

Unified Local Youth Plan  
PY 2025 WIOA Youth Formula Funds  
SFY 2026 Minnesota Youth Program (MYP)

Due Friday, April 11, 2025

Minnesota Department of Employment and Economic Development  
Employment and Training Programs  
Office of Youth Development

**PY 2025 WIOA Youth Formula Funds  
SFY 2026 Minnesota Youth Program (MYP)  
Cover Sheet/Signature Page**

<b>APPLICANT AGENCY</b> - Use the legal name and full address of the fiscal agency with whom the grant will be executed.	<b>Contact Name and Address</b>
<b>Dakota- Scott County Workforce Services</b> <b>One Mendota Road</b> <b>Suite 170</b> <b>West Saint Paul, MN 55118</b>	<b>Amber Higgins</b> <b>One Mendota Road</b> <b>Suite 170</b> <b>West Saint Paul, MN 55118</b>
<b>Director Name:</b> Mark Jacobs  <b>Telephone Number:</b> 651-554-5622  <b>Fax:</b> 651-554-5709  <b>E-Mail:</b> <a href="mailto:mark.jacobs@co.dakota.mn.us">mark.jacobs@co.dakota.mn.us</a>	<b>Contact Name:</b> Amber Higgins  <b>Telephone Number:</b> 651-554-6875  <b>Fax:</b> 651-554-6565  <b>E-Mail:</b> <a href="mailto:amber.higgins@co.dakota.mn.us">amber.higgins@co.dakota.mn.us</a>

**Basic Organization Information**

<b>Federal Employer ID Number:</b>	<b>Minnesota Tax Identification Number:</b>
41-6005786	8026539
<b>Unique Entity ID (UEI) Number:</b>	<b>SWIFT Vendor ID Number (if known):</b>
08-237-6658	

I certify that the information contained herein is true and accurate to the best of my knowledge and that I submit this application on behalf of the applicant agency.

<b>Signature:</b>	
<b>Title:</b>	-Director, Dakota-Scott Workforce Development Board -Workforce Development Director, Dakota County
<b>Date:</b>	

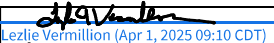
**PY 2025 WIOA Youth Formula Funds  
SFY 2026 Minnesota Youth Program (MYP)  
Cover Sheet/Signature Page**

<b>APPLICANT AGENCY</b> - Use the legal name and full address of the fiscal agency with whom the grant will be executed. Insert information in the cell below this one.	<b>Contact Name and Address</b> Insert the contact name and address in the cell directly below this one.
<b>Scott County Health and Human Services 200 Fourth Avenue West Shakopee, MN 55379</b>	<b>Scott County Employment &amp; Training Government Center West 200 Fourth Avenue West, GW-200 Shakopee, MN 55379</b>
<b>Director Name:</b> Lezlie Vermillion <b>Telephone Number:</b> 952-496-8062 <b>Fax:</b> 952-496-8180 <b>E-Mail:</b> <a href="mailto:lvermillion@co.scott.mn.us">lvermillion@co.scott.mn.us</a>	<b>Contact Name:</b> Jennifer Schwarz <b>Telephone Number:</b> 952-496-8474 <b>Fax:</b> eFAX8675EmploymentandTraining@co.scott.mn.us <b>E-Mail:</b> <a href="mailto:jschwarz@co.scott.mn.us">jschwarz@co.scott.mn.us</a>

**Basic Organization Information**

<b>Federal Employer ID Number:</b> Insert data in the cell directly below this one.	<b>Minnesota Tax Identification Number:</b> Insert data in the cell directly below this one.
41-6005892	8027342
<b>Unique Entity ID (UEI) Number:</b> Insert data in the cell directly below this one.	<b>SWIFT Vendor ID Number (if known):</b> Insert data in the cell directly below this one.
07-784-7183	0000197314.001

I certify that the information contained herein is true and accurate to the best of my knowledge and that I submit this application on behalf of the applicant agency.

<b>Signature:</b>	 <a href="#">Lezlie Vermillion (Apr 1, 2025 09:10 CDT)</a>
<b>Title:</b>	Scott County Administrator
<b>Date:</b>	04/01/2025

## Checklist of Items to be Included With Your Unified Local Youth Plan Submitted to DEED:

**NOTE:** Budget forms included in this document are samples only, to demonstrate the format of the WIOA Youth and Minnesota Youth Program budgets. After the unified plan is approved by DEED and final allocations have been released by DOL, a WIOA Youth budget form and instructions will be sent to you to complete and return so your PY25 WIOA Youth Formula Grant funding can be released as quickly as possible. The Minnesota Youth Program allocation will be determined following the end of the 2025 Minnesota Legislative Session and MYP budget form will be sent out at that time with the final allocations.

Signed Cover Page: \_\_\_\_\_

List of Youth Committee Members (if applicable): \_\_\_\_\_

(If applicable) List of Youth Service Providers For PY25 (WIOA) and SFY26 (MYP): \_\_\_\_\_

Current Youth Committee Mission Statement and Workplan (if applicable): \_\_\_\_\_

Copy of the Most Recent Request For Proposal (RFP) Used to Select Service Providers and/or Services **OR** a Copy of LWDB Minutes Affirming LWDA Staff are the Sole Providers of WIOA Youth Services for the WDA: \_\_\_\_\_

Best Practices for Serving the Neediest Youth: \_\_\_\_\_

Copy of Current Local Supportive Services Policy for Youth Participants: \_\_\_\_\_

Copy of Current Local Youth Incentive Policy: \_\_\_\_\_

Copy of Current ITA Policy for Youth, Plus Related Forms: \_\_\_\_\_

Copy of Current Local Stipend Policy: \_\_\_\_\_

Completed "WIOA Youth Program Elements" Chart: \_\_\_\_\_

Completed "Shared Vision for Youth" Chart: \_\_\_\_\_

Completed Narrative: \_\_\_\_\_

(If applicable) Attachment 1H Workplan: Youth Program Service Delivery Design Addendum to Enhance Services to In-School Youth (ISY) Who Are Homeless or in Foster Care \_\_\_\_\_

## PY24 and PY25 WIOA Youth Approved/Negotiated Levels of Performance - MN

(as of 7/24/2024)

State	Program Year 2024 (7/1/24 - 6/30/25)					Program Year 2025 (7/1/25 - 6/30/26)				
	Q2 EET	Q4 EET	Yth Cred	Median Earnings	MSG	Q2 EET	Q4 EET	Yth Cred	Median Earnings	MSG
	74.5%	74.9%	62.0%	\$ 5,400	53.0%	74.5%	74.9%	62.0%	\$ 5,400	53.0%
WDA 1	74.5%	74.9%	62.0%	\$ 5,200	53.0%	74.5%	74.9%	62.0%	\$ 5,200	53.0%
WDA 2	74.5%	74.9%	62.0%	\$ 5,800	55.0%	76.0%	76.0%	63.0%	\$ 5,900	60.0%
WDA 3	74.5%	74.9%	62.0%	\$ 4,500	53.0%	74.5%	74.9%	62.0%	\$ 5,000	53.0%
WDA 4	74.5%	74.9%	60.0%	\$ 5,400	53.0%	74.9%	74.9%	62.0%	\$ 5,400	53.0%
WDA 5	74.5%	74.9%	62.0%	\$ 5,400	53.0%	74.5%	74.9%	62.0%	\$ 5,400	53.0%
WDA 6	74.5%	74.9%	62.0%	\$ 5,400	53.0%	74.5%	74.9%	62.0%	\$ 5,400	53.0%
WDA 7	74.5%	74.9%	62.0%	\$ 5,400	53.0%	74.5%	74.9%	62.0%	\$ 5,400	53.0%
WDA 8	75.0%	75.0%	62.0%	\$ 4,500	53.0%	75.0%	75.0%	62.0%	\$ 4,500	53.0%
WDA 9	74.5%	74.9%	62.0%	\$ 5,400	53.0%	74.5%	74.9%	62.0%	\$ 5,400	53.0%
WDA 10	74.5%	74.9%	62.0%	\$ 6,272	53.0%	74.5%	74.9%	62.0%	\$ 6,272	53.0%
WDA 12	74.5%	74.9%	62.0%	\$ 5,400	53.0%	74.5%	74.9%	62.0%	\$ 5,400	53.0%
WDA 14	74.5%	74.9%	62.0%	\$ 5,400	53.0%	74.5%	74.9%	62.0%	\$ 5,400	53.0%
WDA 15	72.0%	72.0%	62.0%	\$ 6,000	53.0%	72.0%	72.0%	62.0%	\$ 6,000	53.0%
WDA 16	74.5%	74.9%	62.0%	\$ 5,400	53.0%	74.5%	74.9%	62.0%	\$ 5,400	53.0%
WDA 17	76.0%	75.0%	62.0%	\$ 5,400	53.0%	76.0%	75.0%	62.0%	\$ 5,400	53.0%
WDA 18	74.5%	74.9%	62.0%	\$ 5,000	53.0%	74.5%	74.9%	62.0%	\$ 5,000	53.0%

