


PY 2022 WIOA Youth Formula Funds  
 SFY 2023 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>
Stearns Benton Employment & Training Council DBA Career Solutions Minnesota CareerForce 1542 Northway Drive St. Cloud, MN 56303	Audrey O'Driscoll, Development Director Career Solutions Minnesota CareerForce 1542 Northway Drive St. Cloud, MN 56303 320.308.5712
Director Name: Tammy Biery  Telephone Number: 320.308.5702  FAX: 320.308.1717  Email: Tammy.biery@CSJobs.org	<b>Contact Name:</b> Denise S. Hooper, Lead Career Planner  <b>Telephone Number:</b> 320.308.5720  <b>Fax:</b> 320.308.1717  <b>E-Mail:</b> Denise.hooper@csjobs.org

### Basic Organization Information

<b>Federal Employer ID Number:</b>	<b>Minnesota Tax Identification Number:</b>
41-1724832	1718001
<b>DUNS Number:</b>	<b>SWIFT Vendor ID Number (if known):</b>
008604746	0000214093 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>	Executive Director
<b>Date:</b>	03/24/2022

## Attachment 2

### PY 2022 Budget Information Summary:

### WIOA Youth Formula Grant Program (updated 11/23/21)

(See following pages for definitions of cost categories)

WDA Number and Contact:	WDA 17, Audrey O’Driscoll/Denise S. Hooper
E-Mail Address/Phone No:	<a href="mailto:Audrey.odriscoll@csjobs.org">Audrey.odriscoll@csjobs.org</a> 320-761-3435 <a href="mailto:Denise.hooper@csjobs.org">Denise.hooper@csjobs.org</a> 320-266-1227
Date Submitted (or Modified):	6/2/2022

Cost Category	Carryover From PY21 (Cannot exceed 20% of PY 21 Amount.)	New WIOA Funds	Total Funds Available	Estimated Expenses 4/1/22 to 9/30/22	Estimated Expenses 10/1/22 to 3/31/23	Estimated Expenses 4/1/23 to 9/30/23	Estimated Expenses 10/1/23 to 3/31/24
764/833 Administration (Cannot Exceed 10%)	\$747	\$48,334	\$49,081	\$12,270	\$24,540	\$36,810	\$49,081
841 In-School Youth Work Experience Wages/Fringe	\$7,000	\$0	\$7,000	\$1,750	\$3,500	\$5,250	\$7,000
825 Out-of-School Youth Work Experience Wages/Fringe	\$14,084	\$31,825	\$45,909	\$14,084	\$24,692	\$35,300	\$45,909
872 In-School Youth Work Experience Staff Costs	\$6,000	\$8,040	\$14,040	\$3,510	\$7,020	\$10,530	\$14,040
855 Out-of-School Youth Work Experience Staff Costs	\$0	\$47,138	\$47,138	\$11,784	\$23,568	\$35,352	\$47,138
874 In-School Youth Direct Services (Non-Work Exp.)	\$0	\$14,500	\$14,500	\$3,625	\$7,250	\$10,875	\$14,500
877 Out-of-School Youth Direct Services (Non-Work Exp.)	\$0	\$177,000	\$177,000	\$44,250	\$88,500	\$132,750	\$177,000
848 In-School Youth Support Services	\$4,000	\$0	\$4,000	\$1,000	\$2,000	\$3,000	\$4,000
862 Out-of-School Youth Support Services	\$11,519	\$21,000	\$32,519	\$8,129	\$16,259	\$24,388	\$32,519
860 In-School Youth Other Services	\$0	\$700	\$700	\$175	\$350	\$525	\$700
878 Out-of-School Youth Other Services	\$0	\$1,000	\$1,000	\$250	\$500	\$750	\$1,000
837 In-School Youth Training	\$7,000	\$0	\$7,000	\$1,750	\$3,500	\$5,250	\$7,000
838 Out-of-School Youth Training	\$19,915	\$133,808	\$153,723	\$38,430	\$76,861	\$115,291	\$153,723
<b>Total:</b>	\$70,265	\$483,345	\$553,610	\$141,007	\$278,540	\$416,071	\$553,610
<b>Estimated Percentage of NEW WIOA Funds Expended on Out-of-School Youth (Must be at least 75 percent):</b>							94.7%
<b>Estimated Percentage of NEW WIOA Funds Expended on Work Experience (Must be at least 20 percent):</b>							20%
<b>Estimated Total Number of Youth to be Served With WIOA Youth Funding:</b>							80

Attachment 2  
 SFY 2023 Budget Information Summary:  
 Minnesota Youth Program  
 (See following pages for definitions of cost categories)

WDA Number and Contact:	WDA 17, Audrey O’Driscoll
E-Mail Address/Phone No:	Audrey.odriscoll@csjobs.org / 320-308-5712
Date Submitted (or Modified):	05/02/2022

Cost Category	Total Funds Available	Estimated Expenses 7/1/22 to 9/30/22	Estimated Expenses 7/1/22 to 12/31/22	Estimated Expenses 7/1/22 to 3/31/23	Estimated Expenses 7/1/22 to 6/30/23
764/833 Administration (Cannot Exceed 10%)	19,714	4,928	9,857	14,785	19,714
881 Youth Participant Wages and Fringe Benefits	50,000	12,500	25,000	37,500	50,000
885 Direct Services to Youth	80,813	20,203	40,406	60,609	80,813
860 Outreach to Schools (Direct Services; This cannot exceed 20%.)	26,614	6,653	13,306	19,959	26,614
891 Support Services	20,000	5,000	10,000	15,000	20,000
<b>Total:</b>	197,141	49,284	98,569	147,853	197,141

**Estimated Number of MYP Youth Served/Cost Per Participant**

Estimated No. of MYP Youth Served:	180
Outreach to Schools (OTS) Youth + Families Served (Note that OTS is an optional activity):	800
<b>Estimated Total Number of MYP Youth and Families Served:</b>	980
Estimated Cost Per MYP Participant:	947.37
Estimated Cost Per OTS Participant-Family:	33.27

**If your area is budgeting funds for 860 - Outreach to Schools, please provide a few sentences summarizing planned activities:**

We plan to send interns to school in our area to assist the school counselors and help with mock interviews.

## Definitions of Cost Categories

**(WIOA and MYP) Administration** – Costs are defined by federal Uniform Guidance (2 CFR, Section 200) and are generally associated with the expenditures related to the overall operation of the employment and training system. Administrative costs are associated with functions not related to the direct provision of services to program participants. These costs can be both personnel and non-personnel and both direct and indirect. Specifically, the following functions are considered “administrative”:

- Accounting, budgeting, financial and cash management functions;
- Procurement and purchasing functions;
- Property management functions;
- Personnel management functions;
- Payroll functions;
- Audit functions
- Incident reports response functions;
- General legal service functions;
- Costs of goods and services required for the administrative functions of the program including such items as rental/purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space;
- Systems and procedures required to carry out the above administrative functions including necessary monitoring and oversight; and,
- Travel costs incurred for official business related to the above administrative functions.

**(WIOA and MYP) Youth Participant Wages and Fringe Benefits** – Wages and benefits paid directly to youth participants while engaged in program activities. For WIOA Youth budgeting and reporting only, these expenses are itemized separately on the monthly Reimbursement Payment Request (RPR) form/Financial Status Report (FSR) form for In-School Youth (ISY) and Out-of-School Youth (OSY).

**(WIOA Youth ONLY) Youth Work Experience Staff Costs** – Costs associated with staff recruiting, training and/or monitoring worksites where WIOA Youth work experience participants are placed. Staff wages and fringe should be allocated on a pro-rated basis (as appropriate), with the remaining portion of staff wages and fringe allocated to “Direct Services to Youth” category. This category applies to WIOA Youth funds ONLY; these expenses are itemized separately on the monthly Reimbursement Payment Request (RPR) form/Financial Status Report (FSR) form for In-School Youth (ISY) and Out-of-School Youth (OSY).

**(WIOA and MYP) Direct Services to Youth** – Costs associated with providing direct service to youth, EXCLUDING costs of youth participant wages and fringe benefits, support services and (WIOA Youth funds only) Individual Training Accounts for OSY or ISY. Wages and fringe benefits for staff who provide direct services to youth participants should be included in this cost category. Stipends provided to participants for non-training activities should be included in this category. For WIOA Youth budgeting and reporting only, these expenses are itemized separately on the monthly Reimbursement Payment Request (RPR) form/Financial Status

Report (FSR) form for In-School Youth (ISY) and Out-of-School Youth (OSY).

**IMPORTANT NOTE:** The definition of Direct Services to Youth also applies for those WDAs choosing to operate an “Outreach to Schools (OTS) Initiative” under MYP. At the discretion of the WDA, up to 20 percent of the MYP allocation may be used for Outreach to Schools activities. (See below for further discussion of OTS.)

**(WIOA and MYP) Support Services** – Items that are necessary for a youth to participate in WIOA or MYP, such as transportation, clothing, tools, childcare, housing/rental assistance, school-related expenses, etc. These expenses may be paid directly to the youth or to a third-party vendor. For WIOA Youth budgeting and reporting only, these expenses are itemized separately on the monthly Reimbursement Payment Request (RPR) form/Financial Status Report (FSR) form for In-School Youth (ISY) and Out-of-School Youth (OSY).

**(WIOA Youth ONLY) Other Services** – This category should be used only for reporting program expenditures that otherwise do not necessarily fit in one of the other categories. WDAs using this category should be prepared to summarize and explain how these funds are being used. This category applies to WIOA Youth funds ONLY; these expenses are itemized separately on the monthly Reimbursement Payment Request (RPR) form/Financial Status Report (FSR) form for In-School Youth (ISY) and Out-of-School Youth (OSY). Any costs associated with “training” should be categorized under “In-School Training” or “Out-of-School Training” as appropriate (see below).

**(WIOA Youth ONLY) In-School and Out-of-School Youth Training** – Funds used for paying costs associated with each WIOA Youth participant receiving training services. This can include everything from online, self-paced learning of basic work readiness skills (for instance), all the way up to funding for participants working towards a WIOA-recognized credential at a post-secondary institution on the Eligible Training Provider List. Appropriate costs may include tuition, fees, books, and other costs associated with the participant’s course of study. Stipends provided to participants for training activities should be included in this category. This category applies to WIOA Youth funds ONLY; these expenses are itemized separately on the monthly Reimbursement Payment Request (RPR) form/Financial Status Report (FSR) form for both In-School Youth (ISY) and Out-of-School Youth (OSY).

**(MYP ONLY) Outreach to Schools Activities** – 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. Examples of Outreach to Schools activities that have been implemented include (but are not limited to):

- Providing information to individuals and groups regarding occupations and industries in demand and with the highest growth throughout the region using current labor market information, including providing opportunities for students to directly experience occupations through job shadowing, mentoring and business tours.
- Providing workshops to classes on planning for post-secondary training, including accessing financial aid and selecting an appropriate program, as well as other career

planning topics such as goal setting and navigating business culture. Providing opportunities to interact with local business and industry including tours, organizing business and industry speaker panels, job shadowing, and mentoring.

- Providing individual counseling and career exploration including career assessments, resume preparation and job search assistance, and mock interviews.
- Tours of CareerForce locations and information about the resources available and how to access and utilize the resources.
- Connections to community and private sector resources through a local career fair, career event, and tours of businesses in strategic industries.
- Group and individual counseling including instruction and presentations on CAREERwise, labor market information and strategic industries and demand occupations.
- Individualized counseling including career exploration and career assessments, resume preparation, mock interviews, and job search assistance.

**PY 2021-2023 WIOA Youth Performance**  
 (Definitions of Each Measure are on the Following Page)

WDA/Contact:	WDA 17, Audrey O'Driscoll/Denise S. Hooper
E-Mail Address/Phone Number:	<a href="mailto:Audrey.odriscoll@csjobs.org">Audrey.odriscoll@csjobs.org</a> 320-761-3435 <a href="mailto:Denise.Hooper@csjobs.org">Denise.Hooper@csjobs.org</a> 320-266-1227
Date Submitted (or Modified):	6/16/22

WIOA Youth Performance Measure	PY 2021 WDA PLANNED	PY 2022 STATE NEGOTIATED LEVEL	PY 2023 STATE NEGOTIATED LEVEL	PY 2022 WDA PLANNED	PY 2023 WDA PLANNED
Employment/Education/ Training 2nd Quarter After Exit:	76%	68.0%	69.0%	76%	76%
Employment/Education/ Training 4th Quarter After Exit:	74%	69.0%	69.0%	74%	74%
Credential Attainment:	62.5%	62.0%	62.0%	62%	62%
Median Earnings:	\$3700	\$4,000	\$4,000	\$4000	\$4000
Measurable Skills Gain:	49%	41.0%	42.0%	41%	42%

## WIOA Youth Performance Definitions

**Employment/Education/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/Education/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.



