## TULARE COUNTY WORKFORCE INVESTMENT BOARD, INC.

#### WORKFORCE INVESTMENT ACT TITLE I-B ACTIVITIES

**DATE:** 

November 27, 2002

**SUBJECT:** 

YOUTH SERVICES School Referral Form

#### TCWIB DIRECTIVE

TCWIBD-02-3

**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, <u>ecaudill@tcwid.org</u>, or Diane King, Program Analyst, TCWID, (559) 713-5200, <u>dking@tcwid.org</u>.

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

Calcal Name			
School Name			
Street Address			
City, State, Zip			
Dear Sir or Madam,			
funded by the Tulare County Wo are committed to providing qualit skills of youth, encourage school people in addressing problems the	rkforce Investment Board, by programs that enhance completion, increase emploat impair their ability to male In order to make appropriation listed on the attacher.	. •	B ip ig or
Please return this form to:	Staff Name Agency Name Address City, State, Zip	g the information requested.	
Thank you for your assistance.			
Student Signature		Date	
Agency Staff		 Date	

# TULARE COUNTY WORKFORCE INVESTMENT DEPARTMENT SCHOOL REFERRAL FORM

Student Name				Social Security Number			
What is student's Grade Point A	Average	e (GPA)?					
2. What is student's current grade	? [	□ 9 <sup>th</sup> □ 10	th 🗆 11 <sup>th</sup>	□ 12	th		
3. Is the student currently enrolled		□ Yes □ No					
<ol> <li>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)</li> </ol>							
5. Does the student have limited English language skills? ☐ Yes ☐ No							
6. Please indicate the student's c	urrent c	redit status in	areas identifie	ed belo	w.		
SUBJECT		CREDIT DEFICIENCY			UNITS DEFICIENT (IF APPLICABLE)		
Mathematics		☐ Yes	□ No				
Reading/English		☐ Yes	□ No				
Other	require	d Core Subje	ct(s). Please lis	st belov	v:		
		☐ Yes	□ No				
		☐ Yes	□ No				
		☐ Yes	□ No				
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 altern determining an "at-risk" status.		hool, the facto	_	hat en	rollment should be considered in		
☐ Poor Attendance					Basic Skills Deficient		
1 ooi Atteridance	☐ Discipline Problems			(Reading and/or math is below 9 <sup>th</sup> 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	□ Par	enting Youth			Offender		
Comments:							
*PLEASE ATTACH A COPY OF STUDENT'S CURRENT CLASS SCHEDULE							
Signature of School Office	cial		7	Γitle	Date		