

Unified Local Youth Plan  
PY 2026 WIOA Youth Formula Funds  
SFY 2027 Minnesota Youth Program (MYP)

Due Friday, April 17, 2026

**PY 2026 WIOA Youth Formula Funds  
SFY 2027 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 One Mendota Road Suite 170 West Saint Paul, MN 55118</b>	<b>Amber Higgins One Mendota Road Suite 170 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 2026 WIOA Youth Formula Funds  
SFY 2027 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. 41-6005892	<b>Minnesota Tax Identification Number:</b> Insert data in the cell directly below this one. 8027342
<b>Unique Entity ID (UEI) Number:</b> Insert data in the cell directly below this one. 07-784-7183	<b>SWIFT Vendor ID Number (if known):</b> Insert data in the cell directly below this one. 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>	
<b>Title:</b>	
<b>Date:</b>	

## 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 PY26 WIOA Youth Formula Grant funding can be released as quickly as possible. Since SFY27 MYP allocations are final, we encourage you to submit the SFY27 MYP budget with the Unified Local Youth Plan in April or shortly thereafter to ensure that MYP contracts are in place when the new fiscal year begins July 1, 2026. The budget forms are Excel documents that are attached separately from this planning document.

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

PY26-27 WIOA Youth Performance (submitted after local goals negotiated): \_\_\_\_\_

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

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

List of Youth Service Providers For PY26 (WIOA) and SFY27 (MYP): \_\_\_\_\_

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: \_\_\_\_\_

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

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

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

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
	<b>74.5%</b>	<b>74.9%</b>	<b>62.0%</b>	<b>\$ 5,400</b>	<b>53.0%</b>	<b>74.5%</b>	<b>74.9%</b>	<b>62.0%</b>	<b>\$ 5,400</b>	<b>53.0%</b>
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

## PY 2026-2027 WIOA Youth Performance

(Definitions of Each Measure are on the Following Page)

WDA/Contact:	
E-Mail Address/Phone Number:	
Date Submitted (or Modified):	

WIOA Youth Performance Measure	PY 2026 (STATE PLANNED)	PY 2027 (STATE PLANNED)	PY 2026 (WDA PLANNED)	PY 2027 (WDA PLANNED)
Employment/Training 2nd Quarter After Exit:	TBD	TBD		
Employment/Training 4th Quarter After Exit:	TBD	TBD		
Credential Attainment:	TBD	TBD		
Median Earnings:	TBD	TBD		
Measurable Skills Gain:	TBD	TBD		

Youth team will negotiate WDA-level performance goals AFTER DEED negotiates state-level performance goals with DOL in May/June 2026. No action is needed by WDAs on this form until after performance goals are negotiated.

## 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 2026 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 PY25 <i>(Cannot exceed 20% of PY 25 amount without waiver)</i>	New WIOA Funds	Total Funds Available	Estimated Expenditures 4/1/26 to 9/30/26	Estimated Expenditures 4/1/26 to 3/31/27	Estimated Expenditures 4/1/26 to 9/30/27	Estimated Expenditures 4/1/26 to 3/31/28
833 Administration <i>(Cannot Exceed 10%)</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
841 In-School Youth (ISY) Work Experience Wages/Fringe	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
825 Out-of-School Youth (OSY) Work Experience Wages/Fringe	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
872 ISY Work Experience Staff/Support Services Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
855 OSY Work Experience Staff/Support Services Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
874 ISY Direct Services (Non-Work Exp.)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
877 OSY Direct Services (Non-Work Exp.)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
848 ISY Support Services (Non-Work Exp. or Training)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
862 OSY Support Services (Non-Work Exp. or Training)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
860 ISY Other Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
878 OSY Other Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
837 ISY Training and Training-Related Support Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
838 OSY Training and Training-Related Support Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total:</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Planned Percentage of NEW WIOA Funds Expended on Out-of-School Youth (Must be at least 75 percent):							<b>#DIV/0!</b>
Planned Percentage of NEW WIOA Funds Expended on Work Experience (Must be at least 20 percent):							<b>#DIV/0!</b>
Planned Percentage of NEW WIOA Funds Expended on Administration (Cannot Exceed 10 percent of total):							<b>#DIV/0!</b>
Estimated number of youth served with PY26 WIOA funds:							<b>0</b>