## Youth Committee Information for PY 2022/SFY 2023

Provide a current Mission Statement and Work Plan for your Youth Committee

**Mission:** *“The mission of the Youth Council is to lead and bring together community resources to focus on youth becoming capable and satisfied workers.”*

**Main function of Youth Council (YC) members is to oversee Career Solutions youth programs:**

- Approve Career Solutions local unified youth plan along with awarded competitive youth grants.
- Provide industry specific knowledge to enhance youth programming.
- Propose new employment and training youth programs.
- Discuss how to improve current youth programs and determine which ones to discontinue based on funding.
- Program recap reports are presented and approved by the YC.
- Promote effective learning environments linking education and employment, leadership development, nurturing mentors, and sustained support for at-risk youth.
- Leverage resources to effectively serve youth.

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?
<b>Chair:</b> Maria Burnham <b>Phone Number:</b> 763.218.1605 <b>E-Mail:</b> <a href="mailto:maria.burnham@isd742.org">maria.burnham@isd742.org</a>	Education	Yes
<b>Vice-Chair:</b> Les Engel <b>Phone Number:</b> 320.253.7968 <b>E-Mail:</b> <a href="mailto:les@engelmet.com">les@engelmet.com</a>	Business	Yes
<b>Member Name:</b> David Norling <b>Phone Number:</b> 320.256.7836 x4 <b>E-Mail:</b> <a href="mailto:dnorling@wced6026.com">dnorling@wced6026.com</a>	Education	No
<b>Member Name:</b> Greg Boelter <b>Phone Number:</b> 320.656.6430 <b>E-Mail:</b> <a href="mailto:greg.boelter@co.stearns.mn.us">greg.boelter@co.stearns.mn.us</a>	Juvenile Justice/Law Enforcement	No
<b>Member Name:</b> Leah Sams <b>Phone Number:</b> 320.202.6892 x5549 <b>E-Mail:</b> <a href="mailto:leah.sams@isd742.org">leah.sams@isd742.org</a>	Education	No
<b>Member Name:</b> Jacob Kaduk <b>Phone Number:</b> 320.308.5713 <b>E-Mail:</b> <a href="mailto:Jacob.kaduk@csjobs.org">Jacob.kaduk@csjobs.org</a>	Youth Serving Agency	No
<b>Member Name:</b> Cindy Belmont <b>Phone Number:</b> 320.308.5806 <b>E-Mail:</b> <a href="mailto:cindy.belmont@state.mn.us">cindy.belmont@state.mn.us</a>	Youth with Disabilities	No
<b>Member Name:</b> Mary Swingle <b>Phone Number:</b> 320.257.5112 <b>E-Mail:</b> <a href="mailto:mswingle@bgcmn.org">mswingle@bgcmn.org</a>	Nonprofit Serving Youth	Yes
<b>Member Name:</b> Susan Jordahl <b>Phone Number:</b> 320.308.5908 <b>E-Mail:</b> <a href="mailto:susan.jordahl@sctcc.edu">susan.jordahl@sctcc.edu</a>	Education	No
<b>Member Name:</b> Gail Cruikshank <b>Phone Number:</b> 320.266.6775 <b>E-Mail:</b> <a href="mailto:gcrruikshank@greaterstcloud.com">gcrruikshank@greaterstcloud.com</a>	United Way/Partner for Student Success Representative	Yes
<b>Member Name:</b> Ken Huling <b>Phone Number:</b> 320.252.1412 <b>E-Mail:</b> <a href="mailto:khuling@ncsrcc.org">khuling@ncsrcc.org</a>	Organized Labor	Yes

<b>Member Name:</b> Brandon Schauer <b>Phone Number:</b> 612.599.7708 <b>E-Mail:</b> <a href="mailto:brandon@pipefitters539.com">brandon@pipefitters539.com</a>	Organized Labor	Yes
<b>Member Name:</b> Dustin Zablocki <b>Phone Number:</b> <i>Private Info</i> <b>E-Mail:</b> <i>Private Info</i>	Youth	No
<b>Member Name:</b> Tammy Anhalt-Warner <b>Phone Number:</b> 320.308.4252 <b>E-Mail:</b> <a href="mailto:tjanhaltwarner@stcloudstate.edu">tjanhaltwarner@stcloudstate.edu</a>	Education	Yes
<b>Member Name:</b> Ann Matvick <b>Phone Number:</b> 320.249.8769 <b>E-Mail:</b> <a href="mailto:ann@bigdefenders.org">ann@bigdefenders.org</a>	Youth Serving Agency	No

## Youth Service Provider Information for PY 2022/SFY 2023

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.

Youth Service Provider/Contact	WIOA		MYP																						
<b>Name of Service Provider:</b> <i>Career Solutions</i> <b>Address:</b> <i>1542 Northway Drive</i> <b>City, State, ZIP</b> <i>St. Cloud, MN 56303</i> <b>Contact Person:</b> <i>Audrey O'Driscoll</i> <b>Contact Person Phone:</b> <i>320-308-5712</i> <b>Contact Person E-Mail:</b> <i>audreyodriscoll@CSJobs.org</i> <b>Service Provider Website:</b> <a href="http://www.csjobs.org">www.csjobs.org</a>		<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>ISY:</td> <td>X</td> <td></td> </tr> <tr> <td>OSY:</td> <td>X</td> <td></td> </tr> </tbody> </table>		Yes	No	ISY:	X		OSY:	X			<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>Summer ONLY:</td> <td></td> <td>X</td> </tr> <tr> <td>Year-Round (incl. summer):</td> <td>X</td> <td></td> </tr> <tr> <td>Outreach to Schools:</td> <td>X</td> <td></td> </tr> </tbody> </table>		Yes	No	Summer ONLY:		X	Year-Round (incl. summer):	X		Outreach to Schools:	X	
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## Attachment 1

**Workplan: Youth Program Service Delivery Design  
(Includes WIOA Young Adult and MYP)**

**IMPORTANT NOTE: The narrative section covers PY 2022 WIOA Young Adult and SFY 2023 for MYP. Please provide an answer after each question. This information becomes a part of both grant agreements with DEED.**

- i. 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. ATTACHMENT A
- ii. Describe outreach and recruitment of:
  - **Out-of-School Youth (“OSY”)**  
Career Solution’s Eligibility & Outreach Specialist and Youth Career Planners are in regular contact with area High Schools and Adult Basic Education staff for identification of youth who could benefit from WIOA services. Stearns and Benton County Community Corrections and Human Services are contacted regularly along with other youth serving agencies. Communication occurs with Career Solution’s Memorandum of Understanding (MOU) partners and the St. Cloud Area Human Services Council. Marketing materials are made available at local schools, public libraries, and partner agencies. Career Solution’s staff will meet one-on-one or connect by phone with interested youth to answer questions about the WIOA program, provide information regarding ability to benefit, and determine if the youth meet eligibility criteria. If so, the youth is referred for an eligibility screening. Career Solutions adheres to the 75% expenditure requirement under WIOA.
  - For MYP/CareerONE, marketing materials are distributed to promote the summer camp program to those that meet the eligible criteria. Career solutions staff are also on-site at the schools to meet with students in discussing the offering as well as meeting with school counselors and Principals to help recruit the students. Marketing materials are also distributed to all youth and family servicing agencies, as well as local community partners.
  - **In-School Youth (“ISY”)**  
Career Solution’s Eligibility & Outreach Specialist and Youth Career Planners are in regular contact with area High Schools and Adult Basic Education staff for identification of youth who could benefit from WIOA services. Stearns and Benton County Community Corrections and Human Services are contacted regularly along with other youth serving agencies. Communication occurs with

Career Solution’s Memorandum of Understanding (MOU) partners and the St. Cloud Area Human Services Council. Marketing materials are made available at local schools, public libraries, and partner agencies. Career Solution’s staff will meet one-on-one or connect by phone with interested youth to answer questions about the WIOA program, provide information regarding ability to benefit, and determine if the youth meet eligibility criteria. If so, they are referred for an eligibility screening. Career Solutions adheres to the 75% expenditure requirement under WIOA.

For MYP/CareerONE, marketing materials are distributed to promote the summer camp program to those that meet the eligible criteria. Career solutions staff are also on-site at the schools to meet with students in discussing the offering as well as meeting with school counselors and Principals to help recruit the students. Marketing materials are also distributed to all youth and family servicing agencies, as well as local community partners.

- iii. 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.

Career Solutions provides intake services for eligible youth. Youth who express interest in services through the CareerForce system are encouraged to speak one-on-one with Youth Career Planners. A pre-screen of eligibility is determined and information regarding services is given to youth. Youth are scheduled for an intake session with a Youth Career Planner to complete an initial assessment and submit eligibility documentation; the Eligibility & Outreach Specialist determines formal eligibility.

The 5% window will be used on a discretionary basis to serve youth who are within the categories described in Section 129(C) of WIOA or are within the defined sixth criteria.

- iv. 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.

The LWDB has defined the sixth criteria for youth eligibility under WIOA as “an individual who requires additional assistance to complete an education program, or to secure and hold employment and meets one of the following risk factors: performing below peers or needs remedial classes for post-secondary generals; child of a single parent; chemically dependent; child of a drug or alcohol abuser; no siblings have successfully completed a post-secondary education; referred to or attends an

alternative learning environment; victim of physical or sexual abuse, homeless in the past 12 months; participated in a diversion program; adopted or non-supported current/former foster child; experienced voluntary or court ordered out-of-home placement; no longer able to reside in the family household due to age, conflict or family decision; previously attempted and was not successful at post-secondary education.

Career Solutions follows the WIOA law for these guidelines.

- v. 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.

Each participant meets one-on-one with a Youth Career Planner who explores with them their educational background, prior work experience, employability, motivation, family situation, budget, etc. Basic skills testing results are either obtained from Adult Basic Education partners or administered by Youth Career Planner. Youth is scheduled for a career assessment, when appropriate, to determine general educational development, aptitudes, and interests in twelve (12) areas. Objective assessment is ongoing, and information is gathered and evaluated at each meeting. Basic skills testing (in partnership with ABE) will be given throughout participation for those youth who are basic skills deficient at pre-test.

The TABE 9/10 test is administered as needed to determine literacy/numeracy levels. If it is determined that the Youth is basic skills deficient, we will evaluate further through our ABE partners. Youth who demonstrate a need for tutoring may be referred to ABE services, use online learning sites, referrals to academic achievement centers. Additional resources are provided as needed.

With CareerONE (MYP), The WorkKeys® Assessment is given at the beginning of CareerONE to determine what math and reading curriculum in KeyTrain should be used for skills gain. Participants complete an assessment packet reviewing their current household, basic needs, educational needs, etc. This information is again reviewed along with their ability to benefit. Objective assessment is ongoing and team leaders will case note daily on the youth's accomplishments, etc.

- vi. 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.

An Individual Service Strategy (ISS) is developed in cooperation with youth. The ISS focuses on individual skill development toward a career pathway or a specific career/employment goal, including both short-term and long-term goal. The plan is updated as skill attainment goals are met. The youth's file includes information on

budget needs and referrals to local resources are documented through case noting. If a need for additional supports is indicated in the ISS, the Career Planner will discuss and contact the appropriate agency to provide those supports. Incentives are earned upon the attainment of a benchmark: i.e., good grades, remaining in school, and completing assigned tasks. When Career Planners learn of housing, medical, food or additional needs of youth, referrals are made to Community Based Organizations (CBO) for assistance. Youth are asked to sign a consent so that information can be shared between CBO and Career Planner to address the specific need.

In the MYP Program, the ISS is developed around the youth's need for obtaining skills and how the services provided through CareerONE can assist youth in attaining those skills. The youth work toward obtaining employability skills certificates. Examples of these certificates are Youth@Work, Talking Safety, and Money Smart.