denotes WDA-negotiated level of performance which is different from state-negotiated level

## WIOA Youth Performance Definitions

**Employment/Training 2nd Quarter After Exit:** The percentage of Title I Youth program participants who are in education or training activities, or in unsubsidized employment, during the second quarter after exit from the program.

**Employment/Training 4th Quarter After Exit:** The percentage of Title I Youth program participants who are in education or training activities, or in unsubsidized employment, during the fourth quarter after exit from the program.

**Credential Attainment:** The percentage of those participants enrolled in an education or training program (excluding those in on-the-job training (OJT) and customized training) who attain a recognized postsecondary credential or a secondary school diploma, or its recognized equivalent, during participation in or within one year after exit from the program. A participant who has attained a secondary school diploma or its recognized equivalent is included in the percentage of participants who have attained a secondary school diploma or its recognized equivalent only if the participant also is employed or is enrolled in an education or training program leading to a recognized postsecondary credential within one year after exit from the program.

**Measurable Skills Gain:** The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains, defined as documented academic, technical, occupational, or other forms of progress, towards such a credential or employment. Depending on the type of education or training program, documented progress is defined as one of the following:

1. Documented achievement of at least one educational functioning level of a participant who is receiving instruction below the postsecondary education level;
2. Documented attainment of a secondary school diploma or its recognized equivalent;
3. Secondary or postsecondary transcript or report card for a sufficient number of credit hours that shows a participant is meeting the State unit's academic standards;
4. Satisfactory or better progress report, towards established milestones, such as completion of OJT or completion of one year of an apprenticeship program or similar milestones, from an employer or training provider who is providing training; OR,
5. Successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams.

**Median Earnings:** The median earnings of participants who are in unsubsidized employment during the second quarter after exit from the program.

## DO NOT COMPLETE THIS BUDGET – SAMPLE FORM ONLY

Attachment 2 - 75% OSY Version							
PY 2025 Budget Information Summary: WIOA Youth Formula Grant Program							
(See attachment for definitions of cost categories)							
WDA Number and Contact:							
E-Mail Address/Phone No:							
Date Submitted (or Modified):							
Cost Category	Carryover From PY24 <small>(Cannot exceed 20% of PY 24 amount without waiver)</small>	New WIOA Funds	Total Funds Available	Estimated Expenditures 4/1/25 to 9/30/25	Estimated Expenditures 4/1/25 to 3/31/26	Estimated Expenditures 4/1/25 to 9/30/26	Estimated Expenditures 4/1/25 to 3/31/27
833 Administration <b>(Cannot Exceed 10%)</b>							
841 In-School Youth (ISY) Work Experience Wages/Fringe							
825 Out-of-School Youth (OSY) Work Experience Wages/Fringe							
872 ISY Work Experience Staff/Support Services Costs							
855 OSY Work Experience Staff/Support Services Costs							
874 ISY Direct Services (Non-Work Exp.)							
877 OSY Direct Services (Non-Work Exp.)							
848 ISY Support Services (Non-Work Exp. or Training)							
862 OSY Support Services (Non-Work Exp. or Training)							
860 ISY Other Services							
878 OSY Other Services							
837 ISY Training and Training-Related Support Services							
838 OSY Training and Training-Related Support Services							
<b>Total:</b>							
Planned Percentage of NEW WIOA Funds Expended on Out-of-School Youth (Must be at least 75 percent):							
Planned Percentage of NEW WIOA Funds Expended on Work Experience (Must be at least 20 percent):							
Planned Percentage of NEW WIOA Funds Expended on Administration (Cannot Exceed 10 percent of total):							
Estimated number of youth served with PY25 WIOA funds:							

## DO NOT COMPLETE THIS BUDGET – SAMPLE FORM ONLY

Attachment 2						
SFY 2026 Budget Information Summary: Minnesota Youth Program						
(See attachment for definitions of cost categories)						
WDA/Provider Name and Contact:						
E-Mail Address/Phone No:						
Date Submitted (or Modified):						
Cost Category	Total Funds Available	Estimated Expenses 7/1/25 to 9/30/25	Estimated Expenses 7/1/25 to 12/31/25	Estimated Expenses 7/1/25 to 3/31/26	Estimated Expenses 7/1/25 to 6/30/26	Estimated Expenses 7/1/25 to 9/30/26
833 Administration ( <i>Cannot Exceed 10%</i> )						
881 Youth Participant Wages and Fringe Benefits						
885 Direct Services to Youth						
863 Outreach to Schools (Direct Services; cannot exceed 20%)						
828 Support Services						
<b>Total:</b>						
Estimated number of MYP Youth Served:						
Outreach to Schools (OTS) Youth and Families Served (Note that OTS is an optional activity):						
Estimated Total Number of MYP + OTS Youth and Families Served:						
Estimated Cost Per MYP Participant:						
Estimated Cost Per OTS Participant/Family:						
Percentage Budgeted for Administration (cannot exceed 10%):						
Percentage Budgeted for Outreach to Schools (cannot exceed 20%):						
If your area is budgeting funds for 860 - Outreach to Schools, please provide a few sentences summarizing planned activities:						



## Youth Committee Information For PY 2025/SFY 2026

Provide a current Mission Statement and Work Plan for your Youth Committee

Include a Current Youth Committee Membership List (see below for sample format). Add additional rows as needed. Indicate “Yes” or “No” in the right-hand column if the Youth Committee member is a voting member of the LWIB.

