

**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
Minnesota Valley Action Council, Inc. 464 Raintree Road Mankato, MN 56001	Heather Gleason 464 Raintree Road Mankato, MN 56001
Director Name: John Woodwick Telephone Number: 507-345-2400 FAX: 507-345-2414 E-Mail: john@mnvac.org	Contact Name: Heather Gleason Telephone Number: 507-345-2418 FAX: 507-345-2414 E-Mail: hgleason@mnvac.org

MN Tax ID #: 946538 Federal Employer ID #: 41-6050353

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: March 15, 2011

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

Form 1:	Signed Cover Page	<u> X </u>
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	<u> X </u>
Form 5:	Completed WIA Common Youth Performance Measures Chart	<u> X </u>
	List of Youth Council Members	<u> X </u>
	List of All CURRENT Youth Service Providers	<u> X </u>
	Current Youth Council Mission Statement and Work Plan	<u> X </u>
	Current Request For Proposal (RFP) Used to Select Youth Service Providers	<u> X </u>
	Copies of Best Practices Supporting Shared Vision For Youth	<u> X </u>
	Completed Narrative Checklist	<u> X </u>

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

WSA/Contact:	Heather Gleason
E-Mail Address/Phone Number:	hgleason@mnvac.org / 507-345-2418
Date Submitted (or Modified):	
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%)							
WIA Youth Program Financial Information							
In-School Youth Wages/Fringe Benefits							
Out-of-School Youth Wages/Fringe Benefits							
In-School Youth Direct Services							
Out-of-School Youth Direct Services							
In-School Youth Support Services							
Out-of-School Youth Support Services							
In-School Youth Other Services							
Out-of-School Youth Other Services							
TOTAL:							

Pct. Of Funds Expended on Out of School Youth (Minimum 30%; Higher Levels Recommended):	
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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

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

WSA/Contact:	Nancy Haag
E-Mail Address/Phone Number:	nancyh@mnvac.org / 345-2405
Date Submitted (or Modified):	
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>						
Minnesota Youth Program Financial Information						
Youth Participant Wages and Fringe Benefits						
Direct Services to Youth						
Support Services						
TOTAL:						

*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

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:	Heather Gleason
E-Mail Address/Phone Number:	hgleason@mnvac.org / 507-345-2418
Date Submitted (or Modified):	
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	85.3%	88.1%	91.1%	86%	86%
Younger Youth Diploma Rate	88.2%	94.4%	95.2%	76%	76%
Younger Youth Retention Rate	87%	76.2%	70%	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	87.5%	100%	83.3%	76%	76%
Older Youth Retention Rate	92.3%	94.7%	91.7%	79%	79%
Older Youth Six-Month Wage Gain	\$4,702	\$6,906	\$5,405	\$3,400	\$3,400
Older Youth Credential/Diploma Rate	33.3%	41.2%	52.9%	53%	53%

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:	Heather Gleason
E-Mail Address/Phone Number:	hgleason@mnvac.org / 507-345-2418
Date Submitted (or Modified):	
Grant Number:	

OMB Youth Common Measure	PY 2009 (ACTUAL)	PY 2010 (PLANNED)	PY 2011 (PLANNED)
Placement in Employment or Education	60.6%	62%	59.3%
Degree or Certificate Attainment	77.4%	49.9%	50.8%
Literacy/Numeracy Gains	41.7%	22.2%	32.4%

**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, parent, etc.)
Chair: Glenn Morris Phone Number: (507) 389-5106 E-Mail: gmorris@mnsccsc.org	South Central Service Cooperative/Carl Perkins/Education
Jim Abraham	Employment Related Services/Business
Tim Dolan	Sibley Co. Extension/Youth Organizations
Kendra Grunig	Rehabilitation Services/Youth w/Disabilities
Lee Hiller	Operating Engineers Local 49/Organized Labor
Robert Lindgren	ISD #77 Mankato Area/Secondary Education
Paul Marquardt	Plumbers & Pipefitters Union/Organized Labor
Kathi Rusch	SC College-SC Service, Work & Learning /Tech Prep/Carl Perkins/Post-Secondary Education
Monde Schwartz	District #77 Mankato Area/Secondary Education
Nancy Sprengeler	MN State University-Mankato –Educational Talent Search/Education/Youth Services
Karen Wagner	Mankato WorkForce Center/Employment Services
John Woodwick	MN Valley Action Council/Community-Based Organizations/Youth Services/Housing
Gloria Zachow	Manpower/Employment Services
Emily Dittrich	Graduate – High School/Youth
Ruben Jones	Employed – Finish Line/Youth
Andrew Miller	Graduate – South Central College/Youth
Harlen Miller	Student – South Central College/Youth
Angie Navejas	Student – South Central College/Youth
Cody Stanton-Bridges	Student – Central High School/Youth