**DO NOT COMPLETE THIS BUDGET – SAMPLE FORM ONLY**

Attachment 2						
SFY 2027 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 7/1/26 to 9/30/26	Estimated Expenses 7/1/26 to 12/31/26	Estimated Expenses 7/1/26 to 3/31/27	Estimated Expenses 7/1/26 to 6/30/27	Estimated Expenses 7/1/26 to 9/30/27
833 Administration ( <i>Cannot Exceed 10%</i> )	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
881 Youth Participant Wages and Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
885 Direct Services to Youth	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
863 Outreach to Schools (Direct Services; cannot exceed 20%)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
828 Support Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total:</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Estimated number of MYP Youth Served:						<b>0</b>
Outreach to Schools (OTS) Youth and Families Served (Note that OTS is an optional activity):						<b>0</b>
Estimated Total Number of MYP + OTS Youth and Families Served:						<b>0</b>
Estimated Cost Per MYP Participant:						<b>#DIV/0!</b>
Estimated Cost Per OTS Participant/Family:						<b>#DIV/0!</b>
Percentage Budgeted for Administration (cannot exceed 10%):						<b>#DIV/0!</b>
Percentage Budgeted for Outreach to Schools (cannot exceed 20%):						<b>#DIV/0!</b>
If your area is budgeting funds for 860 - Outreach to Schools, please provide a few sentences summarizing planned activities:						

## Youth Committee Information For PY 2026/SFY 2027

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: Allison Chuick Phone Number: 651-423-8314 E-Mail: <a href="mailto:achuick@inverhills.edu">achuick@inverhills.edu</a>	Dakota County Technical 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: Noelle Meyer Phone Number: 651-399-5083 E-Mail: <a href="mailto:noelle.meyer@isd917.org">noelle.meyer@isd917.org</a>	CTE Connections Liaison Dakota County Perkins Consortium 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
Member Name: Mike Toepfer Phone Number: 952-447-1125 E-Mail: <a href="mailto:mike@cal-texelectric.com">mike@cal-texelectric.com</a>	Cal-Tex Electric, Inc.	Yes

## Youth Service Provider Information For PY 2026/SFY 2027

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.

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	<p style="text-align: right;"><b>Yes No</b></p> 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	<p style="text-align: right;"><b>Yes No</b></p> In-School? <input checked="" type="checkbox"/> <input type="checkbox"/> Out-of-School? <input checked="" type="checkbox"/> <input type="checkbox"/>	<p style="text-align: right;"><b>Yes No</b></p> 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		<p style="text-align: right;"><b>Yes No</b></p> 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 2026 WIOA Young Adult and SFY 2027 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 conducts competitive procurements for youth services on a 5-year cycle. The most recent RFPs were issued November 2025 for WIOA Youth (HIRED selected) and June 2025 for MYP (Tree Trust selected); a copy of the most recent RFPs is attached.*

*Scott County provides youth services in-house.*

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

*Dakota and Scott Counties utilize a coordinated, multi-system outreach strategy that leverages longstanding partnerships with schools, county agencies, and community-based organizations to effectively recruit youth for both MYP and the WIOA Youth Program. Our outreach approach emphasizes relationship-building, visibility in youth-centered environments, and ongoing communication with referral partners. Word-of-mouth referrals remain a key strength of our programs, supported by strong engagement community partners and county staff. Program updates, eligibility information, and enrollment timelines are shared consistently with school staff and agency partners to ensure timely and accurate information. Youth program updates are also presented to the Dakota-Scott Workforce Development Board and its committees to expand awareness and outreach.*

*Scott County maintains scheduled onsite hours at Tokata Learning Center and the Scott County Juvenile Alternative Facility, where a youth counselor meets directly with youth to provide information on career exploration, occupational training, work experience opportunities, and work-readiness services.*

*Additionally, Dakota County service partners such as Hired and Tree Trust actively conduct recruitment at Teen Job Fairs where they promote MYP and WIOA youth offerings to both OSY and ISY.*

*In the past, Dakota County has collaborated with its Communications team to produce short videos highlighting youth employment programs, success stories, and available services. These videos are shared through social media, email communications, and county newsletters to broaden outreach. An example featuring program participants can be viewed here: <https://youtu.be/dEQdP4ogSl8>.*

### **Out-of-School Youth (OSY)**

*The counties have developed strong referral pipelines with corrections, probation, social services, housing programs, and youth-serving organizations, resulting in consistent outreach to OSY. Key recruitment strategies include:*

- *Social Services: Staff refer youth who are truant, in foster care, experiencing housing instability, or otherwise disconnected from education and employment.*
- *Youth-Serving Agencies: Outreach is conducted with TreeHouse (Eagan, Lakeville/Farmington, Chaska, Shakopee), Lincoln Place, The Link, Hubert H. Humphrey Job Corps, and other community organizations to share program information.*
- *Dakota County Re-Entry Assistance Program (RAP): RAP provides referrals for justice-involved youth; Scott County participates on the RAP team and receives referrals for older youth.*
- *Community Corrections: Probation officers promote employment readiness and life-skills training and regularly refer both in-school and out-of-school clients.*
- *Juvenile Services and Sheriff's Office: Staff participate in onsite events, including career fairs, work-readiness sessions, and mock interviews.*
- *CareerForce: Youth visiting CareerForce receive information on MYP, WIOA Youth, Vocational Rehabilitation Services, and related resources.*
- *Income Maintenance Programs: Financial assistance programs provide referrals for youth who may benefit from employment and training services.*
- *CAP Agency: Supports youth experiencing homelessness and refers them to workforce programs.*
- *Online Platforms: Youth program details are accessible on county websites and social media channels.*
- *Adult Basic Education (ABE): ABE, GED, and ELL programs refer qualifying youth who are seeking employment or training opportunities.*
- *CORE Drop-In Center: Connects unsheltered and transient youth with employment, housing, and basic needs resources, including workforce referrals.*
- *Scott County Juvenile Alternative Facility: Staff provide ongoing career exploration, training guidance, work experience opportunities, and work-readiness support.*