YOUTH COMMITTEE MEMBER NAME	ORGANIZATION/REPRESENTING (examples: business, education, community-based organizations, youth, parent, etc.)	Full LWDB Member?
Chair: Darren Kermes Phone Number: 952-994-5168 E-Mail: <a href="mailto:dgkermes@gmail.com">dgkermes@gmail.com</a>	Education (private)	Yes
Member Name: Barb Dahl Phone Number: 952-496-8151 E-Mail: <a href="mailto:BDahl@co.scott.mn.us">BDahl@co.scott.mn.us</a>	Health and Human Services Director, Scott County	Yes
Member Name: Jim Sloan Phone Number: 651-455-0455 E-Mail: <a href="mailto:jims@local455.com">jims@local455.com</a>	Steamfitters-Pipefitters Local 455	Yes
Member Name: Kristin Ridley Phone Number: 651-646-7833 E-Mail: <a href="mailto:kristin.oftedahl@rihmfamilycompanies.com">kristin.oftedahl@rihmfamilycompanies.com</a>	Rihm Kenworth	Yes
Member Name: Tim Zunker Phone Number: 952-641-9043 E-Mail: <a href="mailto:tzunker@shakopee.org">tzunker@shakopee.org</a>	Shakopee Chamber of Commerce	No
Member Name: Andrea Grossman Phone Number: 952-891-7328 E-Mail: <a href="mailto:Andrea.Grossman@CO.DAKOTA.MN.US">Andrea.Grossman@CO.DAKOTA.MN.US</a>	Dakota County Social Services, Children and Family Services	No
Member Name: Ben Kusch Phone Number: 612-267-2760 E-Mail: <a href="mailto:ben.kusch@isd197.org">ben.kusch@isd197.org</a>	TriDistrict Career & College Readiness – Inver Grove Heights, South St. Paul, West St. Paul-Mendota Heights-Eagan	No
Member Name: Mary Jo Gardner Phone Number: 651-450-3835 E-Mail: <a href="mailto:MGardner@inverhills.edu">MGardner@inverhills.edu</a>	Inver Hills Community College	No
Member Name: Barry Davies Phone Number: 651-484-1488 E-Mail: <a href="mailto:barry@iron512.com">barry@iron512.com</a>	Ironworkers Local 512	Yes
Member Name: Marci Levy-Maguire Phone Number: 651-423-8207 E-Mail: <a href="mailto:marci.levy-maguire@isd917.org">marci.levy-maguire@isd917.org</a>	Intermediate School District #917	No
Member Name: Dr. Michael Favor Phone Number: 612-859-5700 E-Mail: <a href="mailto:michael.favor@isd917.org">michael.favor@isd917.org</a>	Intermediate School District #917	Yes
Member Name: Jodi Yanda Phone Number: 952-703-3180 E-Mail: <a href="mailto:jodi.yanda@state.mn.us">jodi.yanda@state.mn.us</a>	Vocational Rehabilitation Area Manager	No
Member Name: Miles Lawson Phone Number: 651-403-7025 E-Mail: <a href="mailto:miles.lawson@isd197.org">miles.lawson@isd197.org</a>	Secondary Curriculum and Gifted and Talented Coordinator, West St. Paul, Mendota Heights - Eagan Schools (ISD197)	No
Member Name: Holly Oppegard Phone Number: 612-258-8194 E-Mail: <a href="mailto:Holly.Oppegard@mysticlake.com">Holly.Oppegard@mysticlake.com</a>	SMSC Gaming Enterprise/Mystic Lake Casino	Yes

## Youth Service Provider Information For PY 2025/SFY 2026

Provide an updated list of all current youth service providers (see below for sample format). The information provided in this chart will be posted on the DEED website. Please be sure that the contact person's name, phone number and e-mail address are entered correctly for each service provider. Add additional rows for additional providers as needed.

Youth Service Provider/Contact	WIOA	MYP
HIRED, Inc. 217 Fifth Avenue North – Third Floor Minneapolis, MN 55401 Julie Brekke 612-287-1361 <a href="mailto:Julie.Brekke@HIRED.org">Julie.Brekke@HIRED.org</a> <a href="http://www.hired.org">www.hired.org</a> WIOA Youth services in Dakota County	<div>Yes No</div> In-School? <input checked="" type="checkbox"/> <input type="checkbox"/> Out-of-School? <input checked="" type="checkbox"/> <input type="checkbox"/>	
Scott County Employment & Training Government Center West 200 Fourth Avenue West, GW-200 Shakopee, MN 55379 Jennifer Schwarz 952-496-8474 <a href="mailto:jschwarz@co.scott.mn.us">jschwarz@co.scott.mn.us</a> Services in Scott County	<div>Yes No</div> In-School? <input checked="" type="checkbox"/> <input type="checkbox"/> Out-of-School? <input checked="" type="checkbox"/> <input type="checkbox"/>	<div>Yes No</div> Summer? <input checked="" type="checkbox"/> <input type="checkbox"/> Year-Round? <input checked="" type="checkbox"/> <input type="checkbox"/> OTS*? <input checked="" type="checkbox"/> <input type="checkbox"/>
Tree Trust 1419 Energy Park Dr. St. Paul, MN 55108 Jared Smith 952-767-3880 <a href="mailto:jareds@treetrust.org">jareds@treetrust.org</a> <a href="http://treetrust.org/">http://treetrust.org/</a> MYP services in Dakota County		<div>Yes No</div> Summer? <input checked="" type="checkbox"/> <input type="checkbox"/> Year-Round? <input checked="" type="checkbox"/> <input type="checkbox"/> OTS*? <input checked="" type="checkbox"/> <input type="checkbox"/>

## Attachment 1

### Workplan: Youth Program Service Delivery Design (Includes WIOA Young Adult and MYP)

**IMPORTANT NOTE: The narrative section covers PY 2025 WIOA Young Adult and SFY 2026 for MYP. Please provide an answer after each question. This information becomes a part of both grant agreements with DEED.**

1. Attach a copy of the most recent Request for Proposal(s) (RFP) issued by the WDA for WIOA Young Adult and the Minnesota Youth Program, as appropriate. If the LWDB has determined there is an insufficient number of eligible youth service providers based on Section 123(b) of WIOA law, please include a copy of appropriate board minutes and/or resolution stating as such.

*Dakota County last issued an RFP on November 30, 2020, to contract for both MYP and WIOA Youth programming. See attachment.*

*Dakota County contracts with HIRED for WIOA Young Adult and Tree Trust for the Minnesota Youth Program.*

*The next RFP will be issued in 2025.*

*In Scott County, county staff provide youth services.*

2. Describe outreach and recruitment of:
  - Out-of-School Youth ("OSY")
  - In-School Youth ("ISY")

*Dakota County and Scott County have established connections with local schools, county social services, and community-based organizations that serve both in school and out of school youth. As such, one of the main components of recruitment for our youth services is word-of-mouth. Community partners help spread the word of our current programming, while program staff and program alumni provide insight regarding the opportunities/support services available. Regular contact with school personnel strengthens collaboration while ensuring current program happenings (such as applications, eligibility, and enrollment) are communicated and shared with the youth they work with. In addition, youth program information is presented to the Dakota-Scott Workforce Development Board and its various committees resulting in extended outreach.*

*Scott County has established regularly scheduled time at Tokata Learning Center and the Scott County Juvenile Alternative facility. During these times, the youth counselor is available to meet with youth to discuss career exploration, training options, work experience options and work readiness.*

*In addition, Hired and Tree Trust will actively recruit and share program information at*

*Teen Job Fair events – the most recent one held in January 2025.*

*New – Dakota County is teaming up with their communications team to create video shorts highlighting different employment programs, success stories, and other info. These videos will be widely distributed through social media, e-mail blasts, newsletters, etc. This video features past program participants <https://youtu.be/dEQdP4oqSl8>.*

- **Out-of-School Youth (“OSY”)**

*We have strong relationships with corrections, probation officers, social workers, homeless housing facilities, community centers and truancy staff for the recruitment of out of school youth. As a result, many of the youth they work with are referred to our programs.*

