



APPENDIX A – YOUTHBUILD PROGRAM POLICIES AND OPERATIONS SUPPLEMENT

Effective Date: January 1, 2026

A.1 Purpose and Authority

This Appendix establishes YouthBuild-specific program requirements for activities administered by the New River/Mount Rogers Workforce Development Board under a U.S. Department of Labor YouthBuild award.

This Appendix supplements the Programmatic Policies and Operations Manual and the Financial Management and Procedures Manual. Topics already governed in those manuals are incorporated by reference and are not repeated here except where YouthBuild imposes a stricter or different requirement.

YouthBuild is authorized under WIOA Section 171 and governed by 20 CFR Part 688, applicable grant terms and conditions, DOL guidance, and the Notice of Award. YouthBuild is recognized in regulation as a pre-apprenticeship program, and current DOL funding guidance continues to frame YouthBuild as a pre-apprenticeship model that prepares participants for quality jobs and Registered Apprenticeship pathways.

Where this Appendix conflicts with the general Programmatic Manual, the stricter YouthBuild requirement shall govern for YouthBuild-funded activities. Where a fiscal issue is involved, the Financial Management and Procedures Manual governs.

A.2 Program Model and Required YouthBuild Components

The YouthBuild program shall operate as a structured education and occupational training program serving eligible youth and young adults through a model that integrates:

- academic instruction
- occupational skills training
- leadership development
- service to the community
- supportive services
- follow-up services

YouthBuild regulations define the program as providing disadvantaged youth opportunities for employment, education, leadership development, service to the community, and training through rehabilitation or construction activities and other approved occupational pathways.

To the extent these topics are already addressed in the main manual, the following sections apply:

- Eligibility and enrollment: Sections 13, 18
- Case files and documentation: Sections 3, 19
- Training services and work-based learning: Sections 4, 20
- Supportive services and payments: Sections 6, 21
- Performance and data reporting: Sections 8, 14, 23
- Exit and follow-up: Sections 7, 24
- Equal Opportunity and grievances: Sections 16 and 17

A.3 YouthBuild Participant Eligibility Standards

For YouthBuild-funded participation, eligibility must satisfy YouthBuild-specific rules in addition to any local intake and documentation procedures.

An individual is eligible for YouthBuild if the individual is:

- at least age 16 and not more than age 24 on the date of enrollment;
- a school dropout, including an individual who dropped out and later reenrolled, as allowed by regulation; and
- within one or more allowable qualifying categories under YouthBuild, including low-income family status, foster care, offender status, disability, child of a currently or formerly incarcerated parent, or migrant youth.

YouthBuild-specific eligibility documentation shall be maintained using the procedures in Section 18 – Eligibility Determination Procedures and Section 19 – Case File Management and Documentation Standards.

Where allowed by regulation, exception or alternative eligibility pathways must be documented and tracked in a manner sufficient to demonstrate compliance with YouthBuild requirements.

Work authorization verification, where applicable to ETA grant participation, must comply with current DOL guidance.

A.4 Pre-Enrollment and Mental Toughness

YouthBuild applicants may participate in a structured pre-enrollment or “Mental Toughness” phase before official enrollment, provided that applicant status remains clearly distinct from participant status.

During applicant status:

- no official participant enrollment may be recorded;
- no participant stipend may be paid;
- no participant supportive service may be charged as an enrolled participant cost unless specifically allowable and documented under applicable grant guidance;
- staff must maintain clear separation between applicant documentation and enrolled participant files.

This Appendix incorporates by reference Section 18 – Eligibility Determination Procedures, Section 19 – Case File Management and Documentation Standards, and Section 22 – Service Authorization and Financial Obligation Controls for operational controls relating to enrollment timing, documentation, and pre-obligation requirements.

A.5 YouthBuild Work Sites, Construction Activities, and Safety

Where YouthBuild includes construction or rehabilitation activities, work sites and projects must comply with YouthBuild regulations, grant requirements, and DOL guidance on qualifying work sites and minimum construction activity standards. DOL’s continuing guidance specifically addresses acceptable YouthBuild construction work sites and clarifies the role of hands-on occupational training.

For YouthBuild construction and other occupational training work sites, the program must maintain:

- documented work site approval;
- work site safety expectations and supervision requirements;
- required safety orientation records;
- documentation of participant safety training;
- incident documentation and escalation procedures;
- host site acknowledgment of responsibilities where applicable.

