

**Program Year 2011
Local Youth Planning Update
WIA Youth Formula Funds 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 1730 University Avenue Crookston, Minnesota 56716	Amanda Grzadzielewski Executive Director 1730 University Avenue Crookston, Minnesota 56716
Director Name: Amanda Grzadzielewski Telephone Number: 218-281-6020 FAX: 218-281-6025 E-Mail: agrzadzielewski@nwpic.net	Contact Name: Amanda Grzadzielewski Telephone Number: 218-281-6020 FAX: 218-281-6025 E-Mail: agrzadzielewski@nwpic.net

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

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: Executive Director

Date: 3-21-11

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

- Form 1:** Signed Cover Page _____
- Form 2:** Completed PY 2011 Budget For Regular WIA Youth _____
- Form 3:** Completed SFY 2012 Budget for Minnesota Youth Program _____
- Form 4:** Completed WIA Youth Performance Measures Chart _____
- Form 5:** Completed WIA Common Youth Performance Measures Chart _____
- 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 _____
- Completed Narrative Checklist _____

Form 2 – PY 2011 Budget Information Summary: WIA Youth Formula Grant (See page 5 for definitions of cost categories)

WSA/Contact:	Northwest (WSA #1) – Amanda Grzadzielewski
E-Mail Address/Phone Number:	agrzadzielewski@nwpic.net / 218-281-6020
Date Submitted (or Modified):	3/21/11
Grant Number:	

Cost Category	Carryover From PY10 (Cannot Exceed 20% of PY10 Amt.)	New Funds Under WIA	Total Funds Available	Estimated Cumulative Quarterly Expenditures			
				4/1/11 to 6/30/11	7/1/11 to 9/30/11	10/1/11 to 12/31/11	1/1/12 to 3/31/12
Administration (Cannot Exceed 10%)		\$43,665	\$43,665	\$9,170	\$19,213	\$29,592	\$43,665
WIA Youth Program Financial Information							
In-School Youth Wages/Fringe Benefits		146,426	146,426	33,678	95,177	114,212	146,426
Out-of-School Youth Wages/Fringe Benefits		18,274	18,274	4,203	11,878	14,254	18,274
In-School Youth Direct Services		122,022	122,022	18,303	47,588	84,195	122,022
Out-of-School Youth Direct Services		97,461	97,461	14,619	38,010	67,248	97,461
In-School Youth Support Services		2,712	2,712	407	1,221	1,926	2,712
Out-of-School Youth Support Services		\$6,091	6,091	914	2,741	4,325	6,091
In-School Youth Other Services							
Out-of-School Youth Other Services							
TOTAL:		436,651	436,651	81,294	215,828	315,752	436,651

Pct. Of Funds Expended on Out of School Youth (Minimum 30%; Higher Levels Recommended):	31%
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Estimated Number of WIA Youth Served				
WIA Younger Youth	WIA Older Youth	In-School Youth	Out-of-School Youth	Total Est. Served
165	45	160	48	210

Form 3 – SFY 2012 Budget Information Summary: Minnesota Youth Program*

WSA/Contact:	Inter-County Community Council
E-Mail Address/Phone Number:	bhalvorson@intercountycc.org / 218-795-5144
Date Submitted (or Modified):	3-21-11
Grant Number:	

Cost Category	Cumulative Quarterly Expenditures for SFY 2012**					Carry Over to SFY13*
	Total Funds Available	7/1/11 to 9/30/11	10/1/11 to 12/31/11	1/1/12 to 3/31/12	4/1/12 to 6/30/12	
Administration <i>(Cannot exceed 10% of allocation.)</i>	7,858	700	3,086	5,406	7,858	0
Minnesota Youth Program Financial Information						
Youth Participant Wages and Fringe Benefits	47,150	3960	18,360	32,760	47,150	0
Direct Services to Youth	23,074	2,074	10,382	17,182	23,074	0
Support Services	500	200	200	400	500	0
TOTAL:	78,582	6,934	32,028	55,748	78,582	0

*MYP funds can be carried over between the first and second year of the biennium, if approved in Local Youth Plan/Budget.

