

Northwest Workforce Service Area Letter 115

Subject: Youth Referral

Issuance Date: 1 January 2006, Revised 1 October 2008

Effective Date: 1 January 2006

Action: To establish the Northwest Workforce Service Area procedure for Program Providers to refer youth participants from the WIA Younger Youth program to the WIA Older Youth program.

Who: Workforce Board Members, Local Elected Official Board Members, and Program Provider Staff.

Background: Program Providers have not fully utilized the opportunities available to participants by transitioning them from the WIA Younger Youth to the WIA Older Youth program. Youth enrolled in the WIA Younger Youth program are eligible for services under the WIA Older Youth program. Youth enrolled in the Minnesota Youth Program (MYP) may or may not be eligible for services under WIA and would need to be screened for WIA eligibility. The purpose of this policy is to develop a formal referral policy between the WIA Younger Youth and the WIA Older Youth programs to maximize the services available to the youth participant.

Policy and Procedures: Program Providers must understand that WIA Younger Youth participants are eligible for services under the WIA Older Youth program as long as they are transferred between programs without their client record being terminated. Closure of the client from the WIA Younger Youth program will mean that their WIA eligibility will have to be re-established prior to them being eligible to receive services under the WIA Older Youth program.

All Younger Youth participants that are seniors in high school may be referred to the WIA Older Youth provider. They will be eligible to receive the same services under the WIA Older Youth program as any other person enrolled into the program.

Referral Process:

Referrals are to be made from the WIA Younger Youth provider to the WIA Older Youth provider utilizing the following procedures:

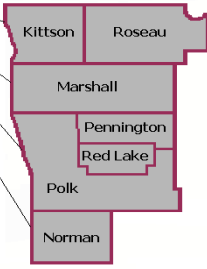
1. The WIA Younger Youth provider should refer appropriate WIA Younger Youth participants to the WIA Older Youth provider as soon as possible within the first quarter of the program year, which begins on 1 April each year. The WIA Younger Youth staff should alert their participants of the referral process prior to making the referral. To ensure a smooth transition between the WIA Younger Youth Program and the WIA Older Youth Program all participants referred from the Younger to the

Older Youth program must stay enrolled until the final disposition on the referral is clear.

2. The referral forms should at a minimum should include the following information:
 - a. Participant Name
 - b. Participant Social Security Number or Work Force One Record Identification Number
 - c. Date of Referral
 - d. Comment Section
 - e. Name of the Referring Staff Person
3. The WIA Older Youth staff person receiving the referral is to contact the WIA Younger Youth participant by mail immediately after receiving the referral. This letter should include appropriate information on the services potentially available to the WIA Younger Youth participant and must explain what the WIA Younger Youth participant needs to do should they wish to apply for services under the WIA Older Youth program. The WIA Younger Youth participant will have sixty (60) days to contact the WIA Older Youth provider by telephone, letter or e-mail to express their desire to receive services under the WIA Older Youth program.
4. The WIA Older Youth staff person working with the referral is to notify the WIA Younger Youth staff person after sixty (60) days as to the status of each referral.
5. WIA Younger Youth participants that have not followed through with the referral process may be closed out from the WIA Younger Youth program after sixty (60) days or after completion of their planned activities under the WIA Younger Youth program, whichever comes first.

Contact:

Rodger L. Coauette
NWPIC Executive Director
1730 University Avenue
Crookston, Minnesota 56716
Phone/TTY: (218) 281-6020
Fax: (218) 281-6025
E-Mail: rodger.coauette@state.mn.us



Youth Referral Form

NWPIC
1730 University Avenue
Crookston, MN 56716
Phone: (218) 281-6020
Fax: (218) 281-6025
www.nwpic.net

Participant Name:

Date:

Participant ID#:

Comments:

Referring Staff:

Date:

Action Taken:

Older Youth Staff:

Date: