Empowers • Earn while you Learn Pilot

 *Anoka County Job Training Center*

Local Program Policy and Procedures

September 16, 2020

**Background:**

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

**Pilot timeline:**

* Outreach starting on or after Sept 5, 2020
* Classes Starting anytime
* Completed before March 31, 2021\*

\*This pilot program is time limited and available only for a limited time due to the uncertainty of work experience placements, budgets, and verifiable satisfactory progress. JTC reserves the right to make necessary changes at any time but agrees to give students two week notice to complete units they are currently working on, when applicable.

**Eligible programs:**

MYP, TANF Youth, WIOA OSY, ISY, and YAW.

**Earn and Learn Options:**

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

* Must be tied to ISS and documented
* Course options listed on Coursera or other pre-approved vendor of online learning.
* Up to 4 periods where learning is active and documented, participants can earn up to a $50 stipend per week. A maximum of $500 can be earned during the pilot period. Supervisor/Manager approval needed after that threshold has been reached.
* An additional option exists to earn an incentive of $50 if they complete a measurable skills gain (bonus paid at end – once measurable skills docs and evaluations are turned in before signing off on bonus pay).
* Counselors and students will communicate with schools to see if HS elective credit or other credits for work-based learning apply.
* Counselors monitor/track and mentor and complete and sign voucher requests.

Possible topics include:

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

Option Two: Credential Bearing

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

**Procedural Information:**

Requirements to prior to approval:

* Meet with your client to identify a goal/actions steps and share your role (as their Earn & Learn Supervisor in lieu of a worksite supervisor) during participation with the program.
* Enter case note verifying current address and social security number.
* Update ISS
* Complete IRS paperwork

Requirements to remain in the program:

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

Requirements at the end of the program:

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

Tracking & Evaluation

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