- *Social Services – Staff working with youth refer programs and services to those who are truant, in foster care, and/or disconnected.*
- *Youth serving agencies – We conduct outreach to TreeHouse in Eagan/Apple Valley/Chaska/Shakopee, Lincoln Place (a supportive housing building for homeless youth), the Link, Hubert H. Humphrey Job Corps, and other community partners to share information regarding our youth programs.*
- *Dakota County Re-Entry Program (RAP) – This wraparound program assists offenders leaving jail or prison and has been a good referral source for older youth. Scott County is a member of the local RAP team and receives referrals.*
- *Community Corrections – Probation services include employment and life skills preparation and support efforts with young clients, both in and out of school.*
- *Dakota County Juvenile Services Center and Dakota County Sheriff’s Office – Youth program staff participate in career fairs, providing work readiness training and mock interviews.*
- *CareerForce Locations – Youth are provided with Employment & Training program information as well as information on Rehabilitation Services, and other resources/opportunities.*
- *Income Maintenance Programs – These programs provide financial assistance as well as youth program referrals.*
- *CAP Agency – Offers housing and youth programs which provide connections to needed resources (homeless).*
- *Youth program information is available through social media pages and our county websites.*
- *Adult Basic Education (ABE) – Adult Basic Education, GED, and English Language Learning (ELL) programs are also referral sources.*
- *CORE – Drop-in center for homeless and transient youth which provides basic needs to unsheltered youth as well as referrals to community resources (food, housing, employment, etc.).*
- *Scott County Juvenile Alternative Facility - Career exploration, training options, work experience options and work readiness.*

- **In-School Youth (“ISY”)**

*We have strong connections with local high schools and alternative schools which allow us to provide teachers, counselors, and other school personnel with program*

*information. Although we conduct outreach and recruitment for in-school youth it will be very limited as the priority is out of school youth.*

- *Alternative learning centers – We connect with staff prior to school enrollment for the identification of potential youth program participants.*
- *County staff and program service providers takes part in school hosted career events and provide career related workshops – each of which generates opportunities to share current employment and workforce information with youth in attendance.*
- *Dakota-Scott CareerForce locations provide tours for local schools.*
- *Program posters and flyers are displayed at CareerForce locations and school career centers as well as at other community locations frequented by youth. (This is an outreach/recruitment strategy for both in and out of school youth.)*
- *Career counselors meet with youth at locations both in and out of school to develop relationships and goals that meet their individual needs.*
- *Dakota County Community Transition Interagency Committee (CTIC) – Members of the committee includes parents and agency representatives from: social services, advocacy agencies, employment providers, school district transition programs, vocational programs, recreational programs, and housing programs. The committee focuses on supportive transition services through community collaboration for youth.*
- *Tree Trust conducts open house events to recruit youth for work development and work experience programs.*

3. *Describe eligibility determination process, including the WDA’s strategy for use of the “5% window” for all ISY and affected OSY participants whose income exceeds limits (reminder: up to 5% of ISY and OSY participants (who require income eligibility) served by WIOA Young Adult program may be individuals who do not meet the income eligibility requirements, provided they fall within one or more of the categories described in WIOA Sec. 129 (C). See Chapter 2 of the WIOA Youth Administrative Policy.*

*Referrals come in a variety of formats. Applications are available at alternative schools, CareerForce locations, and other youth-service organizations. Youth fill out the application and either mail or drop it off at the various locations. The provider then contacts the youth and sets up an appointment. Frequently, during the appointment is where much of the information is gathered. Additional information from schools and/or parents is also requested. If the youth is already enrolled in another program (i.e., MN Family Investment Program) some information may be available from this source along with supplemental information we require.*

*Providers use the data validation guidelines when documenting eligibility and keep relevant copies in WF1 and/or case files.*

*The 5% window/low-income exception gives us the discretion to serve up to 5% of youth who are not income eligible, but face barriers to employment. These barriers are defined by WIOA as basic skills deficient, English language learner, offender, homeless, runaway, or foster care youth, pregnant or parenting, disabled youth and requires additional assistance to enter or complete an educational program or to secure or hold*

*employment.*

*While we have used the 5% window in the past, it's extremely rare. The youth we serve typically face several substantial barriers which meets the required eligibility criteria. The exception may be considered for youth that lack family support and whose income is only slightly over the Federal limit.*

*Youth that cannot be served under WIOA due to unmet eligibility requirements are referred to community partners, organizations and service providers based on their needs.*

4. Identify the WDA's definition of "An individual who requires additional assistance to complete an education program or to secure and hold employment." The definition must be reasonable, quantifiable, and based on evidence that the specific characteristic of the participant identified objectively requires additional assistance. See Chapter 2 of the WIOA Youth Administrative Policy.

*Our definition of "an individual who requires additional assistance to complete an education program or to secure and hold employment" will be a youth who is unemployed for at least six months and has not obtained a post-secondary credential. Counselors will make this determination and will document its use in case notes.*

5. Per WIOA Law, Section 3(5) and WIOA Final Rules at 20 CFR 681.290, the U.S. Department of Labor defines an individual as "basic skills deficient" if he or she—
  - a. has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or
  - b. is unable to compute or solve problems, or read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society.

All Minnesota WDAs are required to include the definition of "basic skills deficient" in their local youth plans. Please provide any additional local policy that defines "basic skills deficient" differently from existing federal policy or indicate if your local policy will mirror existing federal policy as shown above.

*Our local policy will mirror the existing federal policy listed above.*

6. Describe the objective assessment process used to identify appropriate services and potential career pathways for young adults. Identify the assessment tools used by the WDA for all in-school and out-of-school participants.

*All youth are assessed using a variety of assessments.*

- *Initial assessments are conducted with each participant as part of the intake process to determine needs, goals, and services to be delivered.*
- *Career/interest assessments such as What Career Fits You, My Next Move, TRAITIFY and/or the MN Careers Interest Assessment match career interests to various career fields. They also provide information on education requirements, current job outlooks, and wages.*

- *Objective assessments of academic levels, skill levels, and service needs of each participant, which includes a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes, supportive service needs, and developmental needs.*

*Assessment results are used in building the Individualized Service Strategy (ISS). Each youth receives individualized options of culturally appropriate services and career exploration activities that will help them learn about education and career options, identify in-demand jobs, and understand the connection between education and employment.*

*Determination of eligibility based on the basic skills deficient barrier – Dakota and Scott County use the TABE, GAIN, Wide Range Achievement Test 4 (WRAT4) or CASAS for evaluating basic skills when needed to determine WIOA Youth program eligibility.*

*Math and reading information for in-school youth is obtained from the schools during the application process. Program counselors work with resources at the school to address any deficiencies. In most cases, schools are already working with youth with deficiencies.*

7. Describe process for developing the Individual Service Strategy (ISS) and use of the Individualized Education Plan (IEP), including provision of wraparound support services. If your WDA/service provider(s) incorporate “Guideposts for Success” with some (or all) of your participants, please discuss when and how it is used.

*The ISS directly relates to the Objective Assessment and identifies goals for the youth to attain. Once an application is received and the Objective Assessment complete—the information is used to build the ISS. (see question #6)*

*The ISS Form collects participant information about past employment, volunteer experience, educational experience, as well as life skills. Steps for achieving goals are in place and progress is formally recorded.*

*Copies of IEP's that are completed through the school for in-school youth are requested and kept in participant files. Many times, our programs take part in IEP planning and attend IEP meetings. They work closely with the special education department and vocational rehabilitation services as well as the student. Collaboration between school districts, program staff, employers, and participants is essential to maximizing resources, performance, and overall impact.*

8. Describe your strategy for providing integrated experiential learning, work-based learning, and work experience for participants. Discuss to what extent your WDA is adapting these activities due to changes resulting from the pandemic.

