



## **In-School Youth Partnership Application**

**Program Year 2020-2021**

**Partnership Application due by**

**March 5, 2020 at 5:00pm**

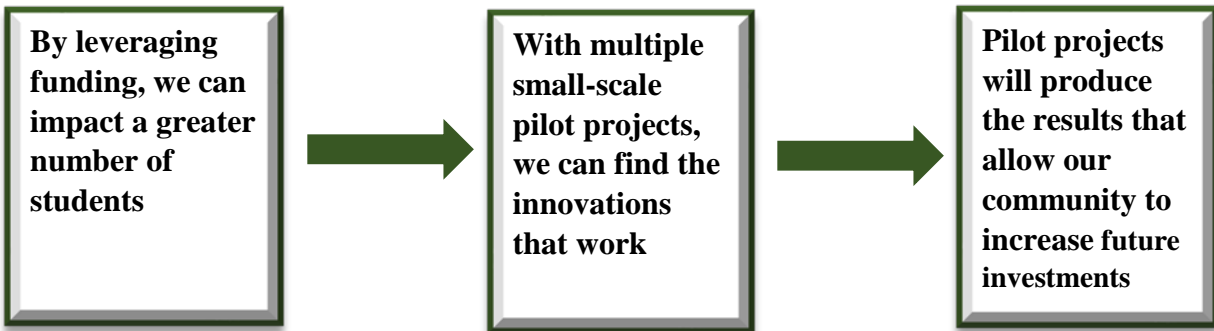
**Workforce Investment Board of Tulare County  
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Website: [www.tularewib.org](http://www.tularewib.org)**



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## **Introduction**

The Workforce Investment Board of Tulare County (WIB) seeks to partner with school districts in Tulare County to maximize its Workforce Innovation and Opportunity Act (WIOA) In-School Youth investments. The WIB's investment of WIOA funds, with a priority on work experience, will provide school districts with an opportunity to leverage available district funding in order to bridge education and workforce gaps for high school juniors and seniors facing barriers to education, training, and employment.



## **Project Focus**

The WIB facilitated a conversation among local school district superintendents and high school site administrators focused around the education and workforce needs of high school students with barriers in Tulare County. In addition, each school district superintendent received a brief survey to help prioritize the needs of their high school students and how to best maximize the WIB's In-School Youth Investment.

Additionally, the WIB conducted five student focus groups that involved 38 high school students.

A synopsis the results of the focused conversations and surveys is as follows:

- Target populations most in need of WIOA services
  - Students with Disabilities
  - English Language Learners
  - Homeless or Runway
  - Foster Youth
- Important program elements to target with WIOA In-School Youth Funding
  - Paid work experience
  - Occupational Skills Training-Industry Recognized Credential
- Exposure to real world activities, such as internships, jobs, work experience, and extended time with employer partners.
- Exposure to learning relationships- advice, adult transition, and mentoring.
- Follow-up services after graduation including during summer.

A school district's partner application must be based on the education and workforce needs of an identified target population at the high school site and involve a paid work experience, which will be paid for by the WIB.

Each District may apply for up to two projects per District. Applications will be reviewed and selected by the WIB. Implementation of the project will be a collaboration between the high school site and the WIB's existing youth service providers. ***School Districts will not receive funding directly to implement their pilot projects.***

The WIB anticipates selecting a minimum of five pilot projects throughout Tulare County Districts must identify a high school in their district and must complete a separate application per high school and serve 20 students.

The project term is May 1, 2020 through June 30, 2021 with a possibility of extending through December 31, 2021.

**The roles and responsibilities of the District/High School Sites include:**

- Partner and collaborate with the WIB's existing youth service providers;
- Outreach and recruitment includes, but is not limited to identifying potentially eligible youth, working with parents and guardians to secure necessary documentation and working closely with WIB's existing youth service providers;
- Provide a combination of rigorous and high-quality education, training, and other services that
  - Includes counseling to support, education offered concurrently with an in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
  - Helps students enter or advance within a specific occupation or occupational cluster; and
- Provide activities that help prepare for and transition to post-secondary education and advanced training.
- Provide a "warm hand-off" referral to WIB's existing youth service providers to ensure students have the support system and tools needed to be successful throughout delivery of services;
- Identify a staff member to provide career services, facilitate coordination with industry partners, and assist with identifying worksite for work experience opportunities
- Coordinate with WIB's existing youth service providers to make available the 14 required program elements that are listed in ***Exhibit B***.

**The roles and responsibilities of the WIB's existing youth service providers:**

- Partner and collaborate with District;
- Determine WIOA eligibility of all referred students, collect and verify all necessary eligibility documents; Eligibility requirements as listed in ***Exhibit A***.

- Conduct an objective assessment of the academic level, skills levels, and service needs of each student;
- Develop an Individual Service Strategy (ISS) for eligible students. The ISS is an age appropriate individualized, written plan of short and long-term goals that include career pathways, education and employment goals;
- Coordinate with school sites to make available each of the following 14 program elements that are listed in Exhibit B;
- Provide case management;
- Administer all funds paid to the program which include the paid work experience opportunities
  - The WIB's Youth Service Providers will be allocated WIOA funds to develop and manage work experience opportunities for the youth. The WIB Youth Service Provider will serve as the employer of record and pay the youth's wages and related benefits during a work experience in the public, private, or non-profit sectors.
- Provide follow-up services to all students who are enrolled into the pilot project.

