

Cover Sheet

2023 TANF Youth Innovation Project

Applicant Agency:			
<i>Please use the legal name and provide the full address. This is the fiscal agent with whom the grant agreement will be executed.</i>			
1. Agency Name:	Ramsey County Workforce Solutions		
2. Director Name:	Ling Becker	8. Contact Name:	Michelle Belitz
3. Telephone:	651-266-6001	9. Telephone:	651-266-6054
4. Fax:	651-266-6050	10. Fax:	651-266-6050
5. Email:	Ling.becker@co.ramsey.mn.us	11. Email:	Michelle.Belitz@co.ramsey.mn.us
6. Agency Website:	www.ramseycounty.us		
7. Address:	12. Address:		
160 E. Kellogg Blvd., Suite 6700 Saint Paul, MN 55101	160 E. Kellogg Blvd., Suite 6700 Saint Paul, MN 55101		
13. Federal Tax ID: (required)	41-6005875	14. Minnesota Tax ID: (required)	8027226
15. Unique Entity ID (UEI) Number: (required)	S5C3Q2AJXM83	16. SWIFT Vendor ID: (if known)	Tab here and enter number
Required Information:			
17. Project Name:	TANF Youth Innovation		
18. Geographic Area Served:	Ramsey County		
19. Number of Participants Served:	5		
20. Project Start Date:	January 1, 2023		
21. Project End Date:	December 31, 2023		
22. Total Amount of Funding Requested:	\$20,000		

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

Authorized Signature <i>Ling Becker</i>	Title Workforce Solutions Director	Date 12-15-22
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2023 TANF INNOVATION PROJECT

Narrative Questions:

1. Describe the youth service provider's plans to assure collaboration with participants' MFIP Employment Service Providers regarding their Employment Service Plans, as applicable.

Ramsey County Workforce Solutions (WFS) is the county administrator of employment service programs including Diversionary Work Program ("DWP"), Supplemental Nutrition Assistance Program Employment and Training ("SNAP E&T"), Minnesota Family Investment Program ("MFIP"), and Workforce Innovation and Opportunity Act ("WIOA") Dislocated Worker, Adult and Youth Programs. WFS provides direct employment services and contracts with community-based organizations for employment and training services.

WFS will collaborate with Right Track Youth Jobs 2 (YJ2) program to co-enroll youth to TANF Innovation program and Right Track. Through our partnership, we will ensure that participants receive all services available through both programs to maximize their outcomes and achieve the highest possible results for, career exploration, education, and placement.

Ramsey County program staff from TANF Youth Innovation, Right Track and/or MFIP will collaborate with each other by ensuring open communication with participants/with program staff, at minimum, monthly to ensure progress of participants. Ramsey's TANF Youth staff will document, case note in Workforce One, and have access to review information as needed. Supporting documentation(s) for participants will be loaded in Workforce One Electronic Document Storage.

All team members will coordinate and collaborate amongst each other and assist with development of participant's employment plan(s). Employment counselors will assist the youth with outlining their individual employment and/or education goals and work with them to determine their objectives and appropriate timelines to meet the identified goals. In addition, career interest assessments will be administered to help explore multiple career opportunities and prepare to identify future career pathways goals for the individual.

2. Describe how the youth service provider will identify and recruit eligible youth for the project. What percentage of participants do you expect to be from communities of color? Describe the youth service provider's plans to incorporate culturally responsive programming approaches when applicable.

WFS proposes to serve 5 individuals with the anticipation that approximately 80% will be youth from communities of color. Youth enrolled in TANF Innovation will be teen parents, ages 16 - 24, who are receiving cash MFIP benefits; and/or younger youth, ages 14 -18, who are on the cash grant in MFIP households.

WFS will collaborate with Right Track to identify and co-enroll individuals from their YJ2 program into the TANF Youth program. WFS will also inform WFS MFIP through monthly MFIP Staff meetings and share information to counselors about the program about how to connect young people to Right Track, not just limited to the five internships supported by TANF Innovation. Once referrals are received, vetted, and placed with Ramsey County for their internship site, the TANF Innovation Counselor will check Maxis to ensure the youth is eligible and enroll the participants into TANF Youth Innovation program.

WFS will incorporate culturally responsive programming through the delivery of employment and training services that target specific populations of color through partnering with culturally relevant community-based organizations, contracting with vendors that have a cultural relevancy lens and/or their services focused on populations of color.

TANF Youth staff will work with Right Track and/or MFIP counselors to address the needs, barriers, and interests of the participants. Individuals will have access to other resources to address the specific needs of participants to develop confidence, problem solving skills and connections with their community.

In addition, WFS provides regular community engagement opportunities to increase skills in the development and delivery of equitable services, policies, and practices; and strengthen our ability to engage in partnership with businesses, partners, clients, and the community to create equitable outcomes.

3. Describe the youth service provider's plans to introduce career pathways, prepare targeted youth for post-secondary education, provide information on high-growth, in-demand occupations in the region, and deliver financial literacy activities.