Sean Stanton-Wilcox

Student – Mankato East High School/Youth

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

The Mission & Goals of the South Central Youth Council are 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.

The South Central Request for Proposal is attached.

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

Every five years, the South Central WorkForce Council releases a Request For Proposal (RFP) to solicit proposals to provide workforce development services for low income youth under Title I of the WorkForce Investment Act. A Task Force made up of members from the Youth Council, WorkForce Council and Joint Powers Board review the current RFP and they update the information being requested of proposers. A notice is printed in each of the legal newspapers in the nine county area and approximately 100 letters are sent to local school districts, county human services, social service organizations and employment service agencies. Interested parties request copies of the RFP and are invited to a proposer's conference. At the proposer's conference, the RFP is reviewed, interested parties are given an opportunity to ask questions about the RFP, and organizations intending to submit a proposal are required to declare their intent in writing. Proposals that are submitted by the due date are reviewed and rated by the Task Force. Their recommendation for a youth services provider is presented to the Youth Council, WorkForce Council and Joint Powers Board for approval. Minnesota Valley Action Council was selected as our youth services provider in January 2010. This was approved by the Youth Council, the SC WorkForce Council and the Joint Powers Board.

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

The goal of our youth programs is to ensure that all youth have basic skills, work readiness skills and occupational skills to be successful in the workplace.

In-school youth services will be focused on youth 16 -18 and will include drop-out prevention strategies to ensure that youth attain their high school diploma as well as transition strategies to post-secondary education, employment, military service or apprenticeships. Services must include an identification of high growth industries/occupations in south central Minnesota, the career pathways to access these occupations (i.e. post-secondary requirements, apprenticeships, etc.), and an identification of area employers who hire these occupations. A key component to the program design is work experience.

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

A minimum of 50% of the youth served must be out-of-school youth (includes youth

attending an alternative learning center) and will include strategies to ensure that youth have an occupation skill/credential through post-secondary training as well as successful placement and retention in employment. Services will provide the youth with an awareness of high growth industries/occupations in south central Minnesota. Training will be provided in demand occupations that have high-growth opportunities.

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

Monitoring reports are prepared on a quarterly basis and reviewed by the Youth Council as well as managers of the WorkForce Center partnering agencies. The reports include enrollments, exits, demographic information, activities, performance goals and expenditures. The year end reports are prepared on an annual basis and reviewed by the Youth Council, WorkForce Council, and Joint Powers Board.

Each year an on-site monitoring visit is conducted at each county office location. A sample of client files are selected and reviewed by staff of the South Central WorkForce Council and our local Workforce One data administrator.

The purpose of this monitoring visit is to conduct a(n):

- 1.) Workforce One File Review: Staff reviewed eligibility determination and documentation, documentation of privacy and complaint procedure, wage detail consent, employment plan/youth goals, appropriate activity, credential and termination coding and follow-up/post-exit data.*
- 2.) Services File Review: Staff reviewed assessment, employment plan, service delivery, training services for demand occupations, youth goals and work experience, regular contact with participant, program exit and follow-up services.*

Youth Program Service Delivery Design

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

- Outreach and recruitment of participants:

No change from PY 2010

- 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)

Our Youth Council strategy is to increase service levels to out-of-school youth. At a minimum, 50% of the youth served will be out-of-school youth. Our ultimate goal for out-of-school youth will be placement and retention in unsubsidized employment at livable wage in high growth, demand occupations as well as the completion of an occupational skills training.

