# Minnesota Youth Program Policy Chapter 1 - Introduction

## Summary

This policy provides guidance for the operation of the state-funded Minnesota Youth Program which is available to eligible youth in all 87 counties of Minnesota.

## Relevant Laws, Rules, or Policies

[Minnesota Statutes 116L.56](https://www.revisor.mn.gov/statutes/cite/116L.56)

[Minnesota Statutes 116L.561](https://www.revisor.mn.gov/statutes/cite/116l.561)

[WIOA Youth Policy – Income Inclusions and Exclusions](https://mn.gov/deed/assets/wioa-chapter6_tcm1045-134288.docx)

[DEED ETP Electronic Document Storage (EDS) Policy](https://apps.deed.state.mn.us/ddp/PolicyDetail.aspx?pol=578)

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## Program Overview

The Minnesota Youth Program (MYP) provides comprehensive summer and year-round employment and training services to economically-disadvantaged and at-risk youth. Comprehensive services prepare at-risk youth for the world of work, including: career exploration and planning, labor market information on in-demand occupations, work readiness skills, basic skills training, financial literacy training, quality work experience opportunities and occupational skills training. Youth learn to apply skills learned in the classroom to real-work settings; their work accomplishments benefit local communities. Hands-on learning improves students’ grades, attendance and graduation rates. Strong local partnerships are in place with oversight from local Workforce Development Boards/Youth Committees. The Outreach to Schools/Career Advisor component of MYP provides cost-effective strategies for delivering career and labor market information to in-school youth.

##

## Youth Eligibility

To be eligible for the Minnesota Youth Program and individual must be BOTH:

1. At least 14 and not more than 24 years old at date of enrollment; AND
2. Economically-disadvantaged or at-risk.

Economically-disadvantaged youth - An individual who received an income, or is a member of a family that received a total family income, that, in relation to family size, does not exceed the higher of —

1. the official poverty level, for an equivalent period; or
2. 70 percent of the lower living standard income level.

Please follow this [link](https://mn.gov/deed/assets/wioa-chapter7_tcm1045-134289.docx) to DEED’s website for the current Income Eligibility Table that includes both Poverty Levels and Lower Living Standard Income Level.

Information about income inclusions and exclusions when determining economically-disadvantaged status can be found in the Workforce Investment and Opportunity Act (WIOA) Young Adult Programs Manual [Chapter 6: Income Inclusions and Exclusions/MFIP and SNAP Treatment of Young Adult Earnings](https://mn.gov/deed/assets/wioa-chapter6_tcm1045-134288.docx).

Other Methods for Determining Economically-Disadvantaged Status:

1. Youth who are eligible to receive or are receiving free or reduced-price school lunch under the National School Lunch Program are considered to be economically disadvantaged. NOTE: since most students in Minnesota receive free school breakfast and lunch without regard to income, the provider needs to verify that the student meets the National School Lunch Program eligibility criteria to use this option.
2. Youth is receiving or is from a family receiving public assistance i.e. MFIP, TANF, SNAP, SSI, SSDI, general, refugee or medical assistance.

If you have questions about a youth’s eligibility based on income, please contact the grant coordinator.

For purposes of determining eligibility for the Minnesota Youth Program, an at-risk youth may be classified as a family of one and deemed economically-disadvantaged and children of dislocated workers who meet age requirements may be classified as a family of one.

At-risk youth - the following individuals are considered at risk and classified as a family of one:

* a pregnant or parenting youth;
* a youth with limited English proficiency;
* a potential or actual school dropout (dropout is an individual who is no longer attending any school and has not received a secondary school diploma or equivalent);
* a youth in an offender or diversion program;
* a public assistance recipient or a recipient of group home services;
* a youth with disabilities, including learning disabilities;
* a youth with substance use disorder or child of drug or alcohol abusers;
* a homeless or runaway youth;
* a youth with basic skills deficiency;
* a youth with an educational attainment of one or more levels below grade level appropriate to age; or
* a foster child.