Orientation: First, participants will complete training with Right Track on work-readiness development, professionalism, and other skills. Once they are placed with Ramsey County, and WFS enrolls them in TANF Youth Innovation, WFS still will provide orientation to participants to review the goals and expectations of TANF Youth Innovation Program.

Assessment: Participants may complete My Next Move <https://www.mynextmove.org/explore/ip> assessment, which will allow them to explore career options, which include labor market information for each potential career path, with their WFS staff before or during their internship. Additionally, WFS staff will complete the Youth Programs Assessment with each participant, which identifies the participant's strengths, potential barriers. The information obtained by both assessments is used to develop Employment Plan and identify related work experiences to the participant's goals.

Employment Plan: WFS staff will develop an individual plan in coordination with Right Track and/or MFIP staff for each participant. The plan will identify services, work experiences, along with workshops and/or other professional development opportunity that will support their personal/professional goals. Additionally, Right Track staff will support this plan and develop an individual internship plan for each participant.

Workshops: Because participants will be primarily Right Track participants, whose wages are supported by TANF Youth Innovation, they will have access to a wide variety of virtual and in person training and professional development opportunities through Right Track. Some examples of these include a career/internship fair, mock interviewing, resume development workshops and more.

Placement and Host Site of Work Experience: Ramsey County will serve as an internship host site and will leverage TANF Innovation funds to pay youth wages for these internship opportunities. These internships will be in a variety of different County departments to provide youth with a match to their individual career interests.

Job Placement and other Career Path Opportunity: Upon completion of the Right Track internships, WFS staff will provide support to interns for up to 90 days (if participant is interested) to ensure that they are further connected to education and employment programming, as needed.

4. Describe how individual youth will be matched with employment opportunities.

Because participants will be identified and connected to the program through Right Track, Right Track and WFS staff will work closely to identify eligible participants and match them with internships at Ramsey County that match their individual strengths and interests. For example, participants may be matched with a road crew in Public Works, or with a Planner in Public Health. These internship opportunities will be customized to match the participants interest and career goals.

5. Describe any work readiness or occupational training (in person or virtual) that will be part of the project.

A variety of work readiness and educational training supports will be provided to youth through collaboration with Right Track's program. These may be offered in person, or through virtual platforms. Some of the topics for these sessions include

- Preparing for an Interview
- Building Your Resume
- Clean Up Your Social Media
- How to Talk to Your Supervisor
- A Beginners Guide to Securing Your Financial Future

No formal occupational training will be offered through the TANF Innovation funding, but as all youth participants will be co-enrolled with Right Track. Information and referral to other relevant programs and resources may also be provided.

6. If the project design includes payment of stipends to participants, please describe the stipend structure (i.e. for what activities they will be awarded, amount, etc.) and include a copy of the local stipend policy with the plan.

N/A. WFS will not be providing stipends.

7. If the project design includes payment of incentives to participants, please describe the incentive structure (i.e. for what achievements they will be awarded, amount, etc.) and include a copy of the local incentive policy with the plan.

N/A. WFS will not be providing incentives.

8. Describe the youth service provider's plans to measure Work Readiness Indicators for targeted youth. Also identify any other LOCAL benchmarks/performance indicators for youth served under the 2023 TANF Innovation Project.

WFS staff use motivational interviewing and employment coaching techniques to determine a participant's readiness for employment. Assessments, such as mynextmove.com, help determine possible career paths based on the youth skills and passions. Staff will work with individual participants collaboratively to identify their personal work readiness goals and develop experiences around those goals.

Work readiness is assessed during the hours the participant spends in a work experience. Evaluation of career-based and all other work readiness goals begins with an orientation session for the work site

supervisor. The Ramsey County orientation includes a work readiness evaluation form that the supervisor completes at the beginning and at the end of the internship. If the youth’s work readiness skills need improvement prior to the end of the work experience, the supervisor is asked to contact the counselor where a recommendation can be discussed and implemented.

9. Describe any plans to co-enroll TANF Youth participants in other DEED-funded youth programs. Include the programs in which participants are likely to be co-enrolled and the services to be provided through this co-enrollment.

Ramsey County Workforce Solutions will co-enroll Right Track’s YJ2 interns into the TANF Youth innovation program. TANF Youth Innovation will fund Ramsey County WFS, with supplemental and supportive services from Right Track. Below is a breakdown in which services will be provided by each provider.