- vii. Describe your strategy for providing integrated experiential learning, work-based learning, and work experience for participants. Discuss to what extent your WDA is adapting these activities due to the ongoing pandemic.

Career Solutions will continue to provide opportunities for youth to participate in paid and unpaid on-site work-based experiences. The unpaid work experiences may include job shadowing, internships, business tours and volunteer opportunities. The paid work experiences may include a youth service team model, individual placement, and workforce preparation. The workforce preparation may include financial literacy, entrepreneurial skills, labor market and employment information about in-demand industry sectors or occupations, leadership development. The experiences may be coordinated with the participant's secondary or post-secondary school. Work experiences may be in either private or public sector. The placement tends to be in an industry, which is indicated on the youth's career assessment. Career Solutions is aware of the 20% expenditure requirement under WIOA. During the pandemic, we have adapted our activities to limit physical contact by using online and virtual platforms whenever possible. Youth have had to stay nimble with changing rules at their respective workplaces, and most have been working in site in their placements when regulations allow the businesses to be open. Staying flexible has been key.

We have also been able to offer hours through Coursera and other online platforms. The experiential learning component in CareerONE is performed in person in a youth service team model. The team is comprised of 8 to 10 youth and an adult team leader. The team is assigned work projects for community organizations and completes them under the supervision of the team leader. These teams are right sized to allow for maximum program effectiveness as well as social distancing. Staff and participants follow masking protocol. Following CareerONE, 14 youth mentors are provided the opportunity to complete 40 hours of mentorship and employability experience at CentraCare through the CentraCare Step-up program.



Career Solutions continues to coordinate efforts to provide all area youth with experiential learning opportunities through Outreach to Schools (OTS), Youth-at-Work (YAW), Pre-ETS (Career Quest), Youthbuild and Learn & Earn projects, as well as out-of-school youth opportunities and regional assets. Collaborative partners in this effort include Career Solutions, YES Network, Islamic Center, District 742 (St. Cloud), District 47 (Sauk Rapids/Rice) and nine rural school districts in Stearns and Benton Counties.

Due to the Pandemic Career Solutions has adapted all of these activities. Proper PPE is provided to all work experience participants, and MYP CareerONE participants. If possible, the participants will meet with their counselor online via Zoom or other online platforms. Career Solutions follows all Covid protocols.

- viii. 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.

Accessing current labor market information for career planning along with teaching youth how to access this independently is the foundation of youth programming. Data from multiple sources are used to ensure youth's employment plan and career paths are using current and projected employer/employment trends including the strategic industries and occupations defined by the LWDB for the workforce service area.

Information from community assessments, industry forums, Job Service, and DEED's Regional Labor Market Analyst on locally and regionally targeted economic and employment trends is used to introduce career pathways to youth.

YAW, Youthbuild, Pre-Ets (Career Quest), Career Trek, Discovery Days and Outreach to Schools activities provide additional opportunities for youth to have access to career, targeted industry, and labor market information. Career Solutions collaborates with the school districts and employers in the community to offer job and career fairs, job shadowing, tours, etc.

Youth Career Planners work one-on-one with participants to locate and explore information on different career choices based on the youth's interests and assessment results. Assessment results are reviewed in conjunction with the LWDB's identified strategic industries, occupations, and labor market information focusing on high-growth, in-demand, and career laddering occupations. Occupational information is available in different formats including computer internet sites (MCIS, ONET, and DEED), career videos, and hard copy.

In preparation for employment, LWDB and Career Solutions promote and provide opportunities to develop pre-employment, work maturity, occupational, and retention skills. As part of the process, youth work with a Youth Career Planner to identify and resolve barriers to employment. During CareerONE, youth are exposed to high-growth,

in-demand occupations, along with the LWDB's identified strategic industries through a career exploration curriculum.

- ix. 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. Also indicate if your WDA intends to pursue a waiver allowing ITAs to be established for in-school youth (ISYs).

A participant who expresses interest in pursuing post-secondary education and has completed the required "Basic Criteria for Training" (ATTACHMENT B) will be considered for an ITA (referred to as Certification). The Individual Training Accounts (ITA's) are only used for Out of School Youth.

The Basic Criteria for Training requires a thorough investigation of the training program by the participant including researching Labor Market Projection indicating it is a demand occupation. It is expected that the vast majority of training programs will not only be in demand occupations, but regionally selected strategic/targeted Industries. Career Solutions has a Local Policy for Classroom Training that further defines the prerequisites and responsibilities of the ITA. ATTACHMENT C

When the participant's request for training is approved, an Individual Certification for Classroom Training is generated. This is an obligation of financial support for training for the current semester. The Program Director signs this certification. The post-secondary institution will submit a bill and the payment will be made by check directly to the institution. The certification is kept in the participant's file/EDS. Payments are posted in the electronic accounting system. The certification will list the amount for tuition, fees, books, supplies, etc. and the specific period.

- x. 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.

Career Solutions provides follow-up services for 12 months after the youth complete the objectives listed on their individual ISS. The strategy for an intensive follow-up is to assist the youth with the transition from their training program, successfully monitor work success and help them with strategies for remaining successful. A Career Planner will assist with job challenges, labor market information, and make available appropriate support services as needed. Incentives may be used to reinforce and reward keeping a job, providing information at follow-up, and job promotions.

- xi. Describe the Youth Incentive Policy and attach a copy of the most recent local incentive policy and when it was last approved by your LWIB/Youth Committee. Refer to 2 CFR 200.438 and [Chapter 18](#) "WIOA Youth Cost Matrix" for additional background.

Incentive payments will result from completion of activities by enrolled youth. They are

intended to be used to encourage and motivate youth to reach specific goals and obtain positive outcomes. WIOA Youth who exit may be offered incentives for providing information at follow-up.

Gift cards are not provided for entertainment or food venues. This incentive policy may be utilized with WIOA and MYP participants. ATTACHMENT D

- xii. Discuss your policy and practices relating to providing supportive services to participants. (Attach a copy of the most recent WDA's Support Service Policy for Youth)

Career Solutions provides support services through various funding sources. This includes such support services as bus passes, gas vouchers, clothing allowances, rent or mortgage support and insurance payments

Support Services are based on the youth's budget, a budget worksheet, is done with all youth who are requesting a support service. ATTACHMENT E

- xiii. 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.

The Career Solution's Youth Career Planner will assist the youth in addressing their immediate and future needs to be career successful. This includes obtaining consent to share and initiating meetings with other providers as needed to coordinate efforts and ensure non-duplication of services.

Youth enrolled in MYP may also be referred to participate in the WIOA Young Adult and any other youth programs. The WIOA Career Planner will coordinate and oversee this co-enrollment. Youth that are co-enrolled may utilize funds from MYP, WIOA young adult, Youth at Work and or may be co-enrolled in the WIOA Adult program.

- xiv. Describe local partnerships serving "opportunity youth" who have significant barriers to employment and/or youth who are under-served and under-represented in the workforce, including (but not limited to):
- Dropouts and potential dropouts
  - Youth with language and/or cultural barriers to employment
  - Youth in foster care and aging out of foster care
  - Homeless youth or runaways
  - Youth offenders and at-risk of involvement with the juvenile justice system
  - Youth with disabilities
  - Teen parents
  - Youth of color and other under-served, under-represented youth populations

Recruitment of youth for all listed categories is ongoing through area school districts, community corrections, youth serving agencies, post-secondary schools, public libraries, community education programs, county offices, county human services offices, transitional programs, foster placement agencies, treatment programs, CareerForce partners, MOU partners, and St. Cloud Area Human Service Council partners. Career Solution's Career Planners attend listed agency staff meetings at least once a year. These recruitment efforts build the needed connections with other agency staff to help bring youth to CareerForce where they are encouraged to inquire about WIOA services. A Youth Career Planner will meet with the youth and perform an interview/assessment to identify immediate needs. Depending on the immediate needs, referrals to community and area organizations/agencies may occur. Services to youth may be provided through a collaborative effort.

Career Solutions continues to coordinate efforts to provide all area youth with experiential learning opportunities through Outreach to Schools (OTS), Youth-at-Work (YAW), Pre-ETS (CareerQuest), Learn & Earn, Youthbuild, and other in-school and out-of-school youth opportunities and other regional assets. Collaborative partners in this effort include Career Solutions, YES Network, Islamic Center, District 742 (St. Cloud), District 47 (Sauk Rapids/Rice) and nine rural school districts in Stearns and Benton Counties. Other efforts to connect youth include the following:

- **The Youthbuild Program** is operated in conjunction with our CareerONE program and in collaboration with the St. Cloud Area School District 742, Central Minnesota Habitat for Humanity, and other local non-profits. Youthbuild provides an opportunity for potential high school dropouts who are economically disadvantaged to focus on completing high school while working part-time on construction projects. Youthbuilders learn basic safety and construction skills while improving the availability of low-income housing in the community.
- **Outreach to Schools (OTS)** activities are provided to 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. Career Solutions Youth Career Planners strive to recruit and place interns in area high schools to assist in providing career exploration, career fairs, job search assistance, college information and current labor market information to youth and families. Interns share information about other Career Solutions youth programs to include the WIOA youth program, and CareerONE. Outreach to Schools is supported by funding from the Initiative Foundation. This additional funding allows Career Solutions to provide the interns with a learning stipend. These efforts are assisting schools in attaining college and career readiness under the World's Best Workforce requirements.

- **Pre-Employment Transition Services (Career Quest)** is a partnership with Vocational Rehabilitation Services. Students will be identified with at least one or more disabilities as defined on their IEP or 504 plan. The Pre-ETS program provides students Career Exploration, an opportunity to learn about their personal interests and strengths and how they relate to career options. Post-secondary options, determining training and education options after high school, including how to access financial aid. Work-based learning, understanding employer expectations and effective job search skills; and how to advocate for themselves and understand how their disability could factor into the workplace, and more. Career Planners collaborate with school districts in Stearns and Benton counties.
- **Youth at Work (YAW)**—Career Solutions collaborates with students from both Stearns and Benton counties. We coordinate services when needed with area high schools to offer school credit and career/post-secondary guidance. The students are placed at work experience sites with employers in Stearns and Benton Counties, to receive a competitive wage all while receiving a realistic on-the-job experience. Through YAW, Youth Career Planners partner with District Navigators to ensure students receive needed support to accomplish both employment and educational success.
- **TANF** -Career Solutions collaborates with students from both Stearns and Benton counties. We coordinate services with area high schools and our local MFIP provider AVIVO. The students are placed at work experience sites with employers in Stearns and Benton Counties, to receive a competitive wage all while receiving a realistic on-the-job experience.
- **WESA**-Women’s Economic Security Act the focus is to prepare young women (16-18) from diverse backgrounds for long term success in STEM career fields.
- **Discovery Academy** is a high school initiative of the St. Cloud Technical & Community College. It provides an opportunity for juniors and seniors from area high schools to participate in college level courses in a high school setting and earn a college transcript. Career Solutions Youth Career Planners will refer youth to these programs based on their career pathway and success in high school.
- **Project Lead the Way (PLTW)**, a pre-engineering/engineering technology curriculum, and challenges high school students to consider Science, Technology, Engineering, and Math (STEM) careers. CareerONE and WIOA participants may be referred to this program based on their career interests.
- **Students Technology and Robots (S.T.A.R.)** Camp, an initiative stemming from the St. Cloud Technical and Community College’s partnership with 360° Center of Excellence for Manufacturing and Applied Engineering. STAR Camp allows

students entering 6th to 8th grade to learn how robots work, team-build a robot, experience team competitions and industry tours while promoting and attempting to trigger an interest and appreciation for engineering and manufacturing to a younger audience of students. Career Solutions promotes this opportunity to clients so they may pass the information on to a young student.