## Serving Individuals Who Do Not Provide a Social Security Number (SSN)

MYP providers must request an individual’s SSN for employment-related or training-related services as well as reporting purposes. A participant can refuse to disclose their SSN. MYP providers cannot deny services if an individual chooses not to share their SSN.

When requesting an SSN, MYP providers must explain, in writing, the authority to request the SSN, the purpose, how the information will be used for employment-related service provision and understanding program outcomes. Providers must also explain that the individual has the right to decline disclosure of their SSN. Prior to, or during eligibility determination, providers may also explain to individuals that employers will require disclosure of SSN for tax purposes.

Providers must always identify participants by an alternate unique identifier. Individuals who do not provide an SSN are enrolled into Workforce One using a pseudo SSN created using the protocol developed by DEED. **Once enrolled into Workforce One, the Record ID for the individual can serve as the unique identifier.**

## Serving Individuals without Federal Work Authorization

MYP providers may deliver many services without proof of a participant’s work authorization. This can be helpful in many situations, including where individuals are awaiting work authorization or already have work authorization but do not have the documents to demonstrate it. Providers can deliver certain services without checking work authorization prior to the participant moving into services that do require work authorization. More information about the services that can be provided to individuals without work authorization is contained in Chapter 2 - Minnesota Youth Program Allowable Activities.

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## Documentation of Eligibility

Documentation that the participant meets MYP eligibility requirements (age and economically disadvantaged/at-risk status) must be requested from the participant and retained in the participant file. As of July 1, 2025, all MYP providers must follow [DEED’s Electronic Document Storage (EDS) policy](https://apps.deed.state.mn.us/ddp/PolicyDetail.aspx?pol=578) and upload documents into Workforce One.

Guidelines for documenting the eligibility factors for MYP mirror the guidelines for the Workforce Innovation and Opportunity Act (WIOA) and can be found in WIOA Young Adult Programs Manual [Chapter 4: Documentation of Eligibility](https://mn.gov/deed/assets/wioa-chapter4_tcm1045-134286.docx). Note that most eligibility factors can be documented through self-attestation if other source documentation is not available.

## Supporting Participants to Obtain Documents

MYP providers can and should work with individuals to obtain necessary documents for employment, such as a driver’s license or identification card, a social security card, and/or birth certificate. **MYP funds can be used to pay for fees to obtain such documents if the participant has federal work authorization.** Providers are encouraged to refer individuals to partner organizations for legal assistance, as well as to partner with organizations that provide support to populations with barriers to employment such as individuals without work authorization including immigrants, refugees, homeless individuals, and justice-involved individuals.

## Individual Service Strategy (ISS)

MYP providers are encouraged to develop an Individual Service Strategy (ISS) or similar document for each enrolled participant which provides a guide for the services to be delivered based on the needs of the individual youth. The ISS should document services such as work experiences, training activities, supportive services, etc. The ISS should be more extensive for participants with a longer period of participation than for those who will have shorter-term enrollment, for example to complete a summer work experience.

## Outreach to Schools (OTS)/Career Advisor Component of MYP

Outreach to Schools (OTS) activities complement the work of existing school counselors and provide youth and families with career exploration and career counseling, college information and current labor market information. MYP grantees may use a maximum of 20 percent of the annual MYP allocation for Outreach to Schools activities. OTS expenditures are budgeted and reported in a separate cost category. Recipients of Outreach to Schools services are not required to meet the MYP eligibility criteria described above. Examples of Outreach to Schools/Career Advisor activities are found in Chapter 2 – Minnesota Youth Program Allowable Activities.

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## Collaboration and Co-enrollment

MYP providers are encouraged to collaborate with other organizations in the delivery of services to MYP participants. Co-enrollment is encouraged with other employment and training programs for which it is allowed and the participant is eligible. Workforce One contains a resource guide summarizing co-enrollment rules which can be found by logging in to Workforce One at [www.mnworkforceone.com](http://www.mnworkforceone.com) and selecting Resources > User How-To Guides > Co-enrollment Rules for DHS and ETP from the top navigation bar.

