

Oklahoma Employment Security Commission
Workforce Integrated Programs Division

MEMORANDUM #M-06-2009

TO: WIA Board Staff and Youth Service Providers

FROM: Richard J. Gilbertson, Director
Workforce Integrated Programs Division

DATE: June 25, 2009

SUBJECT: Oklahoma Service Link (OSL) Instructions and Department of Labor Reporting Requirements for ARRA Youth.

ACTION: Please ensure that all staff working with the WIA Youth programs receives a copy of these procedures.

PROCEDURES: The United States Department of Labor is requiring each state to submit monthly reports (beginning 7/15/2009) on participants served with Recovery Act resources. The details of these reports can be found in TEGL 24-08 which can be accessed by copying and pasting the following link in your web-browser: <http://www.doleta.gov/performance/pro.cfm#june8>

ARRA Performance Indicators for the Youth Program

SUMMER EMPLOYMENT COMPLETION RATE

The “**ARRA Summer Employment**” service must be entered in the service and training plan on each youth enrolled as Youth Stimulus participating in the program during the period May 1-Sept 30. This service is not available on the regular formula enrollments. Remember that summer employment must include a work experience in addition to other youth services as outlined by the “ARRA Individual Service Strategy” (see OETI 08-2009). The ARRA Individual Service Strategy must also be entered as a service in addition to completing the actual ISS as outlined in OETI 08-2009. Please keep in mind that the youth may participate in the summer employment for any length of time during May 1-Sept 30. This service will be used to show the Summer Employment completion rate so it is imperative that staff understand they **must update** the service showing completed with the actual end date **as soon as it occurs**.

Each service in the Service and Training plan MUST include:

- Estimated start date
- Estimated end date
- Actual start date
- Actual end date

Youth ages 22-24 that continue the work experience past Sept. 30, 2009 must have the “**ARRA Extended Work Experience**” service entered. Staff must be aware that the only services allowed for youth ages 22-24 participating in the “ARRA Extended Work Experience” are supportive services and/or needs related payments in addition to the work experience service.

WORK READINESS ATTAINMENT RATE

The Work Readiness Attainment Rate will be taken from the goal and interests screens in the actual program enrollment. The Work Readiness goal should be set no earlier than May 1, 2009 with attainment no later than September 30, 2009, for exclusion from the Common Measures. It is imperative that staff understand they **must update** the goal by showing the status as either “attained” with the attainment date updated or the status of “set but not attained”. Staff should also understand that correlating services such as the Work Experience and any Supportive Services **must also be entered into the OSL Service and Training Plan.**

ADDITIONAL SERVICES REPORTED

ALL services funded with ARRA funds MUST BE FLAGGED in the service and training plan of OSL (see OETI 17-2009 for service definitions and OSL entry requirements). This includes services provided while enrolled as an ARRA Youth or a Formula Youth.

Number of participants receiving Educational Achievement Services

OSL services showing this include the following:

- Alternative Secondary Offerings
- Study Skills Training
- Tutoring

Number of participants receiving Employment Services

OSL services showing this include the following

- On the Job Training
- Occupational Skills Training
- Work Experience
- Job Shadowing
- Pre-employment Skills/Job Readiness
- ARRA Summer Employment
- ARRA Extended Work Experience

Number of participants receiving Additional Support Services

OSL services showing this include the following

- Adult Mentoring
- Comprehensive Guidance and Counseling

Number of participants receiving Leadership Development Opportunities

OSL services showing this include the following

- Life Skills Training
- Exposure to Post-Secondary Educational Opportunities
- Community and Service Learning Projects
- Peer Centered Activities
- Organizational and Team Work Training
- Training in Decision Making

Number of participants receiving Follow- Up

OSL services showing this include the following

- Follow-up

Number of summer employment participants enrolled in services beyond summer employment

This will include any service provided to a youth that participated in the Summer Employment and received any services (ARRA funded or formula funded) after Summer Employment ended.

Clarification on Stimulus Youth enrollments

If you have a youth being served by regular formula funds who is going to be participating in the Summer Employment, they must be dual enrolled as Stimulus Youth with services pertaining to the summer employment entered in the Stimulus enrollment. Do not use the combination option when enrolling a youth. Remember, youth can receive services funded by ARRA and not participate in the ARRA Summer Employment. If that is the case, the youth should be enrolled in the regular program and the services alone will be flagged in the Service and Training Plan using the dropdown on the participant group field. The exception are 22-24 who must be enrolled as Stimulus Youth for any services provided that are paid by ARRA youth funds (see attached instructions originally sent 5/7/2009).

Do not use the combination option when enrolling a youth

INQUIRES: If you have questions please contact Robyn Coman at (405) 557-5318 robyn.coman@oesc.state.ok.us or Tami Decker at (405) 962-7595 tdecker@oesc.state.ok.us

Sincerely,
Richard J. Gilbertson,
WIP Director
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