



**Local Workforce Development Area:
ARIZONA@WORK Pima County One-Stop**

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| WORKFORCE INNOVATION AND OPPORTUNITY ACT | WIOA TITLE I-B YOUTH PROGRAM Youth Occupational Skills Training Guidelines |
| <p>APPROVED BY: _____ Charles Casey, Director, Pima County Community Services, Employment and Training</p> <p>APPROVAL DATE: _____</p> | |

I. BACKGROUND AND PURPOSE

These Guidelines provide policy and procedures for the Local Workforce Development Area (LWDA) referred to as the ARIZONA@WORK Pima County One-Stop in providing services governed by the Workforce Innovation and Opportunity Act (WIOA) for eligible WIOA Title I-B Youth program participants, including In-School and Out-of-School youth.

The WIOA Title I-B Youth program provides a comprehensive array of high-quality services, including career exploration and guidance, continued support of educational attainment, and training in in-demand industries and occupations.

The program’s goal is for the youth to obtain employment along a career pathway, enrollment in post-secondary education or a registered apprenticeship prior to the end of participation.

The Youth program provides services to youth with barriers to employment, with a special focus on supporting the educational and career success of Out-of-School Youth.

II. REFERENCES

- Workforce Innovation and Opportunity Act (WIOA) of 2014 (P.L 113-128);
- Federal Register 20 CFR 681; and
- <https://des.az.gov/sites/default/files/media/youthpolicy.pdf>

III. GENERAL PROGRAM REQUIREMENTS

The ARIZONA@WORK Pima County One-Stop system must ensure that the Youth program prepares participants to meet education and career goals. The One-Stop or program provider must provide:

- Preparation for post-secondary education and training opportunities, including registered apprenticeship programs;
- Strong linkages between academic instruction and occupational education;
- Preparation for unsubsidized employment opportunities along career pathways; and
- Strong connections to employers, including small employers, in-demand industry sectors, and occupations of the local and regional labor markets.

IV. YOUTH OCCUPATIONAL SKILLS TRAINING GUIDELINES

Occupational Skills Training is an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by a certain occupational field at entry, intermediate or advanced levels.

A. The ARIZONA@WORK Pima County One-Stop system must offer priority consideration to training programs that lead to post-secondary credentials that are aligned with in-demand industry sectors or occupations in the local area. Such training must:

1. Be outcome oriented and focused on an occupational goal specified in the Individual Service Strategies (ISS);
2. Be of sufficient duration to impact the skills needed to meet the occupational goal; and
3. Result in the attainment of a recognized post-secondary credential.

- B. The training program must meet the requirements listed in the Arizona Department of Economic Security WIOA Policy Manual, Chapter 2, Section 200, Youth Program, Section 202.B.:
- B. The criteria used to identify youth training providers in the local plan include determining whether:
1. Training is related to in-demand occupations or career pathways identified in the state and local plans; and
 2. A recognized credential is awarded upon the successful completion of a training program.
- C. Occupational Skills Training must be competitively procured by contract or grant. However, Out-of-School Youth ages 16-24 may be issued an Individual Training Account (ITA) with a specified dollar amount to provide training using WIOA Youth funds based on the needs identified in the ISS.
- D. If an ITA is used to pay for the training, the training program must be listed as an approved program on the Eligible Training Provider List (ETPL).