



Area 7 Workforce Investment Board

Policy number	P7-803
Subject	ARRA Youth Barriers
This policy obsoletes	None
May apply for waiver	No
Board approved	08/05/09
Revision approved	08/05/09
Effective Date	N/A

Purpose

The purpose of this temporary policy is to describe an extra barrier for sub-grantees determining eligibility for youth age 14-24 who are to be enrolled in the American Reinvestment and Recovery Act of 2009 (ARRA) summer employment program beyond the criteria in the Workforce Investment Act (WIA) and Code of Federal Regulations (CFR). This policy provides local clarification for an individual who is being considered for youth eligibility under the category of “**serious barriers to employment**” or “**requiring additional assistance**”.

Background

CFR 664.200 defines eligibility for youth services. The Workforce Investment Act allows 5% of youth served in the local area to be non-income eligible. WIA Section 129 (c) (5) defines “non-income eligible youth”. Area 7 policy P7-600: Youth Barrier Criteria defines allowable barriers for Area 7 sub-grantees.

Action

Youth enrolled as either low income or in the 5% income exception window under ARRA funding may be determined eligible with an additional barrier: **lack of work readiness**. A participant may be determined lacking work readiness using either the sub-grantee’s work readiness assessment and methodology or using the work readiness assessment sample provided by Area 7, as attached to this policy.

This barrier applies only to stimulus-funded youth participants and expires at the end of the stimulus funding lifecycle.

Documentation

Sub-grantees must document all barriers used to determine a youth's eligibility by placing evidence of such in the applicant's file. Lack of work readiness may be documented by placing copies of the participants' work readiness assessment, including evaluation of the assessment, in the file.



Work Readiness Profile

Client Name: _____

Date: _____

Case Manager Name: _____

	Exemplary (5)	Proficient (4)	Average (3)	Below Average (2)	Minimal (1)
<p>Attendance & Punctuality: <i>Contributes consistently in a reliable manner.</i></p> <p>Client Self-Score: _____</p> <p>Case Manager Score: _____</p>	<p>Absences do not limit opportunity to contribute in program and do not affect performance. Client is consistently responsible in seeking out and making up missed work. Very punctual.</p>	<p>Absences rarely impact opportunity to contribute in program and rarely affect overall performance. Client is usually responsible in seeking out and making up missed work.</p>	<p>Absences impact opportunity to contribute in program and noticeably impact performance. Client needs occasional reminders before missed work is made up. Instances of tardiness may become a concern.</p>	<p>Absences limit opportunities to contribute in program and consistently impact performance. Client makes up missed work only after frequent reminders.</p>	<p>Excessive absences make it difficult to contribute in program and are a serious obstacle to successful performance. Client refuses to accept responsibility of making up missed work. Pattern of tardiness.</p>
<p>Commitment to Quality: <i>Gives best effort and self-evaluates work for quality.</i></p> <p>Client Self-Score: _____</p> <p>Case Manager Score: _____</p>	<p>Consistently gives best effort. Constantly evaluates work and fully utilizes feedback to improve quality. Consistently completes work according to the highest standards.</p>	<p>Usually gives best effort. Usually evaluates work and utilizes feedback. Completes work; usually meets quality standards.</p>	<p>Inconsistently gives best effort. Sometimes evaluates work and utilizes feedback. Completes work, but does not consistently meet quality standards.</p>	<p>Rarely gives best effort. Rarely evaluates work and utilizes feedback. Completes work inconsistently.</p>	<p>Minimal effort. Attempt to evaluate work and utilize feedback is not evident. Does not regularly complete work.</p>
<p>Work Habits: <i>Displays initiative, flexibility, and time management.</i></p> <p>Client Self-Score: _____</p> <p>Case Manager Score: _____</p>	<p>Consistently begins and remains on task until the work is completed. Maximizes time available. Consistently responds to changing situations in a successful manner.</p>	<p>Usually begins and remains on task without prompting until the work is completed. Generally uses time effectively. Usually adjusts well to new situations.</p>	<p>Inconsistently begins and remains on task. Needs occasional prompting. Sometimes uses time effectively. Adjusts to new situations in an inconsistent manner.</p>	<p>Reluctant to begin tasks without significant staff intervention. Needs frequent reminders to use available time. Has difficulty adjusting to new situations.</p>	<p>Resistant to begin tasks. Poor use of time. Rarely adjusts well to new situations.</p>
<p>Communication: <i>Reads with comprehension, writes with skills, and communicates effectively.</i></p> <p>Client Self-Score: _____</p> <p>Case Manager Score: _____</p>	<p>Consistently receives, understands and interprets information accurately. Consistently presents information in a clear, organized and engaging manner using a variety of methods and resources.</p>	<p>Usually receives, understands and interprets information accurately. Presents information in a clear and organized manner using appropriate methods.</p>	<p>Inconsistently receives, understands and interprets information accurately. Demonstrates a limited ability to present information in an organized manner. Inconsistently accesses appropriate resources.</p>	<p>Seldom understands and interprets information accurately. Presents information in an unorganized manner. Accesses minimal resources.</p>	<p>Understands and interprets information incorrectly. Presents information in a vague and unorganized manner. Refuses to access or use appropriate resources.</p>
<p>Interpersonal Effectiveness: <i>Works effectively with others and contributes productively as a member of a work team.</i></p> <p>Client Self-Score: _____</p> <p>Case Manager Score: _____</p>	<p>Facilitates positive group dynamics and respectful environment. Demonstrates leadership that plays a significant role in the success of group efforts.</p>	<p>Consistently works well with others and is respectful. Contributes significantly to group efforts.</p>	<p>Utilizes a limited number of positive group behaviors. Generally respectful of others. Contributes to group efforts in an inconsistent manner.</p>	<p>Demonstrates inappropriate group behaviors. Improvement needed in treating others with respect. Rarely contributes to group efforts.</p>	<p>Uncooperative and disrespectful in working with others. Disruptive to group efforts.</p>