

WORKFORCE ESCAROSA, INC.
SUMMER YOUTH EMPLOYMENT PROGRAM PLAN
May 25, 2009

Workforce Escarosa (Escarosa) has employed six (6) new staff to assist with the Summer Youth Employment Program (SYEP). The new staff include three (3) SYEP Monitors; one (1) SYEP Health and Safety Monitor; one (1) Intake Specialist, and one (1) Accounting Specialist. Current staff who have supported this effort include Escarosa's Senior Monitoring Specialist; WIA Intake Specialist; and various administrative support to include the Executive Director, Chief Financial Officer, WIA Assistant Director and WIA Coordinator.

Escarosa expects to serve 275 to 300 economically disadvantaged youth. All youth will be involved in a work experience component; however this will vary dependent upon the age of the youth; his/her career interests and abilities; and current skills level.

Eligibility determination for youth participants will begin in May, with actual services to begin the first or second week of June. The program may run through September 30, 2009. Average number of weeks for youth participation will be 6 weeks. Please see Attachment II for age range, age appropriate strategies, etc.

I. Service Provider Selection

1. Escarosa competitively procured all services under the SYEP. A legal notice ran in the Pensacola News Journal, as well as was posted to Escarosa's website at www.workforceescarosa.com, on March 1, 2009. A bidder's meeting was held on March 12, 2009, and proposals were due April 24, 2009. Proposals were rated the week of April 27, and contracts will be awarded on May 21, 2009 at the Escarosa Board of Director's meeting. From the ratings, it appears as if Escarosa's subcontractors will be the School Districts of Escambia and Santa Rosa Counties. Services procured included payroll services for SYEP work experience, and the actual delivery of programmatic services.
2. Once approved by the Board, all contact information for the two selected subcontractors will be posted on Escarosa's website and also advertised through Escarosa's closed-circuit video system within Escarosa's Career Centers. With the available funding, only 275 to 300 youth will be served, therefore, advertising will be very limited.

II. Program Administration/Operation

A. Outreach and Recruitment

1. As state above, only 275 to 300 youth will be served; therefore, a media blitz will not be used. Information packets on eligibility criteria have been compiled and will be issued to all students attending public school at the two school districts. Recruitment for out-of-school youth (30%) or 82 to 90 youth, will be recruited from community based organizations such as Children's Home Society, Families Count, Department of Juvenile Justice, DCF – Youth Aging out of Foster Care, and various other groups who work with disadvantaged youth.

B. Summer Youth Program Eligibility Determination

1. All youth will be determined eligible in accordance with WIA criteria. Please see Attachment I.
2. The application process used by Escarosa's service providers will include questions regarding veteran's status and eligible spouse criteria. If the applicant indicates that

he/she qualifies as either, the application will be given first priority for services under SYEP. All applicants must meet youth eligibility and age range criteria; however, individuals also meeting criteria for this category will be given Priority of Service over other applicants.

3. Escarosa will not serve youth under the 5% window due to more than adequate numbers qualifying as economically disadvantaged with required barriers.
4. All contractors are required to serve at a minimum 30% out-of-school youth under this program. Costs are allocated based upon FTE counts of participants for this requirement.

C. Objective Assessment and Individual Service Strategy (ISS)

1. All youth will be assessed for career interests and abilities as they relate to demand occupations within Region 1. Assessments may include, but are not limited to, Career Scope, COPS, Ready to Work, etc. The scope of work for the two proposals received by Escarosa is included under Attachment II. The ISS process as well as career assessment processes is described in Attachment II. Escarosa passed several policies related to SYEP only. They are included under Attachment III.