### **In-School Youth (ISY)**

*While outreach to ISY continues, recruitment is intentionally limited due to WIOA's emphasis on serving OSY. The counties maintain strong partnerships with schools to ensure coordinated services for eligible ISY. Engagement strategies include:*

- *Alternative Learning Centers: Collaboration occurs prior to each school year to identify youth who may benefit from MYP or WIOA Youth services.*
  - *Career Events and Workshops: County staff and service providers participate in school-hosted career fairs, classroom presentations, and career-focused workshops that allow direct connections with youth.*
  - *CareerForce Tours: Schools regularly tour Dakota-Scott CareerForce locations to learn about local labor market opportunities and youth services.*
  - *Promotional Materials: Flyers and posters are displayed at CareerForce locations, school career centers, libraries, and other youth-frequented community spaces.*
  - *Direct Engagement: Career counselors meet with youth in schools and community locations to build rapport, discuss individualized goals, and provide program information.*
  - *Dakota County Community Transition Interagency Committee (CTIC): Participation in CTIC strengthens connections between parents, educators, social services, advocacy organizations, and employment providers to support smooth transitions for youth with disabilities.*
  - *Tree Trust Open Houses: Tree Trust hosts public recruitment events that highlight work readiness 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).

*Dakota and Scott Counties follow a straightforward process to determine eligibility for MYP and WIOA Youth programs. Youth can access applications through alternative schools, CareerForce locations, and community partners. Once an application is submitted, a counselor reaches out to schedule an intake meeting. During that meeting, the counselor gathers the documentation needed to confirm income, school status, and qualifying barriers. Information may also be requested from parents, schools, or other public programs the youth is already connected to. When possible, we use existing documentation to avoid duplication.*

*All eligibility decisions follow DEED's [WIOA Youth Policies](#) and Data Validation Guidelines. Required documents are entered into WF1.*

*The WDA uses the 5% exception only when necessary. While the policy allows us to serve a small number of income-ineligible ISY and OSY who meet one of the WIOA barrier categories, most youth referred to us already meet standard eligibility because they face significant educational or employment challenges. The exception is typically considered only when a youth is slightly over income but clearly meets one or more of the required barrier categories.*

*If a youth does not meet WIOA eligibility requirements and cannot be served under the 5% window, staff provide referrals to community agencies, education programs, and county services that can better meet their needs. We ensure that all youth receive guidance and support, even if WIOA is not the right fit.*

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.

*Dakota and Scott Counties define “an individual who requires additional assistance” as a youth who has been unemployed for at least six consecutive months and has not earned a post-secondary credential. This definition is quantifiable, aligns with common indicators of labor market disconnection, and demonstrates that the youth’s circumstances objectively require additional support. Counselors apply this definition consistently and document its use in WF1 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.

*The Dakota-Scott local policy mirrors the federal definition of “basic skills deficient” as outlined in WIOA Law. No additional local criteria are used beyond the federal standards 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.

*Dakota and Scott Counties use a structured objective assessment process to identify each participant’s strengths, barriers, and potential career pathways. All youth—both ISY and OSY—complete a series of assessments during intake and early participation.*

- **Initial Assessment:** Conducted at intake to identify immediate needs, goals, barriers, and appropriate services.
- **Career and Interest Assessments:** Tools such as *What Career Fits You*, *My Next Move*, and the *Minnesota Careers Interest Assessment* help youth explore career interests, understand required education and training, and review labor market information.
- **Objective Skills Assessment:** Counselors review academic levels, work history, basic

*and occupational skills, aptitudes, supportive service needs, and developmental needs. This information helps determine the most appropriate services and career pathways. Assessment results directly inform the development of the Individualized Service Strategy (ISS). The ISS outlines culturally responsive services, career exploration activities, and steps that link education and training to in-demand occupations.*

*When needed to document “basic skills deficient” status for WIOA eligibility, Dakota and Scott Counties use standardized assessments including TABE, GAIN, WRAT4, or CASAS. For in-school youth, math and reading information is typically obtained directly from the school. Counselors coordinate with school personnel to address any identified skill gaps, many of which are already being supported within the school setting.*