*We offer a variety of hands-on work experiences to help youth gain work readiness skills, prepare for the workforce and earn additional income. Examples include local Youth Build projects, summer and school-year employment, pre-apprenticeships, job shadowing, private sector internships and work experience job placements.*

*Undoubtably, the pandemic impacted experiential learning, work-based learning, and work experience opportunities for youth participants. As a result, we adapted, shifted, and modified our strategies in various ways. Examples below:*

- *More focus has been placed on digital literacy which has, and will continue to be, a necessary skill set for employment (even more so during and after the pandemic). Examples of this include learning/expanding knowledge of Microsoft Office, video conferencing platforms, etiquette, online job search and applications to positions, Labor Market trends and in demand careers, and access to technology and internet.*
- *We engaged in outreach to find new worksite partners that were willing and interested in administering safe work experiences for youth.*

*In addition, the Youth Committee has continued to support several career exploration programs/events including the Career Success - Outdoor Career Academy (partnership between Dakota County Parks, Dakota County Social Services, and Dakota County Community Corrections), Construct Tomorrow, Teen Hiring Events, etc. While these activities were conducted virtually or put on hold in 2020/2021, all are back to in-person.*

*At the peak of the pandemic, we were required to implement new service strategies. Now, increased availability of the Covid-19 vaccine and fewer restrictions has allowed full in-person employment and education/training opportunities again.*

9. Describe your strategy for introducing Career Pathways for young adults and process for providing current labor market information on high-growth, in-demand occupations in the region.

*Youth providers consistently use the State labor market information (LMI) sites and regularly advise youth about growth careers and industries.*

*Career plans, training, and support services needs are identified in the ISS. Training plans are focused on demand occupations with local job opportunities. Counselors use varied resources to assist their clients in this process including labor market information, ETPL, updates from Workforce Strategy Consultants and staff training opportunities.*

*Dakota County reviews the results from the youth career assessment (MN Careers/Traitify). Based on the youth's top career choices from those assessments, exploration into those career choices take place through education, job demand/outlook, experience needed as well as wage information. These results are used to help shape the youth's ISS plan.*

*Tree Trust's Career Pathways programs provide transferable work skills, employment readiness training, and opportunities to attain industry-recognized credentials in various industries.*

*Scott County reviews the youth's career selections from their My Next Move online assessment. The youth select their 1st & 2nd choices from the five Job Zones. These two*



*choices are then researched for experience/education, salary & demand of the occupations as well as job openings in the local area. This is also used for developing goals & ISS.*

*The Dakota-Scott Workforce Development Board and Youth Committee activities also provide information about the regional economy, skills gaps, and future employment forecasts. DEED staff (Regional Labor Market Analysts) frequently attend and regularly present labor market information during monthly meetings.*

*In 2024, the WDB, Youth and Business Service Committees coordinated an event bringing together educators and businesses to highlight:*

- Opportunities for students that can be achieved when schools, businesses, and chambers of commerce work together.*
- "Learn and Earn," and other career pathway opportunities that exist with local businesses that can launch students into jobs right after high school and eventually careers.*
- DEED LMI to spur reflection and create some urgency as attendees begin to reflect and create a local action plan, and*
- Dakota and Scott County businesses, as well as local and regional chambers of commerce, have been invited to attend to make additional connections.*

*Monthly Who's Hiring Youth newsletters often include demand and outlook data.*

*CareerForce locations offer tours to schools and educational representatives. These tours include opportunities for students to utilize some of the online resources and on occasion also include a list of resources to find and review. In addition, staff also presents information at local schools, student events and career fairs, as requested.*

10. If applicable, attach a copy of the WDA's policy for developing Individual Training Accounts (ITAs) and indicate the date approved by the LWDB/Youth Committee. Indicate if your WDA will be using Minnesota's waiver to allow use of ITAs for In-School Youth, ages 16-21.

*Scott County and Dakota County do not plan to use ITAs.*

11. Describe follow-up strategies (including provision of supportive services) for the WIOA Young Adult program and discuss any policy relating to extending beyond the statutory requirement of offering follow-up for at least 12 months after exit.

*Follow up services for 12 months post program is provided to all WIOA Youth by all providers. These services are documented in WF1 and in case notes. Counselors engage in several different communication strategies to reach clients for follow-up. Follow-up contacts are made by mail, phone, email, personal visit, or text. Youth know that they may continue to call on their counselor after program exit and may re-enroll in the program if needed. Youth have received supportive services after exit, although, due to limited funding, this is rare.*

*During the pandemic, more youth in follow-up-maintained contact and requested support services.*

*(Also see question #12)*

12. Describe the Youth Incentive Policy and attach a copy of the most recent version approved by your LWIB/Youth Committee. Refer to 2 CFR 200.438 and [Chapter 18](#) “WIOA Youth Cost Matrix” for additional background.

*Dakota-Scott may provide incentives for recognition and achievement to eligible youth seeking assistance with academic and employment success. Incentives are intended to encourage and motivate youth to reach specific goals and obtain positive outcomes outlined in their Individual Services Strategy (ISS).*

*Incentives are not intended as emergency assistance, but rather as a compliment to services provided and/or recognition of youth’s personal attainment of goals. Youth in need of emergency assistance must be referred to appropriate resource/service providers.*

13. Discuss your policy and practices relating to providing supportive services to participants. (Attach a copy of your WDA’s Support Service Policy for Youth)

*An employment plan identifies a participant's employment goals, appropriate achievement objectives (i.e., action steps) and combination of services that will help the individual achieve their employment goals. This includes supportive services. Supportive services provide participants with the resources they need to overcome barriers to successful participation—predominantly related to career and training services. Services may include referrals to local resources such as a local food pantry or program funded support. Support services are provided to participants on a case-by-case basis and are documented in WF1 and case notes. Funding amounts are based on budget and client need and budgetary guidelines are communicated to staff by management. Dakota County contracts with HIRED who maintains a support service policy that is used for participants in this program. Attached.*

*The Scott County and Tree Trust Support Service Policies are also attached.*

14. If applicable, describe how stipends will be used for participants and attach a copy of your WDA’s Stipend Policy.

*Stipend is a fixed regular small payment made to a WIOA Youth participant during his/her enrollment to encourage the WIOA youth to participate in certain activities. The stipend can be used for activities such as classroom instruction and basic and essential skills training. Stipends may be paid based on actual hours of attendance. Online classroom attendance is allowable if participation/seat time can be verified. Attendance in the activity must be documented as the basis of stipend payments. Stipends may be paid to participants for their successful participation in education, career services, or training services (except such allowances may not be provided to participants in paid*

*activities including, work experience, OJT, and internships). Stipends may be awarded for participation in all Basic and Essential Skills Trainings, including required courses and electives, and other courses as defined and listed on the subrecipients approved stipend policy. Stipends are provided to participants on a case-by-case basis and are documented in WF1 and case notes. Funding amounts are based on budget and budgetary guidelines are communicated to staff by management.*

*Stipend policy is attached.*

15. Describe how co-enrollments will be facilitated for youth, including a summary of all funds that are “braided or blended” with participants beyond WIOA Youth Formula Grant funds and MYP funds.