Strategies to help youth meet that goal include:

- *Obtain a high school diploma/GED*
- *Basic Skills: Ensure youth have the basic skills necessary to succeed in education/employment.*
- *Occupational Skills: Youth to obtain a credential in an occupational skills training.*
- *Work Readiness Skills: Ensure youth have job seeking and job keeping skills.*

These strategies will require the coordination of services with local school districts, GED/ABE programs, college prep programs, post-secondary education and WorkForce Centers.

- youth with language or cultural barriers

No change from PY 2010

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

No change from PY 2010

- youth with disabilities

No change from PY 2010

MVAC partnered with the PACER Center and Minnesota Valley Education

District in St. Peter to provide paid internships for 7 youth to create three videos intended to educate youth with disabilities on the topics of self-advocacy, healthy hobbies, and obtaining disability services in college. The videos are posted on the PACER YouTube link at www.youtube.com/user/pacercenter.

- 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
 - [X] No change from PY 2010
- Attach or describe any new best practices which support the Shared Vision for Youth with an emphasis on services to the neediest youth.
 - ***A best practice that supports the Shared Vision for Youth is the Youth Intervention Program which is funded by the MN Department of Public Safety, Office of Justice Programs. This program serves foster care youth between the ages 16-21 with an emphasis on youth transitioning out of foster care. The purpose of the program is to provide career and life skills curriculum to explore, identify and attain positive educational, career and life goals.***

Many youth experiencing familial, academic, and criminal justice problems resulting in out-of-home placement do not have the family support they need to develop positive life and career goals. This program will help fill that gap by providing youth with the support and skills they need to develop positive educational, career and life goals. We will provide career and life skills curriculum that will connect them to a range of community partners and resources. Youth will assess their interests, aptitudes, and values; explore careers; develop a career plan and gain positive work habits and life skills they need to become successful adults.

Youth will be assessed in areas of education, employment, transportation, housing, health, and legal issues. Youth will work with an employment counselor one-on-one to address issues and develop strategies in each of these

areas. They will develop a career plan which will emphasize the importance of staying in school and obtaining their high school diploma, as well as identifying a career goal and the pathway to achieve that career.

We realize that foster care youth also have specialized needs. Youth in foster care have been separated from their families and often feel alone, isolated, and have low self-worth. They often have difficulty forming healthy relationships. Youth will participate in group activities focused on self-esteem and personal development. Youth need to believe in themselves and learn how to see a bigger and better future. These activities will be in a group setting with other youth in foster care and provided by the Life-Work Planning Center and other identified speakers.

A key component of the program is summer work experience opportunities. It begins with a workshop consisting of programming on career interest assessments, completion of job applications, resumes, cover letters, thank-you letters, job interviewing skills, and financial fitness. After the workshops, youth contact two employers to request an interview. Upon completion of the interviews, employers rate youth participants on their interviewing skills including eye contact, appearance, enthusiasm and ability to answer questions appropriately. Prior to their placement, youth are required to set up a savings account. By setting up a savings account, youth develop a relationship with a financial institution and it is a tool for teaching banking, budgeting, savings and the “pay yourself first” concept. Youth are then placed in worksites where they will work up to 20 hours per week earning minimum wage for up to ten weeks. The worksite supervisors will serve as mentors to youth and are provided a mentoring curriculum designed to engage youth in conversation about their career goals. Worksite mentors will reinforce importance of completing school and model life skills and positive work habits. While youth are working at the worksites, employment counselors provide on site monitoring on a regular basis and ongoing troubleshooting. At the worksite, youth acquire positive work habits, new job skills, customer service skills, teamwork skills and develop relationships with positive, caring adults.

Throughout the summer youth participate in a variety of activities. Youth attend job seeking and job keeping workshops on career exploration, labor market information including demand occupations, value of post-secondary education, goal setting and connections to community resources. Youth participate in field trips including: tours of local business to gain hands on exposure to potential careers in demand occupations and industries in the area; visits to local colleges and universities to learn about post-secondary options and visits to local WorkForce Centers to ensure that all youth are aware of the services available so they know where to go to connect to education and employment opportunities throughout their lifetime. Youth also participate in day camps that emphasize team building activities, self-esteem, socialization skills, and personal development.

After youth have completed the summer program, they will continue to participate in individual and group activities focusing on career planning, life skills and financial fitness training. These activities will be provided through

MN Valley Action Council in coordination with local financial institutions.