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 is developed immediately after the Objective Assessment is completed. Counselors use the assessment results to identify each participant’s goals, strengths, barriers, and needed services. The ISS documents a youth’s employment and education history, life skills, and specific steps required to reach their short- and long-term goals. Progress toward these goals is reviewed regularly and updated in WF1.*

*For in-school youth with an Individualized Education Plan (IEP), program staff request copies from the school and include them in the participant file. Staff often participate in IEP meetings and coordinate with special education personnel, Vocational Rehabilitation Services, and other partners to ensure alignment between school transition planning and WIOA services. This collaboration strengthens service coordination and supports successful outcomes.*

*Wraparound supports—such as tutoring, transportation assistance, work readiness services, and referrals to community resources—are provided as needed to help youth overcome barriers and remain engaged.*

8. Describe your strategy for providing integrated experiential learning, work-based learning, and work experience for participants.

*Dakota and Scott Counties offer a wide range of hands-on, work-based learning opportunities to help youth build work readiness skills, explore careers, and gain meaningful employment experience. These opportunities include YouthBuild projects, school-year and summer employment, pre-apprenticeships, job shadowing, private-sector internships, and subsidized work experience placements.*

*Digital literacy is an ongoing focus of our work-based learning strategy. Youth receive support in developing skills such as using Microsoft Office tools, navigating online job searches and applications, using virtual communication platforms, and developing artificial intelligence (AI) skills.*

*Program counselors continually engage employers and community partners to expand the number and variety of available worksites that provide high-quality, structured learning and exposure to career pathways.*

*The Youth Committee also supports several career exploration initiatives, including the Career Success – Outdoor Career Academy (in partnership with Dakota County Parks, Social Services, and Community Corrections), Construct Tomorrow, and Teen Hiring Events. These activities help youth explore occupations, gain exposure to industry partners, and learn about education and training routes aligned with regional workforce needs.*

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.

*Dakota and Scott Counties introduce career pathways by consistently incorporating current labor market information (LMI) and career exploration tools into the assessment, planning, and service delivery process. Youth providers regularly use state and regional LMI resources to guide conversations about high-growth, in-demand occupations and to help youth make informed decisions about training and employment.*

*Career pathway planning begins during the Individual Service Strategy (ISS) process, where counselors work with each youth to identify career interests, training needs, and supportive services. Training plans are tied to demand occupations and supported by resources such as the Eligible Training Provider List (ETPL), updates from Workforce Strategy Consultants, and staff professional development.*

*Career assessments, including MN Careers, What Career Fits You, My Next Move, and other interest inventories, are used to identify potential pathways. Counselors then review education requirements, job outlook, wage information, and local job openings with the youth to refine goals and inform ISS development.*

*Tree Trust's Career Pathways programs further support youth by providing transferable work skills, employment readiness training, and access to industry-recognized credentials.*

*Both counties integrate regional workforce information through the Dakota-Scott Workforce Development Board and Youth Committee. DEED's Regional Labor Market Analysts regularly present data on the regional economy, skills gaps, and future employment trends, which informs program planning.*

*Additional career pathway exposure is provided through activities such as the Career Success – Outdoor Career Academy, Construct Tomorrow, Teen Hiring Events, and employer-education engagement events held in 2015-2026. These initiatives highlight local opportunities, labor market demand, and partnerships that support youth transitions into employment.*

*CareerForce locations also play a key role by hosting school tours, sharing LMI resources, and participating in school-based presentations and career events. Monthly “Who’s Hiring Youth” newsletters include job outlook and demand information to keep youth informed of emerging opportunities.*

**10. Describe the strategies used to provide financial literacy training to youth participants.**

*Dakota and Scott Counties incorporate financial literacy training as a core component of youth services. Training is provided through a combination of direct instruction, guided online learning, and practical application during work experiences. Key topics include budgeting, banking, saving, understanding paychecks, taxes, financial aid, and responsible use of credit.*

*Each participant has different needs regarding financial literacy. Hired has helped clients open checking and savings accounts, develop budgets, discuss credit, and unsecure/secure credit cards. Staff have been able to take advantage of the Junior Achievement Financial Literacy courses that offer practical skills regarding financial decisions. The Fool Proof Movement Foundation has also been a great resource for financial literacy. Hired also has a Financial Wellness Program where participants can co-enroll and receive one-on-one guidance from a Hired Financial Coach.*

*Counselors introduce financial literacy concepts during the development of the ISS and integrate them into career and work-readiness activities. Youth also receive training through structured workshops and online tools such as FDIC’s Money Smart, Hands on Banking, and other age-appropriate financial education resources. Financial literacy is reinforced through work-based learning and paid work experiences, where staff review pay stubs, discuss wage calculations, and help youth apply budgeting skills to real earnings. When relevant, youth are also connected to community partners that offer additional financial coaching or credit building resources. These strategies ensure that all youth gain foundational financial skills needed to support long-term employment stability and informed decision-making.*

11. 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.*

12. 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.

