



INDIANA
WORKFORCE
DEVELOPMENT
AND ITS **WorkOne** CENTERS

TO: Indiana's Workforce Investment System

FROM: Teresa L. Voors 
Commissioner, Indiana Department of Workforce Development

THROUGH: Gina DelSanto 
Senior Deputy Commissioner of Agency Policy and Performance

DATE: May 26, 2010

SUBJECT: DWD Policy 2009-11
Young Hoosiers Conservation Corps, a 2010 Summer Youth Employment Program
for Indiana's Balance of State Workforce Service Area

Purpose

This policy announces the establishment of the Young Hoosiers Conservation Corps (YHCC), the Indiana Workforce Investment Act (WIA) 2010 Summer Youth Employment Program for Indiana's Balance of State Workforce Service Area. This policy provides details for the program in conjunction with the Indiana Department of Workforce Development (DWD), Indiana's Regional Workforce Boards and their Regional Operators, WorkOne offices, the Indiana Department of Natural Resources (DNR), and the Indiana Department of Transportation (INDOT).

Rescission

DWD Policy 2008-36, Young Hoosiers Conservation Corps, a 2009 Summer Youth Employment Program for Indiana's Balance of State Workforce Service Area, issued March 31, 2009

Background

The American Recovery and Reinvestment Act of 2009 (ARRA) provides funding to each state for Workforce Investment Act Youth activities. Indiana's State Workforce Innovation Council voted to allocate this ARRA youth funding to the Balance of State Workforce Investment Board for 91 of Indiana's 92 counties and to the Indianapolis Private Industry Council, the Marion County Workforce Investment Board. This action follows the allocation formula established for Program Year 2008 by DWD Policy 2007-34, *Final Program Year 2008 Workforce Investment Act Adult, Youth, and Dislocated Worker Formula Allocations*, issued on April 21, 2008.

The United States Department of Labor's Employment and Training Administration, Training and Employment Guidance Letter (TEGL) No. 14-08, *Guidance for Implementation of the Workforce Investment Act and Wagner-Peyser Act Funding in the American Recovery and Reinvestment Act of 2009 and State Planning Requirements for Program Year 2009*, was issued on March 18, 2009. The State Workforce Innovation Council, acting in its role as the Balance of State Workforce Investment Board, intends for this funding to support a summer youth employment program in 2010 for eligible participants called the Young Hoosiers Conservation Corps as it did in 2009. This program will provide an opportunity for Indiana youth to have positive work experiences while gaining measurable work readiness skills. The Young Hoosiers Conservation Corps will establish an employment program for approximately 2000 eligible participants.

Scope of Work

Participants in the program will work at Indiana Department of Natural Resources and Indiana Department of Transportation sites throughout Indiana during the period of May 3 to September 30, 2010. The State of Indiana plans to request a waiver allowing the program to continue until October 23, 2010. At DNR, youth will work in Indiana's state parks rebuilding structures, creating new trails and continuing rehabilitation work begun by 2009 YHCC participants. At INDOT, youth may work in emergency cleanup, maintenance of traffic signs, equipment refurbishing and beautification of Indiana's highway rest areas and interchanges. Participants will be seasonal workers, employed full-time and earning over minimum wage during the summer. DNR and INDOT will stipulate job descriptions, work requirements and required previous work experience, and identify sites where participants will be needed in each of the 91 counties in the Balance of State Workforce Service Area. The Regional Workforce Boards and their Regional Operators will coordinate the summer youth program in their counties, and shall name a Young Hoosiers Conservation Corps Local Coordinator for each WorkOne office in their region. This individual will be responsible for coordinating Young Hoosiers Conservation Corps activities with the appropriate DNR or INDOT Worksite Supervisor and DWD staff.

Funding for the Young Hoosiers Conservation Corps

Each Regional Workforce Board will receive funding for operation of the summer youth program, including recruitment, enrollment, and on-going service provisions for eligible participants. The Indiana Department of Workforce Development will serve as the employer-of-record for the Young Hoosiers Conservation Corps, and will be responsible for paying the wages of the participants. DNR and INDOT will provide worksite supervision, and will work with the WorkOne Young Hoosiers Conservation Corps Local Coordinators to ensure program participants have a meaningful work experience and measurable work readiness gains.