Youth that have been in foster care are also eligible for the Workforce Investment Act (WIA) program which provides assistance to youth transitioning into post-secondary training, military, apprenticeships or obtaining full-time employment. MN Valley Action Council is a provider of WIA youth services and will co-enroll appropriate youth who graduate from high school to provide transition assistance and tuition assistance for youth enrolling in post-secondary education.

Youth Intervention Program

January 1, 2008 through December 31, 2009

Total Served: 30	Total Exited: 19
Outcomes	# of Youth
Completed the Program (3 transitioned to post-secondary training)	15
Moved from the Area	2
Institutionalized	2

We received another two year grant from the MN Department of Public Safety, Office of Justice Program to continue the Youth Intervention Program services to another 25 youth in foster care.

- *Another best practice that supports the Shared Vision for Youth is our partnerships for youth with disabilities. MVAC partnered with the PACER Center and Minnesota Valley Education District in St. Peter for the Project C3 program, which stands for Connecting Youth to Communities and Careers. The goal of that project was to improve employment and post-secondary outcomes for youth with disabilities. The project provided paid internships for youth with disabilities to electronically map local resources available to youth. The project was such a success that the partners collaborated once again to provide paid video internships where youth with disabilities created three videos on the topics of self-advocacy, healthy hobbies and obtaining disability services in college. The videos are posted on PACER's YouTube link at: www.youtube.com/user/pacercenter.*

In addition, when serving youth with disabilities it has been important to coordinate with Vocational Rehabilitation Services (VRS). They have been able to provide additional supports such as job coaching and intensive follow-up services to ensure youth success in work experience opportunities. MVAC and VRS partners are planning to enhance and streamline cross referrals and service delivery models by formalizing a dual service process that maximizes the expertise of VRS staff working with youth with disabilities and the expertise of MVAC staff connecting to employers to offer work experiences to ensure maximum success of youth.

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.

[] No change from PY 2010

In addition the youth strategies identified in PY 2010, the Greater Mankato Career Expo, which is a highly interactive career fair for high school sophomores to learn about career opportunities, has been replicated in two other communities in our area. The Area Career Exploration (ACE) is held in Fairmont and the Career Fair is held in New Ulm.

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

[] No change from PY 2010

In addition to the youth strategies identified in PY 2010, the South Central WorkForce Council is a member of the Economic Growth Collaborative of South Central Minnesota which was established under Framework for Integrated Regional Strategies (FIRST) grants awarded by DEED. The collaborative is comprised of business, community, economic development, education, and workforce development professionals whose mission is to develop and implement market-driven strategies that align resources and increase the economic competitiveness of the region. Services for youth and workforce issues that effect youth will be examined by this regional partnership and part of strategic planning.

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).

[] No change from PY 2010

In addition to the strategies identified in PY 2010, youth participated in the Tour of Manufacturing where local manufacturers opened their doors for tours and provided information on career opportunities at their business. For more information visit <http://www.greatermankato.com/gmg-tourofmanufacturinginsert.php>.

The Partners in Career Exploration (PICE) program which utilizes the Outreach to Schools initiative was expanded this year. The program placed eight interns from the Student Counseling program at Minnesota State University-Mankato in nine local school districts to provide career exploration and counseling assistance to high school students. Prior to their placement in the school, interns receive training from WorkForce Center staff, Minnesota State University, South Central College and our local labor market analyst who provides them with information on our labor market including high growth/demand occupations in the region and an introduction the regional career website. The training includes tours with local businesses so that interns have hands on exposure to demand occupations.

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

No change from PY 2010

In addition to the strategies identified in PY 2010, we have targeted work experience opportunities in the private sector. Although we continue to have great success at with our public and non-profit worksites, there have been greater opportunities for youth to be hired in the private sector after the completion of the their work experience.

MVAC has also enhanced internship opportunities for youth. When a youth has successfully completed a work experience and demonstrated that they have the basic work readiness skills to be successful on the job, they have an opportunity to be placed in an internship that directly relates to their career interests.

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

No change from PY 2010

- Youth safety training information and/or curriculum.

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.