*All WIOA Youth participants receive follow-up services for a minimum of 12 months after program exit. These services are documented in WF1 and supported through case notes. Counselors use multiple communication methods—including phone, email, text, mail, and in-person contact—to stay connected with youth during the follow-up period.*

*Youth are informed that they may continue to reach out to their counselor after exit and may re-enroll if their circumstances change and they need additional support. Supportive services may be provided during follow-up when funding allows, though such instances are limited due to resource constraints.*

*Dakota-Scott follows federal follow-up requirements and does not currently extend follow-up beyond the 12-month statutory period.*

13. 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 provides incentives to eligible WIOA Youth participants as recognition for achieving specific, measurable milestones connected to academic progress, work readiness, and employment success. Incentives are used to reinforce positive engagement and support youths’ progress toward the goals identified in their Individual Service Strategy (ISS).*

*Incentives are tied to documented achievements. They are not provided as emergency assistance or as a substitute for supportive services. Youth who require emergency or basic needs assistance are referred to appropriate community resources and service providers.*

*A copy of the most recently approved Youth Incentive Policy, as adopted by the Dakota-Scott Workforce Development Board/Youth Committee, is attached.*

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

*Supportive services are provided to WIOA Youth participants when necessary to help them overcome barriers that interfere with successful participation in career, training, or work-based learning activities. Supportive service needs are identified during the creation of the ISS and throughout ongoing case management. The ISS outlines the participant’s goals, required steps, and the combination of services—including supportive services—needed to achieve those goals.*

*Supportive services may include referrals to community resources (such as food shelves, housing programs, or transportation assistance) or direct program-funded support when*

*appropriate. All supportive services are provided on a case-by-case basis, depend on participant need, and are subject to available funding. Counselors document supportive service decisions in WF1 and case notes. Management communicates budget limits and guidelines to staff to ensure consistent and appropriate use of funds.*

*The Dakota–Scott Workforce Development Board reviews and approves the Supportive Services Policy annually. A current copy is attached.*

15. Describe the strategies used to address transportation barriers for youth participants.

*Dakota and Scott Counties use several strategies to help WIOA Youth participants overcome transportation barriers that may limit their ability to engage in program activities, training, or employment. Transportation needs are identified during intake, the Objective Assessment, and ongoing case management, and supports are provided based on individual circumstances and program guidelines.*

*Key strategies include:*

- *Supportive Services: When appropriate and allowable, youth may receive program-funded assistance such as bus passes, mileage reimbursement, gas cards, or short-term ride assistance. All supports are provided on a case-by-case basis and documented in WF1.*
- *Referral to Community Resources: Counselors connect youth to local transportation programs, nonprofit services, reduced-fare transit options, and county or school-based transportation supports when available.*
- *Strategic Worksite Placement: Whenever possible, staff match youth to work experience sites, training providers, or employment opportunities accessible by public transit or close to their residence.*
- *Coordination with Schools and Partners: For in-school youth, counselors collaborate with school transition staff and special education teams to align transportation planning with school services when applicable.*
- *Flexible Scheduling: Providers work with employers, training programs, and youth to create schedules that reduce transportation challenges or allow shared rides when feasible.*

*Hired combines strategies that provide immediate and targeted assistance, ensuring that transportation is not a barrier to program participation. We offer a variety of support services that ensure direct, short-term transportation support with things like Metro Transit passes, gas cards, as well as Uber/Lyft support for those without reliable transportation or who may not feel safe on public transportation. Hired counselors also transport young people in their personal vehicles and/or meet them at a location close and convenient for them to get to safely. Transportation is embedded in the ISS process to ensure it is not an afterthought but a core component of the youth's ISS plan.*

*These strategies ensure that transportation barriers do not prevent youth from fully participating in career exploration, training, work experience, or employment activities.*

*Tree Trust provides transportation for MYP participants during summer youth employment.*

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

*Dakota–Scott may provide stipends to WIOA Youth participants as a way to encourage and support engagement in approved education, career, or training activities. Stipends and incentives are intended to motivate participants to achieve the goals and positive outcomes outlined in their ISS. They are not meant to serve as emergency assistance, and youth requiring such support must be referred to appropriate resources. To receive monetary stipends or incentives, youth must have work authorization. A copy of the current Stipend Policy is attached to this plan.*

17. 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 and Scott Counties use co-enrollment to expand services and maximize resources for youth. When appropriate, older Out-of-School Youth may be co-enrolled in the WIOA Adult Program to access additional training and tuition support. This allows blended/braided WIOA Youth, WIOA Adult, and MYP funds to meet individual needs.*

