

**Program Year 2010
Local Youth Plan
WIA Youth Formula Grant and the Minnesota Youth Program**

Form 1 - Cover Sheet/Signature Page

APPLICANT AGENCY - Use the legal name and full address of the fiscal agency with whom the grant will be executed.	Contact Name and Address
Northwest Private Industry Council, Inc. 1730 University Avenue Crookston, Minnesota 56716	Rodger L. Coauette, Executive Director Northwest Private Industry Council, Inc. 1730 University Avenue Crookston, MN 56716
Director Name: Rodger L. Coauette Telephone Number: (218) 281-6020 FAX: (218) 281-6025 E-Mail: rodger.coauette@state.mn.us	Contact Name: Rodger L. Coauette Telephone Number: (218) 281-6020 FAX: (218) 281-6025 E-Mail: rodger.coauette@state.mn.us

MN Tax ID #: 36885809 Federal Employer ID #: 36-34695532

Local Website Address (if applicable): www.nwpic.net

I certify that the information contained herein is true and accurate to the best of my knowledge and that I submit this application on behalf of the applicant agency.

Signature: _____

Title: _____

Date: _____

Checklist of Items to be Submitted With Regular WIA/MYP Plan Prior to DEED Approval

- Form 1:** Signed Cover Page _____
- List of Youth Council Members _____
- List of All CURRENT Youth Service Providers _____
- Current Youth Council Mission Statement and Work Plan _____
- Current Request For Proposal (RFP) Used to Select Youth Service Providers _____
- Copies of Best Practices Supporting Shared Vision For Youth _____
- Form 2:** Completed 2010 Budget For Regular WIA Youth _____
- Form 2a:** Completed 2010 Budget Backup For Regular WIA Youth _____
- Form 3:** Completed SFY 2011 Budget for Minnesota Youth Program _____
- Form 4:** Completed WIA Youth Performance Measures Chart _____
- Form 5:** Completed WIA Common Youth Performance Measures Chart _____

1. Attach a Current Youth Council Membership List (see below for sample format).

<p align="center">YOUTH COUNCIL MEMBER NAME</p>	<p align="center">ORGANIZATION/REPRESENTING (examples: business, education, community-based organizations, youth, parent, etc.)</p>
<p>Chair: Dixie Holen Phone Number: (218) 563-2502 E-Mail: dholen@yahoo.com</p>	<p>Northwest WIB Chairperson/Business</p>
<p>Kathy Giannonatti</p>	<p>Housing</p>
<p>Betty Halvorson</p>	<p>Community Based Organization/Youth Program Operator</p>
<p>Brittany Hesse</p>	<p>Youth Participant</p>
<p>Marybeth Kuske</p>	<p>Youth Participant</p>
<p>Daryl Meyer</p>	<p>Tri-County Community Corrections/Juvenile Justice</p>
<p>Nancy Stoffel</p>	<p>Foster Parent</p>
<p>Darla Swanson</p>	<p>Foster Parent</p>
<p>Murray Turner</p>	<p>Education/Carl Perkins Coordinator</p>

2. Please provide an updated list of all current youth service providers (see below for sample format). The information provided in this chart will be posted on the DEED website. Please be sure that the contact person's name, phone number and e-mail address are entered correctly.

Youth Service Provider/Contact	WIA	MYP
Inter-County Community Council P.O. Box 189 Oklee, Minnesota 56542 (218) 796-5144 Betty Halvorson Employment and Training Program Director bHalvorson@intercountycc.org	X	X

3. **Attach a current Mission Statement and Work Plan for the Youth Council. Attach a current copy of the Request for Proposal (RFP) issued by the WSA/LWIB/Youth Council to select youth service providers.**

The Mission Statement for the Northwest Youth Council is “Investing Today’s Resources in Tomorrow’s Workers.”

The Youth Council has an outline for a work plan to be followed for Program Year 2010. This document was developed based on input from Youth Council members. This document is attached.

A current copy of the Request for Proposal and the RFP Rating worksheet is also attached.

- How does the WSA procure youth services under regular WIA and MYP?

The Northwest Private Industry Council has never maintained staff of its own for the delivery of program services for any of the programs it operates. The NWPIC has instead selected program providers through a Request for Proposal (RFP) process. The youth RFP was developed in accordance with the services to be provided and incorporated criteria listed in the State WIA Plan for the identification of effective youth providers.

Notice of the RFP process was advertised in the official newspapers in each of the seven counties located within the Workforce Service Area plus the newspapers in communities larger than the community housing the official county newspaper. In addition, the RFP process was posted at the NWPIC website at www.nwpic.net.

When selecting program providers, consideration is given to the following factors:

- The general nature of the organization
 - How the agency will coordinate job training services with other agencies, employers and organized labor
 - Fiscal accountability
 - Record maintenance and reporting
 - Prior experience in the delivery of job training programs
 - Delivery of activities and services
 - How services available to youth under WIA will be marketed
 - The client selection process and the equitable delivery of services
 - Assessment and ISS development
 - The evaluation process in measuring program outcomes
 - Staff qualifications
 - Commitment to staff development
- Describe your WSA’s program design for younger, in-school youth.

The strategy of the WSA is to prepare the younger, in-school youth to make informed

decisions about their future as it relates to the world of work, in particular about the opportunities available for high-demand and high-pay jobs in Northwest Minnesota. It is felt that it is important to prepare them for future unsubsidized employment opportunities through quality career exploration and career counseling. This provides them with the information that they need to make good career decisions about post secondary education and potential careers. Younger youth will be assisted in the development of pre-employment skills, work maturity skills, job seeking skills, job retention skills, and occupational skill training. The recognition that learning is a life-long process is a primary objective of programming for the younger youth and the tie between work and continued learning is constantly being stressed.

