

TRAINING AND EMPLOYMENT NOTICE	NO. 31-12
	DATE April 12, 2013

TO: STATE WORKFORCE AGENCIES
 STATE WORKFORCE LIAISONS
 ALL AMERICAN JOB CENTER LEADS
 ALL STATE AND LOCAL WORKFORCE INVESTMENT BOARDS
 WORKFORCE INVESTMENT ACT 166 GRANTEES

FROM: JANE OATES /s/
 Assistant Secretary

SUBJECT: Release and Availability of Employment and Training Administration's (ETA)
First Step: A Youth Practitioner's Resource Guide to Supportive Services

1. **Purpose.** To announce the release and availability of ETA's *First Step: A Youth Practitioner's Resource Guide to Supportive Services*.
2. **Background.** Programs funded by ETA provide targeted services, such as occupational skills training, subsidized employment, and educational attainment. Grantees are encouraged or required, (as in the case of the Workforce Investment Act Youth Program), to make available supportive services, such as child care, housing assistance, and health and mental health services, when they are necessary to enable an individual to participate in authorized activities. Supportive services can be essential to the success of youth enrolled in employment and training programming. Organizations often are not equipped to provide the services necessary to address a young person's every need. Developing intentional partnerships with private and public sector agencies increases the resources available to meet the needs of youth.

Leveraging resources first requires grantees to assess the supportive services offered internally. Then, programs should identify and develop partnerships with local programs or agencies that serve a similar population, but that offer other types of supportive services. These partnerships can enhance program capacity to address youths' needs. Partners can include programs or agencies such as those funded by the U.S. Departments of Health and Human Services, Housing and Urban Development, and Justice, as well as faith-based and community-based organizations.

ETA continues to promote partnerships among these and other organizations in order to enhance services for youth. The development of partnerships can happen through formal or informal outreach as well as through agency or organization representation on convening bodies, such as local workforce investment boards or youth councils (YC). The diverse members that participate in YCs can help build powerful partnerships to serve the most vulnerable youth populations. Youth Councils also can bring together representatives from local and state governments, foundations, private sector, and systems that serve youth, such

as those funded by the Departments of Health and Human Services, Justice, Agriculture, Interior, and Transportation, to provide support in addressing the needs of at-risk and disconnected youth.

- 3. Publication Description.** There are often a number of public and private sector organizations in a state or local area that offer supportive services to assist youth working to attain education, employment, housing and self-sufficiency, yet these organizations and resources can take time to identify. *First Step: A Youth Practitioner's Resource Guide to Supportive Services* (Guide) provides youth practitioners with the information needed to connect youth to supportive services their employing organizations may not offer. The Guide provides quick and easy access to programs and services at the state or local level and helps program staff identify potential partnerships that can maximize services to youth.

Youth workforce development practitioners typically are aware of and have access to numerous educational and employment resources, such as those related to GED attainment, financial aid, summer employment, and educational and occupational skills training. Therefore, this Guide does not include those types of resources, and focuses on the supportive services listed below.

The Guide provides descriptions and contact information for the following types of supportive services resources: general assistance; health, mental health and substance abuse; homelessness; violence and abuse; legal aid; disabilities; transportation; child support; mentoring; volunteer opportunities; financial literacy; cash assistance; child care; foster care; and juvenile justice.

- 4. Availability.** *First Step: A Youth Practitioner's Resource Guide to Supportive Services* may also be downloaded at <https://youth.workforce3one.org/>.
- 5. Inquiries.** Questions concerning this Training and Employment Notice should be directed to the appropriate regional office.
- 6. Attachment.** *First Step: A Youth Practitioner's Resource Guide to Supportive Services.*