**All quarterly figures must be cumulative.

Estimated Number of MYP Youth Served in SFY 2012 (7/1/2011 to 6/30/2012)		
Summer	Year-Round	Total
10	30	40

Definitions of Cost Categories for WIA

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. Benefits should typically include (where applicable) workers' compensation, Medicare and FICA.

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.

Other Services – Examples of costs that should be included in this category include stipends provided for participation in program activities, including educational activities.

FORM 4: WIA Youth Performance Measures

WSA/Contact:	Northwest (WSA #1) – Amanda Grzadzielewski
E-Mail Address/Phone Number:	agrzadzielewski@nwpic.net / 218-281-6020
Date Submitted (or Modified):	3-21-11
Grant Number:	

Younger Youth Performance Measures	Local Level of Performance				
	PY 2007 (ACTUAL)	PY 2008 (ACTUAL)	PY 2009 (ACTUAL)	PY 2010 (PLANNED)	PY 2011 (PLANNED)
Basic Skills Attainment Rate	98.6%	97.2%	98.1%	90%	90%
Younger Youth Diploma Rate	92.7%	78.8%	85.7%	75%	75%
Younger Youth Retention Rate	86.0%	90.9%	63.9%	70%	70%

Older Youth Performance Measures	Local Level of Performance				
	PY 2007 (ACTUAL)	PY 2008 (ACTUAL)	PY 2009 (ACTUAL)	PY 2010 (PLANNED)	PY 2011 (PLANNED)
Older Youth Placement Rate	85.7%	90%	80.0%	75%	75%
Older Youth Retention Rate	90.0%	100%	90.0%	78%	78%
Older Youth Six-Month Wage Gain	\$5,455	\$10,587	\$7,750	\$3,800	\$3,800
Older Youth Credential/Diploma Rate	57.1%	81.8%	60.0%	55%	55%

Note: WSAs will have the option to revise planned performance levels for PY 2011 when DOL negotiates statewide performance goals for PY 2011.

FORM 5: WIA Common Youth Performance Measures*

WSA/Contact:	Northwest (WSA #1) – Amanda Grzadzielewski
E-Mail Address/Phone Number:	agrzadzielewski@nwpic.net / 218-281-6020
Date Submitted (or Modified):	3-21-11
Grant Number:	

OMB Youth Common Measure	PY 2009 (ACTUAL)	PY 2010 (PLANNED)	PY 2011 (PLANNED)
Placement in Employment or Education	84.8%	67.0%	67%
Degree or Certificate Attainment	76.1%	56%	57%
Literacy/Numeracy Gains	0.0%	25%	34%

**Government Performance Results Act (GPRA) National Performance Goals
for Employment and Training Programs** (as of February 1, 2010)

(per DOLETA at <http://www.doleta.gov/performance/goals/gpra.cfm>)

Common Youth Measure	RESULTS	TARGETS		
	2008	2009	2010	2011
Placement	60.6%	58.0%	58.3%	59.3%
Attainment	53.9%	47.9%	48.5%	50.8%
Literacy	37.5%	28.7%	29.5%	32.4%

***NOTE:** Form 5 is a planning document meant to be used to create local baseline data for OMB's Common Youth Measures.

Youth Council and Service Provider Information

1. **Include a Current Youth Council Membership List (see below for sample format).**
Add additional boxes as needed.

YOUTH COUNCIL MEMBER NAME	ORGANIZATION/REPRESENTING (Examples: business, education, community-based organizations, youth, parents, etc.)
Chair: Dixie Holen Phone Number: 218-563-2502 E-mail: dholen@yahoo.com	Northwest WIB Chairperson/Business
Member Name: Kathy Giannonatti Phone Number: 218-637-2431 E-mail: kathykids@gvtel.com	Housing
Member Name: Betty Halvorson Phone Number: 218-796-5144 E-mail: bhalvorson@intercountycc.org	Community Based Organization/Program Operator
Member Name: Marybeth Kuske Phone Number: 218-686-2633 E-mail: mary_kuske@student.northland.edu	Youth Participant
Member Name: Daryl Meyer Phone Number: 218-281-6079 E-mail: daryl.meyer@co.polk.mn.us	Corrections – Red River Valley Juvenile Center
Member Name: Nancy Stoffel Phone Number: 218-681-5338 E-mail: nancy.stoffel@sanfordhealth.org	Foster Parent
Member Name: Darla Swanson Phone Number: 218-681-5338 E-mail: darla.swanson@sanfordhealth.org	Foster Parent
Member Name: Murray Turner Phone Number: 218-253-4393 E-mail: mturner@gvtel.com	School-to-Work

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. Add additional boxes as needed.