Paid work experience will be the principal component of the younger youth program. The entire work experience process is treated as an occupational learning experience. Youth complete applications, interview, are expected to be on time and to fulfill other standard positive expectations of the world of work. Academic enrichment activities, mentoring, job shadowing, leadership development and career exploration activities will all be part of the work experience program.

- Describe your program design for older, out-of-school youth.

The Northwest Youth Council/WIB has taken the strategy that occupational skill training is essential for older, out-of-school youth to prepare them for careers in the high-demand and high-pay job opportunities available to them in Northwest Minnesota. The extent of these services will be based on a strong career assessment and the development of the Individual Service Strategy that accurately reflects the individual's situation.

The primary program design will use occupational skill training at one of the three post-secondary institutions located within the Northwest Workforce Service Area. The NWPIC realizes that not every youth is interested in academic training so there is a need to provide adequate work related training in assisting them in reaching their career development goals. Work experience and on-the-job training will be used to accomplish the occupational skill training for those youth not interested in continuing their training in an academic setting.

- Describe the WSA's process for monitoring youth services under WIA and MYP.

The NWPIC conducts desk monitoring of each Program Provider on a monthly basis for each contract that includes, at a minimum, a review of the following items:

- Client service levels
- Client demographics
- Financial obligated and expenditure levels
- Performance standards levels
- Monthly Program Provider Narrative Reports

The results of the monthly desk monitoring are shared with the Youth Council and with the Workforce Council. Any deficiencies or corrective action identified as part of

this process will be discussed with the Program Provider and steps will be established to correct any identified deficiencies.

Annual field monitoring will be completed for the Program Provider. The format utilized will be as presented in the NWPIC WIA Monitoring Guide, which mirrors the Monitoring Guide established by DEED. The results of the annual field monitoring report will be presented in writing to the Program Provider, the Youth Council and to the Workforce Investment Board. The Program Provider will be given thirty days to respond in writing to the NWPIC on the need for any corrective actions identified in the monitoring report. This process allows for better understanding of program issues by the Youth Council/WIB and presents members the opportunity to provide input to the Program Providers in assisting the Provider in working through difficult issues or in providing Program Providers with recognition of effective practices.

The intent of the monitoring is not to find fault with the Program Provider but to identify best practices and areas that the NWPIC can provide technical assistance to the Program Provider to improve program services and over-all performance for our customers.

4. Describe the service delivery design for each of the following youth activities:

- Outreach and recruitment of participants:

Outreach and recruitment of participants is built upon the Program Providers knowledge of the area that they serve and by the collaborative efforts that they have established with other local entities over the years. Inter County Community Council is the sole program provider for both the MYP and WIA programs. Inter County staff have contacts in every community within the Workforce Service Area. In addition, they have developed long standing relationships and networks with other youth service providers and regularly meet with school personnel, juvenile justice staff, social workers, teachers and others who deal with youth to discuss individual youth and to obtain referrals of youth that may benefit from specific services provide under WIA.

The recruitment and enrollment of over 150 youth into the ARRA Younger Youth Program in a short period of time in the spring of 2009 is a testament to the success of Inter County's outreach and recruitment efforts. The NWPIC supports the outreach and recruitment efforts of the program providers by purchasing brochures, posters and other items that inform the public about the WIA services available to youth.

- Eligibility determination:

The service delivery design varies somewhat between the younger you and the older youth. Inter County Community Council is responsible for determining eligibility for both the WIA and MYP programs. MYP is delivered in a seamless manner with the WIA Younger Youth program. The eligibility guidelines for MYP are less stringent and allow greater flexibility while services under WIA tend to be longer and may eventually transition into other programs.

Applicants for both MYP and WIA services are asked to complete a pre-application form which contains questions related to program eligibility criteria. Documents are obtained from the applicant to verify each of the eligibility criteria items. In addition, staff attempt to document and verify at-risk factors during the eligibility determination process in an effort to identify those applicants most in need of program services. Applicants not eligible for either program are referred to other community agencies or services as appropriate.

- Assessment strategy:

A thoroughly developed assessment will include a review of basic skill, occupational skills, educational background, work history, employability, interests, aptitudes, attitude toward work, motivation and family situation. All this background information is documented and compiled for the development of the Individual Service Strategy. The individual objective assessment utilizes the following tools as appropriate for the customer:

- A thorough interview with a staff person to review the client's individual situation
- High school records that show what level of educational attainment that the younger youth, in particular, has reached
- High school or post-secondary grades
- Results of the Minnesota Basic Skills Test
- Results of the ASVAB showing vocational aptitude levels
- Results of the high school Individual Education Plan (IEP)
- CASAS Math and Reading Tests
- USES Interest Inventory or MCIS Interest Inventory
- CHOICES Aptitude Test
- MCIS Work Importance Locator for those older youth looking for work rather than academic training
- Slossen Reading Test
- Review of current Labor Market Information
- Review of high-demand, high-pay occupations in Northwest Minnesota
- Use of ISEEK and MCIS career exploration information
- Completion of the Roadblocks to Employment work form by the client and review of this document by the client and the Case Manager to identify areas that need to be addressed to assist the client in reaching their career goals.

The formal client application is completed after the assessment determines that the client can benefit from MYP or WIA services. Completion of the application allows the client and the Case Manager the opportunity to get to know each other better, which can have important future benefits. This time is also utilized to verify each of the eligibility criteria through the review of documentation, such as driver's licenses, birth certificates, and income records. Copies of appropriate eligibility documentation are maintained as permanent parts of the client record.

- Development of an individual service strategy:

The Individual Service Strategy (ISS) is developed upon completion of the objective assessment and the completion of the formal client application. The ISS is an individual document unique to that particular client. The Case Manager and the client develop the ISS together to spell out the path needed for the client to reach their individual educational and career goals. The client objective assessment and the identified barriers that need to be addressed and overcome are taken into consideration when developing the ISS. The ISS is viewed as a living document that needs to be constantly reviewed and modified as the client's situation changes over the course of their WIA enrollment. The ISS can be considered a roadmap to success as it identifies the client employment goals and the services necessary for them to reach their employment goal.