*Dakota County and Scott County may co-enroll older out of school youth in the WIOA Adult program for training support.*

*Southwest Metro Intermediate School 288 and Scott County collaborate in the administration of the Youth Build Program. The school provides all oversight of the program and instruction. The County provides wages, fringe benefits and workers’ compensation coverage for the summer Youth Build program.*

16. Describe local partnerships to serve “opportunity youth” who have significant barriers to employment and/or youth who are under-served and under-represented in the workforce, including:

**•Dropouts and potential dropouts**

*Strategies include maintaining a strong connection to alternative schools. In some instances, schools have referred students who are dropping out directly to youth counselors.*

**•Youth with language and/or cultural barriers to employment**

*Programs provide support for youths with cultural and racial barriers while offering opportunities to gain a meaning work experience. Staff promote referrals from these groups and are sensitive to the needs of youth who are English language learners and/or who are new to our culture. Because our program is small, having a coordinated approach to serving groups of young people from one or another culture is not feasible. Our efforts must remain individually based within our program.*

**•Youth in foster care and aging out of foster care**

*Both Scott and Dakota County youth counselors encourage referrals from County Foster Care agencies; often these referrals are for youth who are aging out of foster care. These have been good referrals for us. The youth are eager and engaged.*

**•Homeless youth or runaways**

*Serving homeless youth in our programs is challenging. These youth are likely to move without notice and to be unreachable for long periods of time. We have, nevertheless, sought these youth out for services and will continue to do so.*

*Resources and support are available generally to the youth homeless population through CORE and through Safe Haven for Youth and Harbor Shelter, transitional housing sites in Dakota County. We have strong connections with the supportive Housing Unit of Dakota County also. Scott County works with alternative schools, County Housing staff and the CAP Housing program to receive referrals and coordinate services.*

*There is a supportive housing unit for homeless youth or youth exiting foster care in Dakota County called Lincoln Place.*

*Youth offenders and at-risk of involvement with the juvenile justice system  
Both Dakota and Scott County youth programs have a long history of working with adjudicated youth. Program participants in both counties have been referred through our corrections partners. Dakota County probation services include employment and life skills preparation and support efforts with young clients, both in and out of school. For example, court-ordered work crews include discussing and practicing strategies such as controlling emotional reactions to social media provocations. Other youth can choose to work with community coaches who help youth learn how to fill out job applications, conduct mock interviews with them, and plan for getting to and from jobs.*

*Dakota County also offers a Career Success program for both justice system-involved youth, and those involved in the child welfare system. In the program, youth meet once per week to do career assessments, tour possible employment sites, do a community service project, and master a specific life/employment skill such as First Aid/CPR.*

#### **•Youth with disabilities**

*We have a long and deep connection with providers of service to youth with disabilities. DEED Vocational Rehabilitation Services is an active member of the Dakota-Scott WDB and Youth Committee. We maintain a connection with the Community Transition Interagency Committee (CTIC). Our community connections for this group are very well-established. We support annual Reality Store event for students in transition programming.*

*Tree Trust has extensive experience working with participants with disabilities. Tree Trust staff complete relevant trainings to be equipped to support youth with disabilities during programming.*

#### **•Teen parents**

*Youth program staff have a strong working relationship with MFIP counselors where teen parents are routinely referred to the Youth Program for co-enrollment. Staff also receive referrals from minor parents attending alternative schools in Dakota and Scott Counties.*

#### **•Youth of color and other under-served, under-represented youth populations**

*Dakota and Scott Counties collaborate with youth serving organizations and programs including local schools serving these populations.*

17. Describe how the Work Readiness Indicator will be implemented for youth participants and whether this is used for WIOA participants, MYP participants, or both. If the WDA uses a standardized form for measuring and documenting work readiness skills, please attach a copy.

- Approach to assuring work readiness skill attainment for youth participants
  - *Dakota-Hired During 1 on 1 meetings, Hired counselors are building rapport, increasing engagement, and learning more about the youth's interests overall. During the enrollment process, participants complete an Individual Service Strategy, which allows Hired counselors to access and track progression in their work readiness skills/ goals. Hired counselors also encourage youth to participate in Hired's Corridors to Careers (C2C) program, which is a work readiness, cohort, earn and learn model program.*
  - *Tree Trust supports youth participants developing work readiness skills through a variety of methods. Participants learn through project-based learning which provides ample opportunities for mentoring from qualified Crew Leaders and Employment Coaches. They also develop skills through peer-to-peer interactions. Tree Trust provides feedback through worksite evaluations which include raise assessments, progressive discipline forms, and outstanding worker recognition forms. These approaches support youth participants in developing foundational skills, including attendance, punctuality, taking initiative, quality of work, communication skills, teamwork, critical thinking, and safety culture.*
- Approach to assuring that the worksite supervisor evaluates work readiness skills of youth participants, including a process for documenting the employer's evaluation of the youth participant's work readiness skills.
  - *Dakota-Hired – During an internship/ work experience, site supervisors are given a youth performance evaluation. This feedback is shared between the site supervisor, Hired counselor, and the young person. On top of this performance evaluation, counselors are meeting and in communication with site supervisors regularly to gauge strengths, areas for growth, and overall effectiveness of the placement.*
  - *The Crew Leader uses the Work Readiness Tool at the beginning of the program after a sufficient period of working with, training and observing the participant, and then uses the information gathered to address development needs. They use the tool again toward the end of the program to evaluate their development.*

*In Scott County, the Work Readiness Indicator is posted on the back of every timesheet for WIOA and MYP participants. Worksite supervisors are encouraged to fill them out on a biweekly basis so the participant's progress can be tracked. The site supervisor and employment counselor work together with the participant to work on any areas indicated that need improvement.*

18. If the WDA is planning to provide Outreach to Schools activities as a component of MYP in SFY 2024, please provide an overview and anticipated goals/objectives. See page 7 for additional discussion of OTS activities.

*Outreach to Schools – Activities and Events:*

- *Host career fairs and hiring events utilizing virtual reality (VR) to provide a variety of career exploration experiences to participants. VR selection/occupations will be based on current employment trends and outlook data. (examples include Construct Tomorrow and the annual Teen Job Fair)*
- *Participant engagement with Dakota and Scott County companies and employers – employer partnerships will be selected based on current openings and positions that are included in the VR experiences.*
- *Family Nights will include activities such as introduction to MYP (complete paperwork), professional resume building/presentations, career fairs, parent engagement opportunities, end of program celebration.*

19. Describe Youth-Focused Innovations/Best Practices, including (but not limited to):

- **Attach the Shared Vision for Youth Blueprint to identify local interagency partnerships which serve the neediest youth and address the “opportunity gap”, “achievement gap”, and disparities in the workforce. (See attachment 4)**
- **Private sector internships, on-the-job training, mentoring, job shadowing, pre-apprenticeship, or apprenticeship training.**

*Youth receive hands on experience in construction through Scott County Youth Build and a ten-hour OSHA certification in Scott County.*

*In Dakota County, youth receive mentoring and hands-on job training in landscaping and outdoor construction through Tree Trust’s Summer Youth Employment Program. Tree Trust also staffs Employment Coaches who help participants explore educational or career opportunities that align with their interests and goals post-program.*

*In Dakota and Scott Counties, most subsidized job placements are with the non-profit or government sector. Unsubsidized placements are usually with private sector companies that normally hire youth.*

*Private sector companies have participated in hiring events, local job, and career fairs. We utilize Limited Internships with youth program participants. We continue to build more relationships with private sector employers in both counties.*

- **Pre-Employment Transition Services (PRE-ETS) project, if appropriate.**  
*Not currently being used.*
- **Strategies implemented during the Disability Employment Initiative including: Integrated Resource Teams (IRTs); expanded collaboration with local partners, including Vocational Rehabilitation Services (VRS); and activities related to the**

**“Guideposts for Success” such as employability skills/work experience, career preparation, leadership development, family engagement, and connecting activities.**

*Youth Programs in Dakota and Scott County have always depended on our strong connections with other youth-serving organizations. For example, we have connections to several alternative and transitional schools. Youth counselors work with staff and youth to broaden the school’s offerings to include strong employment-related content, including application, resume, interview, and other job-seeking elements. In turn, the school can offer our youth occupational skill training and other supports. Transitions Plus in Apple Valley, Cedar Alternative School in Burnsville, Guadalupe Area Project in South Saint Paul, Hastings High School and the SouthWest Metro Educational Cooperative and the local alternative school programs are just a few of the institutions where a partnership with our programs has proved vital. Youth are encouraged to participate in workshops and activities offered at local CareerForce sites.*