Youth Service Provider/Contact	WIA	MYP																		
Inter-County Community Council P.O. Box 189 Oklee, Minnesota 56742 218-796-5144 Betty Halvorson Employment and Training Program Director bhalvorson@intercountycc.org	<table border="0"> <tr> <td></td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td>In-School?</td> <td style="text-align: center;">[X]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Out-of-School?</td> <td style="text-align: center;">[X]</td> <td style="text-align: center;">[]</td> </tr> </table>		Yes	No	In-School?	[X]	[]	Out-of-School?	[X]	[]	<table border="0"> <tr> <td></td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td>Summer?</td> <td style="text-align: center;">[X]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Year-Round?</td> <td style="text-align: center;">[X]</td> <td style="text-align: center;">[]</td> </tr> </table>		Yes	No	Summer?	[X]	[]	Year-Round?	[X]	[]
	Yes	No																		
In-School?	[X]	[]																		
Out-of-School?	[X]	[]																		
	Yes	No																		
Summer?	[X]	[]																		
Year-Round?	[X]	[]																		

3A. Attach a current Mission Statement and Work Plan for the Youth Council.

The Current Mission 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 2011. This document is developed based on feedback and information from Youth Council members. The work plan is attached.

3B. Attach a copy of the most recent Request for Proposal (RFP) issued by the WSA/LWIB/Youth Council to select youth service providers.

A copy of the most recent Request for Proposal and RFP Rating worksheet is attached.

3C. How does the WSA procure youth services under regular WIA and MYP?

The Northwest Private Industry Council has chosen to select program providers through a Request for Proposal (RFP) process, rather than maintain its own staff for the delivery of program services. The youth RFP was developed based on the services to be provided and the criteria described in the State WIA Plan for the identification of effective youth providers. The RFP process can take place annually, but generally there is an option to maintain the provider selected for up to an additional two years. Notice of the RFP is advertised in the official newspaper in each of the seven counties located within the Workforce Service Area and in the newspapers in communities that are larger than the community where the county newspaper is housed. The RFP is also posted on the NWPIC website at www.nwpic.net.

The Youth Council issued an RFP for Program Year 2009 with an option to maintain that program provider for two additional years. The Youth Council and WIB have elected to retain the current program provider for Program Year 2011.

3D. Describe your WSA’s program design for younger, in-school youth.

The primary goal of the program design for younger, in-school youth is to provide participants with the information they need to make informed decisions about their post-secondary education and career goals. It is felt that it is important to prepare youth for future unsubsidized employment opportunities through quality career exploration and career counseling. Youth are provided with up to date labor market information to educate them about high-pay, high demand jobs in the local area. Staff works with youth to promote the development of job seeking skills, job retention skills, and occupational skills.

The primary element of the younger youth program is paid work experience. The work experience provides an opportunity for the youth to gain practical knowledge regarding the duties and expectations of a real work site. Youth complete job applications, interview, are expected to be to work on time, and to fulfill all other standard expectations required by the work site supervisor. In addition to the work experience component, youth also participate in activities related to academic enrichment, mentoring, job shadowing, leadership development, and career exploration.

3E. Describe your program design for older, out-of-school youth.

The Northwest Youth Council/WIB has identified occupational skills training as the primary component of the older, out-of-school youth program. Occupational skills training is a crucial factor in preparing older, out-of-school youth for high-demand, high-pay job opportunities in Northwest Minnesota. The services provided are based on a strong career assessment and the development of the Individual Service Strategy which outlines the needs of the individual participant.