Determining Participant's Eligibility

Participants in the Young Hoosiers Conservation Corps program must meet the general eligibility criteria for WIA Youth participants; however, the Recovery Act expands the age eligibility of youth participants to a maximum of 24 years old. Because the 2010 Young Hoosiers Conservation Corps involves eligible youth participants working at DNR and INDOT worksites, participants must be at least 18 years of age; therefore, all participants are required to be between the ages of 18 and 24 at the time of initial participation. Please refer to the Indiana Department of Workforce Development's Policy 2007-06, issued on April 4, 2008, *Eligibility Determination and Data Validation Requirements for Youth Programs Provided by the WorkOne System* for guidance on the requirements for determining and validating eligibility for youth.

To be eligible for the Young Hoosiers Conservation Corps program, the youth participant must be:

1. Age 18 to 24;
2. A low-income individual;
3. Possess one or more of the following barriers:
 - Deficient in basic literacy skills
 - School dropout
 - Homeless, runaway, or foster child
 - Pregnant or parenting
 - Disabled
 - Offender
 - Requires additional assistance to secure and hold employment;**
4. Registered with the Selective Service, if male, and age 18 or older.

** For summer youth employment programs funded by the Recovery Act, states are given some latitude on those specifically eligible in order to increase the number of potential participants. This stipulation applies only to the Young Hoosiers Conservation Corps program and not to other WIA Youth programs. Priority of selection will be for participants in the Jobs for America's Graduates (JAG) program.

The Indiana Department of Workforce Development is required to provide priority of services for veterans and eligible spouses pursuant to 20 CFR part 1010, the regulations implementing priority of service for veterans and eligible spouses in the Department of Labor job training programs under the Jobs for Veterans Act published at 73 Federal Regulations 78132 on December 19, 2008. For example, if two persons are eligible with all eligibility factors being the same, the veteran would have priority over the non-veteran.

If a youth is enrolled under the barrier “deficient in basic literacy skills,” that barrier must be verified through an assessment given to the youth by WorkOne staff. However, no remediation to correct the deficiency will need to be done during the summer youth program per the USDOL-ETA TEGL guidance.

The Participant’s Individual Service Strategy (ISS) and Required Follow-up Activities

Each youth enrolled in the Young Hoosiers Conservation Corps must have an Individual Service Strategy for the summer months only. TEGL 14-08 provides states some flexibility on the development of this form. In addition, TEGL 14-08 provides states with flexibility to determine in what instances twelve month follow-up will be required for summer youth employment participants. The State has issued a manual which details the minimum ISS and follow-up requirements for YHCC participants.

Young Hoosiers Conservation Corps Recruiting, Interviewing and Hiring Process

DWD has established a website that provides links to a basic application and initial eligibility determination for the Young Hoosiers Conservation Corps. The address of the website is <http://www.in.gov/yhcc/>. All individuals who are interested in participating in the Young Hoosiers Conservation Corps program will be directed to the website to complete their initial application through the use of IndianaCareerConnect. WorkOne YHCC Local Coordinators will review all initial applications, and will notify “initially” eligible individuals that they have passed the first step of the application process. WorkOne YHCC Local Coordinators will contact the potential participants and provide them with details of the eligibility/assessment and interview process for the Young Hoosiers Conservation Corps program.

WorkOne YHCC Local Coordinators are responsible for determining the eligibility of Young Hoosiers Conservation Corps participants and referring eligible individuals for interviews. The hiring process will consist of one required interview with a WorkOne Young Hoosiers Conservation Corps Local Coordinator, and a DNR or INDOT staff person. Because the Department of Workforce Development is the employer-of-record for the Young Hoosiers Conservation Corps program, the DWD WorkOne manager will be charged with making the final hiring decision, and providing an “official offer of work letter” to those eligible participants selected for positions. WorkOne DWD staff assisting in the interview process shall charge their time in this process to Wagner-Peyser funding.

