TCWIB DIRECTIVE

TO: TCWIB Youth Service Providers
    TCWID Staff: Supervisors; Intake/Assessment; Program and Monitoring Analysts; MIS

SUBJECT: YOUTH SERVICES: SCHOOL REFERRAL FORM

EXECUTIVE SUMMARY

Purpose:
This directive transmits local policy regarding use of the School Referral Form in documenting risk factors (barriers) associated with WIA eligibility requirements, when youth attending secondary schools apply for services.

Scope:
This directive applies to all TCWIB-funded, WIA Youth Service Providers and TCWID staff responsible for documenting and certifying WIA eligibility criteria for youth attending secondary schools.

Effective Date:
This directive is effective November 27, 2002

References:
♦ Workforce Investment Act, Sections 101(13) & 129
♦ 20 CFR, The Final Rule, Part 664
♦ State of California, EDD, WIA Eligibility Technical Assistance Guide, Section VII
♦ TCWIB, WIA Eligibility Technical Assistance Guide, Section VII

TCWIB-IMPOSED REQUIREMENTS:
This directive contains TCWIB-imposed requirements. These requirements are in bold, italic type.

FILING INSTRUCTIONS:
Retain this directive until further notice.

BACKGROUND:
Individuals eligible to receive WIA youth services are defined as: 14-21 years of age; low-income, [defined in the WIA section 101(25)]; and within one or more of the following categories: 1) deficient in basic literacy skills; 2) school dropout; 3) homeless, runaway, or foster child; 4) pregnant or parenting; 5) offender; or 6) an individual who requires additional assistance to complete an educational program or to secure and hold employment. The TCWIB, WIA Eligibility Technical Assistance Guide should be referenced for further definition of youth eligibility criteria.

Over the years the school referral form was found to be an effective tool for documenting certain risk factors (barriers) required for eligibility in youth employment and training programs. The attached School Referral Form has been revised to address WIA eligibility requirements and will provide an effective and consistent mechanism for documenting both referrals and risk factors associated with youth who are attending secondary schools. Additionally, it will serve to inform schools when students apply for WIA youth services, solicit the school’s assistance in identifying service needs, and further strengthen the linkage between schools and WIA youth programs.
POLICY AND PROCEDURES:

WIA Youth Service Providers and appropriate TCWID staff shall use the attached School Referral Form for documenting risk factors associated with WIA eligibility requirements, when youth attending secondary schools apply for services. The information provided on the form may also be used when assessing service needs and making appropriate referrals to quality youth services.

ACTION:
Please forward this directive and the attached School Referral Form to all appropriate staff.

INQUIRIES:
Direct questions to Eldonna Caudill, Senior Program Analyst, TCWID, (559) 713-5200, ecaudill@tcwid.org, or Diane King, Program Analyst, TCWID, (559) 713-5200, dking@tcwid.org.

JOSEPH H. DANIEL
Administrator

JHD:EC:MB
Attachment TCWID School Referral Form

E:\Workforce Investment Act - Working Papers\WIB Policy Bulletins & Directives\TCWIBD-02-3 (Yth Serv School Referral Form).doc
TULARE COUNTY WORKFORCE INVESTMENT DEPARTMENT
SCHOOL REFERRAL FORM

[School Name]

[Street Address]

[City, State, Zip]

Dear Sir or Madam,

[Customer Name] has applied to [Agency Name] for participation in a youth workforce development program funded by the Tulare County Workforce Investment Board, Inc. (TCWIB). [Agency Name] and the TCWIB are committed to providing quality programs that enhance the educational, occupational, and citizenship skills of youth, encourage school completion, increase employment and earning potential, and assist young people in addressing problems that impair their ability to make successful transitions from school to work or advanced education and training. In order to make appropriate referrals to quality youth services, we need your help in documenting the information listed on the attached page.

We recognize and appreciate your time and effort in providing the information requested.

Please return this form to: [Staff Name] [Agency Name] [Address]

Thank you for your assistance.

[Student Signature] ______________ [Date] ______________

[Agency Staff] ______________ [Date] ______________
TULARE COUNTY WORKFORCE INVESTMENT DEPARTMENT
SCHOOL REFERRAL FORM

Student Name

Social Security Number

1. What is student’s Grade Point Average (GPA)? _________

2. What is student’s current grade? ☐ 9th ☐ 10th ☐ 11th ☐ 12th

3. Is the student currently enrolled in Special Education classes? ☐ Yes ☐ No

4. Is there an indication that the student is “at risk of dropping out of school”? ☐ Yes ☐ No
   (See “risk factors” listed in table at bottom of page)

5. Does the student have limited English language skills? ☐ Yes ☐ No

6. Please indicate the student’s current credit status in areas identified below.

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>CREDIT DEFICIENCY</th>
<th>UNITS DEFICIENT (IF APPLICABLE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics</td>
<td>☐ Yes ☐ No</td>
<td></td>
</tr>
<tr>
<td>Reading/English</td>
<td>☐ Yes ☐ No</td>
<td></td>
</tr>
<tr>
<td>Other required Core Subject(s). Please list below:</td>
<td>☐ Yes ☐ No</td>
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<td>☐ Yes ☐ No</td>
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<td></td>
<td>☐ Yes ☐ No</td>
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</tbody>
</table>

RISK FACTORS LEADING TO REFERRAL

A youth (age 14 through 21) may be considered “at-risk” if he/she is enrolled in school part-time or full-time, including alternative school, and has been referred for workforce development youth services by a school staff person, probation officer, or other responsible adult. One or more of the following risk factors must be identified and documented by the referring party.

NOTE: For youth enrolled in alternative school, the factors leading to that enrollment should be considered in determining an “at-risk” status.

Please check all that apply.

☐ Poor Attendance ☐ Discipline Problems ☐ Basic Skills Deficient
   (Reading and/or math is below 9th grade level)

☐ Behind Grade Level (Student is one year over age for current high school grade) ☐ Substance Abuse (Current or former abuse documented by an appropriate agency) ☐ Individual with Disabilities (Includes individuals with learning disabilities)

☐ Credit Deficient (Student is deficient by two or more credits per year of high school) ☐ Homeless ☐ Runaway

☐ Pregnant Youth ☐ Parenting Youth ☐ Offender

Comments:

*PLEASE ATTACH A COPY OF STUDENT’S CURRENT CLASS SCHEDULE

Signature of School Official

Title

Date

WID-128 (11/02)