

New Jersey

Workforce Innovation Notice 6-17(Y)

TO: Workforce Development System

FROM: John Bicica, Chief,
WDB Coordination and Support

SUBJECT: WIOA Youth Program Element Technical Assistance Guide

DATE: October 18, 2017

Purpose

To provide the New Jersey Department of Labor and Workforce Development's (LWD) *Workforce Innovation and Opportunity Act (WIOA) Youth Program Elements Technical Assistance Guide*.

Background

WIOA requires that every local workforce development board (WDB) make 14 program elements available in their local area. While each youth does not have to receive all 14 program elements, they must receive all elements that are appropriate and would assist the youth in meeting their goals. The United States Department of Labor expects that WIOA-enrolled youth will receive multiple program elements. To assist local WDBs in providing consistent services that meet the WIOA requirements, LWD has developed the attached *WIOA Youth Program Element Technical Assistance Guide* (TAG). The guidance provided in this TAG is a compilation of information from the WIOA legislation, the Final Rules, guidance provided in Training and Employment Guidance Letter (TEGL) 21-16, and online resources found at *WorkforceGPS.org*.

Layout of the Guide

The TAG covers each program element separately and addresses the following topics on each:

- 1) A general description of the program elements, including youth who are appropriate to receive the program element
- 2) Qualifying Activities
- 3) Non-qualifying activities
- 4) Additional information and resources regarding the program element available online at Workforce GPS

Utilizing the Guide

This TAG has been designed to assist workforce development board staff who are involved in the design, oversight and monitoring of local youth programs. These staff can use the TAG to:

- Identify entities that are providing program elements in their local area. If it has not already done so, the WDB can enter into memoranda of understanding with these entities to provide WIOA program elements with non-WIOA funds, provided the local program has an agreement in place with a partner organization to ensure that the program element will be offered. The Local Board must ensure that the program element is closely connected and coordinated with the WIOA youth program as stipulated in 20 CFR 681.470
- Develop monitoring tools that are designed to verify that the program elements being provided in the local area meet the WIOA standards
- Facilitate the design of requests for proposal (RFP) for youth program services. Program staff involved in the development of RFPs can refer to the TAG while writing the specifications for the services that are to be provided. It can also be used during the proposal evaluation process to determine that the proposed activities are consistent with WIOA and the needs of the local area.

Rescissions

None

Required Action

This document should be shared with all workforce development board staff who are involved in the design, oversight and monitoring of local WIOA youth programs. Local boards are encouraged to share this guidance with partners and service providers that are responsible for the provision of youth program elements.

References and Links:

TEGL 21-16 https://wdr.doleta.gov/directives/attach/TEGL/TEGL_21-16.pdf

Workforce GPS <https://www.workforcegps.org/>

Authority

New Jersey Department of Labor and Workforce Development	X
State Employment And Training Commission	

Questions

For questions regarding this guidance, contact Patricia Robertson, WDB Coordination and Support, at patricia.robertson@dol.nj.gov .

Attachment