- Follow-up services:

Contact with the WIA youth participant is mandated by the Workforce Service Area at a minimum of once every thirty days and more often if needed. Language to that effect is in the contract between the NWPIC and the program provider. Personal

contact should be the primary means of contact in the event that this is not possible. The monthly contact can be made by telephone, e-mail, texting, and/or letter. Date, type of contact, and results of the contact must be documented in the client record. As a rule, contact occurs more often than that based on the needs of the individual client.

All youth participants receive some form of follow-up for up to twelve months after exit from the program. This follow-up is based on the needs of the individual. At least one follow-up must be completed for all individuals exited from the WIA youth program. Follow-up may be in person, by phone, by mail or by e-mail.

5. Describe the WSA/LWIB/Youth Council's strategy to serve youth who have significant barriers to employment, including:

- out-of-school youth (including high school dropouts)

The majority of out-of-school youth served within the Northwest Workforce Service Area are welfare recipients who are either pregnant or parenting. A key strategy in serving all out-of-school youth, whether they are high school graduates, GED recipients or have dropped out of high school is the completion of a strong objective assessment and the development of an Individual Service Strategy that is designed to provide all the services and activities necessary to accomplish the desired objectives and outcomes for the youth. Exposure to career planning and career counseling that provides good information about the types of jobs that are available, the training required for these jobs, and information about where these jobs are available is essential to assist the youth in their career development.

The Northwest Workforce Service Area will continue to place a high priority on occupational skill training for the older out-of-school youth in WIA certified post-secondary training in high-demand, high-pay occupations in Northwest Minnesota. In addition, youth staff will continue to emphasize occupational skill training opportunities in non-traditional employment in industry specific training.

The Northwest Workforce Service Area realizes that not every youth is interested in academic training so there remains a need to provide adequate work related training in assisting them in reaching their career development goals. Both Work Experience and On-the-Job Training worksites have been utilized to accomplish this. The activity used is usually dependent upon the skill level of the individual youth participant. There has always been as strong tradition in the Northwest Service Area of utilizing the private sector to provide training to the older youth through the development of on-the-job training worksites. It is understood that the private sector is best equipped to provide relevant training to those youth who choose not to go into post-secondary training and to elect to enter the workforce.

It is important to steer youth, who have had problems in a traditional educational setting and drop out of school, into the Alternative Learning or to Adult Basic Education if they are older youth. They need to be supported in their efforts to work towards the completion of their high school education and to help prepare them for entry into the workplace or into a suitable post-secondary education or training program.

- youth with language or cultural barriers

The Northwest Workforce Service Area does not have a large minority population with language or cultural barriers. Hispanics make up the largest no-English speaking population within the Workforce Service Area and they are concentrated primarily in the Crookston and East Grand Forks communities. Both ABE and Northland Community and Technical College report that there has been a significant increase in

the number of ESL learners. The new ESL seekers have been resettled Iraqi, Somali, and other East African populations and have settled primarily in the East Grand Forks area. Language issues seem to be more predominant with the parents rather than with the youth. Those youth that have language issues are referred to the area's Adult Basic Education programs which provide English as a Second Language training.

- youth who have been adjudicated, or children of incarcerated parents

Youth program staff has a strong working relationship with the juvenile justice system and with the local juvenile probation officers. The Director of the Red River Valley Juvenile Center sits on the Northwest Youth Council, and so is aware of WIA services. This council member works closely with Youth Staff to see that youth involved in the juvenile justice system receive services under WIA. Adjudicated youth are often referred to youth program staff for services under either the WIA Youth Program or the Minnesota Youth Program. Services to adjudicated youth are built around a strong individual assessment and the development of an Individual Service Strategy that accurately reflects the individual's current situation and their unique individual needs. Juvenile justice personnel are involved, as appropriate, in the development of the youth's service plan.

The Northwest Workforce Service Area utilized ARRA Special 5% Youth funds to serve at risk youth that have a history of being involved in the juvenile justice system and who are at risk of dropping out of school this past year. The Red River Valley Juvenile Center was one of the primary partners in this project. The Center offers an Adolescent Transition Program to agencies requiring a transition resource between out-of-home placement and community living. Youth participating in the Adolescent Transition Program were targeted for enrollment in the ARRA Special project with the intent of providing them with work skill training and assisting them in completing their high school education or in attending post-secondary education.

- youth with disabilities

The Northwest Workforce Service Area has a goal of serving as many youth with disabilities as possible. Approximately two-thirds of the youth served the last program year were identified with some type of disability. Most of the younger youth had learning disabilities that were identified in the Individual Education Plans completed by the high schools, although some youth were diagnosed as having Emotional Behavioral Disorder. The younger youth with physical disabilities are usually placed in the Minnesota Youth Program as they are limited in the amount of work that they can do. Younger youth and their parents are made aware of the Minnesota Department of Rehabilitation Services and the services that agency offers as the youth reach their junior and senior year in high school. WIA youth program staff often do joint planning with Rehabilitation Services for older youth participants with each agency contributing resources towards the completion of the youth's Individual Service Strategy.

- homeless youth

Homeless and runaway youth are not found in large numbers within the Northwest Workforce Service Area but that does not mean that they don't exist. MIS records indicate that the local youth program has not identified a great many homeless youth but this doesn't recognize those youth who are at risk of becoming homeless due to unstable family situations. Most of the homeless youth that youth program staff deal with become homeless after having been enrolled in the program. Once youth are identified as homeless or at risk of becoming homeless, a connection is usually made with the appropriate county social service agency so a case worker can help them find safe and appropriate shelter. Support services are provided as appropriate to help a homeless youth transition into an alternative and safe shelter.

