

TRAINING AND EMPLOYMENT NOTICE	NO. 46-11
	DATE May 16, 2012

TO: STATE WORKFORCE AGENCIES
STATE WORKFORCE LIAISONS
STATE AND LOCAL WORKFORCE BOARD CHAIRS AND
DIRECTORS

FROM: JANE OATES /s/
Assistant Secretary

SUBJECT: Announcement of the Workforce Investment Act (WIA) Youth Program
Reference Tool

1. **Purpose.** To announce the availability of the Employment and Training Administration's (ETA's) WIA Youth Program Reference Tool.
2. **References.**
 - Workforce Investment Act of 1998, as amended (29 United States Code 2801 et seq.)
 - WIA Regulations, 20 Code of Federal Regulations parts 661, 664, and 666
3. **Background.** This reference tool was developed in response to workforce system professionals and local workforce investment board members' requests for tools and resources about WIA youth services. The tool provides easy access to documents and Web sites containing information on policy advisories, tool kits, and state and local resources. It is a quick reference for youth workforce system staff where all basic information on the WIA Youth Program can be found in one place. It is also a resource to assist in training new staff and workforce investment board members on the WIA youth program.
4. **Content.** Major features include highlights of the WIA youth program along with information about its structure, funding, performance accountability, and service provisions for the WIA youth program. The tool is composed of nine sections; the content of each section is listed below:
 - Overview of WIA Youth Programs - provides a summary of the major features of youth services and funding provisions under WIA.
 - Governance - includes a description of the role and responsibilities of state and local workforce investment boards, youth councils and their membership composition. It also includes information on planning requirements and links to directories and Web sites to access local workforce investment boards and youth council resources.
 - Program Design - summarizes the integral components of youth program design, including case management, required program elements, and connections to One-Stop Career Centers.

- **Selecting Service Providers** - describes the youth council's role in selecting service providers and addresses statutory requirements for selection of youth service providers. Links to policy interpretations are also provided for further clarification.
 - **Program Eligibility** - identifies eligibility criteria for youth activities, and provides a brief description of youth services.
 - **Partnerships** - identifies potential partner organizations and engagement strategies for leveraging resources.
 - **Performance Accountability** - describes performance accountability for the WIA Youth program, lists statutory and common measures, and provides links to relevant guidance.
 - **Current WIA Youth Program Focus** - provides links to recent issuances of youth program guidance for state and local workforce system practitioners.
 - **Examples of Training Resources** - provides training resources designed by states and ETA to build the capacity of workforce professionals' knowledge of WIA.
5. **Action Requested**. States are requested to share this training and employment notice with their local areas.
 6. **Inquiries**. Questions should be directed to the appropriate Regional Office.
 7. **Attachment**. WIA Youth Program Reference Tool.