



## WIA TITLE I-B PROGRAM MANAGEMENT POLICIES AND PROCEDURES

### MEMORANDUM #12-18

**To:** All WIA Title I-B Youth Program Subrecipients

**Subject:** Youth Assessment and Individual Service Strategy Development

**Effective Date:** July 1, 2013

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#### **A. BACKGROUND**

One of the cornerstones of the Workforce Investment Act (WIA) is improved services to youth. The WIA Title I-B Youth Program is structured around the coordinated delivery of individual and tailored care for each youth from a menu of 10 program elements. The development of this individualized service delivery plan with eligible youth is predicated on a thorough and effective intake and assessment process. The service strategy developed must be monitored and updated on an ongoing basis to ensure each youth served achieves his personal goals as specified in her/his plan and to ensure the WorkSource Snohomish County system achieves its Federal and State youth program performance targets.

#### **B. POLICY**

It is the policy of Workforce Development Council Snohomish County that each subrecipient receiving WIA Title I-B Youth Program funds develop a thorough system for conducting intake, assessment, and plan development for each youth found eligible for youth program services as described in WIA TITLE I-B YOUTH PROGRAM MANAGEMENT POLICIES AND PROCEDURES Memorandum #04-01, *Eligibility/Selection Criteria*.

This system must include the completion of an INITIAL ASSESSMENT. It must also include the completion and maintenance of an INDIVIDUAL SERVICE STRATEGY.

The INITIAL ASSESSMENT will document the following:

- ◆ basic and academic skills;
- ◆ occupational skills;

- ◆ educational and employment goals;
- ◆ interests and aptitudes;
- ◆ status at intake on ROMA life domains recognized by Workforce Development Council Snohomish County's Youth Council as critical to holistic youth development.

This information will be gathered from a series of assessment tools including interviewing; observation; norm and/or criterion-referenced tests; interest, aptitude, and values test batteries; and through other processes as appropriate.

The INDIVIDUAL SERVICE STRATEGY will document:

- ◆ appropriate achievement objectives;
- ◆ appropriate services.

These objectives and services will be arrayed in a logical sequence with anticipate timeframes.

The INDIVIDUAL SERVICE STRATEGY is a collaborative document which must be developed and signed by both the participant and her/his Case Manager.

### **C. PROCEDURES**

Copies of both the INITIAL ASSESSMENT and the INDIVIDUAL SERVICE STRATEGY must be retained in the individual participant file maintained by the subrecipient. The subrecipient is responsible for ensuring that direct service delivery staff conducts ongoing reviews of INDIVIDUAL SERVICE STRATEGIES, making updates as appropriate.