- youth in foster care (and aging out of foster care)

Youth in foster care are actively recruited for participation in the youth program. The number of foster care participants seems to indicate that Inter County staff have sufficient contacts with County Social Services promoting youth programs. Foster homes bring stability to the youth's life because they provide a legal guardian and the youth know how long they will be in this situation. Youth in foster care are treated the same as other youth applicants and participants. The key to success is a strong assessment and the development of an Individual Service Strategy that addresses their needs and gives them the opportunity for success. Participation in MYP or WIA also provides the foster care youth participant with some stability as their program involvement and their Case Manager are constants, where things around them such as schools, residences, social systems and support structures may change.

- migrant/seasonal farm worker youth

The Northwest Workforce Service Area has no plan for recruiting youth from migrant and seasonal farm worker families. There has been a significant decrease in the number of migrant and seasonal farm workers that come to Northwest Minnesota seeking work since the sugar beet industry has almost totally eliminated the need for fieldworkers due to mechanization and other changes in that industry. The vast majority of this population was Hispanic. The current Hispanic population in Northwest Minnesota has settled into the area to take permanent employment in the food production and manufacturing industries. While the number of youth from migrant and seasonal farm worker families is not tracked, the number of Hispanic youth served by WIA and MYP is higher than their rate of incidence in the population.

- Native American youth

The Northwest Workforce Service Area does not have a significant Native American population and does not have a policy to specifically recruit this target population other than serving those applicants most in need. The percentage of Native Americans served by the WIA and MYP is much higher than their rate of incidence in the population of the region.

The WIB is currently working with the Minneapolis American Indian Center which provides WIA services to Native Americans in the non-tribal area of Minnesota in

developing a memorandum of understanding concerning WIA service to Native Americans in Northwest Minnesota. It is anticipated that this memorandum should be completed by no later than 30 June 2010.

- Teen parents

The Northwest Workforce Service Area currently has funding specific to serve teen parents. The goal of this funding is to assist teen parents receiving Minnesota Family Investment Program benefits in the development of work readiness skills. Teen parents are placed in suitable work sites, are taught positive money management habits, and are made aware of career opportunities. Support services are available to assist with barriers such as transportation, work clothes, child care and other individual needs identified in the participant's Individual Service Strategy. Staff has collaborated with county social services, Head Start, ECFE and count nursing programs to promote program awareness.

- Attach best practices which support the Shared Vision for Youth with an emphasis on services to the neediest youth. (see www.positivelyminnesota.com/youth/syv/syv.htm for sample best practices).

The Northwest Minnesota Youth Council/WIB has been promoting training for occupations in demand within the Northwest Workforce Service Area for several years. The two areas that are always in the highest demand are manufacturing and the medical field. The NWPIC, Inter County Community Council and the Northwest Minnesota Area Health Education Center (NW MN AHEC) began to partner to inform youth about health careers in the region. A need was identified for Certified Nursing Assistants in the area and a decision was made to put together a class training low income youth who could not be trained as nursing assistants without financial support. ARRA youth funds were used to provide financial assistance for the youth to cover training costs, uniforms, and testing and licensing fees. The success of these efforts led to a broadening of the collaborative to set up Pre-Med camps for youth.

The Pre-Med camps provide exposure to high demand and high wage jobs in the medical profession within Northwest Minnesota. Emphasis has been placed on informing the youth on the hidden or little known medical careers such as lab technicians, pharmacy techs, respiratory techs, medical secretaries, dental hygienists, as well as the more mainstream careers such as nursing. Inter County Community Council Youth Staff have coordinated the three Pre-Med Camps with the Area Health Education Center. Health Program Instructors from Northland Community and Technical College and Health Care Professionals from area hospitals and clinics have also participated in the Pre-Med Camps. This partnership thus provides a nice exposure for approximately thirty youth participants within the context of career exploration and the real job possibilities and opportunities that exist within Northwest Minnesota. The youth spend two days in the camp and at the end of the session they have completed their first aid training and receive a First Aid Certificate.

6. Describe how the local youth services strategy:

- Assures that WIA Youth and MYP activities are provided not as a stand alone activity, but as part of an array of services available in the workforce service area. This response may include reference to Rehabilitation Services, State Services for the Blind, local education providers, health and human service providers, Job Corps, community based organizations, foster care, faith-based organizations, juvenile justice programs, Junior Achievement, Youthbuild, Apprenticeship, Minnesota Conservation Corps, etc.

The Youth Council has served to bring a number of disparate groups together that all provide services to local youth. The Youth Council has provided the Workforce Investment Board with a different focus on youth workforce development issues by bringing other talent, agencies and resources available to youth into the picture. This coming together has resulted in new working relationships and a greater collaboration of the various local partners in youth workforce development. The youth council has served as a clearing house for ideas relating to youth activities and has allowed the participating agencies to better learn of youth services available within the Workforce Service Area and how they interact. This has also served to enhance the collaboratives that were previously in existence.

Inter County Community Council staff have developed long-standing relationships and networks with other local youth service providers and community agencies. Staff works with other youth service providers on a daily basis and regularly meets with school personnel, juvenile justice staff, social workers, teachers and other who deal with youth to discuss individual youth and to develop plans of service that entails the utilization of resources from more than one agency.

Most of the current initiatives that MYP and WIA are involved with revolve around collaborative where each partner brings something to the table whether it is cash resources, space, time or other resources to assist in the implementation of the client services. Some recent examples of collaborative efforts relate to the role of corrections/juvenile justice in serving youth involved in the juvenile justice system, Social Services with teen parents and foster youth, the Area Health Education Center (AHEC) with pre-medical training, and the school systems involved with the Outreach to Schools programming.

