

INA Supplemental Youth Services Program Description Tool

Workforce Innovation and Opportunity Act (WIOA)

Youth Services	Service Description
Alternative Secondary School or Recovery Services	Alternative secondary school service are services that assist youth who struggle in traditional school. Recovery services assist youth who have dropped out of school or at-risk of dropping out. Examples of activities under this program element include: • Basic education skills training • Individualized academic instruction • English as a Second Language training • Credit recovery • Counseling and educational plan development Click here to view tools and resources.
Career Readiness, Counseling or Exploration Services	Career or work readiness may include, but is not limited to, world-of-work awareness, employment information about in-demand industry sectors or occupations. This includes career awareness, career counseling, and career exploration services. Labor market information and employment opportunities that provide knowledge of job market expectations, including education and skill requirements and potential earnings. Job search techniques (resumes, interviews, applications, and follow-up letters), positive work habits, attitudes, and behaviors such as punctuality, regular attendance, presenting a neat appearance, getting along, and working well with others, exhibiting good conduct, following instructions, and completing tasks, accepting constructive criticism from supervisors and co-workers, showing initiative and reliability, and assuming the responsibilities involved in maintaining a job.
Comprehensive Guidance and Counseling	Comprehensive guidance and counseling provide individualized counseling to youth participants. This may also include substance and alcohol abuse counseling, mental health counseling, and referral to partner programs.
Education offered concurrently with workforce preparation	This youth service is an integrated education and training model and describes how workforce preparation activities, basic academic skills, and hands-on occupational skills training are to be taught within the same time frame and connected to training in a specific occupation, occupational cluster, or career pathway. Click here to view resources and ideas on education offered concurrently with workforce preparation and training.

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Entrepreneurial Skills Training	Entrepreneurial skills training provides the basics of starting and operating a small business. Examples of approaches to teaching youth entrepreneurial skills include: • Entrepreneurship education that introduces the values and basics of starting and running a business, such as developing a business plan. • Enterprise development which provides supports and services that help youth develop their own businesses, such as helping youth access small loans or grants and providing more individualized attention to the development of viable business ideas. • Experiential programs that provide youth with experience in the day-to-day operation of a business.
Financial Literacy Education	Financial literacy education refers to activities that provide youth with the knowledge and skills that they need to achieve long-term financial stability. Topics may include creating budgets, setting up checking and saving accounts; managing spending, credit, and debt; understanding credit reports and credit scores; and protecting against identity theft. Click here to view information and resources.
Follow-Up Services	Follow-up services are critical services provided following a youth's exit from the program. The goal of follow-up services is to help ensure that youth are successful in employment and/or postsecondary education and/or training.
Individual Employment Plan/Individual Service Strategy	Identifies education and employment goals, appropriate achievement objectives, and appropriate services for the youth participant, including career pathways. • The IEP/ISS addresses key goal areas in education, training, employment, and personal development; includes short and long-term goals; addresses potential barriers; shares objectives and action steps and includes timelines with start, end, and review dates. • Because it is youth driven and every young person who enters our program is unique, no plan should have the exact same outline for multiple participants.
Internships and Job shadowing	An internship is a type of work experience that is a structured learning experience that takes place in a workplace for a limited period. Internships are designed to enable youth to gain exposure to the working world and its requirements and to continue their studies through the practical application of their skills and knowledge. Job shadowing is designed to increase career awareness, help model appropriate behavior, and reinforce in the youth occupational work requirements.

