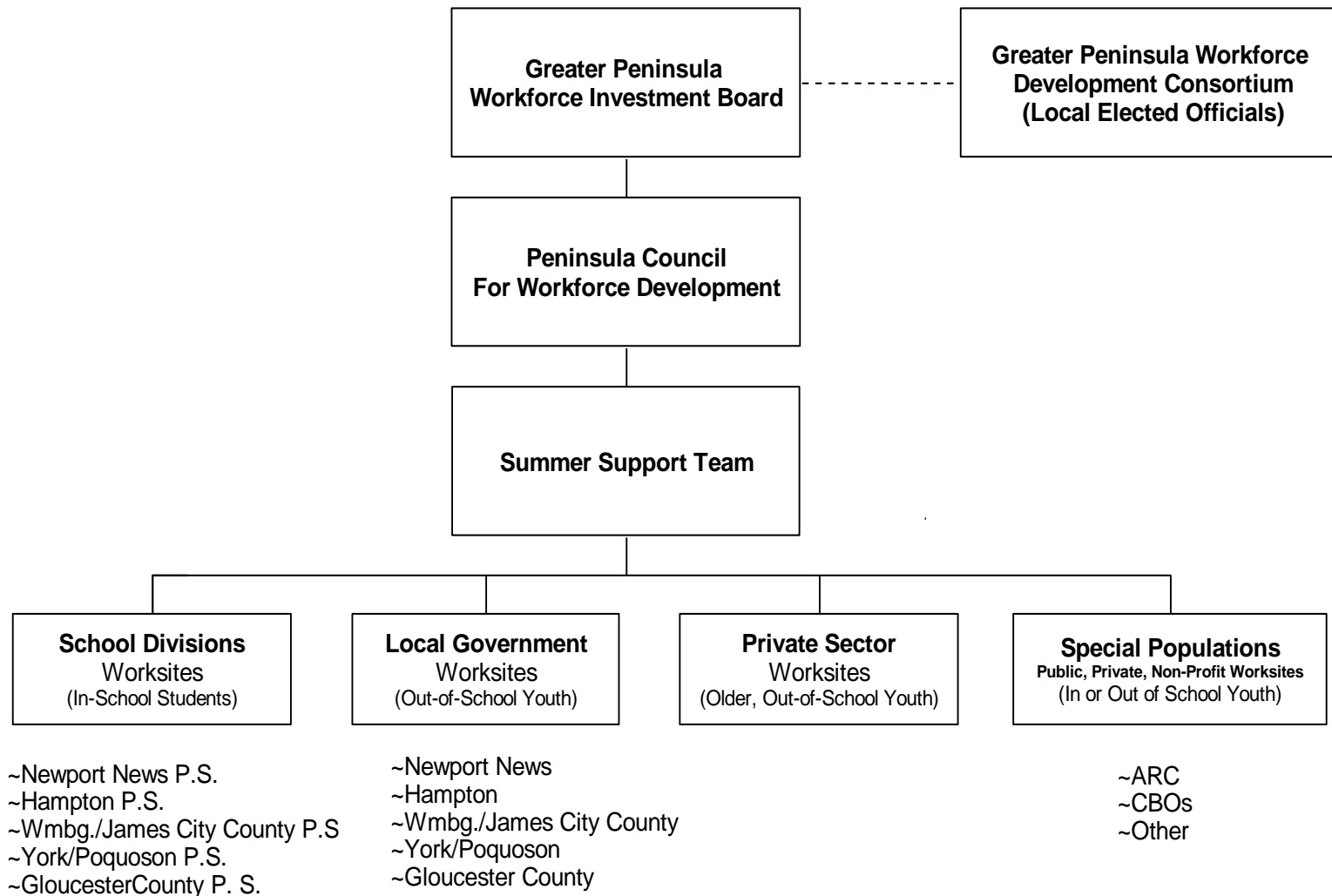
- 1) Ages 14-24 **and**
- 2) United States citizen or eligible non-citizen **and**
- 3) Selective service registration (if applicable) **and**
- 4) Low-income **and**
- 5) Have one or more of the following characteristics:
 - a. Deficient in basic literacy skills
 - b. School dropout
 - c. Homeless
 - d. Runaway
 - e. Foster Child
 - f. Pregnant or Parenting Youth
 - g. Offender or involved with juvenile justices
 - h. Limited English
 - i. Youth with disabilities (including learning disability)
 - j. Youth at risk of dropping out

WIA uses the terms “in-school” and “out-of-school” to categorize youth services and allocate funding. This distinction is important since the summer program will require that a minimum of 30% of program expenditures are on behalf of Out-of-School Youth.