- **SCRUBS Camp** - is a collaborative effort between the business and industries of the St. Cloud region, St. Cloud Technical & Community College, and St. Cloud State University. This is an engaging, interactive, and fun day camp open to any student entering grades 7th-12th in the fall. Students will spend three days exploring a variety of healthcare careers like nursing, laboratory science, social work, alternative therapies, and others. Students experience these careers through field trips and hands on activities facilitated by healthcare professionals and college faculty. Students will be provided their own set of scrubs to wear, and meals are included.
- **Community Outreach** – Career Solutions staff members speaking fluent Somali and English visit the immigrant La Cruz community to assist with job search options, career exploration, financial literacy, and other resource options.
- **Immigrant Employment and Connections Group** - works to educate employers to overcome real or perceived barriers when hiring the immigrant workforce. The IECG has developed training events and a resource guide for businesses seeking to strengthen their workforce by hiring new Americans, and hosts job fairs specifically tailored to hiring immigrant workers. Special training sessions have been designed and held to ensure immigrant jobseekers have a better understanding of the job-search process.
- **Partner for Student Success (PFSS)** is a community initiative begun by St. Cloud Area School District 742. Its mission is to unite schools and the greater community to collectively impact and improve educational achievement, post-secondary/career readiness, and civic engagement of our children. This partnership originated from concerns with huge challenges facing children in the greater St. Cloud area including increasing poverty, immigration status, and increasing expectations for success. Career Solutions participates in this community initiative.
- Key partners include Career Solutions, United Way of Central Minnesota, Initiative Foundation, Central Minnesota Community Foundation, Readiness Pipeline, Center for Service Learning & Social Change, University of MN Extension, Milestones, St. Cloud Area School District, and the Greater St. Cloud Area Development Corporation. This team meets regularly to share services, new developments, identify cooperative ventures and added resources, and measure impact through common goals. This is one of eight current community priorities

identified in our Central Minnesota area that is getting significant traction.

- **Place of Hope** - is a multi-faceted outreach to the community and Central Minnesota, many people are in great need for support and services because of homelessness, poverty, drug addiction, alcoholism, and other crisis. Place of Hope provides hope in the form of a Hospitality Center with food, free medical care, clothing, personal care items, and off-site shelter for those who cannot get into the other shelters in town. People are sheltered at various churches that have been trained by Place of Hope to provide this service. Career Solutions recruits and provides training to these individuals.
- **Catholic Charities (SAIL, SHY)** - Catholic Charities Support and Advocacy for Independent Living Program (SAIL) helps youth, ages 14 to 21, learn and practice essential life skills. This unique program helps teens transition from adolescence to adulthood primarily through group training in a safe, confidential environment.
- **Pathways for Youth** – provide services and programs for youth experiencing homelessness or at-risk of being homeless in one convenient location. The youth resource center provides services including food pantry, clothing closet, laundry and shower, hot evening meal and medical help. Caseworkers are available to meet with guests to help them set goals for career employment and housing. The youth resource center offers a variety of programming opportunities. Local agencies such as Career Solutions hold sessions at Pathways to offer help to youth on a variety of topics. Including job search and interviewing skills.
- **Yes Network** - The Yes Network is dedicated to creating vibrant, loving, prosperous engagement with youth and families in the neighborhoods in which they live. The Yes Network provides a summer food program, neighborhood enrichment activities, arts, and leadership training. Yes Network provides meals for Career Solutions CareerONE program and is used as a community worksite for Y@W participants.
- **The Ultimate Success Organization (USO) -Islamic Center-** The mission of the USO is to promote and empower future youth leaders, equip them with leadership skills, offer economic opportunities, provide career development and youth counseling to become productive community leaders and a global citizen. The center provides homework assistance, and team building activities for youth. In addition, they collaborate with Career Solutions to provide work experience opportunities to youth who are eligible for YAW, TANF, MYP and WIOA programs.
- **Central Minnesota Community Empowerment Organization (CMCEO)-** The mission of the CMCEO is to support and empower Central Minnesota Refugee and Immigrant Communities through service and advocacy. Central Minnesota

Community Empowerment Center provides Education Training, Housing Support, Career Advancement, Economic Empowerment, Youth Development & Business Development. Our integrated services are a bedrock of economic wellness, health, and social empowerment that impacts our community.

- **Central MN ABE Consortium** - partnership between 31 school districts, including St. Cloud Area School District 742 and Sauk Rapids-Rice Public School District 47. Adult learners in these communities are served at numerous learning sites during daytime and evening class hours throughout the year. Central Minnesota ABE welcomes all adults, 17 or over, who are not currently enrolled in a regular school program. The mission of ABE in Minnesota is to provide adults with educational opportunities to acquire and improve the literacy skills needed to become self-sufficient and to participate effectively as productive workers, family members, and citizens. Career Solutions works together with ABE for aging out and OSY students.
  - Albany Public School District / Bertha-Hewitt Public School District / Braham Public School District / Browerville Public School District / Cambridge-Isanti Public School District / Eden Valley-Watkins School District / Holdingford Public School District / Isle Public School District / Kimball Public School District / Little Falls Public School District / Long Prairie-Grey Eagle School District / Menahga Public School District / Milaca Public School District / Mora Public School District / Ogilvie Public School District / Onamia Public School District / Pierz Public School District / Pillager Public School District / Princeton Public School District / Rocori Public School District / Royalton Public School District / Sartell-St. Stephen School District / Sauk Rapids-Rice Public Schools / St. Cloud Public School District / Sebeka Public School District / Staples-Motley School District / Swanville Public School District / Upsala Public School District / Verndale Public School District / Wadena Public School District.
  - Boys & Girls Club of Central Minnesota mission is to do whatever it takes to empower all youth to reach their full potential.
  - YMCA believes that everyone deserves a chance to succeed—no matter their background or income—and that can happen only when we unite to nurture the best in all of us.
  - Too Much Talent helps prepare youth and families to be the next generation of leaders by providing education, resources and programming that assures every person reach their potential.
- xv. 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.

WIOA youth and the Worksite Supervisor receive an orientation to the work program expectations, including the use of a Site Supervisor's Evaluation Worksheet. The supervisor evaluates the youth's skills in dress, hygiene, attendance and punctuality, attitude, behavior, listening and following directions, how well they get along with co-workers and supervisor, responsibility, safety practices, quality of work, and quantity of work. In each skill area, the youth are rated as follows: needs development, competent, proficient, or advanced. They are evaluated in the first, sixth, and twelfth week; a final evaluation is also completed. If there is a need for more ongoing evaluation, the Career Planner and Site Supervisor will meet with the participant on an individual basis. The youth will receive a final evaluation at the end of the work program documenting their competency.

MYP/CareerONE participants all go through an orientation before the CareerONE program begins. The orientation reviews expectations for the participants and how they earn their money. Participants get daily evaluations on attendance, punctuality, dress code, cooperation, safety and teamwork, work quality, and work quantity. The daily evaluations that are performed is how the students earn their money. Based on the evaluations the team leaders will set goals with each participant on how to improve for the rest of the program. Team leaders keep a daily journal of these evaluations and give each student a final evaluation before the program is complete.

- Approach to assuring work readiness skill attainment for youth participants

At the time of youth's evaluation of work readiness skills, goals will be set if the youth need additional skill development; if so, they are evaluated again during the next pay period. If there is a goal set by the supervisor, the Youth Career Planner will review this information and inquire as to what coaching has taken place to enable the youth to achieve and demonstrate the needed skills. If required, corrective feedback will be given.

- Approach to assuring that the worksite supervisor evaluates work readiness skills of youth participants, including a process for documenting the employer's evaluation of the youth participant's work readiness skills.

The Site Supervisor submits the evaluation worksheet to the Youth Career Planner. The Youth Career Planner reviews the worksheet. The Site Supervisor's evaluation worksheets are completed the first week to set a baseline and with the first pay period. Youth are evaluated at six weeks, 12 weeks and at 24 weeks or the conclusion of the placement. The Youth Career Planner and/or Site Supervisor may request additional evaluations. The Site Supervisor submits the evaluation to the Youth Career Planner and the evaluations are kept in the youth's file/EDS. The youth and Site Supervisor keep a copy for their reference. ATTACHMENT F

- xvi. If the WDA is planning to provide Outreach to Schools activities as a component of MYP in SFY 2023, please provide an overview and anticipated goals/objectives. See page 7 for additional discussion of OTS activities.

Career Solutions plans to provide Outreach to Schools activities in PY 2023 to 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. Examples of Outreach to Schools activities Youth Career Planners facilitate include the following:

- Recruit and place interns in rural school districts within Stearns and Benton Counties to assist in meeting the World’s Best Workforce legislation through assisting schools in providing the following services:
  - Provide information to individual students and/or groups of students regarding in demand occupations, targeted industries, and current labor market information.
  - Provide individual students and/or groups of students with career exploration activities and counseling including career assessments, interpretation of assessments, looking at appropriate college options, performing career research, resume preparation and job search assistance as needed.
  - Assist with setting up and/or supervising college visits, military recruiter visits, job shadows, etc.
  - Assist students with updating their individual career plans utilizing, resources such as MCIS.
  - Provide information to individual students and/or groups of students regarding the college application process, financial aid process, applying for scholarships.

\*Online tools such as MCIS, CAREERwise, onetonline.org, mn.gov/deed/data/, minnesotaworks.net, various college sites, etc. are utilized when working with the students.
- Build connections to community and private community resources through regional career fairs, career events, and tours of businesses in strategic industries.
- Provide opportunities to directly observe occupations and to interact with local business and industry through job shadowing, tours, and speaker panels.

- xvii. Describe Youth-Focused Innovations/Best Practices, including (but not limited to):

Career Solutions continues to coordinate efforts to provide all area youth with experiential learning opportunities through Outreach to Schools (OTS), Youth-at-Work (YAW), TANF and other in school and out-of-school youth opportunities with other regional assets. Collaborative partners in this effort include Career Solutions, the St. Cloud Area Chamber of Commerce, District 742 (St. Cloud),

District 47 (Sauk Rapids/Rice) and nine rural school districts in Stearns and Benton Counties.

In addition, Career Solutions continues to work with CentraCare Health and United Way to increase the capacity of the CareerONE program. This effort has been extremely successful in expanding services and reaching more youth that need the work readiness/employability skills experience.

Career Solutions has combined our Youthbuild program with our CareerONE program. Youthbuilders receive hands on training in Construction/Manufacturing and Health Care careers. They have worked towards OSHA 10/30, First Aide/CPR and received credits from SCTCC and SCSU. CareerTWO has been added to Youthbuild for those interested in furthering their careers in Construction and Health Care. We will continue to work with Habitat for Humanity and the Carpenters Union, Local 930.

**Best Practice:** Discovery Day, Career Solutions was recognized by the Minnesota Association of Workforce Boards (MAWB) with a Promising Practices award for their Discovery Days provided to job seekers. Career Solutions has partnered with the St. Cloud Technical & Community College and local businesses to develop four 3-hour, bi-monthly Discovery Day workshops. Discovery days include Health Care, Transportation/CDL, Welding and Construction. Job Seekers can “try a career” for the day and get all their questions answered about their career of interest. Discovery Day workshops are comprised of two parts which include local labor market information from employers and hands-on career activities with program instructors. They have an employer panel so the job seekers can get all their questions answered from those who work in these positions as well as hands-on activities. During these Discovery Day workshops, job seekers can learn about, job openings, great wages, company benefits and advice from these local employee/employers. Discovery days are available to current clients and the public.

**Best Practice:** Learn & Earn, (although sidelined this year due the pandemic) program goals are to prepare individuals who face English language barriers and have “aged out” of high school and are unemployed or underemployed, with the skills needed to fill positions in the state’s manufacturing/construction industries. This program has four components including literacy/adult diploma program, job preparation & training, mentoring, and work-based learning. Their day consisted of literacy education and on the job training at the worksite.

- To strengthen school connections, Youth Career Planners are provided space and access to youth in local high schools. Youth Career Planners provide program information, recruitment, and continues with enrollment processes when appropriate. Youth Career Planners meet with currently enrolled youth to

monitor progress, assess needs, and provide ongoing support. Youth Career Planner have a dedicated space at two Adult Education sites.

- The Pre-ETS along with local schools and VRS are collaborating and developing strategies to recruit and affect students with disabilities. Strategies include, collaborating with the counselors and Special Education department utilizing the Minnesota Career Inventory System (MCIS). Career Planners meet with students both in person and by Zoom to discuss Career Exploration strategies. We also include these students in CareerONE and in a special project with SCSU.
- Strategies implemented during the Disability Employment Initiative including Integrated Resource Teams (IRTs); expanded collaboration with local partners, including Vocational Rehabilitation Services (VRS); and activities related to the “Guideposts for Success” such as employability skills/work experience, career preparation, leadership development, family engagement, and connecting activities.  
N/A
- Strategies for coordinating with after-school and out-of-school time programming.