Workforce Solutions	Right Track
<p>Enrollment to TANF Youth: verify through maxis for eligibility.</p>	<p>Referral to TANF Youth: Right Track will identify potential individual to refer to TANF Youth.</p>
<p>Orientation: orientation will be provided to participants to review the goals and expectations of TANF Youth Innovation Program.</p>	<p>Employer Orientation: Will host a training for all internship supervisors to understand how to effectively supervise young people.</p>
<p>Assessment: Individuals may complete My Next Move https://www.mynextmove.org/explore/ip assessment, which will allow them to explore career options, which include labor market information for each potential career path. Individuals receive interest inventories in addition the “My Next Move” assessment.</p> <p>Will complete the Youth Programs Assessment, which identifies the participant’s strengths, potential barriers. The information obtained by both assessments is used to develop Employment Plan and identify related Work Experiences to the participant’s goals.</p>	<p>Assessment: Any additional assessments if applicable</p>
<p>Employment Plan: develop a plan in coordination with Right Track and/or MFIP. The plan will identify services, work experiences, along with workshops and/or other professional development opportunity that will support their personal/professional goals.</p>	<p>A plan will be co-created and shared with Right Track and/or MFIP.</p>
<p>Placement and Host Site of Work Experience: Ramsey County will be an internship host site and provide evaluations/reports</p>	<p>Work Readiness Skills Workshops: All co-enrolled TANF Innovation participants will be offered professional development, job coaching available through Right Track and job coaching.</p>

<p>Job Placement and other Career Path Opportunity: WFS staff will offer continued support beyond internship, as desired by participants.</p>	<p>Job Placement and other Career Path Opportunity: Job coaching will be provided to all youths.</p>
<p>Tracking of activities, case notes and data entry in WF1.</p>	<p>Support services such as bus cards may be available.</p>

10. Describe the planned wage structure for work experience. If a wage higher than the minimum wage will be offered, explain how the wage rate will be determined.

Youth will be paid \$15 per hour based on the minimum wage up to 200 hours. \$15/hour is the lowest rate that any Ramsey County employees (including interns) are compensated per action by the Ramsey County Board of Commissioners.

ATTACHMENT 1: WORK PLAN 2023 TANF INNOVATION PROJECT

Provide a brief summary of planned services/activities provided in the project. Make additional copies of this form as needed.

Agency: Ramsey County Workforce Solutions		Contact: Michelle Belitz		
Project Goal: Place 5 Youth into paid work experience <ul style="list-style-type: none"> • Teen parents, ages 16 - 24, who are receiving cash MFIP benefits; and • Younger youth, ages 14 -18, who are on the cash grant in MFIP households. 				
Strategies (activities, steps, and tasks to achieve the goal):	Expected Outcomes	Number Served	Start Date	End Date
1. Youth will complete an assessment and develop employment plan based on the needs of their interests, skills, and goals.	1. Completion of assessment and plan will help determine interests and participation in workshops and/or work experience.	5	01/01/2023	12/31/2023
2. Youth will participate in work readiness workshops for educational exploration, career exploration, career planning, leadership skills and financial literacy.	2. Youth will increase exposure and preparation for foundational skills needed in the workplace and establish baseline employment experience and work readiness goals, as well as initial career exploration/work experience goals.	5	01/01/2023	12/31/2023
3. Youth will be placed and complete paid work experience with Ramsey County departments	3. Work experience activities will improve work readiness and skills to help direct training/career pathways for participants.	5	03/01/2023	12/31/2023

Agency: Ramsey County Workforce Solutions		Contact: Michelle Belitz		
Project Goal: Place 5 Youth into paid work experience <ul style="list-style-type: none"> • Teen parents, ages 16 - 24, who are receiving cash MFIP benefits; and • Younger youth, ages 14 -18, who are on the cash grant in MFIP households. 				
Strategies (activities, steps, and tasks to achieve the goal):	Expected Outcomes	Number Served	Start Date	End Date
4. Work Readiness Skill Attainment Rate (measured pre and post by the worksite supervisor on the worksite)	4. Youth will increase work skills after completion of paid work experience	5	3/01/2023	12/31/2023

**ATTACHMENT 2: BUDGET
2023 TANF INNOVATION PROJECT**

BUDGET PERIOD: January 1, 2023 to December 31, 2023

Agency	Contact Person Phone/ E-mail
Ramsey County Workforce Solutions	Michelle Belitz 651-266-6054/ Michelle.Belitz@co.ramsey.mn.us

Budget Category	TANF Innovation Funds
833 - Administration (5% maximum)	\$1,000.00
881 - Youth Wages and Fringe Benefits	\$15,000.00
885 - Direct Services to Youth	\$4,000.00
891 - Support Services	\$0.00
TOTAL	\$20,000.00

Budget Category	Provide a detailed breakdown of the items and amounts budgeted:
833 – Administration (5% maximum)	Salaries, fringe & overhead needed for admin and accounting services needed for program operations. Includes payroll processing, fees, etc.@ \$1,000.00
881 – Youth Wages and Fringe Benefits	(Please provide details on how funds will be allocated i.e. stipends, wages, etc.) \$3,000.00 per participant placed in work experience with wages and fringes for 200 hours at \$15.00/hour x 5 participants = \$15,000.00
885 – Direct Services to Youth	(Please provide details on how funds will be allocated i.e. direct staffing costs, training funds, tuition, etc.) Salaries and benefits for 10 % of time of one counselor for salary cost and fringe = \$4,000.00
891 – Support Services	(Please provide details on how you anticipate funds will be allocated i.e. transportation, clothing, tools, etc.)