

WIOA YOUTH PROGRAM ISS INSTRUCTIONS HAMPTON ROADS WORKFORCE COUNCIL

Section 1 – General Information

Record the participant information for the indicated data elements. The eligibility certification date will be the date that the participant's WIOA eligibility was fully verified and certified. This is the date that is on the Youth Program Eligibility Form adjacent to the staff signature. Record the participant's program enrollment date. This is the date that the participant first begins to receive program services under the contract. This date cannot be before the date of eligibility certification. Record whether the participant is an ISY or an OSY, as defined in the Youth Participant Eligibility Guidance Document.

Section 2 – Educational Background

Record the participant information for the indicated data elements. Obtain a copy of any diploma, GED or other credentials that the participant may have earned and retain such in the participant's physical file. For ISY, information is to be based on school records.

Section 3 - Assessment

Record the participant's assessment related information and indicate the basis for such, i.e. personal interview, structured assessment instrument(s), information provided by a cognizant third party such as a school, DSS, public housing authority, court system. Assessments may be used from cognizant third-party organizations provide such is no older than six (6) months. NOTE: All participants must have their basic skills assessed with the TABE, in accordance with the Objective Assessment Guidance Document. School progress for ISY must be based on school records.

Indicate the date the assessment activities were conducted and the related results.

Section 4 – Assessed Service Needs

Indicate with a "Yes" the primary services to be provided by the contract. If a service(s) is needed that is not directly provided by the contractor, a referral to another community resource needs to occur. Review the Contract for specific program services that are set forth in the Scope of Work.

Section 5 – Program Goal

Record the participant's planned goal after participation in Contract services and activities. For example, the goal for all Contracts is for the participant to obtain a diploma/GED/credential and enter unsubsidized employment/postsecondary education. All ISY and OSY who are enrolled in education or occupational skills training must earn

a measurable skills gain. Review the Performance Expectations Clause of the Contract for precise goals.

Section 6 – Plan of Services

Record the participant’s plan of services to include the specific service; provider, planned start date; and, planned end date. **An Example** is shown below:

<u>Service</u>	<u>Provider</u>	<u>Start Date</u>	<u>End Date</u>
Work Experience	Host Employer	11/1/18	
Leadership Development	MAMA	8/1/18	11/1/18
Occupational Skills Training	TCC	9/1/18	12/1/18

Section 7 – Staff Certification

The contractor staff person signs, dates and records a “Yes”. The date may not be before the date of eligibility certification. If the staff person cannot record a “Yes”, the individual is not appropriate for the program.

Section 8 – Attestation

The participant reviews the ISS and signs/dates to indicate agreement with the plan of services. If the participant is under eighteen (18) years of age, the parent/guardian also will sign/date. Once completed, a copy of the ISS is to be given to the participant.