As needed, Youth Career Planners will coordinate with local Boys & Girls Clubs, the COP house (Community Outpost), the Islamic Center, YES Network and other youth serving agencies to connect with interested youth to provide program information, recruitment, and proceed with enrollment processes when appropriate.

- Connections with MFIP and SNAP partners to assure policy alignment for youth under age 25.

Youth Career Planners work very closely with Adult Basic Education (ABE) and AVIVO to screen applicants and provide services to eligible youth.

- xviii. Describe the WDA’s approach to making each of the 14 required youth Program Elements available to participants in WIOA. Briefly describe the following for each of the 14 required elements:
- a. Who provides the service? If another agency (or agencies) provides these services, describe the scope of service(s) provided and how the WDA ensures participants are receiving appropriate service levels.
  - b. If the service is provided by another agency (or agencies), describe how they were selected, what kind of MOU exists between the WDA and the provider.
  - c. 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.

- d. Summarize how the required program element is delivered to participants and any “best practices” associated with that element.
- e. The required 14 WIOA Young Adult Program Elements [P.L 113-128, Sec 129(c)(2) and individually defined and discussed in the final rules at 20 CFR 681.460]:

- i. **Program Element 1: Tutoring, study skills training, instruction, and dropout prevention services**

Career Solutions, ABE, CAS, and various other resources provide program elements. A memo of understanding includes the school districts, several post-secondary institutions, ABE, and local non-profit organizations.

WIOA funds are used, or partners offer other services.

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

Services provided Adult Basic Education, GED, Credit Recovery, Adult Diploma, Hybrid Diploma and Area Learning Center. A memo of understanding includes the school districts, several post-secondary institutions, ABE, and local non-profit organizations. WIOA funds are used, or partners offer other services.

Career Solutions staff have dedicated office space at ABE.

- iii. **Program Element 3: Paid and unpaid work experience**

Local business partners (public and private companies) as well as educational institutions and other local non-profits. Work experience sites are recruited based on the need of the client. WIOA funds are used to develop work sites, staff time and wages for participants.

- iv. **Program Element 4: Occupational skill training**

Local post-secondary institutions (MOU partners) provide occupational skills training. WIOA youth and adult funds are used to provide participants with tuition and supplies.

- v. **Program Element 5: Education offered concurrently with workforce preparation and training for a specific occupation**

Career Solutions and other partners provide the services. Sources of funding are WIOA and other private foundational support.

**Best Practice:** Learn & Earn, (although sidelined this year due the pandemic) program goals are to prepare individuals who face English language barriers and have “aged out” of high school and are unemployed or underemployed, with the skills needed to fill positions in the state’s manufacturing/construction industries. This program has four components including literacy/adult diploma program, job preparation & training, mentoring, and work-based learning. Their

day consisted of literacy education and on the job training at the worksite.

vi. **Program Element 6: Leadership development opportunities**

Leadership Development services are provided by the St. Cloud YMCA after a “Request for Proposals” was issued. Each of the fourteen activities required under WIOA are available to all eligible youth participants served through Career Solutions. After the assessment phase is completed at enrollment, the participant will be placed into at least one of the fourteen required WIOA activities, based on the Individualized Service Strategy (ISS). Partner agencies include the YMCA, local Military personnel, consultants, and MOU partners.

vii. **Program Element 7: Supportive services**

Career Solutions provides support services through various funding sources. This includes such support services as bus passes, gas, clothing allowances, rent or mortgage support and insurance payments.

viii. **Program Element 8: Adult mentoring**

Mentoring is received from Career Planners, Summer Staff for CareerONE, Work site supervisor, ABE instructors, school counselors, TRIO staff and the staff at the YMCA.

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

Career Solutions provides follow-up services for 12 months after the youth complete the objectives listed on their individual ISS. The strategy for an intensive follow-up is to assist the youth with the transition from their training program, successfully monitor work success and help them with strategies for remaining successful. A Career Planner will assist with job challenges, labor market information, and make available appropriate support services as needed. Incentives may be used to reinforce and reward keeping a job, returning survey information, and job promotions.

Funding sources used are from WIOA from support services and incentives.

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

Career Solutions Career Planners refer clients to local service providers and agencies. WIOA funds will be provided if necessary, however, most of these services would be provided under health insurance.

xi. **Program Element 11: Financial literacy education**

Career Solutions utilizes FDIC Money Smart curriculum with MYP participants and Catholic Charities provides financial literacy education for other youth participants.

WIOA funding is used to provide these services.

xii. **Program Element 12: Entrepreneurial skills training**

Referrals to clients include the following providers: The Small Business Development Center, Small Business Administration, and the book "*How to Start a Business in Minnesota.*"

xiii. **Program Element 13: Services that provide labor market information**

Accessing current labor market information for career planning along with teaching youth how to access this independently is the foundation of youth programming. Data from multiple sources are used to ensure youth's employment plan and career paths are using current and projected employer/employment trends including the strategic industries and occupations defined by the LWDB for the workforce service area.

Information from community assessments, industry forums, Job Service, and DEED's Regional Labor Market Analyst on locally and regionally targeted economic and employment trends is used to introduce career pathways to youth.

Youth Career Planners work one-on-one with participants to locate and explore information on different career choices based on the youth's interests and assessment results. Assessment results are reviewed in conjunction with the LWDB's identified strategic industries, occupations, and labor market information focusing on high-growth, in-demand, and career laddering occupations. Occupational information is available in different formats including computer internet sites (MCIS, ONET, and DEED), career videos, and hard copy.

In preparation for employment, LWDB and Career Solutions promote and provide opportunities to develop pre-employment, work maturity, occupational, and retention skills. As part of the process, youth work with a Youth Career Planner to identify and resolve barriers to employment. During CareerONE, youth are exposed to high-growth, in-demand occupations, along with the LWDB's identified strategic industries through a career exploration curriculum.

**Best Practice:** Career Solutions provides Career Trek and Career Trek for Teens. This is a 3-day, 9-hour (the hours were reduced due to the pandemic) program designed to help participants identify strengths and skills, explore careers, and begin setting goals for their employment future.

**Best Practice:** Career Solutions was recognized by the Minnesota Association of Workforce Boards (MAWB) with a Promising Practices award for their Discovery Days provided to job seekers. Career Solutions has partnered with the St. Cloud Technical & Community College and local businesses to develop four 3-hour, bi-monthly Discovery Day workshops. Discovery days include Health Care,

Transportation/CDL, Welding and Construction. Job Seekers can “try a career” for the day and get all their questions answered about their career of interest. Discovery Day workshops are comprised of two parts which include local labor market information from employers and hands-on career activities with program instructors. They have an employer panel so the job seekers can get all their questions answered from those who work in these positions as well as hands-on activities. During these Discovery Day workshops, job seekers can learn about, job openings, great wages, company benefits and advice from these local employee/employers. Discovery days are available to current clients and the public.

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

**Best Practice:** Career Solutions provides Career Trek and Career Trek for Teens. This is a 3-day, 9-hour (the hours were reduced due to the pandemic) program designed to help participants identify strengths and skills, explore careers, and begin setting goals for their employment future.

**Best Practice:** Discovery Days: Career Solutions was recognized by the Minnesota Association of Workforce Boards (MAWB) with a Promising Practices award for their Discovery Days provided to job seekers. Career Solutions has partnered with the St. Cloud Technical & Community College and local businesses to develop four 3-hour, bi-monthly Discovery Day workshops. Discovery days include Health Care, Transportation/CDL, Welding and Construction. Job Seekers can “try a career” for the day and get all their questions answered about their career of interest. Discovery Day workshops are comprised of two parts which include local labor market information from employers and hands-on career activities with program instructors. They have an employer panel so the job seekers can get all their questions answered from those who work in these positions as well as hands-on activities. During these Discovery Day workshops, job seekers can learn about, job openings, great wages, company benefits and advice from these local employee/employers. Discovery days are available to current clients and the public.

**Best practice:** Career Quest (Pre-ETS): a program, funded by the Minnesota Department of Vocational Rehabilitation Services, designed to help high school students prepare for life after graduation. This provides students with career exploration and training options, obtain work skills, and learn how to be successful after high school. Career Solutions collaborates with multiple school districts in Stearns and Benton counties.



[Attachment 4]

**MINNESOTA BLUEPRINT FOR SHARED VISION FOR YOUTH  
Interagency Projects Supporting Positive Outcomes for At-Risk Youth**

**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.”

**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.*

Outcomes				
Improve Transition Outcomes for Ex-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				
Career Solutions collaborates with Stearns and Benton County Community Corrections for CareerONE and WIOA recruitment, program referrals and client transition planning.	Career Solutions works with other non-profit agencies such as Partners for Student success to improve transition programs for youth. We also collaborate with Stearns and Benton County public supported foster care.	Career Solutions works with other non-profit agencies such as Partners for Student success and the network of agencies that works to improve educational opportunities for youth with disabilities.	Career Solutions works with the following organizations to provide resources and referrals: MFIP, SNAP, WIOA Young Adult, Pathways for Youth, United Way, and Catholic Charities/SAIL & SHY and to help young adults find stable housing, employment and/or access to higher education.	Career Solutions works with other non-profit agencies such as Partners for Student success to provide paths for students to stay in school and support students with the Cradle to Career model and improve educational outcomes.
We work with the Re-Entry Program to refer clients for programs and services and collaboration in finding felony friendly employers.		Career Solutions works with the following organizations to provide resources and referrals: WIOA Youth, CTIC (Community Transition Interagency Committee), Vocational Rehabilitation Services, State Services for the Blind and Independent Lifestyles.	Career Solutions has members on the Fair Chance Housing and Employment Committee	Junior Achievement’s goal is to inspire and prepare young people to succeed in a global economy. Career Solutions is participating in the JA Inspire Virtual Career Fair.
Career Solutions has members on the Fair Chance Housing and Employment		Career solutions collaborates with the following school districts to support	Place of Hope - is a multi-faceted outreach to the community and Central	Programs that directly impact students and supports their efforts to remain in school are the

Outcomes																
Improve Transition Outcomes for Ex-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																
Committee		students with disabilities with the Career Quest (Pre-ETS program):	Minnesota, many people are in great need for support and services because of homelessness, poverty, drug addiction, alcoholism, and other crisis. Place of Hope provides hope in the form of a Hospitality Center with food, free medical care, clothing, personal care items, and off-site shelter for those who cannot get into the other shelters in town. People are sheltered at various churches that have been trained by Place of Hope to provide this service	WIOA youth programming, MYP's CareerONE summer camp, Youth at Work, Career Quest/Pre-ETS, the Learn and Earn Project and Youthbuild.												
		<table border="1"> <tr><td>District 47</td></tr> <tr><td>District 51</td></tr> <tr><td>District 738</td></tr> <tr><td>District 740</td></tr> <tr><td>District 741</td></tr> <tr><td>District 742</td></tr> </table>	District 47	District 51	District 738	District 740	District 741	District 742	Homeless Helping Homeless members help each other find resources for food, clothing, transportation, housing, and employment. We have no dues or paid staff. Our officers and volunteers are mostly fellow members trying as best we can to help each other out. We depend mostly on in-kind donations of, rides, household items, furniture, and gift cards.	Career Solutions collaborate with the following school districts: <table border="1"> <tr><td>District 47</td></tr> <tr><td>District 51</td></tr> <tr><td>District 738</td></tr> <tr><td>District 740</td></tr> <tr><td>District 741</td></tr> <tr><td>District 742</td></tr> </table>	District 47	District 51	District 738	District 740	District 741	District 742
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District 742																
			Central Minnesota Community Empowerment Center provides Education Training, Housing Support, Career Advancement, Economic Empowerment, Youth Development & Business Development. Our integrated services are a bedrock of economic wellness, health, and social empowerment that impacts our	The YES Network-is a youth serving agency that works with youth on Health and Nutrition, Youth Development and Education, and Access to Creative Expression												

Outcomes				
Improve Transition Outcomes for Ex-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				
			community.	
				Central Minnesota Community Empowerment Center provides Education Training, Housing Support, Career Advancement, Economic Empowerment, Youth Development & Business Development. Our integrated services are a bedrock of economic wellness, health, and social empowerment that impacts our community.
				The Ultimate Success Organization (USO) -Islamic Center- The mission of the USO is to promote and empower future youth leaders, equip them with leadership skills, offer economic opportunities, provide career development and youth counseling to become productive community leaders and a global citizen. The center provides homework assistance, and team building activities for youth
				The Boy Scouts of America provides a program for young people that builds character, trains them in the responsibilities of participating citizenship, and develops personal fitness.
				Too Much Talent helps prepare youth and families to be the next generation of leaders by providing education, resources and programming that assures every person reach their potential.
				YMCA believes that everyone deserves a chance to succeed—no matter their background or income

Outcomes				
Improve Transition Outcomes for Ex-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				
				and that can happen only when we unite to nurture the best in all of us.