*Scott County also partners with Southwest Metro Intermediate School District 288 on the YouthBuild program. The district provides program oversight and instruction, while the County funds wages, fringe, and workers’ compensation for YouthBuild participants. This blended funding model strengthens hands-on learning and credential opportunities for youth.*

*Counselors coordinate and document all co-enrollments in WF1 to ensure seamless service delivery.*

18. 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***

*Dakota-Scott maintains strong relationships with alternative schools, which frequently refer students who are dropping out or at risk of dropping out. Youth counselors work directly with school staff to re-engage these students and connect them to services.*

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

*Providers partner with schools and community organizations serving immigrant and English language learner youth. Staff encourage referrals from these partners and provide individualized support to address cultural and language barriers. Due to*

*program size, services are tailored to each youth rather than delivered through group-specific models.*

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

*Both counties collaborate closely with County Foster Care units, which routinely refer youth—especially those preparing to age out. Dakota County also partners with Lincoln Place, a supportive housing program for youth transitioning out of foster care.*

***Homeless youth or runaways***

*Staff collaborate with CORE, Safe Haven for Youth, Harbor Shelter, Oasis for Youth, and county housing programs to identify and support homeless youth. Scott County also receives referrals through alternative schools, County Housing, and the CAP Agency. While this population can be difficult to locate consistently, staff continue active outreach to connect them to services.*

***Youth offenders and at-risk of involvement with the juvenile justice system***

*Both counties have longstanding relationships with juvenile probation and corrections. Referrals come from probation officers, and services often incorporate employment readiness and life-skills development. Dakota County also offers the Career Success program, which provides assessments, worksite tours, community service, and employment-related skill building—including First Aid/CPR—for youth involved in the justice or child welfare systems.*

***Youth with disabilities***

*Dakota-Scott maintains strong partnerships with DEED Vocational Rehabilitation Services and the Community Transition Interagency Committee (CTIC), both of which are represented on the Youth Committee, as well as with local school district transition programs. Tree Trust staff are trained to support youth with disabilities in work-based learning settings, and these well-established connections ensure coordinated planning and high-quality service delivery for youth with disabilities.*

***Teen parents***

*Youth counselors receive referrals from MFIP and alternative schools serving minor parents. Co-enrollment allows teen parents to access both employment services and family stabilization resources.*

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

*Dakota and Scott Counties collaborate with local schools, community-based organizations, and culturally specific programs serving youth of color and other under-represented groups to ensure access to employment, training, and support services.*

19. 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.

*The Work Readiness Indicator is used for both WIOA Youth and MYP participants in Dakota and Scott Counties. Work readiness skill development is incorporated into program activities, case management, and work experience placements, and is documented using agency-specific evaluation tools and WF1 case notes.*

***Approach to assuring work readiness skill attainment for youth participants***

- *Dakota–Hired: During one-on-one meetings, counselors build rapport, identify interests, and track work readiness goals through the ISS. Youth are encouraged to participate in Hired’s Corridors to Careers (C2C) program, an earn-and-learn cohort model focused on work readiness.*
- *Tree Trust: Work readiness skills are developed through project-based learning, peer interaction, and daily mentoring from Crew Leaders and Employment Coaches. Supervisors provide ongoing feedback using worksite evaluations, raise assessments, progressive discipline forms, and recognition forms. Skills emphasized include attendance, punctuality, initiative, communication, teamwork, critical thinking, quality of work, and safety.*

***Approach to assuring that the worksite supervisor evaluates work readiness skills of youth participants, including a process for documenting the employer’s evaluation***

- *Dakota–Hired: Worksite supervisors complete a youth performance evaluation for each internship or work experience participant. Results are shared among the supervisor, counselor, and participant. Counselors also maintain regular communication with supervisors to monitor progress and address any concerns.*
- *Tree Trust: Crew Leaders use the Work Readiness Tool early in the program and again near completion to assess growth and inform ongoing coaching.*
- *Scott County: The Work Readiness Indicator is printed on the back of every timesheet for WIOA and MYP youth. Supervisors are encouraged to complete it biweekly so progress can be tracked. Counselors and supervisors review results with the participant to reinforce strengths and address areas needing improvement.*

20. If the WDA is planning to provide Outreach to Schools activities as a component of MYP in SFY 2027, please provide an overview and anticipated goals/objectives.

*Due to the return to a lower baseline funding level, neither Dakota County nor Scott County plans to use SFY 2027 MYP funding for Outreach to Schools activities.*

21. 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.**

***Shared Vision for Youth Blueprint***

*Dakota-Scott participates in local interagency partnerships that support the region’s*

most vulnerable youth and address disparities, the opportunity gap, and the achievement gap. (Shared Vision for Youth Blueprint attached.)

