

WIA

Workforce Investment Act

Older Youth Services



Introduction

- Through funding from the Workforce Investment Act (WIA), York Technical College WIA Services Department offers services for out of school older youth (ages 17-21 years) .
- Services are available to residents of York, Chester, and Lancaster Counties in South Carolina.

Eligibility

WIA eligibility staff at the local SCWorks office determines eligibility for the program.

Eligible participants are certified and referred to a WIA Case Manager housed @ York Technical College.

Older Youth Program Requirements

Candidates must meet the following requirements:

- Between 17 and 21 years of age @ certification
- Meet income guidelines
- Resident of Catawba Workforce Investment Area (York, Lancaster, Chester Counties)
- Meet one or more of the following criteria:
 - Deficient in basic literacy skills
 - School dropout
 - Homeless, runaway, or foster child
 - Pregnant or parenting
 - Offender
 - Unemployed youth who has had difficulty obtaining employment



Older Youth Services

- While in the WIA Older Youth program, participants are provided job development services, case management services, continual career and skill assessment as necessary, and referrals to other supportive services.
- Participants complete a WorkKeys Assessment and TABE Testing.
- Participants are recommended for Occupational Training after it has been determined that they currently do not have marketable skills.

Training



Need for Training is determined by:

- Assessment of skills
- Completion of Suitability/Individual Training Account
- Eligibility for other sources of training funds
- The likelihood that training will lead to long-term employment
- The total cost of training
- Recommendation for training by Case Manager

Types of Training

- GED and Literacy Training
- Classroom Training/Continuing Education Training
 - Occupational Skills Training is received after a person is certified, assessed, and approved for a training account.

Occupational Training



- Diploma Programs (usually 1 year)
- Certificate Programs (usually 9 months to 1 year)

The Workforce Investment Act (WIA) program allows a person in classroom training to attend short-term (up to one (1) year).

- Participants attending continuing education classes earn a certificate showing competency in the course. The courses can range from one (1) week to one (1) year.
- You can receive Continuing Education Training in but not limited to:
 - Computer Studies
 - Medical Studies
 - Truck Driving
 - Office Studies
 - Industrial Studies

Attendance/Progress/Grade Reports/Certificates

- Once a participant enters an activity/training, his/her progress will be monitored thru the use of attendance and progress reports.
- The participant is required to:
- Complete and turn in an attendance form monthly, and submit progress reports completed by their instructor @ the midpoint of each semester.
- Turn in a copy of his/her end of semester grade report to Case Manager every semester to their WIA Case Manager.
- Turn in a copy of the class schedule and book prices/list of any requirements prior to the beginning of each semester (**Payment for the semester cannot be authorized without this information**).
- Turn in a copy of the program credential/certificate when received.
- All forms must be completed in a timely manner and must be accurate.
- Case Managers monitor participant progress including class attendance .

Covered Costs



- Tuition-WIA offers full or partial tuition depending on the training facility and type of training.
- Participants must turn in a copy of their class schedule prior to each semester beginning for proper payment of covered cost. Payment will not be authorized if student does not provide their WIA Case Manager with a copy of their class schedule.
- Textbooks-WIA offers full cost of all textbooks for subjects that are required for the chosen major and for the semester in which you are currently attending.
- Required Items-WIA covers cost of required items for needed to participate in class studies. Contact must be made with WIA Case Manager before assuming the cost of an item will be covered.

Covered Costs Cont'

- Transportation Reimbursement for WIA Older Youth Participants:
In the Catawba Workforce area, transportation may be reimbursed monthly for mileage **roundtrip** to the training facility at the following rates:
5-15 = \$4 16-26 = \$6 27-37 = \$8 38+ = \$10
- Child Care Cost for Older Youth Participants:
Payments for child care shall not exceed \$20 per day for one child for full-time schedule (12-credit hours or more) and \$10 per day for one child for part-time schedule (11-credit hours or less), and shall not exceed \$30 per day for two or more children for full-time schedule and \$15 per day for two or more children for part-time schedule. Continuing Ed classes will be considered full-time for 5 or more hours in classroom per day and part-time for 4 or less hours in classroom per day. *Child care assistance is paid monthly only for training attendance in accordance with the participant's semester schedule.* Other stipulations apply.
- Needs Payments/Stipends for eligible Participants:
Financial assistance for Youth customers registered in WIA funded training may be provided to enable the customers to participate in the training activity. The maximum amount per week is \$25, paid on a monthly basis.
- Tuition for eligible Youth:
The maximum amount of an ITA is \$5000.00. If the training program does not cost the maximum amount, participants will only be approved for the actual cost of the training.

Grants Available

- If WIA cannot assist you with all or part of your training needs or with other circumstances that may affect your training, alternative solutions will be sought for you:
 - Referral to appropriate Social Service Agency.
 - Referral to the Financial Aid Office office at the school you are attending.
 - Exploration of other scholarships that may be available.

Note: It is a WIA requirement that all participants complete the Free Application for Federal Student Aid (FAFSA) each year.

Job Placement

- WIA Case Manager's will request an updated copy of your resume and help you create/update your resume if necessary.
- Job Referrals will be made as appropriate.
- Participants are required to register with the Job Placement service @ their training facility as soon as a major has been decided upon.
- Participants are required to post their resume in VOS.
- Participants are encouraged to work closely with the local SCWorks office for assistance with Job Placement.
- The WIA Services area maintains a resource lab containing job information, Internet access, resume writing software, etc.

Employment

- Employment during training is welcomed.

Program Interview

- An exit interview will be conducted @ the completion of training. The following items will be discussed:
 - Potential job prospects, assistance with job skills, resume writing, and/or interviewing skills, etc.

Follow Up Services

- Participants who have completed GED or Occupational training, and have found or are looking for employment will receive follow-up services for one year. The WIA Services Department will keep track of the participant's success and offer job seeking, keeping, and advancement services.
- **Important Information:** Keeping in contact with our WIA participants is an important role in our program success and how services are provided. Keep your contact information updated.

Program Review

■ Remaining Eligible

- Attend classes as scheduled and required.
- Attend school for the full length of your training.
- Attend full-time (if classes are available)
- Follow attendance policy of the training facility.
- Take Assessment Tests as requested.
- Remain in the major that you requested on your Individual Training Account (ITA).

Program Review Cont'

- **Program Interview**

- Conducted @ program completion

- **FOLLOW-UP**

- One (1) year of tracking job keeping and seeking services.
- Other follow-up services as needed.

Thank you from all the
WIA staff members.

Good Luck!

YORK TECHNICAL COLLEGE 