# **Career Solutions**

## **Request for Proposal for Summer Youth Program Site and Services**

Career Solutions is a public unit of local government under a Joint Powers Agreement and is required to regularly review vendors for services. Career Solutions is soliciting vendor bids from Post-Secondary Institutions to provide a program site/facilities and services for the CareerOne Summer Youth Program.

### **Program Description**

#### **CareerONE:**

The program will serve up to 140 youth ages 14 – 17. Based on funding the count may drop to 110 youth. Please provide pricing for both counts. Supervision will be provided by 17 Career Solutions staff. The program dates are June 21 – July 22, 2021. The program will be provided in a team camp format, 8:00 AM – 3:30 PM. Schedule of camp is as follows:

- Week 1 Monday-Thursday                      June 21 – June 24, 2021
- Week 2 Monday-Thursday                      June 28 – July 1, 2021
- Week 3 Tuesday-Thursday                      July 6 – July 8, 2021
- Week 4 Monday-Thursday                      July 12 – July 15, 2021
- Week 5 Monday-Thursday                      July 19 – July 22, 2021

In addition to the program dates, Career Solutions needs facilities and services for staff training, student orientation, and intake.

As state funding for this program has not yet been secured, the vendor will need to be flexible when finalizing contract dates and terms.

### **Proposal Requirements**

#### **Facilities, Classrooms, and Accommodations for CareerONE:**

1. May 18, June 8 & June 10, 2021 from 4:00 p.m. to 8:00 p.m. Program Intake Session
  - a. Access to a space with seating for 50
2. June 16 and 17, 2021 from 8 a.m. to 8:00 p.m. Program Orientation
  - a. 14 “smart” classrooms
3. June 10 to July 22, 2021 from 8 a.m. to 4:30 p.m. Staff Orientation and Training
  - a. Classroom with minimum capacity of 20
4. June 21 to July 22, 2021 8:00 a.m. – 4:30 p.m. CareerOne Program
  - a. 14 dedicated “smart” classrooms which are lockable
  - b. Four dedicated computer labs arranged classroom style with internet accessibility, printing capability, and internet access for wireless laptops to accommodate 22 individuals. Must have the capability to launch Key Train/WorkKeys, Money Smart, MNCIS and other career exploration sites. *After June 10, Career Solutions will provide the exact times during the day this space/service will be needed.*
  - c. One dedicated room to serve as staff command central and equipment storage area. This space must be approximately 900 sq. ft. with 3 tables,

- have computer and printer and wireless capability. This room must be for the exclusive use of Career Solutions and lockable.
5. June 21 to July 22, 2021 5 large meeting rooms with the capacity for up to 40 people in each room to be used for breakfast, lunch, and afternoon break/wrap up
    - a. 7:00 a.m. to 9:00 a.m. for breakfast
    - b. 10:30 a.m. to 1:30 p.m. for lunch
    - c. 2:30 p.m. to 3:30p.m. for afternoon break and wrap up
  6. Ability to be flexible and work with Career Solutions staff to address individual's special circumstances/needs such as transportation to distant activities

### **Program Services:**

7. Access to an IT Technician each day
8. Provide printers and copiers at a reimbursable per copy rate.
9. If you have the capacity to provide the following, please include in your bid:
  - a. Team Building/Leadership curriculum with low to medium challenge course opportunities 3.5 hours per day for the duration of CareerONE. Curriculum will be outcome based learning using GDSAR. *Exact time of the day to be determined after June 10, 2021.*
10. Provide access to green space for some team building activities.

### **Parking:**

11. Designated parking for 17 staff close to AM & PM large meeting room (Monday – Friday) from June 10 to July 22, 2021.
12. Designated drop off and pick up site close to AM & PM large meeting room for buses and parents who will be transporting the youth daily.
13. Reasonable guest parking on May 18 & June 8 & 10, 2021.
14. Parking passes or accommodations for 50 May 18, June 8 & 10, 2021 near program intake sessions.
15. Parking passes or accommodations for 100 June 16 and June 17, 2021 near program orientation sessions.
16. Parking passes or accommodations for 17 cars from June 10 – 18, 2021 close to room used in #3 for Staff Orientation/Training.

### **The successful bidder must provide the following:**

- A brief history of your organization and the services you provide
- Description of the services that you intend to develop and/or deliver.
- Credentials of the individuals who will provide services in this proposal
- A current certification of compliance from the Minnesota Commissioner of Human rights (not required for businesses with less than 40 employees)
- A completed Proposal Application (attached)
- The following assurances as identified in the Proposal Application:
  - The vendor will guarantee coverage of general liability insurance of \$1,500,000 and name Career Solutions as an additional insured. Insurance must remain in effect for the entire length of the contract period.

- The vendor will guarantee coverage of their employees by Workers' Compensation Insurance during the contract period.
- The vendor is an Affirmative Action/Equal Opportunity Employer
- The vendor will provide a statement or certificate that their facility is ADA compliant.
- The vendor will provide a signed statement that no funds received from Career Solutions will be used for political lobbying.
- The vendor will provide their EIN or DUNs
- Vendor willingness to enter into a contract agreement for one year with the option for Career Solutions to renewal for one additional year provided Career Solutions is satisfied with the services delivered and in agreement with the fees. There may also be a need for a second site in Summer 2022.

Interested vendors must complete the attached *Quote Proposal Application* and provide the additional information requested above. The application and additional information must be received **by 3:00 p.m. on Friday February 5, 2021**. Electronic proposals are acceptable.

***Send proposals to:***

Career Solutions  
Attn: Karen Schlangen, Agency Administrative Assistant  
1542 Northway Drive  
St. Cloud, MN 56303  
[karen.schlangen@csjobs.org](mailto:karen.schlangen@csjobs.org)

***Questions regarding this proposal may be directed to:***

Audrey O'Driscoll  
(320) 308-5712  
[Audrey.ODriscoll@csjobs.org](mailto:Audrey.ODriscoll@csjobs.org)

**Career Solutions**  
**QUOTE PROPOSAL APPLICATION**

Vendor Name: \_\_\_\_\_

Contact Person (Name & Title): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Are you an Affirmative Action/Equal Opportunity Employer? \_\_\_\_\_

Is the facility in which you provide services ADA compliant? \_\_\_\_\_

Do you guarantee coverage of your employees by Workers' Compensation Insurance during the contract period? \_\_\_\_\_

Do you guarantee coverage of general liability insurance of \$1,500,000 and to name Career Solutions as an additional insured? \_\_\_\_\_

Will you provide a signed statement that no funds received from Career Solutions will be used by the vendor for political lobbying? \_\_\_\_\_

EIN or DUNs number? \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit by: February 5, 2021 at 3:00 p.m.**

**Return to: Career Solutions**  
**Attn.: Karen Schlangen**  
**1542 Northway Drive**  
**St. Cloud, MN 56303**  
**[Karen.schlangen@csjobs.org](mailto:Karen.schlangen@csjobs.org)**



(This form is available in alternative format)  
**BASIC CRITERIA FOR TRAINING PROGRAMS**  
Purpose of form: To approve a training plan

Attachment B

Please go to <https://mn.gov/deed/data/data-tools/career-education-explorer/>  
to help with the completion of this form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Is there suitable employment available for you now based your current skills and abilities? Explain:

**PART I: ASSESSMENT**

**TABE Scores:** M \_\_\_\_\_ R \_\_\_\_\_

**CareerScope** Yes  No

**Current Budget:** Yes  No

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Test results from the school showing you meet requirements for the program (i.e.: Accuplacer, ACT): **Print a copy**

Do your assessments show you are qualified to complete the training in all the following areas?

Academic: Yes  No  Aptitude levels: Yes  No  Interests: Yes  No

**PART II: OCCUPATION/TRAINING RESEARCH:** Below is a list of items you need to submit before your training plan can be approved.

- Complete the Job Guidance Worksheet. **Submit when completed**
- What is the Labor Market for this Career? (**Use Labor Market information for region 7W**). **Print this page**  
Is there a reasonable chance of employment after training? \_\_\_\_\_  
What prior experience do you have in this field or career? \_\_\_\_\_  
Is this a targeted industry or a demand occupation? Yes  No
- What are your skills gaps? Look under the heading On-the-Job training. **Print this page.**
- Where is the training held? \_\_\_\_\_ Go under the heading Education. **Print this page.**  
If on-site training, how many miles away is it? \_\_\_\_\_  
If on-line training, do you have the computer equipment you need to succeed? How do you know this?  
\_\_\_\_\_
- Is the training WIOA certified? Yes  No  **Print this page.**
- What are the industries that hire in this field? \_\_\_\_\_ Look under the Data Tools information from above
- Print 2** local job leads from the internet or newspaper, showing that training is needed for this position.

**Part III: TRAINING INFORMATION:** Information collected about the training program

- Program of Study: \_\_\_\_\_ . What credential or degree will you be going for? \_\_\_\_\_
- Information from the school on the cost of the program, credits and classes needed. **Provide printed information from the school.**
- Is the training program 2 years or less including prerequisites (if any)? Yes  No  If no, how long is the training? \_\_\_\_\_
- Placement information, from the school placement office/website:  
Wage at placement \$ \_\_\_\_\_, placement rate \_\_\_\_\_ % **Provide a written copy**
- Are you eligible for financial aid? Yes  No  If yes, provide **a copy** of your financial aid award letter. If no, explain: \_\_\_\_\_
- Are you accepted to a training program/college? Yes  No  If yes, provide **a copy** of your acceptance letter
- Are you registered for classes? Yes  No  If yes, provide **a copy** of your schedule, fee statement and books needed for current semester.
- Have you attended a college or PSEO classes in the past? Yes  No  If yes, provide **a copy** of your college transcript.
- Program start date** \_\_\_\_\_ **Anticipated graduation date** \_\_\_\_\_.

**Part IV: Personal Plan:**

- Submit written** transportation plan plus a backup plan.
- Submit written** housing plan plus a backup plan.
- Submit written** childcare plan plus a backup plan.
- Submit written** budget plan while you are attending school.

**Submit all information by:** \_\_\_\_\_

**PART V: What happens next?**

Your Career Planner will review your request for training. The plan may need team approval.

If your training program is approved, you must meet with your Career Planner to write a plan.

**Please note: Completing the Basic Criteria does not guarantee your training plan will be approved.**

Career Solutions  
Policy  
Manual

Part II: Program Administration  
6.01 Training Policies  
6.1C Classroom Training Limitations

08 February 2018

## **SUBJECT**

Classroom Training / Books, Supplies & Materials

## **CITES**

Workforce Innovation and Opportunity Act (WIOA)  
Career Solutions Policy Manual 6.1A (Rescinded) 6.1B (Rescinded)

## **REQUIRED ACTION**

Action: Adopt the policy  
Who: All clients  
When: Ongoing

## **BACKGROUND**

To comply with the Workforce Innovation and Opportunity Act (WIOA).

## **WAIVER REQUEST:**

A request to waive this local policy with supporting documentation may be submitted to the supervisor for consideration and action.

