

**Oklahoma Employment Security Commission
Workforce Integrated Programs Division**

Memo

Memorandum # M-02-2010

To: WIA Board Staff and Youth Service Providers

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

Date: March 16, 2010

Subject: Update Regarding ARRA and the Work Readiness Attainment Rate

Message: The U.S. Department of Labor released Round IV Clarifications to TEGL 24-08 in December 2009. All participants in a work experience after September 30, 2009, **must** have a second work readiness goal set in the Goals and Interests section of OSL. Due to the fact that Round IV Clarifications were not released until well after the start of work experience activities, and in some cases after both the start and finish of a work experience, the following applies to the attainment:

- If participants successfully complete a work experience that began after September 30, 2009, we will consider them to have successfully attained the second work readiness goal.

When entering this goal in the Goals and Interests section of OSL, type the following statement into the Goal description:

- To increase Work Readiness Skills, through continued work experience.

Remember that **all** participants in a work experience after September 30, 2009, must show a second Work Readiness Goal even if they have finished their work experience or even in the case that they are no longer in the program. If they **completed the work experience**, then they have **ATTAINED** the second Work Readiness Goal.

If the second Work Readiness Goal is not set then the Work Readiness Attainment Rate will not be accurate.

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

Inquires: If you have questions, please contact Kim Braddy at (405) 557-5394, kim.braddy@oesc.state.ok.us, or Robyn Coman at (405) 557-5318, robyn.coman@oesc.state.ok.us.

Sincerely,

Richard J. Gilbertson,
WIP Director