- ***In-School Youth*** – An eligible youth who is enrolled in a secondary education institution. This includes those who are registered for next fall’s classes.
- ***Out-of-School Youth*** – An eligible youth who is a school dropout, or who has received a secondary school diploma or its equivalent but, is basic skills deficient, unemployed, or underemployed (WIA section 101(33)).

GREATER PENINSULA SUMMER YOUTH EMPLOYMENT PROGRAM

Organizational Chart



GREATER PENINSULA SUMMER YOUTH EMPLOYMENT PROGRAM
Support Team

Ad-Hoc Planning Committee: Ned Carr, Joe Johnson, Kim Sheppard,
Roger McDaniels, Rex Evans, Jim Magnotta,
Shawn Avery, Matthew James

Senior Staff: Bill Mann, Gary Butler

Compliance Officer: Shannon Powers

Eligibility Determination: NHREC Youth Workforce Office

Resource Specialists: Deniece Blair - Forms, MIS, Monitoring Support
Cathy Ellis - Forms, Monitoring Support
Terri Partain - Accounting

GREATER PENINSULA SUMMER YOUTH EMPLOYMENT PROGRAM
Other Critical Program Information and Definitions

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Workforce Readiness Skills Goal Definition

A measurable 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, a job search techniques (resumes, interviews, applications, and follow-up letters). They also encompass survival/daily living skills such as using the phone, telling time, shopping, renting an apartment, opening a bank account, and using public transportation. They also 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. This category also entails developing motivation and adaptability, obtaining effective coping and problem-solving skills, and acquiring an improved self image.

Locally Defined Workforce Readiness Process

Since the emphasis of the Summer Youth Program is on jobs and work experience opportunities, the Council will be defining a standardized evaluation tool that will be used by all service providers for the purpose of documenting and measuring each participant's attainment of workforce readiness skills.

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Work Experiences For Youth

Federal Register/Vol.65 No. 156/Friday, August 11, 2000/Rules and Regulations

§ 664.460 What are work experiences for youth?

(a) Work experiences are planned, structured learning experiences that take place in a workplace for a limited period of time. As provided in WIA section 129(c)(2)(D) and § 664.470, **work experiences may be paid** or unpaid.

(b) **Work experience workplaces may be in the private, for-profit sector; the non-profit sector; or the public sector.**

(c) Work experiences are designed to enable youth to gain exposure to the working world and its requirements. Work experiences are appropriate and desirable activities for many youth throughout the year. Work experiences should help youth acquire the personal attributes, knowledge, and skills needed to obtain a job and advance in employment. The purpose is to provide the youth participant with the opportunities for career exploration and skill development and is not to benefit the employer, although the employer may, in fact, benefit from the activities performed by the youth. Work experiences may be subsidized or unsubsidized and may include the following elements:

- (1) Instruction in employability skills or generic workplace skills such as those identified by the Secretary's Commission on Achieving Necessary Skills (SCANS);
- (2) Exposure to various aspects of an industry;
- (3) Progressively more complex tasks;
- (4) Internships and job shadowing;
- (5) The integration of basic academic skills into work activities;
- (6) Supported work, work adjustment, and other transition activities;
- (7) Entrepreneurship;
- (8) Service learning;
- (9) Paid and unpaid community service; and
- (10) Other elements designed to achieve the goals of work experiences.

(d) In most cases, on-the-job training is not an appropriate work experiences activity for youth participants under age 18. Local program operators may choose, however, to use this service strategy for eligible youth when it is appropriate based on the needs identified by the objective assessment of an individual youth participant. (WIA sec. 129(c)(2)(D).)

§ 664.470 Are paid work experiences allowable activities?

