

2009

Summer Youth Monitoring Guide

Area



7/7/2009

Area 7 Summer Youth Monitoring Guide

General Information

County Name:

One-Stop System Name:

One-Stop Operator:

Contact Name:

Phone:

Email:

Review Period:

Dates Monitored:

Monitor's Name(s):

Desk Review

Prior to the on-site review, the following information was reviewed and initial comments/observations have been noted. If resolution is ongoing from previous monitoring reports, ask for an update from the county's contact person.

Items Reviewed	Dated	Comments
BIS/PPS Expenditure reports Youth provider(s) ODNR or special grants Prior monitoring reports Other (specify)		

Entrance Conference

Attendees	Title/Position	Comments/Concerns

Outreach, Access, and Referrals

- 1) Describe strategies for recruiting and retaining youth, including out-of-school youth. Provide examples of outreach materials, if available. Do outreach strategies include:
 - Youth participation in design of outreach strategy/materials/referrals
 - Coordinated outreach with partner/community organizations
 - Local youth web site or social networking
 - Establishment of a youth-only resource room/center/facility
 - Other (specify):
- 2) Describe the One-Stop's policy on referrals of youth to other partner/community agencies for service. Do local strategies include:
 - Assessments (not mandatory for ARRA-only youth)
 - Access to all 10 youth program elements (not required under ARRA)
 - Co-enrollment in regular/formula WIA youth or adult program (not required)
 - Other (specify):
- 3) Describe any special outreach and recruitment strategies for out-of-school youth to ensure the One-Stop is enrolling at least the mandated 30%:
- 4) Describe any One-Stop special outreach and recruitment strategies for youth ages 22-24:

Program Design

- 1) Did the One-Stop contract out summer youth employment or run the program in-house?
- 2) If the program was contracted out, was it procured? If not, explain:
- 3) If any youth participants are concurrently enrolled in the regular WIA program AND summer employment under ARRA, describe the One-Stop's process for separate reporting and documentation for activities and expenditures under each program.**
- 4) Does the program design ensure the ARRA funds "supplement", but do not "supplant", regular WIA formula funds?**
- 5) Describe the intake and orientation process for ARRA-only youth.
- 6) Do all participants have an Individual Service Strategy (ISS) and Objective Assessment?
- 7) Include a copy of a blank ISS and Objective Assessment with the guide. Do the forms specify which program element(s) the youth will be participating in?
- 8) Are youth assessed for basic skills deficiencies (not required for ARRA-only youth)?
- 9) If youth are assessed and basic skills deficiencies are identified, how are they addressed?
- 10) What is the One-Stop's methodology for determining "work readiness" skills?
- 11) Is program income generated as a result of ARRA-funded youth activities? Describe.
- 12) Are supportive services available to youth participating in summer employment only?
- 13) What is the salary for youth participating in summer employment? Is this salary different from youth employed through the regular/formula WIA program?

- 14) Are incentive payments made in addition to or in lieu of a wage? If so, describe:
- 15) Are the youth paying in to PERS or Social Security? If not, explain:
- 16) Did the One-Stop encounter any problems implementing its plan to establish ARRA summer youth employment?

Work Site Development

- 1) Does the One-Stop maintain a list of work sites and which participants are located at each?
- 2) Describe any efforts made to develop internships.
- 3) What criteria did the One-Stop use in selecting work sites?
- 4) Does criteria exist to determine if a work site should no longer be used?
- 5) Are private sector employers used? If so, has effort been made to ensure the primary benefit is to the youth as a learning experience, rather than as profit for the employer?
- 6) Does the One-Stop assign WIA participants as crew leaders/supervisors or did they hire for these positions?
- 7) Are any youth placed at work sites prohibited in TEG 14-08 (pools, aquariums, zoos, golf courses, or gambling establishments)?**
- 8) Did the One-Stop encounter any problems securing work sites?
- 9) Did the One-Stop encounter any problems obtaining concurrence from organized labor for work sites covered by a collective bargaining agreement?

Complaints, Grievances, and Work Site Accidents

- 1) Have there been any grievances or discrimination complaints filed? If so, how many?
- 2) Have any work site accidents been reported? If so, how many?
- 3) Have youth and supervisors/crew leaders been given safety training?

File Review and Eligibility

- 1) Does the participant file include documentation of the following eligibility or other ARRA program requirements:
 - a. Proof of age
 - b. Copy of Social Security card
 - c. Low income
 - d. Selective Service registration, if required
 - e. Legal residency
 - f. Documented barrier
 - g. Signed complaint/EEO form (also signed by parent, if participant is a minor)
 - h. ISS & Objective Assessment

- i. Work readiness indicator
 - j. Signed parental consent form, if participant is under 18
 - k. Work permit, if participant is under 18
 - l. Emergency contact name, address, and phone number
- 2) Does the One-Stop use the 5% window for youth who do not meet income guidelines?
 - 3) Does the One-Stop adhere to Area 7's Youth Barrier Criteria policy?

Work Site Reviews

A minimum of three work sites (must include at least one site serving out-of-school youth) where participants are involved in activities will be reviewed between May & September 2009.

Work Site	# of Youth	Date(s) Visited	Observations

Supervisor Interviews

Add more sections for each supervisor interview completed.

- 1) Name of work site:
- 2) Name of Supervisor:
- 3) Date of visit:
- 4) As the supervisor, how do you see this program benefiting youth?
- 5) Is there a signed work site agreement on-site?
- 6) Is there a first aid kit on-site?
- 7) Have there been any accidents?
- 8) Is there any indication of Child Labor Law violations (monitor's observations)?
- 9) Are the working conditions safe and age-appropriate (monitor's observations)?

Participant Interviews

Add more sections for each participant interview completed.

- 1) Name of work site:
- 2) Name and age of participant:
- 3) Date of visit:

- 4) Are your supervisors available at all times?
- 5) Did you have an orientation into the program and/or at the work site?
- 6) Did you attend safety training?
- 7) Have you had any problems getting your paycheck?
- 8) Where is the first aid kit?
- 9) Do you receive help from others when you need it?
- 10) Do you know what to do if you are unable to come to work?
- 11) What skills are you learning on the job?
- 12) Does your supervisor talk to you about your progress?
- 13) What are your plans for the future in terms of school and career goals?
- 14) Do you have any suggestions to improve the program?

Work Site Compliance and Documentation

- 1) Adherence to Child Labor Laws
- 2) Adequate work site supervision and supervisor's knowledge of work site agreements
- 3) Timely and accurate payment to participants
- 4) Work Site Agreement – does the agreement include provisions for the following:
 - a. Safe working conditions
 - b. Sufficient and meaningful work
 - c. Safety and other equipment, when appropriate
 - d. Time and attendance records
 - e. Payment only for time worked
 - f. Prohibition of political and sectarian activities
 - g. Other (specify):
- 5) Emergency contact name/number for each participant

Recommended Actions and Compliance Findings

List any issues identified above, or otherwise, that result in recommended actions or compliance findings. If any compliance findings are noted, the One-Stop must submit a Corrective Action Plan for approval by Area 7 within 30 days of the issuance of the monitoring report.

Best Practices, Exemplary Work Sites, and Success Stories

Briefly describe any sites, activities, or practices considered unique or exemplary.