

# *Empowers* • Earn while you Learn

Anoka County Job Training Center  
Local Program Policy and Procedures

Last updated 12/07/2020

## **Background:**

Given the global pandemic and the changing sphere of available work experience opportunities, the Empowers youth team has added the opportunity for youth to “Earn While they Learn”. This model is designed to provide a safe and aligned youth skill building activity, accessible by most eligibility-based programs, that includes a stipend for learning new skills-similar to what may have been learned during a regular work experience.

## **Eligible programs:**

MYP, TANF Youth, WIOA OSY, and YAW.

## **Earn and Learn Options:**

Option One: Work Readiness, technology, professional skills development topics:

- Must be tied to ISS and documented
- Course options include:
  - ✓ Coursera or other pre-approved vendor of online learning
  - ✓ Webinars/Assignments created by youth counseling staff
- Documented learning must be active and documented, participants can earn up to a \$50 stipend per week. A maximum of \$500 can be earned during a 6-month time frame. Supervisor/Manager approval needed after that threshold has been reached.
- Plus, an additional option exists to earn an incentive of \$50 if they complete a measurable skills gain (bonus paid at end – once measurable skills docs and evaluations are turned in before signing off on bonus pay).
- Counselors and students need to see if HS elective credit or other credits for work-based learning apply.
- Counselors monitor/track and mentor and complete and sign voucher requests.

Possible topics include:

- Improving communication skills, Time management, Teamwork
- Financial literacy
- Exploring career interests
- Virtual networking, e-mentoring and opportunity to earn certificates to add to their portfolio
- Microsoft Office (WORD, PPT, Excel, and Access).

Option Two: Credential Bearing

- Must tie to ISS, assessments completed and documented
- Pre-approved short-term training– 6 months or less
- The school must be a WIOA Approved training provider
- Ability to earn a WIOA Approved Credential

## **Procedural Information:**

### Requirements to prior to approval:

- Complete Short-Term Training Packet which includes current LMI justification
- Complete a “Earn to Learn Stipend Agreement” with your counselor that outlines your role and your counselor’s role during your participation with the program.
- Enter case note verifying current address and social security number.
- Update ISS
- Complete IRS paperwork

### Requirements to remain in the program:

- Make adequate progress towards the academic requirement of your credential training
- Meet attendance requirements for the class you are enrolled in
- Report weekly to your youth counselor by phone or by email giving an update on progress
- Meet with your counselor to work on an updated resume

### Requirements at the end of the program:

- You must turn in a copy of your credential prior to receiving your final stipend
- You must meet with your counselor within 10 days of completing your training to update your Individual Plan and develop your job search plan.

## **Tracking & Evaluation**

- Tracking will occur from the program side in WF1 and through the fiscal department through accounts payable and each individual youth program grant budget.
- Monitoring and evaluation will occur throughout the pilot period as well through regular internal monitoring.