**Application Guidelines:**

The application narrative must include the required project priorities listed below for each application per district. Please refer to *Exhibit C* to complete the application form.

Career Pathway and Non-Career Pathway project models will be considered. It is important that the school's existing programs in coordination with WIOA funding, increase or enhance students' knowledge and/or skills for the future.

**Targeted Population (Section II)** – Districts/High School Sites shall focus on serving one or more of the following target populations: Students with Disabilities, English Language Learners, Homeless or Runaway or Foster Youth.

**Need (Section III)**- Describe the need to the proposed population to be served.

**Career Pathways (Section IV)** - Career Pathways based projects shall be connected to one or more WIB approved priority industry sectors including Health, Hospitality/Tourism, Advance Manufacturing, Logistics/Transportation and Construction/Public Infrastructure.

**Industries Partnerships (Section V)** – Describe how you have developed internship job shadowing, occupational skills training, and other career services. Include how you will bring industry partners to align with work experience opportunities.

**Leveraged Resources (Section VI)** - Applicants will describe leveraged resources for their project activities. Leveraged resources may include personnel, business engagement activities, pre-employment workshops or career day events, and space at the high school site for youth service provider staff, etc.

**Staffing** - Each project shall designate a staff member(s) to the project and describe staff's role and the amount of time staff will be assigned to the project.

### **Application Workshop**

An Application Workshop has been scheduled for **February 18, 2020 from 8:00 a.m. to 9:00 a.m. at the Workforce Investment Board located at 309 W. Main St., Suite 120, Visalia**. It is highly recommended to attendance, due to space limitations, an RSVP is requested. For scheduling, please contact Desiree Landeros by phone at (559) 713-5215 or by email at [dlanderos@tularewib.org](mailto:dlanderos@tularewib.org).

### **Significant Dates**

Application Release	February 5, 2020
Application Workshop	February 18, 2020
Last day to submit questions.	March 2, 2020
Applications Due	March 5, 2020
Application Approval	April 8, 2020
Project Launch	May 1, 2020 through December 31, 2021

### **Application Submission Instructions**

Application Deadline is March 5, 2020 by 5:00 p.m.

Applications must be signed by Superintendent and Site Administrator and can be submitted electronically as a PDF to: [dlanderos@tularewib.org](mailto:dlanderos@tularewib.org) with the subject line "ISY Partnership Application".

### **Program Evaluation**

Application will be reviewed and evaluated by the WIB Program and Evaluation Committee.

Interviews may be conducted at the discretion of the WIB.

### **Questions**

Any questions regarding this RFA may be sent to Desiree Landeros via email at [dlanderos@tularewib.org](mailto:dlanderos@tularewib.org). Questions must be received by March 2, 2020 at 5:00 pm.

Questions received after the March 2, 2020 deadline will not be answered.

**Workforce Investment Board of Tulare County**

**In-School Youth Pilot Project**

**Eligibility Requirements**

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- High school Junior or Senior
- Must have at least one of the barriers listed below

Barrier

- Basic Skills Deficient
- Individual with disability
- Foster Youth
- Pregnant or parenting
- Justice Involved
- Homeless individual or runaway
- Transgender and gender non-conforming individual
- English Language Learner
- Additional assistance to complete educational program

**In-School Youth Core Elements**

In accordance with WIOA, school district/high school site in coordination with WIB's existing service providers shall make available the following core elements.

- Tutoring
- Alternative secondary school services
- Paid work experience
- Occupational skills training
- Education offered concurrently with workforce preparation and training
- Leadership development opportunities
- Supportive services
- Adult mentoring
- Follow-up services
- Comprehensive guidance and counseling
- Financial literacy education
- Entrepreneurial skills training
- Services that provide labor market and employment information
- Post-secondary education and training preparation activities

# Workforce Investment Board of Tulare County In-School Youth Partnership Application

## Section I- Applicant Information

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School District Name

High School Site

Mailing Address

City

State CA

Zip Code

Contact Name

Phone Number

Email Address

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## Section II- Targeted Population

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Describe your criteria for selecting students to participate in the pilot project. (1000 character max)

Targeted Populations

Individuals with Disabilities

Homeless Youth & Runaway Youth

English Language Learners

Foster Youth

Other

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## Section III- Need

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Describe the need to the proposed population to be served. Include in your response, how the district will assist the target population to achieve outcomes (1000 character max)

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## Section IV- Career Pathways

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How are the targeted students exposed to WIB's approved industry sectors.

Are targeted students engaged in a career pathway? ( 1000 character max)

What industry sectors are the targeted students exposed to? (select multiple industry)

Health

Logistics/Transportation

Advanced Manufacturing

Other

Agriculture

Construction/Public Infrastructure

Hospitality and Tourism

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## **Section V- Industries Partnerships**

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Describe how you have developed internships, job shadowing, occupational skills training, and other career services. Include how you will bring industry partners to align with work experience opportunity (1000 character max)

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## **Section VI - Leverage Resources**

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Describe district resources that will be used in the proposed project.. (1000 character max)

Please describe the role of  
staff assigned to the project.  
i.e WBL Coordinator,  
Counselor, Instructor.  
(1000 character max

Leverage Categories are listed below. Please type in the value per category if applicable.

Staffing

Percentage of staff time  
dedicated to this project

Student Support Services

Office Space

Other-

Estimated Value of  
Leveraged Resources

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## Signature

Superintendent Signature

Site Administrator  
Signature

Box Check to Verify  
Signatures

Date