- Fits into the overall vision and strategic direction for workforce development established by the LWIB in its most recent plan.

The Workforce Investment Board has identified a strategic direction that identifies high paying occupations and growth industries in Northwest Minnesota. One of the workforce development issues prioritized as being most critical to the economic health and growth of the region was the retention of youth within the Workforce Service Area through employment opportunities that provide them an adequate wage and upward mobility. Northwest Minnesota, at one time, had an excess of workers and for the last fifty years has seen this talent exported to other parts of the state and the nation. Our youth are now viewed as our last pool of available workers within the region. Everyone recognizes that they are needed to fill the jobs of the future if the region is to retain its vitality and sustain its continued growth.

Priority is given to occupational skills training and on-the-job training for older youth that enter into growth occupation and industries. Younger youth are being informed of career and educational opportunities through the Outreach to Schools initiative. Regional workforce development groups such as the Community Partnership, the Regional Economic Alliance, and the Minnesota-North Dakota Task Force have been supportive of these efforts by the WIB to retain our youth or to see them return to the area after they complete their training elsewhere.

7. Describe WSA/LWIB/Youth Council strategies for providing youth and parents with:

- Current labor market information regarding high-growth, in-demand occupations within your service area and/or region. This response can include a synopsis of your Outreach to Schools Initiative (for the WSAs operating the project during PY 2009).

The Youth Council wants to continue to build on the progress made the past four years with the Outreach to Schools program. The goal of the Outreach to Schools program is to provide high school students within the Northwest Workforce Service Area with career exploration and with Labor Market Information to assist them in their selection of career choices. The Outreach to Schools program will continue the group presentations as well as completing as many one-on-one sessions, as possible, with individual students in need of career information. The WIB/Youth Council has identified that career information services will be provided to all students but the focus will be on the individual student who does not plan on continuing their education or who plans on attending a vocational program. All staff activity is coordinate with school administrators, school counselors, career teachers and Tech-Prep Coordinators.

An emphasis has been placed on informing students about occupations in demand within the Workforce Service Area and the educational requirements needed to obtain these jobs. The Youth Council and the WIB have printed a 2009 edition of the eight page supplement to the MnCareers magazine. The supplement is entitled, "Exploring High-Demand, High-Pay Occupations in Northwest Minnesota". The utilization of this document has been well received by students, parents, and employers. As a result, the Youth Council/WIB has authorized the printing of a 2010 update of the supplement.

It is anticipated that staff will have reached approximately 750 students through the group presentations and over 200 students through the one-on-one career assessment and exploration sessions. All participating students receive the latest MnCareers Booklet and the latest Northwest Minnesota Supplement. It is hoped that the students will take these home and will share this information with their parents. By working closely with the high school counselors and the career education teachers, staff will serve to raise the awareness of the school personnel regarding the extent of the career exploration resources available to them.

This career information is also disseminated to all youth participants beginning with the objective assessment. Labor Market Information is explored in the development of their Individual Service Strategy and throughout their enrollment cycle. The younger youth will continue to be prepared for unsubsidized employment opportunities in the development of pre-employment skills, work maturity skills, job seeking skills, job retention skills and occupational skill training that can be utilized in high-growth, in-demand occupations. In addition, younger youth participants will be prepared to utilize the resource center and the staff services available in the Workforce Centers. The Workforce Centers have regular job listing, labor market information, local newspapers with job listing, employer applications and other resource center information available to youth, of all ages, seeking employment or doing career exploration.

The youth Council/WIB anticipates that all parties involved in this endeavor will come away with a better understanding of the careers that have been identified within the key industries in the Northwest Workforce Service Area. In particular, it is hoped that high school students will be made aware of growth industries and in-demand occupations, jobs with above average earning, and the education or training needed to obtain these jobs. The Youth Council/WIB believes that by providing local youth with good career information about the opportunities available to them within the Workforce Service Area some of the youth may decide to stay in the area to work, rather than relocating to obtain employment. In addition, some off the youth may also return to Northwest Minnesota once they have completed their education or training outside of the area.

- The WSA's approach to assuring work readiness skill attainment for youth participants through WIA or MYP. Are work readiness certificates/credentials available to youth?

Work readiness skills are set for youth but there currently are no credentials available to youth.

- Work experience, on-the-job training, and/or internships in high-growth, in-demand occupations (public and private sector).

The local Workforce Investment Board has decided that training will only be provided to older youth who are pursuing careers in high-demand, high-pay jobs as identified in the Northwest Minnesota Supplement. With younger youth, the WIB and the Youth Council feel that it is more important to prepare them for unsubsidized employment opportunities by developing their pre-employment skills, work maturity skills, job seeking skills and job retention skill than to actually require work experience in high-demand occupations although when this happens its viewed as a bonus. The availability of good career exploration information and career counseling is essential for high school students so they can make good career decisions.

- Work experience, internships or training which focuses on "green" jobs and Minnesota's "green economy."

Work experience that involve green jobs will revolve around jobs with cities, counties and state parks that involve such activities as grounds maintenance, flower planting, and mowing. This would also involve the general clean-up of parks and public facilities. Most of the recycling efforts within the Workforce Service Area are being conducted by units of County government and the recycling centers have served as worksites in the past. It is anticipated that these worksites will continue to provide opportunities for youth in the future. There are also plans for a youth crew and supervisor to work with the Community Action Agency Housing program rehabilitating existing housing. The youth do much of the demolition and prep work prior to the Weatherization Program weatherizing the house. Other efforts will be made to identify "green jobs" within the area to serve as a career resource for job seekers in identifying career training paths. In addition, 3-4 youth will have five hours of Environmental Awareness for ten weeks. These youth will also be scheduled to do presentations to their peers and to Youth Council members thus bringing awareness to

a greater audience.

- Youth safety training information and/or curriculum.