## **POLICY AND PROCEDURE**

The following policies and procedures are to be followed:

### **1. PRE-REQUISITES TO RECEIVING ASSISTANCE**

- a. Access to long-term classroom training (from 9 to 24 months) is limited to priority group members as defined in the WIOA Local Plan only.
- b. Graduate courses and degrees will be considered in special circumstances when all other options have been considered and do not enable the participant to meet the goals of the program in which they are enrolled. All Prerequisites to Receiving Assistance, Demand Occupations, Funding Limitations, and Client Responsibilities in this policy will apply in this situation. This includes a maximum of \$8,000 per fiscal year. Participant will need to comply with all Career Solutions procedures and requirements including, but not limited to, Basic Criteria for Training Programs and document the affordability of attending the program, including ability to fund the additional training costs.
- c. Funding authorization will be based on the Local Workforce Development Board (LWDB) and Career Solutions staff determination on availability of funds, on client documentation of need, and on Career Solutions determination of the likelihood of the client to complete the course work and accept training-targeted employment.
- d. In order to conserve WIOA Title I funds so that more clients in LWDB defined priority groups and per WIOA law and rule can be served, all those interested in classroom training must apply for financial aid grants through the educational institution they plan to attend. It is the policy that clients in training leverage any and all other community funds available to support training activities as appropriate.

- e. Clients must have completed at least one core service as defined and articulated by the Workforce Service Area #17. Provider of that core service must have a standing Memorandum of Understanding with Career Solutions.
- f. If Career Solutions is to consider supporting a vocational plan developed through another agency, the client must present a financial plan from that agency to Career Solutions staff prior to having the plan considered for funding through Career Solutions. Clients who are in a defaulted or delinquent status on student loan accounts must work with Career Solutions staff and financial aid to address the default.
- g. Clients must demonstrate that the plan can be completed within 24 months of enrollment in classroom training activity and that it leads to a demand occupation.

## 2. **DEMAND OCCUPATIONS**

- a. The vocational goal of the client must be consistent with the aptitude and interests of the client as determined by a review of their work history, aptitude and interest testing, and an interview concentrating on the job goal, willingness to relocate, and wage level needed to support themselves and the family.
- b. Training will only be for those programs most likely to lead to successful employment in a demand occupation. Training in demand occupations is defined as training identified in the Career Solutions Integrated LWDB Local Plan, and/or which results in high-growth/high wage jobs and/or jobs in high growth/high wage industries, jobs in high demand, or in jobs with career laddering opportunities. This necessitates the training to support a vocational goal that is based on up-to-date labor market information and projections available through the Department of Employment & Economic Development and other reliable data-timely sources.
- c. Information on certified training providers will be available through WSA #17 (Career Solutions) including placement rates and other significant employment related data.
- d. Training can only be authorized to be delivered by certified training providers.

## 3. **FUNDING LIMITATIONS**

- a. Rationale - Although Career Solutions acknowledges tuition increases for Minnesota State institutions, legislative changes and reductions in funding have prompted Career Solutions to limit funding per student per fiscal year while striving to maintain/increase performance measures mandated by state and federal funds.
- b. Funding support for up to the Minnesota State rate for tuition, books and supplies and/or tools for approved classes may be allotted per client contingent upon funds available in the Career Solutions fiscal year. The maximum amount per fiscal year will be up to \$8,000.
- c. Clients choosing a non-Minnesota State training institution may receive up to the approved Minnesota State cost, for a maximum of \$8,000 per fiscal year, for an equivalent training program per client per Career Solutions fiscal year.
- d. Work Study will be included in the plans to finance training on an individual basis

considering such factors as number and age of participant's children and availability of support system for the family.

- e. Funds may cover classroom training expenses that are not covered by financial aid.

4. **CLIENT RESPONSIBILITIES**

- a. Clients must demonstrate active participation in the training program as agreed in the training plan by maintaining a grade average of at least a C, by a minimum of monthly contacts with the Career Planner to discuss progress, and by providing copies of quarterly grade reports and other documents as requested to their Career Planner.
- b. Clients must begin contact with the school's placement office and Career Solutions Career Planner for job leads at least 60 days before graduation.
- c. Clients must agree to attend job search activities, if not employed in their target occupation at graduation, and work with the school placement office until employed in their target occupation. At this point, support services for job seeking are available only to those who follow through. A contract outlining responsibilities of payback options is required if program is not completed.
- d. Clients must maintain contact with Career Solutions staff for purposes of job retention and program performance. Contact frequency will be defined at point of employment.

5. **MIS REQUIREMENTS**

Changes in activity and client status must be submitted within 5 days of the change and entered within 15 days of the change.

**INQUIRIES**

Career Solutions Executive Director  
(320) 308-5702

**EFFECTIVE DATE**

08 February 2018

**EXPIRATION DATE**

Ongoing

*Board approval on 02.08.2018*

*K:\New\HR\Policies\I16.1c Classroom Training Limitations - approved 02.08.2018.docx*

## **Career Solutions**

### **Incentives for Youth Policy**

**Date Updated:** March 12, 2020

**Subject:**

Incentive Payments to Youth Participants under Workforce Innovation and Opportunity Act (WIOA) and Minnesota Youth Programs (MYP) and other programs operated by Career Solutions with funding allowing incentive payments.

**Purpose:**

The Workforce Innovation and Opportunity Act (WIOA) 20 CFR § 681.640 states that “incentive payments to youth participants are permitted for recognition and achievement directly tied to training activities and work experience. The local program must have written policies and procedures in place governing the award of incentives outlined in writing before the commencement of the program that may provide incentive payments; align with the local program’s organizational policies; and are in accordance with the required contained in 2 CFR part 200.”

**Background:**

DOL included in the reference of the Uniform Guidance at 2 CFR part 200 to emphasize that while incentive payments are allowable under WIOA, the incentives must be a compliance with the Cost Principles in 2 CFR part 200. For example, federal funds must not be spent on entertainment costs. Therefore, incentives must not include entertainment, such as movies, sporting event tickets, or gift cards to move theaters or other venues whose sole purpose is entertainment. Additionally, there are requirements related to internal controls to safeguard cash, which also apply to safeguarding of gift cards, which are essentially cash.

While the DOL recognizes that incentives could be used as motivators for various activities such as recruitment, submitting eligibility documentation, and participation in the program, incentives paid for with WIOA funds must be connected to recognition of achievement for milestones in the program tied to work experience, education, or training. Such incentives for achievement could include improvements marked by acquisitions of a credential or other successful outcome.

All incentive cards are to be kept and tracked, according to the program funding stream in which they were purchased, and according to which type/business they are attached to. Youth participants may receive a stipend for specific trainings. These stipends will be considered incentives for completing required training and will not be provided with gift cards, but rather check, or pre-loaded debit card.

**Policy on Incentive Payments to Youth:**

- Incentive payments will result from completion of activities that are tied to goals in the client Individual Service Strategy (ISS) and the overall programming goals of the program in which the client is enrolled and participating.
- Amounts of incentive funds a client may receive will be reasonable.
- Amounts of incentive will be in relation to the difficulty of achievement of the goal.

Individuals with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.

- Incentives will be administered in an equitable manner avoiding arbitrary or discriminatory practices.

Youth may receive incentives if all documents are in their file and up to date, at the time of requests is made for a youth who has achieved a goal. Youth will receive a gift card valued from \$25 to \$50 each.

Qualifying achievements for incentive include (but not limited to):

<b>Type of Achievement</b>	<b>Paper Documentation</b>	<b>Amount Payable</b>
Completion of GED test (incentive can be offered for <b>each</b> test completed)	Copy of official document showing passed test	The successful completion of each GED test = \$25 and/or \$100 total
Attainment of High School Diploma or HSED/GED (only applies if incentive was not given for each individual tests)	Copy of GED/HSED or transcript showing graduation	Successful attainment = \$100
Post-Secondary Certificate or Degree	Copy of Diploma/Certificate or transcript showing what was awarded	Successful attainment = \$100
Post-Secondary Semester Completion (with a pass)	Copy of transcript	\$25
A minimum of 40 hours of Community Service/Volunteer Work. This must be with or through a Community Organization/Agency (not applicable if court order)	Service Provider Unpaid Work Experience Time sheet verifying the hours	\$50
Basic Skills improvement – successful completion of CASAS/TABE post-test: increase at least one Education Functioning Level (EFL)	Copies of CASAS/TABE pre and post-tests	\$25
Obtaining Unsubsidized Employment	Copy of letter of offer from employer or pay stub. Other source such as UI records, or self-attestation, etc.	\$25
Retention of employment for 90 consecutive days	Pay stub, other sources such as UI records, etc.	\$25
Completion of work readiness or occupation skills goals	Worksheet, certificates	\$25 each

*\*Note: Gift cards/certificates will not be provided for food/entertainment venues.*

**The Process:**

Once a youth has completed a goal listed above. The Career Planner can issue the gift card and sign off on the incentive log.

**How Incentives will be Documented and Tracked:**

A log sheet of all incentives will be kept by program. Incentives will be recorded by Career Solutions authorizing and distributing the incentive. List of incentives awarded by program will be given to and reviewed by the Career Solutions Development Director no less frequently than a yearly basis.

**Workforce One (WF1) Coding:**

The transfer of the Support Services between the Career Planner and the participant shall be cased noted.

**Effective Date:** April 9, 2020 *(Approved by the Joint Powers Board & Local Workforce Development Board-Executive Committee on April 9, 2020)*

**Contact Person:** Development Director and/or Career Planner

Policy Manual	7.0 Fiscal Management 7.1 C. Limits for Support Services	January 2020
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**SUBJECT:**

Limits for Support Services

**CITES:**

Part I: General Administration  
7.0 Fiscal Management  
7.1, Change 2, Limits for Support Services  
Part II: Program Administration  
7.1C, Limits for Support Services

**Rescind previous policies**

**REQUIRED ACTION:**

**Action:** Career Solutions adopts the policies to set program limits on use of support services for all programs.

**Action:** Rescind Career Solutions Policy Part II, 7.1B Limits for Support Services

**Who:** All Career Solutions employees and sub-grantees

**When:** Immediately

**WAIVER REQUEST:**

A request to waive this local policy with supporting documentation may be submitted to the supervisor for consideration and action.

**POLICY AND PROCEDURE**

The following policies and procedures are to be followed:

**POLICY ON LIMITS FOR CLIENT SUPPORT PER PROGRAM YEAR**

In order to pay support services there must be a documented assessment of need (ex. a budget). These limits are combined program support limits. They are in effect for the total support a client receives regardless of multiple program enrollments. Anytime a waiver is needed, there must be a team review with a recommendation to the supervisor. A team review should be done on the activity to determine if it is appropriate and then if the cost of the activity is appropriate.

Explore other sources of funding first before authorizing support services. If the client has obtained employment, which is verified by staff, additional support may be available within program requirements.



<b>Expense</b>	<b><sup>1</sup>Staff Limit</b>	<b>Waiver Limit</b>
Gas, Cab/Bus Fare	Up to \$200/month	200+
Car Insurance	6 months	6 months+
Car Payment	1 month	1 month+
Car Repair (Not including tow and diagnostics)	\$750	\$750+
One estimate at approved vendor. If the client is attending an institution that has training in auto repair, it is recommended that s/he explore having the car repaired through the training program if that is deemed appropriate and timely.		
Tow and/or diagnostic (Counts as one)	1 per year	2 <sup>nd</sup> per year - In emergency situation, 2 <sup>nd</sup> tow can be authorized by Career Planner with waiver to follow immediately.
Car Tabs	1 year	-----
Tools for Employment	\$500	\$500+
Employment/Work Related Clothing	\$300	\$300+
Haircuts	At approved vendor	-----
Rent and Mortgage	Up to 2 months \$1000 max	\$1000+
Utilities/Telephone	1 month	1 month+
Moving Expenses (Must be proof of employment at the new location.)	\$250	\$250+
Health insurance	2 months	2 months+
Eyewear	Public Health Care Limit	Over Public Health Care Limit
Mental Health, Legal or Financial Counseling	Career Solutions vendor contract	Over Career Solutions vendor contract
Child Care	3 months	3 months+
Combination of support from all categories and programs.	\$2000	\$2000+

<sup>1</sup>Staff Limit is the amount staff can commit on behalf of a client. Any amount over this limit must be recommended to supervisor for waiver approval.

**BACKGROUND:**

In order to offer consistent and equitable services to clients, a policy on use of client support funds has been developed.

**INQUIRIES:**

Questions should be directed to Executive Director of Career Solutions at (320) 308-5702.