Youth interested in academic training will be encouraged to receive occupational skills training at one of the three post-secondary institutions housed in the Northwest Workforce Service Area. Youth will be provided with information and encouraged to pursue training in fields that have been identified as high-pay, high demand occupations in Northwest Minnesota. Youth not interested in academic training, will be provided with the opportunity to obtain occupational skills training through paid work experiences and on-the-job training opportunities.

3F. Describe the WSA's process for monitoring youth services under WIA and MYP.

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

- Client service levels
- Client demographics
- Financial obligations and expenditures
- Performance standard levels
- Program Provider Narrative Reports

The results are shared with the Youth Council and the WIB. If deficiencies are found during monitoring, they are brought to the attention of the Program Provider and an action plan is developed to correct them.

The NWPIC completes field monitoring annually for each Program Provider. The criteria for field monitoring are outlined in the NWPIC WIA Monitoring Guide. Monitoring results are provided in writing for the Program Provider, the Youth Council, and the Workforce Investment Board. If corrective action is required, the Program Provider is given thirty (30) days to provide a response in writing as to how they will correct identified deficiencies. The Program Provider's response is reviewed with the Youth Council and Workforce Investment Board. This process is a great opportunity for Program Providers and Council Members to actively engage and work together to continuously improve the quality of services provided in the Workforce Service Area.

Youth Program Service Delivery Design

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

- Outreach and recruitment of participants:

Inter-County Community Council (ICCC) is the sole program provider for both the WIA and MYP programs. Over the years, ICCC staff has developed strong working relationships with many other youth agencies in the Workforce Service Area. These relationships provide referrals, and in many cases, provide the opportunity to provide services to participants as part of network of resources. ICCC staff regularly meets with school personnel, juvenile justice staff, social workers, teachers, and others who work with youth in the local area, to identify youth that may benefit from the specific services provided under WIA.

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:

No change from PY 2010

- Assessment strategies:

No change from PY 2010

- Development of an individual service strategy:

No change from PY 2010

- Follow-up services:

No change from PY 2010

5. Update 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)

[X] No change from PY 2010

- youth with language or cultural barriers

[X] No change from PY 2010

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

Youth program staff has a strong working relationship with the local juvenile justice system. The Director of the Red River Valley Juvenile Center is a member of the Northwest Youth Council, and so is aware of the services that are available to the youth in the juvenile justice system. Adjudicated youth are frequently referred to youth program staff for services under either the WIA Youth Program or the Minnesota Youth Program. The services provided to youth are customized to their unique individual needs based upon an individual assessment and the development of an Individual Service Strategy. Youth program staff work closely with juvenile justice personnel to assure that the plan developed meets any needs identified by that agency.

- youth with disabilities

[X] No change from PY 2010

- homeless youth

[X] No change from PY 2010

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

[X] No change from PY 2010

- migrant/seasonal farmworker youth

[X] No change from PY 2010

- Native American youth

[X] No change from PY 2010

- teen parents

Through past projects, such as the Teen Parent Project and the TANF Summer Youth Program, ICCC staff has had the opportunity to develop strong working relationships with local agencies that provide services to pregnant and parenting youth. Youth

program staff is in frequent contact with MFIP providers, county social service agencies (i.e., financial workers, social workers), and educational institutions. Services to teen parents are provided based on the results of an individual assessment and the development of an Individual Service Strategy (ISS). Youth Program staff works closely with referral agencies to provide a coordinated support system that will allow youth participants to obtain occupational skills training and/or work experience.

Support Services will be made available to address youth specific barriers such as transportation, work clothes, child care, and/or other needs that are identified in the participants Individual Service Strategy (ISS). MFIP support services may also be used to address individual needs when appropriate.

- Attach or describe any new best practices which support the Shared Vision for Youth with an emphasis on services to the neediest youth.

Outreach to Schools/Regional Career Information: Over 20 school districts are partnering in this project; 750 students have received career exploration resources and current labor market information through group presentations and 150 students participated in one-on-one career exploration sessions. The supplement to the MnCareers publication entitled, "Exploring High-Demand, High-Pay Occupations in the Northwest Region of Minnesota," continues to be a valuable tool in providing current Labor Market Information to students and parents in Northwest Minnesota. Outreach-to-Schools (OTS) activities are coordinated with school administrators and counselors, teachers and Tech. Prep. Coordinators.