All youth participants and worksite supervisors will attend an orientation prior to the start of employment. Safety training is a part of the orientation. Participants who are unable to attend the orientation sessions or who start later will receive safety training from either their worksite supervisor or from a youth staff member. The Workers Compensation carrier has provided the most current information available. Also, two Inter County staff have been trained in Minnesota's "Talking Safety" and that curriculum has been integrated into the safety orientation.

8. Describe the WSA's method(s) for recruiting and retaining a sufficient number of age-appropriate worksites for youth, including steps taken to assure that workplace supervisors receive training as appropriate.

Inter County Community Council maintains a wide range of worksites. All worksites are recruited based on their interest in working with program participants. All worksites must provide positive role models, teach good work readiness skills, have sufficient meaningful work for the youth and be willing to do thorough evaluations of the participating youth. All potential worksites complete an application explaining a brief job description along with any special requirements and licenses that they require. Worksites and supervisors are required to attend an orientation session and to complete the necessary program forms. All worksites receive a worksite packet to have at the worksite. The packet contains information on Child Labor laws, safety regulations, program goals, First Report of Injury forms, payroll schedule, time cards and other appropriate information.

While the worksites are both private and public sector worksites, the majority of worksites are in the public sector. Because of the variety of worksites and because the worksites are scattered throughout the region, staff are able to match the youth worker to the worksite that provides the best learning experience for their age and current skill level.

9. Describe the role that private sector employers play in developing/providing services for youth. Include information on the type and number of private sector employers providing internships, on-the-job training, tours, mentors, job shadowing opportunities, etc.

While there have not been a large number of private sector worksites in the past this is something that the Workforce Service Area hopes to increase in the future. Private sector employers are able to provide a training experience that is often not available in public sector worksites. Training in private sector worksites is very beneficial to the participating youth enhancing their resume and in some cases even leading to permanent employment. The employer is involved in developing the job description and the training outline for the youth participant. The type of businesses involved with providing services for youth vary as youth staff attempt to match the participant's needs, abilities, and interests with the needs of the employer and the employers willingness to provide the necessary guidance and training.

10. Describe the WSA's plans to provide financial literacy training, youth entrepreneurship training, and/or life skills training to participants.

The program provider provides FDIC Money Smart for Young Adults as part of its training on financial literacy. The financial training is divided into six parts and includes the following sections:

- Bank on it – Provides information about the services and functions of a bank.
- Setting Financial Goals – Provides information on how to manage money by preparing a personal spending plan and to identify ways to decrease spending and increase income.
- Pay Yourself First – Provides information on the value of saving.
- Borrowing Basics – Provides information on how to use credit appropriately and what forms of credit best suit your needs.
- Paying for College and Cars – Provides general information on installment loans, including car loans and student loans.
- A Roof Over Your Head – Provides information on how to determine your readiness to have a place of your own.

While Youth Staff provide most of the training they do bring in local bankers and other financial experts to present and to answer financial questions that the youth may have.

Very little has been done with youth entrepreneurship for either younger or older youth other than providing referrals to the Small Business Administration Office in Bemidji. This is an area that could be expanded in the future.

Life skills training is provided in collaboration with the Crookston School District which maintains a Life Skills Apartment program. The curriculum is designed to help the youth to function independently as adults, as successful citizens and productive workers. The curriculum focuses on daily living skills, social skills, personal finance management, personal skills and citizenship skills. Youth are taught to do such things as buy their own groceries, prepare their own meals, and clean the apartment. As a part of that, the students develop self-awareness, self-confidence and personal responsibility. Work experience is tied into the life skills training so youth have the opportunity to learn some new skills while being paid for their efforts.

11. Describe plans to refer youth to apprenticeship opportunities as follow-up to services offered under WIA and MYP.

There currently no apprenticeship opportunities available within the Workforce Service Area that we are working with. Youth who are interested in apprenticeships are referred to the International Union of Operating Engineers Local 49 Training and Apprenticeship program located in Hinckley, Minnesota.

12. Describe any incentive policies which will be used to reward individual participants for

excellence in work and academics.

The youth providers currently do not utilize any incentive policies to reward individual participants for excellence in work and academics. This was done in the past but decreases in funding led to the dropping of individual incentives. The only incentive individual participants currently receive is a stipend to attend workshops.

13. Describe how the WSA/LWIB/Youth Council currently defines the sixth criteria for youth eligibility under WIA: “An individual who requires additional assistance to complete an education program, or to secure and hold employment.”

The sixth criteria for youth eligibility shall be youth who are identified as at-risk of dropping out of high school or of dropping out of a post-secondary program due to personal or academic difficulties and whose enrollment into a WIA youth program activity would provide them with a reasonable chance of graduation from high school or with successfully completing their current post-secondary program. This would be used only in extreme cases of need and the decision to use the sixth criteria would be considered only with documentation from the school the youth is attending and from other appropriate adults.

14. Up to five percent of youth participants served by WIA youth programs in a local area may be individuals who do not meet the income criteria for eligible youth, provided that they fall within one or more of the categories as described in WIA §129(c)(5).

Describe your WSA’s use of the “5% window” for non-income eligible youth and any WSA/LWIB/Youth Council policies governing any targeting of specific subgroups that meet local priority of service.

The Youth Council has decided that for the purposes of establishing eligibility for those who are non-income eligible, the youth must meet all eligibility criteria other than income in order to be considered for services under the five percent window. Such an enrollment must be based on extreme need and the appropriate documentation must be in the client record to demonstrate this action.

15. If your area (or service providers within your area) intends to use Individual Training Accounts (ITAs) for serving older youth and/or out-of-school youth, please describe the following:

- Who will be an appropriate candidate for an ITA?
- Who will be required to sign off on an ITA?
- What will be the pay mechanism (e.g. vouchers, electronic fund transfer, consumer “smart cards,” or other methods)?
- What processes or procedures will be used to track ITA payments?
- Will the ITA be for a specific amount or time period?
- Will the ITA include anything other than tuition, books, fees and supplies (such as supportive services)?

