

SAMPLE Individual Service Strategy (ISS)/Career Development Plan:

Southeast WDI Team recently updated the Career Development Plan that they use with participants (also known as Individual Service Strategy (ISS). Attached is their form, along with a Training Video that walks through the Southeast WDI Career Development Form in detail: [CDP Walk through .mp4](#). If questions, the Youth Programs Coordinator for the Southeast WDI Team is: Megan Horton (mhorton@wdimn.org).

WIOA Youth Program –

PY2023 WIOA Youth Funds: 100% fully expended as of 7/31/25.

PY2024 WIOA Youth Funds: 88% expended or obligated as of 7/31/25.

- A. FINAL PY2024 WIOA Youth Performance Data: released in separate message by Youth Team on 9/18/25. MN met or exceeded all PY2024 WIOA Youth State-level performance goals. Minnesota’s final PY2024 WIOA data was “certified” by DOL on 9/18. This is the Youth data that will be included in MN’s PY24 WIOA Annual Report (due to DOL on 10/1).

- B. Who Was Served Under the PY24 WIOA Youth Program? Minnesota WDAs served 2,263 youth; 52% were young women; 80% were from BIPOC communities; 45% had a disability; 45% on public assistance; 19% system involved (juvenile offenders or foster youth) and 17% were homeless youth or runaways.

- C. MN’s PY24 WIOA Youth Funding DECREASED by \$811,925, compared to PY23, resulting in 313 fewer low-income youth and families served.

D. How Will DOL Evaluate the WIOA Youth Program in PY2024? See TEN 01-25 (issued by DOL on July 17, 2025). The PY2024 WIOA Youth Program will be evaluated using the following 5 performance indicators (Minnesota's FINAL PY24 WIOA Youth STATE-level outcomes are depicted in RED below):

- * Employment/Training Rate 2nd Quarter After Exit (69.8%/93.8% of plan)
- * Median Earnings 2nd Quarter After Exit (\$6,411/118.7% of plan)
- * Employment/Training Rate 4th Quarter After Exit (71.9%/96% of plan)
- * Credential Attainment Rate (59.1%/95.3% of plan)
- * Measureable Skills Gains (MSG) (62.7%/118.3% of plan)

E. Youth Committee Resource Guide – see attached: Includes updates for PY25, received (as of 9/23) from Minnesota WDAs. The Guide is posted on DEED's website, shared with federal partners (in advance of the next WIOA Youth Key Provisions Review). Resource Guide provides current contact information for Youth Committee Chairs/Staff plus a brief overview of cooperative partnerships underway at the WDA level serving youth.

MINNESOTA YOUTH Program (MYP):

SFY25 MYP Funds: 89.4% expended or obligated as of 7/31/25.

F. SFY25 MYP Annual Report: SFY25 MYP Annual Report and Data Summary are in process. To date, we've received SFY25 MYP updated narrative profiles from: Career Solutions (Stearns/Benton), Ramsey County, Anoka County, Dakota County, Southwest, Winona County, city of Minneapolis, Scott County, Southeast WDI, Carver County, Duluth, CMJTS.

G. SFY25 MYP Data Summary: will be routed to WDAs/MYP service providers in early October, to allow WDAs to review the data which will be included in the SFY25 MYP Report and Program Summary. Reminder: review your WDA's SFY25 MYP data in WorkForce 1 to be certain that it is complete and accurate.

H. SFY25 MYP Customer Satisfaction Data: should be forwarded to Lynn.Douma@state.mn.us. This data is important part of the required Legislative Program Summaries. To date, we've received SFY25 MYP Customer Satisfaction Data from: Career Solutions, Ramsey County, Anoka County, Dakota County, South Central, Washington County, Southwest, Southeast WDI, Carver County, city of Minneapolis.

Youthbuild:

SFY25 Youthbuild Funds: 88% expended as of 7/31/25.

I. SFY26/27 Youthbuild Request for Proposals (RFP) closed on 8/15/25. Funding recommendations were submitted to DEED Leadership on 9/18/25. The goal is to put new SFY26/27 Youthbuild contracts in place in October. Questions? Please follow up with Nancy.Waisanen@state.mn.us.

J. Total SFY26/27 Youthbuild Funds Available: \$950,000 per year (\$1,900,000 for the biennium). Youth Team received funding requests totaling over twice the dollar amount available in the SFY26/27 YB RFP (e.g. over \$3.6 M).

Youth at Work Competitive Grants:

- K. SFY25 Youth at Work Competitive Grants: 90.4% expended or obligated as of 7/31/25.

- L. SFY26/27 Youth at Work Competitive Grants: 39 new projects funded (over \$32 million in funding requests; 90 proposal submitted in this funding cycle). \$4,843,100 is available per year in SFY26/27 for Youth at Work grants (e.g. a return to SFY22/23 funding level).

- M. Webinar for new SFY26/27 Youth at Work Grantees: tentatively scheduled for October 9, 2025, at 10:00 a.m. New SFY26/27 Youth at Work Contracts have a July 1, 2025 Start Date. Questions? Please follow up with Cory.Schmid@state.mn.us.

- N. Please be certain that YOUR SFY25 Youth at Work data is complete and accurate in WorkForce 1. This data will be included in the Required Legislative Report and Youth at Work Program Summary submitted to the Legislature for SFY25.

Youth Support Services Competitive Grants:

- O. SFY25 Youth Support Services Grants: 89.4% expended or obligated as of 7/31.

- P. SFY26/27 Youth Support Services Grants: 21 new SFY26/27 projects funded; contracts with a July 1, 2025 start date. \$831,250 is available per year for SFY26/27 Youth Support Services Projects.

- Q. Webinar for new SFY26/27 Youth Support Services Grantees: (tentatively) scheduled for October 9, 2025 at 1:00 p.m. Questions? Please follow up with Kathy.Young@state.mn.us.

R. Please be certain that your PY25 Youth Support Services DATA is complete and accurate in WorkForce 1. This is the data that will be included in the SFY25 Youth Support Services Program Summary that is submitted to the Legislature.

Thank you again for your cooperation.

If questions, please do not hesitate to follow up with Youth Team -
- Kay.Tracy@state.mn.us or Ahmed.Mohidin@state.mn.us or
Lynn.Douma@state.mn.us or Cory.Schmid@state.mn.us or Kathy.Young@state.mn.us
or Nancy.Waisanen@state.mn.us.

Kay