Providers are also encouraged to establish referral relationships and/or Memoranda of Understanding with other organizations in the community that can provide needed wraparound services that the MYP provider cannot provide directly.

## Earned Safe and Sick Time

Effective January 1, 2024, Minnesota Youth Program participants who are working in a paid work experience or internship are covered under Minnesota’s Earned Sick and Safe Time (ESST) law. Required ESST benefits would be considered fringe benefits similar to Worker’s Compensation. Expenses related to ESST should be budgeted in the Youth Participant Wages and Fringe Benefits cost category for the Minnesota Youth Program. More information on ESST can be found here: <https://www.dli.mn.gov/sick-leave>

##

## Annual Report

All Minnesota Youth Program grantees are required to submit an annual narrative update and, for those operating the Outreach to Schools component, an annual OTS data summary/narrative. These reports are typically due in early fall, with specific due dates communicated each year during the summer. The MYP Annual Report and Outreach to Schools reporting form can be found on the MYP webpage at: <https://mn.gov/deed/programs-services/office-youth-development/youth-programs/youth-program.jsp> (select the Documents and Forms tab).

##

## Contract Modifications and Extensions

Minnesota Youth Program grantees may request a grant modification if there is a need to make programmatic or budget changes, or if a grant extension is needed. These requests will be handled on an individual basis.

Examples of types of changes warranting a contract modification include:

* Change of service provider(s)
* Change of program design (for example, change in intent to implement Outreach to Schools model, change in intent to implement incentive policy, etc.)
* Change in planned budget category expenditures
* Request for extension of the period of time to spend the grant funds

Contact the grant coordinator if a grant modification or extension is needed. For grant period extensions, please submit the request at least 3 months before the current grant end date, if possible. Note that during the time the contract modification is in process no payments can be made on the grant.

## Publicity and Endorsement Requirement for State-Funded Programs

The following statement must be provided on all materials (displays, flyers, media), produced with funds from a Minnesota Youth Program grant:

“The State of Minnesota Department of Employment and Economic Development (DEED) funded (or funded in part) this training through a grant. The grant recipient created this training. DEED does not endorse this publicity or training to make guarantees, warranties, or assurances of any kind, expressed or implied, regarding the accuracy, completeness, timeliness, usefulness, adequacy, continued availability or ownership of the information herein or elsewhere.”

## Customer Rights

All youth who are case managed must be provided with the two forms that describe how their personal data is used (“How We Use Your Personal Information”) and their rights regarding program complaints (“Equal Opportunity is the Law”). These forms must be acknowledged by case managed participants and maintained in the individual’s case file. These documents are available in multiple languages.

These can be found here by language: [English](https://apps.deed.state.mn.us/assets/policies/pdf/notice-english.pdf), [Hmong](https://apps.deed.state.mn.us/assets/policies/pdf/notice-hmong.pdf), [Lao](https://apps.deed.state.mn.us/assets/policies/pdf/notice-lao.pdf), [Russian](https://apps.deed.state.mn.us/assets/policies/pdf/notice-russian.pdf), [Simplified Chinese](https://apps.deed.state.mn.us/assets/policies/pdf/notice-simplified-chinese.pdf), [Somali](https://apps.deed.state.mn.us/assets/policies/pdf/notice-somali.pdf), and [Spanish](https://apps.deed.state.mn.us/assets/policies/pdf/notice-spanish.pd).

## Subgranting Minnesota Youth Program Funds

Minnesota Youth Program grantees are allowed to subgrant a portion or all of their funds to another organization to carry out allowable MYP activities. Grantees that choose to subgrant MYP funds are required to complete fiscal and program reviews of sub-recipient(s) at least annually for subawards of $50,000 or more*.* Fiscal reviews include completing a financial reconciliation of the sub-recipient(s).