- **Private sector internships, on-the-job training, mentoring, job shadowing, pre-apprenticeship, or apprenticeship training**

Youth gain hands-on construction experience through Scott County YouthBuild, which also provides a 10-hour OSHA certification.

In Dakota County, Tree Trust offers mentoring and work-based learning in landscaping and outdoor construction through its Summer Youth Employment Program. Employment Coaches work with youth on career exploration and next steps after program completion.

Most subsidized placements are in nonprofit or government settings, while unsubsidized placements occur with private-sector employers who commonly hire youth. The WDA also continues to expand relationships with employers through hiring events, job fairs, and limited internship opportunities.

- **Pre-Employment Transition Services (PRE-ETS)**

Not currently used.

- **Strategies implemented through the Disability Employment Initiative**

Dakota-Scott maintains strong partnerships with local alternative and transition schools, CTIC, and DEED Vocational Rehabilitation Services. Youth counselors collaborate with school staff to integrate employment-focused content such as applications, resumes, and interviewing. VR Services is an active partner, frequently referring youth and participating in community events such as Teen Job Fairs.

Connections with child welfare agencies and foster care programs continue to strengthen, with a focus on complementing existing services and improving transitions for youth involved in these systems.

- **Strategies for coordinating with after-school and out-of-school time programming**

Staff participate in CTIC meetings, IEP conferences, and collaborate with school transition programs to align after-school and out-of-school opportunities with youth employment services.

- **Connections with MFIP and SNAP partners**

Dakota and Scott Counties conduct quarterly case reviews and outreach to identify Out-of-School Youth under age 25 receiving MFIP or SNAP who may benefit from youth program services. Co-enrollment ensures alignment between WIOA Youth, MFIP, and SNAP Employment & Training requirements.

22. 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.**
- 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.**
- c. **Summarize how the required program element is delivered to participants and any “best practices” associated with that element.**

*All WIOA and MYP participants develop an ISS based on the objective assessment completed at enrollment. The ISS identifies each youth’s education, employment, and life-skills goals and specifies which of the 14 program elements will be provided. The ISS is jointly developed with the youth, updated as needed, and used to coordinate services across providers, schools, employers, and community partners. Copies of IEPs for in-school youth are requested and kept on file.*

*Dakota–Scott ensures access to all 14 elements through direct delivery (Scott County), contracted services (HIREd and Tree Trust), and referrals to community agencies. When elements are provided by another agency, counselors verify participation and document progress in WF1. WIOA Youth funds, MYP funds, and WIOA Adult funds (for eligible co-enrolled older OSY) may be braided as appropriate.*

*All program elements are delivered to support skill gains, high school completion, credential attainment, employment placement, and retention.*

**Program Element 1: Tutoring, study skills training, and dropout prevention**

*Counselors coordinate with school staff to review attendance and grades, discuss academic progress with youth, provide GED preparation information, and coach youth on time management and study habits.*

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

*Youth are referred to local alternative learning centers and Adult Basic Education programs for credit recovery and diploma/GED completion. Providers assist youth in identifying programs aligned with their needs.*

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

*HIREd and Scott County deliver 10–12-week paid work experiences. HIREd partners with Wildflyer, World Youth Connect, La Tinta Chicano, YMCA, Elpis Enterprises, and Hope Fieldhouse. Scott County partners include the CAP Agency, SW Metro Educational Cooperative, the Scott County Historical Society and the Scott County Public Libraries.*

**Program Element 4: Occupational skill training**

Training options include CNA, phlebotomy, auto technician, cosmetology, IT, forklift certification, hospitality, culinary, green construction, and other high-demand fields.

**Program Element 5: Education offered concurrently with workforce preparation and training**

Counselors use assessment results to guide discussions about educational pathways and connect youth with working professionals for informational interviews.

**Program Element 6: Leadership development opportunities**

Youth have participated as speakers at HIRED and Dakota–Scott events and in video projects highlighting program outcomes. Counselors also connect youth to community support groups such as mental health or recovery programs when appropriate.

**Program Element 7: Supportive services**

Youth may receive assistance with work clothing, birth certificates, identification, bus/light rail cards, and gas cards. Services are documented in WF1 and provided on a case-by-case basis.

**Program Element 8: Adult mentoring**

Counselors provide mentoring during participation and for at least 12-months after exit, focusing on soft skills, education, career planning, and work behaviors.

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

Staff maintain contact for the required 12-month follow-up period through calls, texts, email, and in-person meetings.

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

Staff provide individualized, trauma-informed guidance and counseling to support youths' personal, academic, and stability needs – helping them access public benefits, housing resources, education planning, financial literacy, driver's education, life and soft skills development, employment readiness, and digital literacy.

Comprehensive guidance also includes support for mental health and substance use concerns. Hired's Employment Counselors are trained in Trauma-Informed Care and can provide supportive counseling directly when appropriate. When a young person requires services that must be delivered by licensed mental health or chemical health professionals, staff refer them to qualified providers. The counties' strong partnerships with community organizations and nonprofit agencies ensure counselors can quickly connect youth to responsive resources that align with their individual needs.

