

TANF Youth Development Fund (Regular Allocation)
Plan Narrative
(No more than three pages)

Local WDB Grantee Name West Central Job Partnership

LWDB Grant Award Amount: \$423,095 PY 17 (July 1, 2017 to June 30, 2018)

Please develop a TANF Youth Development Fund (YDF) (year-round) narrative plan, limited to three pages, that incorporates the information requested below; and include it in a PY '17 TANF YDF plan package to be submitted to both the BWDA and DHS Resource Accounts: RA-LI-BWDA-YOUTH@pa.gov and RA-PWBOP.DETP@PA.GOV

a. A brief description of how PY 2016 TANF funds are currently being used, including numbers/percentages of youth in TANF households currently being served.

The regular TANF Youth Development Funds targeted 60 eligible youth ranging from age 5 to 18 years of age whose family is receiving TANF or whose family income is at 235% or below of the most recent Federal Poverty Income Guidelines (FPIG). Because WIOA focuses the majority of spending on older out of school youth, WCJP is utilized TANF Youth Development Funds to serve younger and in school youth. A variety of activities were provided including: work readiness and career pathways exploration; and financial literacy coupled with academic support activities (tutoring and/or remediation in a specific subject such as reading or math) if needed. Participants were then placed in work based learning (paid work experience) at host employers/agencies. The work-based learning experiences ranged from four to ten weeks for 15 to 29 hours per week. Currently, there are 63 youth receiving TANF YDF services/activities of which 14% are from TANF households.

b. A description of how the LWDB plans to utilize its PY 2017 TANF Youth Development Funding, with goals for the total number/percentage of TANF youth anticipated to be served during the program year via youth employment opportunities vs. other types of workforce programming (include whether the LWDB plans to use this funding allocation to support summer activities *ONLY*, or year-round youth programming).

The regular TANF YDF will again target 60 eligible youth in Lawrence and Mercer Counties ranging from 5 to 18 years of age whose family is receiving TANF or whose family income is at or below the 235% of the most recent Federal Poverty Income Guidelines (FPIG). Different from previous utilization of TANF YDF, WCJP will identify local schools to enhance current activities being offered through the PA Chapter 339 career plans for students. Enhancement could entail a field trip to a local employer that hires individuals in jobs that relate to the occupations explored in class activities. WCJP will also offer TANF eligible youth work based learning opportunities (paid work experience) that link to careers of interest identified through career exploration activities at the home schools. WCJP will also connect with the Career & Technical Centers to offer work based learning opportunities linked to their occupational fields of study. Community based organizations such as the Shenango Valley Urban League, United Way, Cray Challenges, Sankey Center, and others will be utilized to recruit eligible youth and incorporate career exploration activities and work-based learning opportunities into their current youth programs. WCJP will offer year-round TANF youth activities.

c. A description of how work experiences, enhanced by high-quality academic and workforce development programming, will be prioritized for TANF teens.

The program will be designed to provide academic support (tutoring and/or remediation in a specific school subject such as reading or math) while the youth is receiving work readiness, career pathways exploration and guidance regarding academic requirements for the various on- and off-ramps of the career pathways. All participants who successfully complete this component and financial literacy will proceed to a paid work experience opportunity.

NOTE: The Department strongly encourages that youth participants be paid a minimum of \$10.15/hr. for their employment placements, whenever possible. **Describe, in detail, any job placement where the LWDB plans to now increase the hourly wage that it has typically offered participants for work experiences in the recent past.**

d. A brief description of how funding will be used to offer age-appropriate financial literacy education to TANF youth.

WCJP will assist TANF youth to obtain photo IDs, if they do not already possess one and establish checking and/or savings accounts for the purpose of depositing pay checks. Local banks will be recruited to provide financial literacy curriculum and activities for the TANF youth enrollees.

e. A description of how funding and other resources are being leveraged in order to better serve youth within the LWDA.

WCJP plans to connect to youth programs already in operation in the community and expand and/or enhance the activities being offered. TANF youth will be referred to other programs when deemed appropriate: i.e. Community Action Partnership agencies to address housing and/or transportation barriers; WIOA youth or adult program, if eligible, for supportive services. Other referrals may include: CAOs for medical benefits, child care assistance, eye glasses, etc.; Juvenile Probation for probation officer counseling and oversight; OVR for workplace accommodation assistance; etc.

f. A description of recruitment efforts with the local County Assistance Office(s) (CAOs) for TANF youth. Please explain any agreements regarding recruitment or referral of youth to be served with these funds.

Recruitment of youth from TANF households will be discussed at the next Local Management Committee (LMC) meeting on July 25, 2017 which will include the following efforts:

- WCJP's EARN Coordinator/CareerLink® Program Coordinator will continue to collaborate with CAO EDs to utilize available reports to identify TANF households for referrals of age appropriate TANF youth.
- The local CAO offices in Mercer and Lawrence Counties will distribute youth program brochures during the TANF intake process in an attempt to recruit age appropriate youth to receive career exploration and job readiness activities under the TANF Youth Development Funds.
- Other ideas discussed internally include: request local school districts to distribute flyers to students receiving free/reduced lunches; request Youth staff to make presentations at EARN orientations of the availability of TANF programming for their children; contact Superintendents, guidance counselors and career teachers at local schools for potential referrals.

- Adults referred/enrolled in the employment and training program through DPW/EARN are given information about the availability of an in-school and out-of-school TANF youth programs. Interested parents are referred to WCJP staff for follow-up.

g. If applicable, identify the prospective businesses, as well as any community, education, and workforce partners, etc. that will support your TANF Youth programming; and briefly describe any monetary and/or non-monetary contributions they are expected to make to the local board's youth project(s).

WCJP will contact the following worksites that have offered TANF eligible youth a supervised work experience opportunities last year: YMCA; City of New Castle; Comfort Inn; George Jr. Republic (a residential facility for juvenile offenders); Early Head Start; Mohawk Elementary School; Mohawk Head Start; McDonalds; Hoyt Art Institute; Lawrence County Physical Therapy; New Castle Public Library; and New Castle School of Trades.

Many partner agencies (Juvenile and Adult Probation; County Assistance Offices; Midwestern Intermediate Unit IV ELECT program; Career & Technical Education programs; PA CareerLink® centers; Offices of Vocational Rehabilitation; etc.) are included in this TANF Youth Development Fund plan for the purpose of referrals of youth who may be eligible to enroll and participate in the outlined activities.

h. If the local board has plans to utilize a portion of the TANF funding for the purpose of offering incentives to TANF youth, please describe, in detail, the type of incentive to be offered. Additionally, specifically outline how the local board will clearly explain and make this incentive opportunity available to its TANF-eligible youth, prior to the start of program activity. The local board must also explain how the achievement of the established incentive requirements will be accurately measured to ensure the fair and equitable disbursement of any incentive awards to TANF youth program participants.

No incentives will be offered to the TANF youth participants.

NOTE: The ability of a local board to offer TANF incentives is contingent upon the Department's review and approval of the local board's revised Incentive Policy, in alignment with 2 CFR 200 of WIOA and USDOL's TEGL No. 21-16. **If applicable, this revised policy document must be included with the local board's PY '17 TANF YDF plan submission package.**

i. The name and complete contact information, including phone number and email address, of the LWDB staff member who is responsible for the implementation, tracking and reporting of the TANF activities and expenditures

Debra J. Donahue, Program Director
West Central Job Partnership
217 West State Street, Third Floor
Sharon, PA 16146
ddonahue@wcjp.org
724-347-7855 telephone
724-347-2109 fax