D. Allowable Youth Activities and Services

1. Please see Attachment II for services. Year around youth will not be included under SYEP. In Escarosa's year-around youth programs, work experience is a component widely used to serve those individuals. In keeping with transparency of the Recovery Act, those youth will more than likely continue their work experience component under WIA formula funds and will not be served under ARRA. Literacy and numeracy goals will not apply to SYEP participants. Basic skills will not be assessed for SYEP participants. Please see Attachment III.
2. Please see Attachment II for support services. Escarosa's main intent was to use SYEP funds to support payment of wages to participants and not to provide support services. Once again, Escarosa will serve 275 to 300 youth and emphasized funding going to the youth for wages than to pay for staff or other services.
3. Wages and performance incentives will be paid. Please see Attachment II.
4. Older youth participants (18 to 24 years old) may continue under WIA Adult program if they wish to attend post-secondary training, at this point in time. The youth will be treated as an adult for ITA purposes and will be charged against WIA Adult and/or ARRA funding.

E. Work Readiness Indicator (Goal) Measurement

1. Please see Attachment II. No other goals will be established for SYEP other than the work readiness credential.

F. Worksite Development

1. A copy of the sample worksite agreement is included as Attachment IV.
2. No worksite agreements have been established at this point in time. A list will be developed and kept as the program is implemented sometime in June.
3. Please see Attachment II.
4. All service providers have been informed of this requirement. The employer/work site will sign and attest to the fact that displacement of an employee will not occur; or that the position isn't currently vacant due to a lay-off. All of these issues are noted in the Agreement.
5. Escarosa has ordered Child Labor Law handbooks for all worksites that will host a youth between the ages of 14 to 17 years of age. Posters will also be posted at those

worksites. Escarosa has hired a Health and Safety Monitor whose sole responsibility will be to police all worksites for health and safety issues. The monitor is currently being trained on child labor laws, and has a background in construction, the Army Core of Engineers for the Department of Defense and is well aware of health and safety issues. In addition, youth participants will be provided information on safety precautions and will be provided proper safety equipment for the job. This will be reviewed during classroom portions of SYEP.

G. Summer Youth Program Training and Technical Assistance

1. All worksite supervisors will receive information on the SYEP program and its requirements. Service Provider staff will provide one-on-one information on completion of timecards for payments; supervising the youth's training; who will be assigned to the youth; worker's compensation contacts; emergency contact information; and the anticipated outcomes for each youth participant.
2. Each service provider will have assigned Case Managers for each worksite and each youth provided to that worksite. Case Managers will be the local liaison between the employer and the youth participant. Should issues arise between the employer and youth participant, the Case Manager will be responsible for resolving any issues and reassigning the youth, if the need occurs. Escarosa is employing three (3) SYEP Monitors who will also talk to all youth participants and employers to determine whether or not the training proposed is being provided. Escarosa's Monitors will work with the services providers, youth and worksites to ensure a quality experience for all concerned.

Attachment I

**WORKFORCE ESCAROSA
WORKFORCE INVESTMENT ACT (WIA)
YOUTH PROGRAM SCREENING/ASSESSMENT POLICY**

Youth must be determined Low Income:

- (1) Youth is Low Income – Below 70% Metro LLSIL for income of family as determined by household size, or receives or is a member of a family that receives cash payments under a income based public assistance program, or is a member of a household that receives (or has been determined within the six

month period prior to the application to be eligible to receive) food stamps, or qualifies as a homeless individual, or is a foster child, or is disabled.

In addition to Low Income all Youth must have one or more of the following Barriers:

- (2) Youth is Basic Skills Deficient – Reading or Math below the 9th grade level documented by TABE
- (3) Youth is Pregnant or Parenting – Documented by Doctors Statement or Birth Certificate
- (4) Youth is a School Dropout – Documented by School Records or Applicant Statement
- (5) Youth is an Offender – Documented by Court or DJJ Records
- (6) Youth who requires additional assistance to complete an educational program, or to secure and hold employment
- (7) Youth has little or no previous work history in a demand occupation

70% LLSIL Income for Youth Eligibility as Determined by Household Size

Family Size:

1	2	3	4	5	6	7	8	9	10
8,102	13,278	18,225	22,500	26,556	31,058	35,560	40,062	44,566	49,068

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Attachment II

Included as a separate Document. Escambia County School District and Santa Rosa County School District's Scope of work from the proposal as submitted.