**Program Element 11: Financial literacy education**

Youth receive support in budgeting, opening bank accounts, understanding credit, and accessing secured/unsecured credit. HIRED uses resources such as The Mint,

*Practical Money Skills, and a financial wellness coach; Scott County uses Money Smart and other tools.*

**Program Element 12: Entrepreneurial skills training**

*Counselors help youth explore business ownership, develop basic business plans, and connect with entrepreneurs through HIRED’s network.*

**Program Element 13: Labor market information**

*Career assessments (What Career Fits You, MN Careers, My Next Move, CAREERwise) inform career exploration. Counselors review job outlooks, wages, required training, and local demand using state and regional LMI.*

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

*Counselors help youth schedule college tours, complete FAFSA, explore scholarships, and understand opportunities such as “Power of You.” Staff accompany youth to college admissions and financial aid offices when needed.*

**23. Describe the local WDA approach to monitoring the provision of WIOA Youth services and service providers (as applicable).**

*Dakota–Scott WDA uses a comprehensive monitoring system to ensure high-quality and compliant WIOA Youth services. Staff conduct regular case file reviews, checking eligibility, documentation, ISS updates, and service accuracy within WF1. Supervisors and program leads use these reviews to confirm alignment with WIOA requirements and support continuous improvement.*

*Contracted providers and county partners participate in scheduled check-ins, site visits, and performance discussions. Fiscal staff monitor expenditures and cost allocation to ensure proper use of WIOA funds.*

*Youth service providers submit monthly data and narrative reports to Dakota County staff and the Dakota-Scott Youth Committee. These reports track enrollment, services, outcomes, and spending, and support program oversight during monthly Youth Committee meetings.*

*The DEED Youth Monitoring Guide provides the framework for local monitoring and technical assistance. Findings from file reviews, fiscal monitoring, provider reporting, and committee oversight are used to address issues promptly and strengthen program quality and compliance. When issues are identified, corrective actions and timelines are communicated in writing, and follow-up reviews are documented to verify resolution.*

**24. Describe how your WDA incorporates industry-driven strategies in youth programming:**

- a. How does your WDA gather feedback from industry leaders to create job and skill development strategies for young people in the WIOA Youth program?
- b. How does your WDA use data to check how effectively the strategies are working to help young people build career pathways?

- c. How does your WDA make sure that the training and job opportunities for WIOA Youth participants fit the needs of local businesses?
- d. What partnerships does your WDA have with local businesses or organizations to help support the sector strategies for the WIOA Youth program?

*Dakota–Scott WDA incorporates industry-driven strategies by aligning youth services with local labor market needs and employer feedback.*

*a. Dakota and Scott Counties gathers employer input through sector partnership meetings, Business Services outreach, employer roundtables, and direct communication with businesses hosting work experiences. Feedback is used to guide training priorities, career exploration, and workplace readiness activities.*

*b. Though reviewing DEED labor market data, regional talent pipeline reports, and program outcomes—such as work experience completions, credential attainment, and placement data—to assess the effectiveness of youth strategies and adjust direction as needed.*

*c. Training and job opportunities are aligned with employer demand through collaboration with the Business Services team, labor market analysis, and employer-verified skill requirements. Work experiences, pre-apprenticeships, and short-term trainings are developed based on real hiring trends in high-growth sectors.*

*d. Key partnerships include local employers, chambers of commerce, economic development organizations, Minnesota State Colleges and Universities, and industry groups. These collaborations expand work experiences, support sector strategies, and connect youth to industry-informed career pathways.*

# 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

#### 4. MINNESOTA BLUEPRINT FOR SHARED VISION FOR YOUTH

#### 5. Interagency Projects Supporting Positive Outcomes for At-Risk Youth

- 6. **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.”
- 7. **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.*
- 8.

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	Reduce High School Dropout Rates
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 Job Services, DEED Rehabilitation Services, County Social</p>	<p>Reach out to the foster care community to promote youth activities and coordinate services while youth are in care and when the 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, Mental Health Providers, Faith</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.</p> <p>Identify resources for job coaches and mentors. Support ADA accommodation and accessibility training.</p> <p>Partners include: Providers of services to individuals who have a</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, alternative, and postsecondary</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, alternative, and postsecondary</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	Reduce High School Dropout Rates
Strategies				
Services, Mental Health Providers, Faith Community, CAP Agencies, Families Moving Forward	Community, local secondary, alternative and postsecondary schools, CAP agencies,	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	Agencies, Families Moving Forward, Lincoln Place, The Link (Passageways), Community Development Agencies, Housing Collaborative and Grants	schools, CAP Agencies, Families Moving Forward