The objective assessment and the development of the Individual Service Strategy (ISS) will identify those clients who can benefit from training. No client will be placed in a training component if the objective assessment does not support the need for training. A client identified as someone who can benefit from classroom training will work with a WIA Case Manager in the development of an Individual Training Account (ITA). An ITA will only be issued for a client to attend a WIA certified program with a WIA certified training provider. First priority for training is given to a client who is seeking training in an High-Demand, High-pay occupation in Northwest Minnesota as identified in the 2010 MnCareers Supplement.

An ITA is issued for a one year maximum and the ITA terminates with the end of the program year on 31 March of any given year. No maximum dollar amount has been established, although available funding is limited and may dictate the type and amount of ITA funding dependent on the client demand for training. The Youth Council may consider setting a maximum dollar amount to be paid for training. Participant progress is monitored by the WIA Case Manager and the ITA may be modified as necessary throughout the program year to meet additional participant needs. The ITA may only cover tuition, books, fees, supplies and other items directly related to participation in a training program. Support services are also available to assist a client while attending training, but support services are not part of the ITA. The amounts authorized in the ITA for tuition, books, fees and other items must be agreed to by both the participant and the WIA Case Manager. Both parties must sign the ITA to indicate that they agree as to its contents. The participant receives a copy of the ITA, one copy is mailed to the training institution, one copy goes to the Northwest Private Industry Council and the remaining copy goes into the participant record.

The training institution must submit an itemized invoice for authorized costs incurred to the Northwest Private Industry Council for payment. The invoice is reviewed for accuracy and a payment voucher is submitted to Inter-County Community Council. The Northwest Private Industry Council contracts with Inter-County Community Council for accounting services. Inter-County Community Council staff recheck the invoice and voucher for accuracy and makes payment to the training institution by check.

Both Inter-County Community Council and the Northwest Private Industry Council track ITA obligation and expenditures by program for the Northwest Private Industry Council. Monthly financial reports are submitted to the Northwest Private Industry Council tracking training costs by program and by participant showing individual expenditures for tuition, books, fees, supplies and other costs. WIB staff reviews and reconciles their records with the financial reports from Inter-County Community Council. Any discrepancies between the two reports are reviewed and reconciled as appropriate.

Form 2 – 2010 Budget Information Summary: Regular WIA Youth
(See page 14 for definitions of cost categories)

WSA:	Northwest – WSA #1
Contact:	Rodger L. Coauette
E-Mail Address:	Rodger.coauette@state.mn.us
Phone:	(218) 281-6020
Date Submitted (or Modified):	15 April 2010
Grant Number:	

Cost Category	Carryover From 2009*	New Funds Under WIA	Total Funds Available	Estimated Cumulative Quarterly Expenditures*			
				4/1/10 to 6/30/10	7/1/10 to 9/30/10	10/1/10 to 12/31/10	1/1/11 to 3/31/11
Administration		43,665	43,665	9,170	19,213	29,592	43,665
WIA Youth Program Financial Information							
Youth Participant Wages and Fringe Benefits		196,493	196,493	45,452	128,857	155,445	196,493
Direct Services to Youth		176,844	176,844	27,095	70,229	123,823	176,844
Support Services		19,649	19,649	2,905	8,831	13,899	19,649
TOTAL:		436,651	436,651	84,622	227,130	322,759	436,651

Pct. Of Funds Expended on Out of School Youth:	30%
Pct. Of Funds Expended on Administration Costs:	10%

Estimated Number of Youth Served (4/1/10 – 3/31/11)	
Younger Youth	172
Older Youth	40
TOTAL	212
In-School	164
Out-of-School	48

***No more than 20 percent of local WIA Youth funds may be carried over into the next year.**

**Form 2a – 2010 Budget Backup: Regular WIA Youth
(Cost Categories Consistent With DEED Monthly Financial Status Reports)**

WSA:	Northwest – WSA #1
Contact:	Rodger L. Coauette
E-Mail Address:	Rodger.coauette@state.mn.us
Phone:	(218) 281-6020
Date Submitted (or Modified):	15 April 2010
Grant Number:	

Cost Category	Carryover From 2009*	New Funds Under WIA	Total Funds Available	Estimated Cumulative Quarterly Expenditures*			
				4/1/10 to 6/30/10	7/1/10 to 9/30/10	10/1/10 to 12/31/10	1/1/11 to 3/31/11
Administration		43,665	43,665	9,170	19,213	29,592	43,665
In-School Youth		275,090	275,090	57,768	176,085	220,072	275,090
Summer In-School Youth							
Out of School Youth		117,896	117,896	17,684	31,832	73,095	117,896
Summer Out of School Youth							
TOTAL:		436,651	436,651	84,622	227,130	322,759	436,651

Pct. Of Funds Expended on Out of School Youth:	30%
Pct. Of Funds Expended on Administration Costs:	70%

*No more than 20 percent of local WIA Youth funds may be carried over into the next year.

Form 3 – SFY 2011 Budget Information Summary: Minnesota Youth Program*
(See page 14 for definitions of cost categories)

WSA:	Inter County Community Council
Contact:	Betty Halvorson
E-Mail Address:	BHalvorson@intercountycc.org
Phone:	(218) 796-5144
Date Submitted (or Modified):	04/08/2010
Grant Number:	

Cost Category	Cumulative Quarterly Expenditures for SFY 2011**					Carry Over to SFY12*
	Total Funds Available	7/1/10 to 9/30/10	10/1/10 to 12/31/10	1/1/11 to 3/31/11	4/1/11 to 6/30/11	
Administration	11,787	3,000	6,000	9,000	11,787	
Minnesota Youth Program Financial Information						
Youth Participant Wages and Fringe Benefits	51,078	12,769	25,539	38,308	51,078	
Direct Services to Youth	15,717	4,000	7,858	11,788	15,717	
Support Services						
TOTAL:	78,582	19,769	39,397	59,096	78,582	

*MYP funds CANNOT be carried over into the next biennium (SFY 2012), beginning on July 1, 2011.

