

Technical Assistance (TA) Guide – WIOA 14 Youth Program Elements

This TA Guide is to provide guidance and examples of the WIOA 14 Youth Program Elements. This TA guide is not intended to be all inclusive but rather a guide to our service providers on how to make available the required elements. It is the responsibility of the service provider to review all applicable policies.

As a reminder, all 14 elements are required to be offered in our region. Each county does not have to offer all 14 elements, but collectively, all elements must be offered between the five counties we serve.

The 14 Elements that are required to be offered are:

1. Tutoring, study skills training, and instruction that leads to a high school diploma
2. Alternative secondary school services or dropout recovery services
3. Paid and unpaid work experiences
4. Occupational skill training
5. Education offered concurrently with and in the same context as workforce preparation activities
6. Leadership development opportunities
7. Supportive Services
8. Adult mentoring
9. Follow-up Services
10. Comprehensive guidance and counseling
11. Financial Literacy
12. Entrepreneurial skills training
13. Services that provide labor market and employment information
14. Activities that help youth prepare for and transition to post-secondary education and training

WorkforceGPS is a nationwide organization that is known for their WIOA resources. They have dedicated resources for the 14 elements. All can be found by visiting:

<https://ion.workforcegps.org/resources/2017/01/31/09/44/WIOA_Youth_Program_Elements>

In addition to WorkforceGPS, you can utilize the following:

* GADJ (Guidance and Direction for Job Seekers:
	+ <http://riverseastwdb.org/staff-resources/guidance-direction-for-job-seekers/>
* NC Careers.org
* Hosting work readiness and GED workshops at your local NCWorks Career Center
* Partnering with your local community colleges, public schools and alternative high schools
* Partnering with your local non-profit agencies and faith-based agencies to offer volunteer activities
* Partnering with your local chambers who host young professional groups to provide adult mentoring (*note: adult mentors can receive a stipend for their time*) or a local Civic Group (like Rotary or Kiwanis)
* Partnering with any of our required One-Stop Partners (*connect with your Center Manager to receive a list*).
* Host a JobClub for your participants
* Offer a Financial Literacy workshop (most banks are willing to assist)
* Small Business classes at your local community college (all are FREE)
* Utilize the WEX and/or OJT programs
* Referrals to partnering agencies when your participants needs intensive counseling (such as substance, alcohol abuse or domestic violence)
* Provide supportive services (per our policy)
* Utilize the approved training list to upskill your participant
* Hold NCWorks training with your participants and show them how to keep their account updated as well as find local labor market information, job search, virtual recruiter, etc.
* Follow-up services are required for 12 months after the participant exits. Participants needs to be aware that you need to stay in contact with them. You can provide supportive services (as documented on their IEP) during the 12-month follow-up period. This means you can spend money on them – through supportive services – as long as it was documented on their IEP and OA prior to exit.

If you are still struggling identifying resources please reach out to the Local Area staff and we will be glad to assist you.

**Per TEGL 21-16, service activity code 417 should ONLY be used when referring a participant to a partner agency for counseling involving drug or alcohol abuse, mental health issues or a referral to a partner agency for other issues.**

**When providing CAREER COUNSELING AND ADVISING, service providers should use service activity code 442 and ensure that both the service case note and regular case note document the service provided to the participant.**

Applicable Policies:

* Supportive Services
* Individual Training Account
* NCWorks Service Activity Codes, Case Notes, and Exit Dates
* Program Exit, Follow up and ReEnrollment
* Youth WEX
* Youth Incentive Policy