**EFFECTIVE DATE:**

17 January 2020

**EXPIRATION DATE:**

Ongoing



1542 Northway Drive  
St. Cloud, MN 56303  
320.308.5320

<https://CareerSolutionsJobs.org>

## Career Solutions Stipends for Youth Policy

**Date Updated:** December 16, 2020

**Subject:**

There are programs in which it may be appropriate for Career Solutions participants to be compensated for training time, even when they are not engaging in a formal paid work experience that further develops their occupational or educational skills. In these programs, participants would be compensated for their time with a stipend.

**Purpose:**

The purpose of this policy is to provide guidance to program staff on how to administer stipends to Career Solutions participants. Notable programs include, but are not limited to, CareerONE.

**Policy:**

- Stipend payments will result from completion of activities that are tied to goals in the participant's Individual Service Strategy (ISS) along with the overall programming goals of the program in which the client is enrolled and participating.
- The amount of the stipend a client may receive will be reasonable.
- The amount of the stipend will be in relation to the difficulty of achievement of the goal.

**Career Planners will:**

- Ensure that the use of stipend is detailed in the participant's employment/support plan (IEP, ISS, etc.)
- Track participant's attendance at programming through attendance records, time sheets, certificate of completion, etc. and save documents in participant file
- Ensure that participant meets program requirement to qualify for stipend (hours completed, milestones met, etc.)
- Inform participants that stipends are income and they will need to consider this in regard to their personal income taxes
- Submit necessary paperwork to Accounting Department for processing.

**Effective Date:** *March 11, 2021*

**Contact Person:** Program Director and/or Youth Lead Career Planner.

Individuals with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.

## **Contract Between Career Solutions and Catholic Charities**

This Contract between Career Solutions hereinafter referred to as Career Solutions and Catholic Charities, hereinafter referred to as "Provider," specifies the rights and obligations of the parties with respect to the subject matter contained herein. Career Solutions and the Provider are hereinafter collectively referred to as the "parties."

The Conditions of this Contract are as follows:

### **I. GENERAL CONTRACT CONDITIONS**

- A. Duration:** This Contract shall be effective the date the contract is signed until June 30, 2022. This agreement shall terminate upon the expiration date of June 30, 2022 with the option to renew for one additional year, providing that Career Solutions is satisfied with the services and any proposed rate changes by the provider. Unless otherwise noted herein, all contractual responsibilities, of either party, created by this Agreement are terminated upon the above mentioned expiration date.
- B. Termination:** Career Solutions may terminate this Contract at any time, for any reason upon 30 days' notice to Provider.
- C. Assignment:** Provider may not assign any duties or obligations incurred, or benefits to which it is entitled, under this Contract without the prior written consent of Career Solutions. Career Solutions shall, at all times, have the right to transfer or assign any of its duties and responsibilities under this Contract to any third party.
- D. Independent Contractor:** Provider shall, at all times, be considered an independent Contractor of Career Solutions. Career Solutions assumes no liability for actions or omissions of Provider, its officers or employees. No officer, employee, or agent of Provider shall be considered an officer, employee or agent of Career Solutions for any purpose.
- E. Choice of Law and Venue:** This Contract shall be governed by the laws of the State of Minnesota. The parties agree that all actions or proceedings arising in connection with this Contract shall be tried and litigated exclusively in the State and Federal courts located in the County of Stearns, State of Minnesota.
- F. Severability:** If any portion of this Contract is found to be unenforceable, unconscionable, invalid or illegal, or is in any other way vacated, all other portions of this Agreement shall remain in full force and effect.
- G. Successors in Interest:** This Contract shall bind all successors in interest to Provider.
- H. Data Privacy:** Provider hereby recognizes that during the course of performance of its duties under this Contract, it may receive, acquire, have access to, or be exposed to

"Government Data" as that term is used in the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 ("GDPA"). Provider hereby agrees that it must meet the requirements of the GDPA as a contracting party under Minn. Stat. § 13.05, subdivision 6. Provider agrees that it will collect, distribute, publish, maintain and store any Government Data only in accordance with the provisions of the GDPA. Provider's obligation under this paragraph survives the termination of this agreement.

- I. **Hold Harmless:** Provider agrees to hold harmless, defend and indemnify Career Solutions and its agents and employees from and against all claims, damage, including actual damages, future damages, and punitive damages, losses and expenses including attorney's fees to the extent caused by its negligence, gross negligence, recklessness or intentional acts, or omissions or willful misconduct or breach of this Agreement.

## II. PROVIDER SERVICES AND FEES

- A. Provider agrees to provide the following services at the rates indicated below:

***Individual Counseling*** which focuses on the individual's successful transition from job loss to training and employment and/or identifying the barriers preventing the individual from securing and maintaining successful long-term employment.

The cost for this service will be paid at a rate of \$95.00 per hour minus any Medical Assistance, insurance or other source of reimbursement. If the client is not eligible for any other source of reimbursement, the cost of the individual counseling will be paid in full by Career Solutions.

***Financial Counseling:***

**Individual Session:** Includes, but may not be limited to budget counseling & education, debt management plans, housing counseling/foreclosure prevention, reverse mortgage counseling and credit report reading service. The cost for this service is \$75.00 per hour.

**Group Workshop:** Money Management Workshop will be scheduled and located in coordination with and according to Career Solutions. The rate for each workshop is \$125.00.

- B. **Personnel:**

The provider agrees to provide, and supervise, all personnel necessary for it to carry out said services, which may or may not include instructional, clerical, legal, accounting, custodial and managerial personnel, and Provider will assume all labor and other contractual obligations incidental thereto, including the acquisition of workers compensation insurance.

The provider, its officers, directors, employees and agents, shall abide by all federal, state and local laws with respect to its employees.

The provider, its officers, employees and agents will not discriminate against any employee, applicant for employment, student or member of the public because of race, creed, color, religion, sex, age, disability or national origin.

If any personnel or employees of Provider necessary to its provision of the services under this Contract are required by the United States government, the State of Minnesota, any political subdivision thereof or Career Solutions, to hold any license related to the services they provide under this Contract, or to pass a criminal background check, Provider shall verify that the personnel or employee holds the required license and has passed the criminal background check prior to the first date on which that employee provides any services under this Contract.

**C. Insurance / Compliance**

Provider shall maintain the following insurance during the entire term of this Contract, naming Career Solutions as an additional insured: Liability insurance with a minimum of \$1,500,000 in aggregate. Provider will also maintain compliance with Minnesota Workers' Compensation Insurance coverage.

The insurance company shall deliver to Career Solutions, certificates of all insurance required, signed by an authorized representative and stating that all provisions of the specified requirements are satisfied. Provider's insurance policy and certificates shall not be canceled or its conditions altered in any manner without ten (10) days prior written notice to Career Solutions.

Provider will submit to Career Solutions a copy of the current certification of compliance from the Minnesota Commissioner of Human Rights.

Provider will submit to Career Solutions a signed statement that no funds received from Career Solutions will be used by the Provider for political lobbying.

**D. Monitoring & Reporting:**

Provider will be subject to an annual monitoring visit as a requirement of this contract with Career Solutions.

**III. CONTRACT BILLING & PAYMENT:**

The Provider will submit to Career Solutions all invoices for services within 30 days of the last day of the month in which services have been provided.

The monthly billing will identify each client who received services during the month along with the name of the referring Career Solutions Career Planner, type of service received from the Provider, contact hour(s) and hourly rate for service.

Career Solutions reserves the right to refuse payment for services which it, in its sole discretion, deems to be untimely, performed in an unprofessional manner, or otherwise unacceptable. In the event of a dispute over payment, regardless of

whether that dispute is mediated, arbitrated, settled, litigated, or otherwise resolved, SBETC shall not be liable for any interest accruing during the period of dispute.

#### IV. FINAL AGREEMENT

This Contract contains the entire agreement between the parties. No representations were made or relied upon by either party, other than those expressly set forth herein. This Contract preempts any other representations or communications to or from either party with respect to the subject matter contained herein.

Any alterations, variations, modifications or waivers of the provisions of the Contract shall only be valid when reduced to writing, and signed by authorized representatives of Provider and Career Solutions.

*IN WITNESS WHEREOF*, the parties hereto have executed this Contract.

Catholic Charities

By: \_\_\_\_\_

  
STEPHEN Pareje

Date: \_\_\_\_\_

5/28/2020

Career Solutions

By: \_\_\_\_\_

~~Spencer Buerkle, Chair~~ Leigh Lenzmeier, Chair  
Career Solutions Joint Powers Board

Date: \_\_\_\_\_

6/17/2020

Career Solutions  
 Youth Work Experience Program  
**Supervisor Evaluation Worksheet**

Participant's Name:	Participant's Start Date:
Worksite: Department:	Job Title:
Supervisor Name	CS Staff:
Review #1 Date : Review #2 Date:	Review #3 Date: Review Final Date:

**Job Description: (update)**

See Attached

**Work Readiness Skills**

<i>Skill</i>	<i>Performance Expectations</i>
Dress/Hygiene	Dress appropriately for position duties. Clothes, hair and body are clean.
Attendance and punctuality	Show up in a timely manner prepared for work. Provide sufficient notice if unable to report for work.
Positive Attitude, Behavior and Listens and Follows Directions	Demonstrate a positive attitude, honesty and respect. Demonstrate the ability to understand and follow directions.
Getting along with co-workers and supervisor	Demonstrate understanding, friendliness and adaptability to co-workers and supervisor. Contributing to the group effort in meeting job expectations.
Responsibility	Demonstrate understanding of workplace culture and policy. Respects confidentiality and exhibit understanding of workplace ethics
Safety Practices	Demonstrate the ability to work safely, assists co-workers in being safe, and identify safety concerns. Comply with health and safety rules for the specific workplace.
Quality of work	Identify daily job objectives. Demonstrate pride in work performed, recognizing problems, work out solutions and carry projects out.
Quantity of work	Stay occupied with the task at hand. Asking for other tasks when finished with assigned work.

**Evaluation of Performance and Progress Instructions:**

**Review 1** will take place at the end of the **1st** week to establish a baseline assessments of the participant's level of competency. A **GOAL** is to be set for any area in need of improvement.

**Review 2** will take place at the end of **6** weeks to check if improvement has happened or if new goals need to be set.

**Review 3** will take place at the end of **12** weeks to check if improvement has happened or if new goals need to be set.

**Final Review** will take place at the end of **24** weeks or whenever the **placement has ended**.

**KEY**

1. Needs Development - Beginning to demonstrate and develop the foundation skills required for the position.
2. Competent - Demonstrates foundation skills required for position.
3. Proficient - Consistently demonstrates foundation skills required for position and shows initiative in improving own skills.
4. Advanced - Consistently demonstrates the foundation skills required for the position and shows initiative in improving own skills and using these skills to support the work of the organization.

Performance Assessment  
(CHECK EACH CATEGORY)

(1)  
Needs Development

(2)  
Competent

(3)  
Proficient

(4)  
Advanced

**Work Readiness Skills**

**Dress/Hygiene**

Review #1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review #2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review #3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review Final	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Goals:**

**Attendance and Punctuality**

Review #1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review #2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review #3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review Final	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Goals:**

**Positive Attitude, Behavior, Listens and Follows Directions**

Review #1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review #2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review #3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review Final	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Goals:**

**Getting Along with Co-Workers and Supervisor**

Review #1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review #2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review #3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review Final	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Goals:**

**Responsibility**

Review #1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review #2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review #3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review Final	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Goals:**

**Safety Practices**

Review #1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review #2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review #3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review Final	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Goals:**

**Quality of Work**

Review #1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review #2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review #3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review Final	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Goals:**

**Quantity of Work**

Review #1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review #2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review #3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review Final	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Goals:**

**Review #1: The first review meeting takes place at the end of the 1st week of work to develop a baseline assessment of the participant's level of competency.**



Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SBETC Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Review #2: The second review meeting takes place at the end of the 6th week to review the participant's progress.**

**DID THE PARTICIPANT RATE HIGHER THAN THE GOALS IN REVIEW #1.**

Yes  No

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SBETC Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Review #3: The third review meeting takes place at the end of the 12th week to review the participant's progress.**

**DID THE PARTICIPANT RATE HIGHER THAN THE GOALS IN REVIEW #2**

Yes  No

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SBETC Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FINAL REVIEW: The final review meeting should be scheduled when the last time card is due.**

**DID THE PARTICIPANT RATE AS COMPETENT, PROFICIENT, OR ADVANCED IN THE GOAL(S) SET PREVIOUSLY.**

Yes  No

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SBETC Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_