Young Hoosiers Conservation Corps Enrollment

The Young Hoosiers Conservation Corps is intended to be a stand-alone summer youth employment program provided by WIA Youth funding made available in ARRA. For this reason, participants enrolled in the Young Hoosiers Conservation Corps program do not have to be enrolled into other WIA programs. Regional Workforce Boards shall have the discretion to determine in what instances Young Hoosiers Conservation Corps participants may be enrolled into other employment and training programs. Those persons ineligible for the YHCC program may be considered for other Workforce Investment Act services.

Coordination of WorkOne and Department of Natural Resources and the Department of Transportation Staff and Payroll

The designated WorkOne Young Hoosiers Conservation Corps Local Coordinator in each WorkOne office chosen by the Regional Workforce Board and Regional Operator will work with a designated DNR or INDOT Worksite Supervisor in the coordinator's region. Both will work closely in their counties' DNR and INDOT worksites during the period of the Young Hoosiers Conservation Corps summer youth program. The WorkOne Young Hoosiers Conservation Corps Local Coordinators will be expected to visit at least weekly their assigned county DNR and INDOT worksites where Young Hoosiers Conservation Corps participants are assigned.

Each Young Hoosiers Conservation Corps participant will be paid on a bi-weekly basis. DWD will be responsible for all payroll and tax considerations for the program participants. At the close of each bi-weekly pay period, the Department of Natural Resources and the Indiana Department of Transportation will provide to each appropriate WorkOne YHCC Local Coordinator, a spreadsheet indicating the names and hours worked by each program participant. These spreadsheets should be reviewed by the WorkOne YHCC Local Coordinators to address any other issues such as absenteeism because Coordinators monitor the program.

DNR timesheets will be submitted on a weekly basis to DWD's payroll staff for payroll processing. The INDOT timesheets will be uploaded into PeopleSoft directly by INDOT staff.

WorkOne YHCC Local Coordinators must be readily available to provide services including direct support as requested by DNR and INDOT Worksite Supervisors at their job sites. Any additional requirements for WorkOne Young Hoosiers Conservation Corps Local Coordinator staff will be identified in Young Hoosiers Conservation Corps grants to Regional Workforce Boards.

Orientation for Summer Youth Participants

Each region will be responsible for an orientation program for all summer youth participants which will be one day in length before the work experience begins. At that time, training will be presented by WorkOne staff and Indiana Department of Natural Resources and Indiana Department of Transportation personnel. Curriculum will involve safety, project equipment to be used and work site expectations. Specific guidance on the required subjects to be covered in this orientation will be provided by State DWD staff so that the guidance is consistent throughout the regions.

Summer Youth Program Performance

The Recovery Act states that "the work readiness indicator will be the only indicator to assess the effectiveness of summer employment" (see USDOL ETA Training and Employment Guidance Letter, No. 14-08, issued on March 18, 2009, page 23). The Work Readiness Skills Goal is explained in USDOL ETA Training and Employment Guidance Letter No. 17-05, *Common Measures Policy for the Employment and Training Administration's (ETA) Performance Accountability System and Related Performance Issues*, issued on February 17, 2006, Attachment B: Definitions of Key Terms. Before beginning the work experience portion of the 2010 Young Hoosiers Conservation Corps program, each hired summer youth participant will receive a pre-assessment regarding work readiness skills from a WorkOne YHCC Local Coordinator. At the end of eight weeks, participants will receive a performance review from their supervisor which will measure increases in work readiness skills. In addition, TEGL 14-08 indicates that the State will be measured on the summer employment completion rate.

WorkOne Reporting Requirements in the TrackOne Case Management System

Participants in the Young Hoosiers Conservation Corps program will be reported separately in the TrackOne Case Management System. The funding stream for the Young Hoosiers Conservation Corps program will be "ARRA Youth."

Review Date

November 30, 2010

Ownership

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Effective Date

Immediately

Action

All WorkOne staff in the Balance of State Workforce Service Area shall be knowledgeable of the contents of this policy regarding the Young Hoosiers Conservation Corps 2010 Summer Youth Employment Program so that successful coordination of this opportunity for Indiana's eligible youth occurs with the Indiana Department of Natural Resources and the Indiana Department of Transportation.