Scrub Camps: Through a collaborative partnership with the Area Health Education Center (AHEC) in Crookston, students in three Northwest Minnesota communities participated in day camps that provided information on a variety of high-demand medical careers. Participating high school students earned their First Aid certification and were given the opportunity to tour an Addiction Recovery Center, a Mortuary, Ambulance Services, a Nursing Facility, and local hospitals. The Hospital tours included visits to Radiology, Medical Records, Physical Therapy, an X Ray Lab, Food Services, Environmental Services, and the Emergency Room.

Work Crews: Inter-County Community Council has several work crews that provide additional employment opportunities for youth in the local area. The work crews typically perform public service jobs for local public agencies. Some recent jobs include interior and exterior painting in several area schools, gardening and helping with lawn maintenance for local area parks, washing vehicles for Social Services and Head Start, and cleaning ditches in several towns and cities in the local area. Working in a group environment allows the youth to learn leadership, teamwork, tolerance, and acceptance. Supervision is provided by an experienced crew leader who helps to build and promote a nurturing and supportive work environment.

Wadena Clean-up: One local work crew went to the aid of the neighboring community, Wadena, after it was devastated by a tornado this summer. Calls were made to several local agencies, and within a few days a crew of youth workers made the 120 mile trip to participate in the clean-up efforts. Youth were amazed at the damage and noticed that the effects of this tornado were extremely difficult on the elderly. Comments from youth include "It was hard work but people really appreciate our help". Another comment was "We got really dirty and sweaty and went home *very* tired." All youth involved stated they would be willing to assist again and that they truly felt appreciated.

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 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, Rehabilitation Services, State Services for the Blind, etc.

[X] No change from PY 2010

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

[X] No change from PY 2010

7. Update 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 2010).

[X] No change from PY 2010

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

[X] No change from PY 2010

- Work experience, on-the-job training, career development, or internships which support green jobs and Minnesota's green economy.

[X] No change from PY 2010

- Youth safety training information and/or curriculum.

[X] No change from PY 2010

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

[X] No change from PY 2010

- 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.**

[X] No change from PY 2010

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

[X] No change from PY 2010

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

[X] No change from PY 2010

- 12. Describe any incentive policies which will be used to reward individual participants for excellence in work and academics.**

[X] No change from PY 2010

- 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."**

[X] No change from PY 2010

- 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.

[X] No change from PY 2010

- 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)?

[X] No change from PY 2010

- 16. With respect to WIA Literacy/Numeracy requirements, please describe the following:**

- Adult Basic Education (ABE) assessment test(s) used for all youth who are out-of-school at the time of enrollment (including youth enrolled in post-secondary education)

The Northwest Private Industry Council does not require or endorse any specific ABE assessment test at this time. Youth program staff has elected to use the Comprehensive Adult Student Assessment System (CASAS) for those youth that are out-of-school at the time of enrollment. This assessment is used to determine the participant's math and reading levels at the time of enrollment. In addition to the CASAS, out-of-school youth participants are also take the MN Career Interest Assessment to identify career paths that the participant may be interested in pursuing.

- (As appropriate) English-as-a-Second Language (ESL) assessment test(s) used for youth who are out-of-school at the time of enrollment

The Northwest Workforce Service Area does not have a large population of participants that would require ESL assessment tests. Applicants with limited English proficiency would be referred to the Northwest ABE prior to enrollment and testing for assistance with their English language skills.

- The WSA's and/or youth service providers method(s) for assuring that all youth who require a literacy/numeracy assessment receive BOTH an appropriate pre-test, and a timely post-test

Literacy/numeracy testing has been an issue for past youth program providers, thus this performance measure is of particular concern to the Northwest Youth Council. Youth program staff has determined that pre-testing will take place at the time of enrollment. Because the testing will be considered part of the enrollment process, applicants will not begin to receive services until the testing is complete. During the enrollment process, youth applicants are informed that they will need to comply with annual testing. They are required to sign a statement indicating that they understand and agree to this requirement. Youth program staff will use ticklers in the Workforce One system to remind them to schedule participants for post-testing.