**All quarterly figures must be cumulative.

Estimated Number of Youth Served (7/1/10 - 06/30/11)	
Summer	10
Year-Round	32
TOTAL	42

Definitions of Cost Categories

Administration – Costs are defined by WIA Final Rules and Regulations (20 CFR, Section §667.220) and are generally associated with the expenditures related to the overall operation of the employment and training system.

Youth Participant Wages and Fringe Benefits – Wages and benefits paid directly to youth participants while engaged in program activities. Stipends provided for educational activities should be included in this cost category.

Direct Services to Youth – Costs associated with providing direct service to youth, **EXCLUDING** costs of youth participant wages and fringe benefits and support services. Wages and fringe benefits for staff who provide direct services to youth participants should be included in this cost category.

Support Services – Items that are necessary for a youth to participate in WIA, such as transportation, clothing, tools, child care, housing/rental assistance, school-related expenses, etc. These expenses may be paid directly to the youth or to a third-party vendor.

FORM 4: WIA Youth Performance Measures

WSA:	Northwest – WSA #1
Contact:	Rodger L. Coquette
E-Mail Address:	Rodger.coquette@state.mn.us
Phone:	(218) 281-6020
Date Submitted (or Modified):	15 April 2010
Grant Number:	

Younger Youth Performance	PY 2007 (ACTUAL)	PY 2008 (ACTUAL)	PY 2009 STATE GOAL	PY 2009 (PLANNED)	PY 2010 (PLANNED)
Basic Skills Attainment Rate	98.6%	97.2%	90%	90.0%	90.0%
Younger Youth Diploma Rate	92.7%	78.8%	75%	75.0%	75.0%
Younger Youth Retention Rate	86.0%	90.9%	70%	70.0%	70.0%

Older Youth Performance	PY 2007 (ACTUAL)	PY 2008 (ACTUAL)	PY 2009 STATE GOAL	PY 2009 (PLANNED)	PY 2010 (PLANNED)
Older Youth Placement Rate	85.7%	90.0%	75%	75.0%	75.0%
Older Youth Retention Rate	90.0%	100.0%	78%	78.0%	78.0%
Older Youth Six-Month Wage Gain	\$5,455	\$10,587	\$3,800	\$3,800	\$3,800
Older Youth Credential/Diploma Rate	57.1%	81.8%	55%	55.0%	55.0%

FORM 5: WIA Common Youth Performance Measures (PLANNING ONLY)

WSA:	Northwest – WSA #1
Contact:	Rodger L. Coauette
E-Mail Address:	Rodger.coauette@state.mn.us
Phone:	(218) 281-6020
Date Submitted (or Modified):	15 April 2010
Grant Number:	

OMB Youth Common Measure	PY 2008 (ACTUAL)	PY 2009 (PLANNED)	PY 2010 (PLANNED)
Placement in Employment or Education	82.6%	65.0%	67.0%
Degree or Certificate Attainment	88.0%	55.0%	56.0%
Literacy/Numeracy Gains	0.0%	20.0%	25.0%

NOTE: This is a planning document meant to be used to create local baseline data for the Common WIA Youth Measures.

Government Performance Results Act (GPRA) National Performance Goals for Employment and Training Programs (per TEGL 9-08, Change 1)

Common Youth Measure	RESULTS	TARGETS		
	2007	2008	2009	2010
Placement	62%	59.4%	58.5%	59.0%
Attainment	57%	50.9%	48.8%	49.9%
Literacy	30%	23.2%	21.2%	22.2%

PLANNING ESTIMATES

Attachment A

WSA	PY 2010 WIA Planning Estimate	SFY 2011 MYP Planning Estimate
WSA 1 - Northwest	\$435,175	\$78,582
WSA 2 - RMCEP	\$2,001,101	\$388,292
WSA 3 - Northeast	\$923,983	\$200,358
WSA 4 - Duluth	\$392,364	\$87,102
WSA 5 - CMJTS	\$1,283,023	\$283,591
WSA 6 - Southwest	\$423,987	\$131,197
WSA 7 – South Central	\$648,021	\$163,502
WSA 8 - Southeast	\$1,122,988	\$267,793
WSA 9 – Hennepin/Carver	\$474,576	\$332,404
Carver County (MYP)		\$27,718
WSA 10 - Minneapolis	\$1,218,373	\$338,634
WSA 12 - Anoka	\$268,868	\$176,751
WSA 14 – Dakota/Scott	\$422,709	\$180,816
Scott County (MYP)		\$35,684
WSA 15 - Ramsey	\$1,341,752	\$375,943
WSA 16 - Washington	\$214,190	\$89,597
WSA 17 – Stearns/Benton	\$467,990	\$131,891
WSA 18 – Winona	\$122,397	\$35,143

PY 2010 WIA Youth (April 1, 2010 to March 31, 2011):

Final WIA Youth Formula Grant allocations are scheduled to be provided to states and WSAs in March of 2010. The planning estimates provided above are based on each WSA’s PY 2009 Youth Formula Grant allocation. WSAs will not be required to submit a Budget Information Summary for WIA Youth funds until final allocations are released.

SFY 2011 MYP Funds (July 1, 2010 to June 30, 2011):

The MYP estimates are based on the SFY 2010 MYP allocations. Final MYP allocations for SFY 2011 will be issued pending action by the Minnesota Legislature.