Funds under the Act may be used to pay wages and related benefits for work experiences in the public; private, for profit or non-profit sectors where the objective assessment and individual service strategy indicate that work experiences are appropriate. (WIA sec. 129(c)(2)(D).)

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Allowable Worksites

TEGL 14-08 Worksites. States and local areas should seek employers that are committed to helping participants receive the experience and training that is required to meet the work readiness goals set for summer employment participants. **ETA recommends selecting employers that are willing to work closely with program staff. It is critical that local areas ensure proper worksite supervision in cooperation with both worksite supervisors and program monitors.** Employers should be flexible in working with youth who have issues that may have barriers to employment. States and local areas should consider a combination of public sector, private sector, and non-profit summer employment opportunities. This may also include project-based community service learning opportunities not conducted at an employer worksite. When utilizing service learning opportunities, worksite supervision, including participant to staff ratio, is critical.

Attention should be given to ensure that work experience arrangements do not unfavorably impact current employees and do not impair existing contracts for services or collective bargaining agreements. In addition, the work experience of the participants should not replace the work of employees who have experienced layoffs (see 20 CFR 667.270 for nondisplacement requirements). Youth summer employment should be a work experience intended to increase work readiness skills of participants and not impact the profit margin of a for-profit company. ETA recommends adopting selection criteria to ensure that one employer is not favored at the expense of another employer.

Section 1604 of Division A of the Recovery Act states, “none of the funds appropriated or otherwise made available in this Act may be used by any state or local government, or any private entity, for any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool.” Therefore, states and local areas should not use Recovery Act funds to place youth in summer employment or work experiences in any of these facilities.

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Specifications for Worksites

The following are expected for each position and youth at a job site:

1. A job description that clearly outlines the participant's duties and skills that will be required (these skills may be developed during the summer experience).
2. Age appropriate activities and responsibilities that introduce and reinforce the rigors, demands, rewards, and sanctions associated with holding a job.
3. Appropriate orientation to the employer, its line of work, and how the position and work performed will benefit the organization and its customers.
4. Opportunities for youth to carry out real, every day duties to support the organization (special considerations apply to private-for-profit worksites).
5. Appropriate level of work duties so that the participant is not idle and that a full work day is accomplished.
6. Opportunities for participants to interact with employees at different levels and within different occupations within the organization so they learn about the various jobs and career paths.
7. Appropriate supervision that includes reinforcement of workplace expectations, timely feedback on performance and behavior, and appropriate sanctions when necessary.
8. Timely feedback on participant's work performance and behavior and appropriate sanctions when applicable.

GREATER PENINSULA SUMMER YOUTH EMPLOYMENT PROGRAM

References

- ✓ Training and Employment Guidance Letter No. (TEGL) 14-08 dated March 18, 2009
- ✓ Guidance for Implementation of the Workforce Investment Act and Wagner-Peyser Act Funding in the American Recovery and Reinvestment Act of 2009 and State Planning Requirements for Program Year 2009.
http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2728

GREATER PENINSULA SUMMER YOUTH EMPLOYMENT PROGRAM
First Steps and Timeline

STEPS	MILESTONE DATES
1. Designate your agency's (school division, local government, etc.) Primary Point of Contact for the Summer Youth Program	ASAP but no later than April 8
2. Identify the Lead Coordinator for program operations	April 10
3. Establish immediate contact with Council's Office at 826-3327 so that individual meetings can begin with assigned staff.	April 14
4. Begin establishing written framework for your program	No later than April 30
5. Begin outreach and recruitment of eligible youth	Must begin by April 13 Complete by: May 22
6. Identify and develop worksites	Must begin by April 20 Complete by: May 15 w/on-going activities as appropriate
7. Finalize written contract/agreement between Agency and WIB	May 15
8. Complete eligibility determination process for all identified youth	Completed by May 22
9. Match eligible youth with worksite assignments	Complete by May 29
10. Begin implementation of work experience activities	No later than June 22
11. Conclude all program operations	No later than September 30
12. Submit final written close-out report	October 15

GREATER PENINSULA SUMMER YOUTH EMPLOYMENT PROGRAM
Questions and Contact Information

Please direct all questions to:

Cathy Ellis

Executive Assistant

Peninsula Council for Workforce Development

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