Attachment III

The Employment and Training Administration (ETA) issued a Training and Employment Guidance Letter (TEGL) 14-08 which lays out guidelines for the implementation of services under the Recovery Act. In regard to the Summer Youth Employment and Training Program (SYETP), ETA waived certain programmatic requirements to

include basic skills assessment of out-of-school youth; the 10 required components; and certain performance standards. On certain areas ETA recommends local flexibility. Those areas include:

- Determination if the 12 month follow-up will be required. Local areas should provide follow-up services when deemed appropriate for such individuals
- The type of assessment and Individual Service Strategy
- Whether it is appropriate that academic learning be directly linked to summer employment for each youth

The Council felt that with the short time-frame for SYETP services, the above components would hinder implementation of the program and adds no real value to the work experience component.

After much discussion, the following policy regarding local flexibility for the Summer Youth Employment and Training program is recommended for approval:

- The 12 month follow-up will not be required unless the youth continues in a work experience component past September 30, 2009, and then will be treated in accordance with WIA Youth requirements.
- Basic skills assessments (reading, math, reading for information grade levels) will not be required; and
- Academic learning may be offered in conjunction with work experience; however, is not required.

Attachment IV

WORK EXPERIENCE WORKSITE AGREEMENT SUMMER YOUTH EMPLOYMENT PROGRAM

Worksite Name

WIA Program Agency

We, a participating agency, agree to the following conditions regarding youth employees participating in the work experience program.

1. All worksites are prohibited from discriminating on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation, or beliefs.
2. There will be one person assigned as the worksite supervisor. This person will work in direct contact with the youth and will have the authority to keep and sign time cards and to evaluate the participant(s) and the program.
3. The worksite supervisor will complete time cards. Time cards should be ready for pick-up by the Program Specialist(s) at a pre-designated time. Arrangements should be made to allow all participants working at an agency to meet at a central location, at an agreeable time, for the distribution of paychecks.
4. Worksite Supervisors have the authority to give one warning, in writing, to any participant found not performing satisfactory his/her assigned task; this warning is to be signed by the Worksite Supervisor, Program Coordinator, and the participant.
5. The worksite supervisor can initiate termination of the youth employees, but is required to notify the designated Program Specialist as soon as possible.
6. The worksite must at all times comply with the rules and regulations according to the Florida Child Labor Laws.

None of the funds appropriated or otherwise made available in this Act may be used by any state or local government, or any private entity, for any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool. Therefore, states and local areas should not use Recovery Act funds to place youth in summer employment or work experiences outside the summer months in any of these facilities.

The Program Specialist(s) agrees to comply with the Worksite Supervisor in promoting smooth operation of the program by:

1. Visiting the worksites regularly;
2. Taking care of all necessary paperwork, except as stated above;
3. Being available to help the worksite supervisor(s) with problems that might arise at the worksite, and;
4. Paying the work experience employee.
5. The worksite agrees to allow federal, state, and local officials access to the worksite to perform the work experience employees evaluations and to conduct interviews with the work experience employees and their designated supervisors.

Anti Lobbying

No funds available under WIA will be used for any political activity, lobbying or federal, state, or local legislature, or raise funds, or to promote or oppose unionization. The contractor shall assure that no WIA funds will be used to assist, promote, or deter union organizing.

Sectarian Activities

The worksite agrees that participants funded under WIA shall not be employed on the construction, operation, or maintenance of so much of any facility as is used or to be used for sectarian instruction or as a place of religious worship. WIA funds cannot be expended on the construction, operation or maintenance of so much of any facility as is used to or be used for sectarian instruction or as a place of religious worship.

Maintenance of Effort

No currently employed worker shall be displaced by any participant, including partial displacement such as reduction in the hours of non-overtime work, wages, or employment benefits, no participant shall be employed or fill a job opening (1) when any individual is on layoff from the same or any substantial equivalent job, or (2) when the employer has terminated the employment or any regular employee or otherwise reduce its workforce with the intention of filling the vacancy so created by hiring a

participant whose wages are subsidized under WIA. Any promotional opportunities or processes currently in place will not be discontinued due to the hiring of participants under this agreement.

Worksite Supervisor's Signature/Date

Program Coordinator's Signature/Date