*We have also had great partnerships with our Vocational Rehabilitation Services colleagues. Many referrals come from this area and many of our youth receive services from both youth and Rehab programs. Staff are highly trained to work with youth with disabilities. VRS staff are on-site and actively participating in Teen Job Fair events.*

*We have had many youths who are or have been in the foster care system. Foster parents know of our services, but we feel strongly that we must strengthen these ties. Likewise, social service agencies in both counties have referred youth. Here is another opportunity to strengthen a connection. In the year(s) to come, we will explore ways to complement services.*

- **Strategies for coordinating with after-school and out-of-school time programming.** *Staff participate in and Community Transition Interagency Committees (CTIC) and IEP conferences.*
- **Connections with MFIP and SNAP partners to assure policy alignment for youth under age 25.**
  - *Scott County Employment and Training and Dakota County completes quarterly case reviews and outreach efforts to identify Out of School Youth (OSY) under age 25 and SNAP participants who may benefit from OSY service.*

20. Describe the WDA’s approach to making each of the 14 required youth Program Elements available to participants in WIOA [P.L 113-128, Sec 129(c)(2) and individually defined and discussed in the final rules at 20 CFR 681.460] by completing the WIOA Youth Program Elements Checklist below. Also respond to the following for each of the 14 required elements:

- a. **If the element is provided by another agency (or agencies) describe how the WDA ensures participants are receiving appropriate service levels.**

*All youth participating in WIOA and MYP have Individual Service Strategies (ISS). The ISS directly relates to the objective assessment conducted at program*

*enrollment and identifies goals for the youth to attain. The ISS form used by the WDA and the Scott County MYP program allows the counselor to collect participant information about past employment, volunteer experience, educational experience, and life skills. The youth participant receives an individualized list of service options and career exploration activities. The ISS is jointly written by the youth participant and the counselor as goals related to education, employment and life skills are set. The ISS acts as a “living” document that allows both the youth and the counselor to track progress as well as the opportunity to make modifications as the need arises.*

*Collaboration among school districts, program staff, employers, and participants are maintained. Copies of IEPs completed through the school for in-school youth are requested and kept in participant files.*

*A completed ISS for WIOA indicates:*

- *In which of the 14 program elements the youth will participate;*
- *The participant understanding of Labor Market Information;*
- *The establishment of credential attainment goals as appropriate;*
- *A career pathway for education and/or employment;*
- *The use of an objective assessment in the creation of the ISS;*
- *The process for updating the ISS as appropriate; and*
- *The active participation of the youth in the creation of the ISS.*

- b. Summarize whether or not WIOA youth funds are used, and/or other funding sources are braided or blended to offset some (or all) of the cost of delivering that particular service.**

*Dakota County and Scott County may co-enroll older out of school youth in the WIOA Adult program for training support (also see question #12).*

- c. Summarize how the required program element is delivered to participants and any “best practices” associated with that element.**

*All 14 WIOA required program elements are incorporated into services and available to participants in a manner assuring youth attainment in skill acquisition, high school completion, placement, retention, and advancement. For Scott County, this provision of services is done directly by county staff and referrals are made to community resources for some elements. For Dakota County, HIRED provides the 14 program elements.*

- i. Program Element 1: Tutoring, study skills training, instruction, and dropout prevention services**

*Counselors check in with school staff obtaining students’ attendance and grades and discuss material with participants. Counselors provide information for GED preparation and testing as well as transportation options. Counselors talk with the youth about time management and study habits.*



**ii. Program Element 2: Alternative secondary school services or dropout recovery services**

*Staff assists youth in finding alternative school options if they are looking to return to school. South St. Paul CLC, DCALS, Tokata, SouthWest Metro, North and South, and Burnsville Alternative are a few of the places Counselors have connected youth to for schools and for credit recovery options. Counselors have also connected youth with Adult Basic Education Services for obtaining GEDs.*

**iii. Program Element 3: Paid and unpaid work experience**

*HIRED and Scott County provide paid work experiences for both in-school and out-of-school youth. These are 10-12 week opportunities. Wildflyer, World Youth Connect, and Catalyst Music – HIRED has established partnerships in which to place youth for subsidized employment. Scott County has placed youth at the CAP Agency, SW Metro Educational Cooperative and Scott County Historical Society.*

**iv. Program Element 4: Occupational skill training**

*CNA, Phlebotomy, Registered Nurse, Auto Technician, Cosmetology, Information Technology, Forklift Certification, Hospitality, Green Construction, and Culinary are a few of the options Counselors continue to use for occupational skills training for youth.*

**v. Program Element 5: Education offered concurrently with workforce preparation and training for a specific occupation**

*After completing various assessments, Counselors speak with youth about educational opportunities based on the results and interests. They have also connected youth with working adults to ask questions about their careers.*

**vi. Program Element 6: Leadership development opportunities**

*Several participants have spoken at HIRED/Dakota-Scott County events talking about their experiences resulting in networking opportunities for attendees. Several youths have participated in filming videos for various events talking about their program experiences. Counselors have helped youth find various supportive groups near their homes such as AA, mental health groups (NAMI), etc.*

**vii. Program Element 7: Supportive services**

*HIRED and Scott County provide support services to youth participating in the program. Support Services have helped youth:*

- *Purchase interview and/or work clothes;*
- *Acquire birth certificates;*
- *Acquire photo identification;*
- *Acquire bus-light rail cards/tokens: and*
- *Purchase gas for their car*

**viii. Program Element 8: Adult mentoring**

*Counselors mentor youth participants for a minimum of 12 months (often longer) with training on soft skills, basic skills, education, and employment. Correspondence typically occurs in the form of text messages, phone calls, emails, and/or in-person.*

**ix. Program Element 9: Follow-up services**

*Counselors provide follow-up with clients for 12 months after program exit. Correspondence typically occurs in the form of texts, phone calls, emails and/or in person.*

**x. Program Element 10: Comprehensive guidance and counseling**

*Counselors have provided assistance in:*

- *Applications for food and medical benefits;*
- *Housing;*
- *Education (high school and postsecondary);*
- *Financial literacy;*
- *Driver's education;*
- *Soft skills development;*
- *Life skills development; and*
- *Employment skills*
- *Digital literacy skill development*

**xi. Program Element 11: Financial literacy education**

*HIRED and Scott County have helped clients:*

- *Open checking and savings accounts;*
- *Develop budgets;*
- *Understand credit; and*
- *Acquire unsecure and secure credit cards.*

*HIRED has used "The Mint" and "Practical Money Skills" in providing financial literacy education. Hired also has a financial wellness coach on staff that can provide one on one support and counseling to participants as well as small group sessions with youth. Scott County has used the Money Smart Program, The Mint and other resources.*

**xii. Program Element 12: Entrepreneurial skills training**

*For youth participants who express interest in owning their own businesses, The Counselor works with them to develop business plans. HIRED connects them with business owners to learn about what it means to own businesses.*

**xiii. Program Element 13: Services that provide labor market information**

*The "What Career Fits You" assessment and the MN Career Assessment are completed by youth along with a HIRED counselor. "My Next Move", CAREERwise, Traitify, and other resources may be used. After assessment is completed by the youth participant, the participant and the counselor review the results and based on the interest profiles, career options are*

*explored. Using the MN Career book, various careers, the job outlook, needed education and training, and wage information are discussed*

**xiv. Program Element 14: Postsecondary preparation and transition activities**

*Counselors have helped set up college tours/orientations for youth at several local postsecondary educational facilities. Counselors have also helped youth complete FAFSA forms and look into scholarship opportunities. The “Power of You” has been an option for some of the youth graduating from participating in the program. Counselors have brought a few clients to Technical and Community Colleges to meet with admissions and financial aid before enrolling in college.*