No change from PY 2010

In addition to the strategies identified in PY 2010, worksite supervisors also attended a training session on worksite mentoring. The training session was developed by a MVAC staff person that completed a thesis for her master's degree on the importance of worksite supervision to the success of a youth. The presentation included her research that supported worksite mentoring and a video of a youth who is an inspirational speaker who talked about the people that believed in him. The video clip can be found at the following link: <http://www.dallasisd.org/keynote/htm>

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.

[] No change from PY 2010

In addition to the strategies identified in PY 2010, the Economic Growth Collaborative of South Central Minnesota received a grant from the Southern Minnesota Initiative Foundation to do a pilot project with ISEEK to enhance the regional South Central career website to include social media to link youth to local employers. Businesses will be able to list work based learning opportunities such as job shadowing and internships. Youth will be able to connect directly with professionals in their field of interest through an "Ask the Expert" feature. These enhancements are expected to be launched in August 2011.

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

[] No change from PY 2010

In addition to the strategies identified in PY 2010, Minnesota Valley Action Council has enhanced youth participation by providing monthly groups and activities. Youth attended the following:

- *University of Minnesota Extension Service workshop on Healthy Lifestyles that focused on healthy eating, food budgeting and food preparation. Youth created a healthy meal that they ate for lunch during the meeting.*
- *College tours of Minnesota State University and South Central College.*
- *Job Search Groups on job applications, references, interviewing, resumes, cover letters, maintaining employment and career assessments.*
- *Financial Aid Meeting where a South Central College staff completed an entire FAFSA step by step with youth.*
- *Major Day at South Central College which included an academic fair, campus tour, and career/community fair.*
- *Informational meeting about new programs being offered at South Central College in the health care field including: medical assistant, health information technology, pharmacy technician and health support specialist.*

We continue to look for ways to provide visual tools (attached) for youth including:

- *The “Education Pays” flyer shows the average weekly wages and the rate of unemployment based on level of education.*
- *The Counseling News, developed by a PICE intern, is a monthly flyer that is posted in the bathroom at St. Peter High School to remind students about what they need to be doing to prepare for their future. These flyers are also used by youth counselors.*
- *MVAC now requires all staff to do an agency project that can assist the agency in the work that they do. One staff person has dedicated her project to finding publications and resources that provide visual information to clients on employment, training and demand occupations.*

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

No change from PY 2010

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

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.”

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.

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)

All youth complete the Test of Adult Basic Education (TABE) at the time of enrollment.

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

We do not have an assessment specific for ESL youth, but are interested in exploring this further.

- 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

All youth complete the TABE at the time of enrollment but we struggle with getting youth to complete the post-assessment. Although we exceeded our literacy/numeracy goal for PY 09, we will work closely with Minnesota Valley Action Council to improve post-assessment completion in a timely manner.

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

MVAC will address work readiness skills with youth from the time they apply for our program to the time that they exit our program. Ways in which we will do this include the following:

- *Reviewing and providing feedback to the youth on their program application and its completeness.*
- *Completing a pre-assessment and post-assessment of each youth’s work readiness skills and working on areas that need improvement.*

- *Completing a pre-assessment and post-assessment of each youth's employability competencies and working on areas that need improvement.*
 - *Assessing work readiness skills on each monitoring visit to worksites, discussing the feedback with supervisor and youth, and recording it on the monitoring tool.*
 - *Supervisors will evaluate youth's work readiness skills on their timesheet every two week pay period. Staff will use this information to provide guidance to youth.*
 - *Staff will provide recognition for positive work readiness development.*
 - *Workshops will be conducted which focus on work readiness skills, the initial phone call to employers, greeting the employer including a firm handshake and good eye contact, interviewing skills and mock interviews, résumé-writing, cover letter, and thank-you letters.*
 - *Out-of-school youth can complete the National Work Readiness Credential assessment or National Career Readiness Credential assessment to address work readiness skills.*
- the WSA/youth service provider's approach to assuring that the worksite supervisor evaluates the work readiness skills of youth participants

The worksite monitoring tool was modified to replicate the work readiness indicator from the WIA Administrative Manual. It includes an evaluation of attendance, punctuality, appearance, taking initiative, quality of work, communication skills, response to supervision, teamwork, and problem solving/critical thinking. The youth is evaluated by the worksite supervisor.

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

The worksite supervisor's evaluation is documented on the worksite monitoring tool at each visit.

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.