YouthBuild-specific work-site safety requirements supplement, and do not replace:

- Section 4 – Training Services
- Section 20 – Employer Training Agreements and Reimbursement Procedures
- Section 25 – Youth Operational Procedures

If OSHA-related training is provided, credential reporting must follow federal performance definitions and the documentation hierarchy in **Section 23**. DOL guidance and YouthBuild

performance materials make clear that not every safety training completion is reportable as a recognized credential.

A.6 YouthBuild Stipends

YouthBuild stipends must be governed by YouthBuild-specific participation rules and the Board's fiscal controls.

Stipends may be paid only when:

- the individual is officially enrolled;
- participation for the applicable period is documented;
- the payment is supported by attendance or participation documentation;
- the payment is approved and processed in accordance with fiscal controls.

YouthBuild stipends are subject to:

- Section 21 – Supportive Services and Payment Procedures, where applicable to payment controls;
- Section 22 – Service Authorization and Financial Obligation Controls;
- Section 25 – Youth Operational Procedures; and
- the Financial Management and Procedures Manual.

A.7 Leadership Development and Community Service

YouthBuild must include leadership development and service to the community as core program elements. YouthBuild regulations identify leadership development and community service as part of the program model and program goals.

For YouthBuild-funded activities, the program shall maintain documentation sufficient to show:

- participant participation in leadership development;
- community service activity descriptions;
- attendance or participation logs;
- supervision where applicable;
- alignment with participant development goals.

These requirements supplement Section 13 – Youth Services and Section 25 – Youth Operational Procedures.

A.8 YouthBuild Performance and Federal Reporting

YouthBuild performance accountability is governed by YouthBuild regulations and DOL performance guidance. DOL has published program-specific performance accountability guidance for YouthBuild under 20 CFR 688.400.

All YouthBuild performance outcomes must be:

- supported by source documentation;
- entered into the designated official reporting system;
- validated against case file documentation;
- consistent with applicable federal definitions.

YouthBuild performance verification shall follow:

- Section 8 – Performance, Data Reporting, and Accountability
- Section 14 – Data Management and Reporting Controls
- Section 23 – Performance Verification and Data Validation Procedures

Where YouthBuild reporting requirements are more specific than general WIOA procedures, YouthBuild requirements govern.

A.9 YouthBuild Follow-Up

YouthBuild participants must receive follow-up services after exit in accordance with federal YouthBuild requirements and applicable DOL guidance. DOL performance materials for YouthBuild specifically address post-exit performance accountability and follow-up.

YouthBuild follow-up operations shall follow:

- Section 7 – Follow-Up and Retention Services
- Section 24 – Participant Exit and Follow-Up Procedures
- Section 25 – Youth Operational Procedures

Where YouthBuild requires stricter or more specific follow-up procedures, YouthBuild requirements shall govern.

A.10 YouthBuild as a One-Stop Partner

Where the grantee operates a YouthBuild program in the local area, YouthBuild is a required partner in the local one-stop delivery system under **20 CFR 688.380** and is subject to applicable one-stop partner requirements.

Accordingly, YouthBuild system coordination shall also align with Section 10 – One-Stop Operator and System Integration.

A.11 Equal Opportunity, Complaints, and Discipline

YouthBuild participants are protected by the same nondiscrimination and grievance frameworks that apply to the Board's other workforce programs, except where YouthBuild-specific grant procedures add additional requirements.

The following sections are incorporated by reference:

- Section 16 – Equal Opportunity and Nondiscrimination
- Section 17 – Grievance and Complaint Procedures
- Section 25 – Youth Operational Procedures for youth-specific discipline and grievance operational controls

A.12 Fiscal Governance and Manual Hierarchy

All YouthBuild fiscal actions, including but not limited to stipends, procurement, subawards, payroll, match, supportive services, and payment processing, are governed by the Financial Management and Procedures Manual.

Where a YouthBuild partner or contractor relationship constitutes a subrecipient relationship, oversight must comply with the Board's subrecipient monitoring framework and Uniform Guidance requirements. Uniform Guidance establishes subrecipient distinctions and monitoring obligations at 2 CFR 200.331.

This Appendix is incorporated into the Board's overall manual structure and must be read together with:

- the Programmatic Policies and Operations Manual;
- the Financial Management and Procedures Manual; and
- any current YouthBuild Notice of Award and grant conditions.

A.13 Review and Maintenance

This Appendix shall be reviewed and updated as necessary to reflect changes in:

- federal YouthBuild regulations;
- DOL guidance;
- Notice of Award conditions;
- local program design.