WIOA Youth Program Elements Checklist								
D = Dakota County S = Scott County  Program Element	How Each Program Element is Offered						How program element is coded and entered in MIS	
	In House	Partner Agreement			Provider Name(s)	Supporting Documentation		Notes *Also see separate attachment <i>Dakota/HIRED – Implementation of the 14 Program Elements in Programming</i>
		Contract	MOU	Other				
1. Tutoring, study skills training, instruction, and dropout prevention	X (S)	X (D)			Hired (D)	Case Notes	Related WF1 Activity; Basic Skills Training, Study Skills Training/Tutoring	
2. Alternative secondary school services or dropout recovery services	X (S)	X (D)			Hired (D)	Case Notes	Related WF1 Activity; Alternative Secondary School Services	
3. Paid and unpaid work experiences	X (S)	X (D)			Hired (D)	Case Notes Internship Paperwork/Timesheets	Related WF1 Activity; Work Experience, Pre-Apprenticeship	
4. Occupational skill training	X (S)	X (D)			Hired (D)	Case Notes Registration/Skill Progression	Related WF1 Activity; Occupational Skills Training	
5. Education offered concurrently with workforce preparation for a specific occupation	X (S)	X (D)			Hired (D)	Case Notes	Related WF1 Activity; Workforce Preparation and Education	
6. Leadership development opportunities	X (S)	X (D)			Hired (D)	Case Notes	Related WF1 Activity; Community Involvement & Leadership Development	
7. Supportive services	X (S)	X (D)			Hired (D)	Case Notes/Obligation Forms/Receipts/Invo	<b>Related WF1 Activity; Managed separately in WF1; Not an Activity</b>	

									ices/Request forms		
8. Adult mentoring	X (S)	X (D)						Hired (D)	Case Notes/Check stubs (if available)		Related WF1 Activity; Mentoring
9. Follow-up services	X (S)	X (D)						Hired (D)	Case Notes		<b>Related WF1 Activity; Managed separately in WF1; Not an Activity</b>
10. Comprehensive guidance and counseling	X (S)	X (D)						Hired (D)	Case Notes		Related WF1 Activity; Staff-Assisted Assessment
11. Financial literacy education	X (S)	X (D)						Hired (D)	Case Notes/Certificates of Completion		Related WF1 Activity; Financial Literacy Education
12. Entrepreneurial skills training	X (S)	X (D)						Hired (D)	Case Notes		Related WF1 Activity; Entrepreneurial Training
13. Services that provide labor market information	X (S)	X (D)						Hired (D)	Case Notes		Related WF1 Activity; Career Counseling, Labor Market/In-Demand Employment Information
14. Post-secondary preparation and transition activities	X (S)	X (D)						Hired (D)	Case Notes		Related WF1 Activity; Transition to Post-Secondary

## Attachment 1H

### **Workplan: Youth Program Service Delivery Design Addendum to Enhance Services to In-School Youth (ISY) Who Are Homeless or in Foster Care (Applies to WIOA Youth funded programs ONLY)**

**IMPORTANT NOTE:** The waiver granted by the U.S. Department of Labor to the State of Minnesota allows WDAs the option to enhance services to homeless, in-school youth and foster care youth who are in school and reduce the statutory requirement for OSY expenditures from 75 percent to 60 percent. If your WDA plans to implement this waiver please complete the following questions.

#### **Questions to be completed:**

1. Please describe your WDA's strategies for outreach and recruitment of homeless in-school youth and/or in-school youth in foster care.
2. Identify school district(s) you would anticipate working with to recruit homeless, in-school youth and in-school foster care youth.
3. What services would you anticipate may need to be provided above and beyond what you are already offering?

N/A

## MINNESOTA BLUEPRINT FOR SHARED VISION FOR YOUTH Interagency Projects Supporting Positive Outcomes for At-Risk Youth

**Vision:** “By age 25, Minnesota’s young people will be ready for the responsibilities and rewards of economic self-sufficiency, healthy family and social relationships, community involvement, stable housing and life-long learning.”

**MISSION STATEMENT:** *State and local agencies will collaborate to assure that Minnesota’s neediest youth will acquire the talents, skills, and knowledge necessary to ensure their healthy transition to successful adult roles and responsibilities.*

Outcomes			
Improve Transition Outcomes for Juvenile Offenders	Improve Transition Outcomes for Youth Aging Out of Foster Care	Improve Transition Outcomes for Youth with Disabilities	Prevent and End Homelessness
Strategies			
<p>Build job readiness, job search and job skills to secure employment. Reach out to Community Corrections, Probation, and jail-based programs to coordinate and provide services. Identify employment opportunities for those with a criminal record. Build awareness about offenses and how they impact employment and housing opportunities. Provide coordinated case management and wrap around services.</p> <p>Partners include: Community Corrections, Probation, Juvenile Facilities, County Jails, Adult Basic Education, DEED Education, DEED Job Services, DEED</p>	<p>Reach out to the foster care community to promote youth activities and coordinate services while youth are in care and when they age out of the foster care system. Provide coordinated case management and wrap around services. Identify worksite mentors and opportunities to be active in the community.</p> <p>Partners include: County Foster Care, Foster Care Providers, Corrections, Probation, Juvenile Facilities, County Jails, Adult Basic Education, DEED Job Services, DEED Rehabilitation Services, County Social Services,</p>	<p>Build job readiness, job search and job skills to assist youth with disabilities to secure employment. Provide coordinated case management and wrap around services with multiple service providers and school staff to preparing youth to transition from school to the world of work. Provide career exploration, work experience, training, and Reality Store activities. Identify resources for job coaches and mentors. Support ADA accommodation and accessibility training.</p> <p>Partners include: Providers of</p>	<p>Identify and address barriers to stable housing. Provide referrals and coordination of services with housing related programs. Participate in Coordinated Community Assessments. Promote financial literacy training including strategies for renting or buying a home. Support landlord and tenant training.</p> <p>Partners include: Community Corrections, Juvenile Facilities, County Jails, Adult Basic Education, DEED Job Services, DEED Rehabilitation Services, State Services for the Blind, State Deaf and Hard of Hearing Services, County Social Services, Mental Health Providers, local secondary,</p>
			<p>Promote high school completion and GED attainment goals for youth and young adults. Provide work experience activities that combine with educational activities resulting in High School credit recovery for youth. Require school attendance to continue work experience jobs.</p> <p>Partners include: Community Corrections, Juvenile Facilities, Adult Basic Education, DEED Job Services, DEED Rehabilitation Services, State Services for the Blind, State Deaf and Hard of Hearing Services, County Social Services, Mental Health Providers, local secondary,</p>

Outcomes			
Improve Transition Outcomes for Juvenile Offenders	Improve Transition Outcomes for Youth Aging Out of Foster Care	Improve Transition Outcomes for Youth with Disabilities	Prevent and End Homelessness
Strategies			
Rehabilitation Services, County Social Services, Mental Health Providers, Faith Community, CAP Agencies, Families Moving Forward	Mental Health Providers, Faith Community, local secondary, alternative and postsecondary schools, CAP agencies,	services to individuals who have a disability, Juvenile Facilities, County Jails, Adult Basic Education, DEED Job Services, DEED Rehabilitation Services, State Services for the Blind, State Deaf and Hard of Hearing Services, County Social Services, Mental Health Providers, Faith Community, CAP agencies, local secondary, alternative, and postsecondary schools, PACER, Community Interagency Transition Committees	Mental Health Providers, CAP Agencies, Families Moving Forward, Lincoln Place, The Link (Passageways), Community Development Agencies, Housing Collaborative and Grants
			alternative, and postsecondary schools, CAP Agencies, Families Moving Forward



# PY25-SFY26 WIOA-MYP Unified Local Youth Plan 12.6.24

Final Audit Report

2025-04-01

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