

Definitions of the 10 Program Elements Per TA 06-16.2

1. Tutoring, Study Skills Training, Drop Out Prevention Strategies

Tutoring and Study skills training teaches the youth to develop organizational, comprehension, interpretive and writing skills needed for studying educational materials. This may include remedial academic instruction leading to secondary school completion, including dropout prevention strategies.

Enter appropriate comments in OSOS. Note specific services provided.

2. Alternative Secondary School Services

An alternative school service includes any non-traditional environment that provides a comprehensive elementary, middle or secondary curriculum. Mastery of learning standards and attainment of a high school or GED diploma are achieved through a learner-centered program structure, multiple learning opportunities, frequent student performance review and feedback, and innovative use of community and school resources to support youth development.

Enter appropriate comments in OSOS. Note specific services provided.

3. Summer Related Employment Opportunities (Youth Only)

A program for youth operated during the summer months as part of a comprehensive strategy for addressing the youth's employment and training needs. It is not intended to be a stand-alone program. It provides summer employment opportunities that link academic and occupational learning as part of the required youth program elements. Summer youth employment must provide direct linkages to academic and occupational learning, and may provide other elements and strategies as appropriate to serve the needs and goals of the participants. Youth who participate in summer employment opportunities **must be provided at least twelve months** of follow up services.

Enter appropriate comments in OSOS. Note specific services provided.

4. Paid/Unpaid Work Experience

A structured work-based learning experience connected to a youth participant's area of career interest. Youth work for an employer for a specified period of time to learn about a particular industry or occupation. Internships provide an opportunity for "hands-on" learning and may be paid or unpaid. Usually a contract outlines the expectations and responsibilities of both parties.

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Planned, structured learning experiences, for a limited period of time, in the private, for-profit; non-profit; or public sector workplace that may be paid or unpaid. Work experiences are designed to enable youth to gain exposure to the working world and its requirements and should help youth acquire the personal attributes, knowledge and skills needed to obtain a job and advance in employment. The purpose is to provide opportunities for career exploration and skill development. Work experiences may be subsidized or unsubsidized and may include:

- 1) instruction in employability or workplace skills, such as SCANS;
- 2) exposure to various aspects of an industry;
- 3) progressively more complex tasks;
- 4) Internships and job shadowing;
- 5) 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.

Enter appropriate comments in OSOS. Note whether the work experience was paid or unpaid.

5. Occupational Skills Training

An organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate or advanced levels. Such training should be outcome oriented, focused on a long-term goal as specified in the Individual Employment Plan or Individual Service Strategy, and support attainment of a certificate.

Enter appropriate comments in OSOS. Examine the Local Area Board Policies on Youth ITA.

6. Leadership Development Opportunities

Activities that encourage responsibility, employability, and other positive social behaviors such as:

- a) exposure to postsecondary educational opportunities;
- b) community and service learning projects;
- c) peer-centered activities, including peer mentoring and tutoring;
- d) organizational and team work training, including team leadership training;
- e) training in decision-making, including determining priorities and

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f) citizenship training, including life skills training such as parenting, work behavior training, and budgeting of resources.

Enter appropriate comments in OSOS. Note specific services provided.

7. Supportive services

Child care services that are necessary to enable a youth to participate in authorized WIA activities. It can include day care or after-school programs inside or outside the home. It usually includes supervision and shelter and may include subsistence and transportation.

Dependent care services that are necessary to enable a youth to participate in authorized WIA activities. It can include day care or other programs inside or outside the home. It usually includes supervision and shelter and may include subsistence and transportation.

Housing services that are necessary to enable a youth to participate in authorized WIA activities. Such services assist youth in maintaining or obtaining adequate shelter for themselves and their families while they are receiving employment, training or other supportive services.

Transportation services that are necessary to enable a youth to participate in authorized WIA activities. Such services help ensure youth mobility between home and the location of employment, training and/or other supportive services.

Supportive services other than child and dependent care, housing or transportation, such as linkages to community services, referrals to medical services and assistance with uniforms or other appropriate work attire and work-related tools, including such items as eye glasses and protective eye gear, that are necessary to enable a youth to participate in authorized WIA activities.

Enter appropriate comments in OSOS. Note specific services provided.

8. Mentoring

Mentorship links youth with a local business/industry/community-based individual in a structured relationship between a qualified adult and a youth participant. Adult mentors assist youth to develop a positive sense of self and pride in accomplishment, and support participant goals of employment and lifelong learning. Mentoring may be provided during and after program participation, for a period of at least 12 months.

Enter appropriate comments in OSOS. Note specific services provided.

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9. Follow Up Services

These may include:

- 1) leadership development and supportive services
- 2) regular contact with the youth's employer, including assistance in addressing work-related problems that arise
- 3) assistance in securing better paying jobs, career development and further education
- 4) work-related peer support groups
- 5) adult mentoring and
- 6) tracking the progress of youth in employment after training.

The types and duration of services must be determined based on the needs of the youth. The scope of follow-up services may be less intensive for youth who have only participated in summer youth employment opportunities.

Enter appropriate comments in OSOS. Note what specific Follow Up services were provided. All youth must receive Follow Up services for a minimum of 12 months after exiting the program.

10. Comprehensive Guidance and Counseling (Youth Only)

The provision of information, materials, suggestions or advice, including drug and alcohol abuse counseling, as well as referrals to counseling as appropriate to the needs of the individual youth, which are intended to result in positive social behaviors.

Enter relevant data into the Comprehensive Assessment module and make appropriate comments in OSOS. Note development of ISS, if appropriate. Note which partner / agency referrals were made, if any.