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Leadership Development	Leadership development are opportunities that encourage responsibility, confidence, employability, self-determination, and other positive social behaviors. Leadership development includes activities such as: • Exposure to postsecondary educational possibilities • Community and service-learning projects • Peer-centered activities, including peer mentoring and tutoring • Organizational and teamwork training, including team leadership training • Training in decision-making, including determining priorities and problem solving • Life skills training such as parenting and work behavior training • Civic engagement activities which promote the quality of life in a community • Other leadership activities that place youth in a leadership role, such as serving on youth leadership committees
Mentoring Services	Mentoring is a formal relationship between a youth participant and an adult mentor that includes structured activities where the mentor offers guidance, support, and encouragement to develop the competence and character of the mentee. Click here to view information and resources for mentoring.
Objective Assessment	Objective assessment may include a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes (including interests and aptitudes for nontraditional jobs), supportive service needs, strengths, and developmental needs of the youth, for the purpose of identifying appropriate services and/or career pathways.
Occupational Skills Training	Occupational skills training is an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels. Occupational skills training: • is outcome-oriented and focused on an occupational goal specified in the individual service strategy for the youth; • is of sufficient duration to impart the skills needed to meet the occupational goal; and • leads to the attainment of a recognized postsecondary credential. Click here to view information and resources.
On-the-Job Training	On-the-Job Training (OJT) is a work-based-learning program that provides reimbursements to employers to help compensate for the costs associated with skills training. OJT can assist employers who are

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	looking to expand their businesses and who need additional staff trained with specialized skills. OJT employers may receive up to 50 percent of the wage rate. Click here to view OJT toolkit and resources.
Post-secondary Preparation and Transition Activities	Postsecondary preparation and transition are activities that help youth prepare for and transition to postsecondary education and training. These services include helping youth explore postsecondary education options, including technical training schools, community colleges, 4-year colleges and universities, and Registered Apprenticeship programs. Examples of other postsecondary preparation and transition activities include: • Assisting youth to prepare for SAT/ACT testing • Assisting with college admission applications • Searching and applying for scholarships and grants • Filling out the proper Financial Aid applications and adhering to changing guidelines • Connecting youth to postsecondary education programs
Post-Secondary Enrollment	Postsecondary education program that leads to a credential or degree from an accredited postsecondary education institution. Examples of postsecondary institutions include but are not limited to universities (public and private), tribal colleges, community or junior colleges, technical, trade or career schools.
Pre-apprenticeship programs	Pre-apprenticeship programs build the basic literacy, math, and work-readiness skills and provides pre-screened, qualified, and job-ready apprentices. It encourages youth and young adults to begin a pathway to a career and prepares them to enter a Registered Apprenticeship Program. Click here to view resources and related information.
Registered Apprenticeship	Registered Apprenticeship is an industry-driven pathway to high-quality careers where employers can develop and prepare their future workforce, and individuals can obtain paid work experience; progressive wage increases; classroom instruction; and a portable, nationally recognized credential. Click here to view registered apprenticeship introductory tools and resources. Click here to view the official apprenticeship website.

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Summer Work Experience Employment	Summer employment is defined as any work experience (subsidized or unsubsidized) that occurs between May 1st - September 30th. Work experience is a planned, structured learning experience that takes place in a workplace and provides youth with opportunities for career exploration and skill development. A work experience may take place in the private for-profit section, the non-profit sector, or the public sector. Click here to view resources and information to enhance a summer youth employment program
Supportive Services	Supportive services are services that enable an individual to participate in WIOA activities such as, but not limited to, assistance with transportation, childcare, housing, health care, educational testing, and work-related tools.
Tutoring, Study Skills Training, Instruction, or Dropout Prevention	Tutoring, study skills training, and instruction includes services such as providing academic support, helping a youth identify areas of academic concern, assisting with overcoming learning obstacles, or providing tools and resources to develop learning strategies. Tutoring, study skills training, and instruction can be provided one-on-one, in a group setting, or through developed resources and workshops. Dropout prevention strategies include activities that keep a young person in-school and engaged in a formal learning and/or training setting. Strategies include, but are not limited to, tutoring, literacy development, active learning experiences, after-school opportunities, and individualized instruction. Click here to view other resources and information.
Work Experience Employment (year-round or summer)	Work experience is a planned, structured learning experience that takes place in a workplace and provides youth with opportunities for career exploration and skill development. A work experience may take place in the private for-profit section, the non-profit sector, or the public sector. Click here to view resources and other information.