17. With respect to the new federal definition of the Work Readiness Indicator referenced in TEGL 07-10, please describe the following:

- the WSA's approach to assuring work readiness skill attainment for youth participants through WIA or MYP

A great deal of time and care is taken to develop worksites that will provide a positive a meaningful work experience for program participants. Youth program staff work very closely with worksite supervisors to make sure that youth program participants are succeeding at the worksite and are developing work readiness skills. Regular contact with worksite supervisors is a key component in monitoring the progress and success of youth participants. In addition to regular contact, worksite supervisors are required to provide comments and feedback whenever youth time sheets are submitted. This provides regular consistent feedback regarding the tasks youth are performing, the skills they are gaining and overall how well the youth is performing at the worksite. Worksite supervisors are encouraged to share their feedback with youth in a constructive and supportive manner. If problems or special areas of concern are identified in the bi-weekly feedback, youth program staff makes contact with the supervisors and/or the youth participant to address the issues. At the end of the work experience, the worksite supervisor is asked to complete a comprehensive evaluation of the participant's performance for the work experience as a whole. This evaluation is shared with the program participant so that they may be aware of their accomplishments.

- the WSA/youth service provider's approach to assuring that the worksite supervisor evaluates the work readiness skills of youth participants

The youth program staff has set up a system where the worksite supervisor has the opportunity to submit feedback on a bi-weekly basis in coordination with the submittal of the participant's time card. If the Worksite Supervisor forgets or chooses not to provide feedback, the youth staff follows up with the supervisor on a one-to-one basis to discuss the participant's performance and to stress the importance of their feedback as a measure of performance. Worksite Supervisors are required to complete an overall evaluation of the participant's performance at the end of the work experience. If the worksite supervisor does not complete the evaluation in a timely manner, youth program staff follows up with that supervisor on a one-to-one basis. Obtaining feedback from Worksite Supervisors is not generally a problem in the Northwest Workforce Service Area, as most supervisors are significantly invested in mentoring and developing the work skills of our local youth.

- the WSA's approach to documenting the supervisor's/employer's evaluation of the participant's work readiness skills.

During the Worksite Supervisor orientation, the supervisor's are given time sheets for the work experience participant. Included with these time sheets are evaluation forms for the Worksite Supervisor to complete and submit on a bi-weekly basis. Youth staff maintains this bi-weekly feedback in a three ring binder in the main ICCC office for the length of the work experience for tracking purposes. Once the work experience has been completed the copies are placed in the individual participant's permanent file. Conversations and correspondence between youth program staff and Worksite Supervisors are documented in the program participant's case notes in Workforce One. The evaluation that is completed at the end of the work experience is maintained in the participant's permanent file.

Attachment A – Planning Estimates

WSA	PY 2011 WIA Planning Estimate	SFY 2012 MYP Planning Estimate
WSA 1 - Northwest	\$436,651	\$78,582
WSA 2 - RMCEP	\$2,045,455	\$388,292
WSA 3 - Northeast	\$927,111	\$200,358
WSA 4 - Duluth	\$393,676	\$87,102
WSA 5 - CMJTS	\$1,286,908	\$283,591
WSA 6 - Southwest	\$394,830	\$131,197
WSA 7 – South Central	\$642,826	\$163,502
WSA 8 - Southeast	\$995,798	\$267,793
WSA 9 – Hennepin/Carver	\$595,481	\$332,404
Carver County (MYP)		\$27,718
WSA 10 - Minneapolis	\$1,222,458	\$338,634
WSA 12 - Anoka	\$325,574	\$176,751
WSA 14 – Dakota/Scott	\$528,680	\$180,816
Scott County (MYP)		\$35,684
WSA 15 - Ramsey	\$1,365,741	\$375,943
WSA 16 - Washington	\$267,717	\$89,597
WSA 17 – Stearns/Benton	\$530,319	\$131,891
WSA 18 – Winona	\$165,608	\$35,143

PY 2011 WIA Youth (April 1, 2011 to March 31, 2012):

Final WIA Youth Formula Grant allocations are scheduled to be provided to states and WSAs in March of 2011. The planning estimates provided above are based on each WSA's PY 2010 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 2010 MYP Funds (July 1, 2009 to June 30, 2010):

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