SECTION 25 – YOUTH OPERATIONAL PROCEDURES

25.1 Purpose

This section establishes detailed operational procedures governing youth and young adult programming, including WIOA Youth and YouthBuild, to ensure compliance with statutory requirements, grant conditions, documentation standards, and performance accountability.

These procedures supplement Section 11 – Youth Programs and do not replace the YouthBuild Program Manual.

Where YouthBuild grant requirements are stricter, the YouthBuild Program Manual shall govern.

25A – WIOA YOUTH OPERATIONAL PROCEDURES

25A.1 Youth Eligibility Verification Procedures

Youth eligibility determination must comply with Section 18 – Eligibility Determination Procedures, with additional verification of youth-specific eligibility criteria including:

- In-School or Out-of-School youth status
- Barrier category documentation
- Low-income status (unless exception category applies)
- Age at enrollment

Barrier documentation must be retained in the participant file and clearly labeled.

25A.2 Youth Exception Category Tracking

When exception categories are permitted:

1. Confirm the participant qualifies under an allowable exception category.
2. Enter the participant into the Youth Exception Tracking Log.
3. Confirm the applicable exception percentage cap has not been exceeded.
4. Obtain supervisory approval prior to enrollment.

The Youth Exception Log must be reviewed quarterly by the Program Manager.

If the exception percentage approaches the allowable cap:

• Enrollment must pause until review is completed.
• The Program Manager shall document the quarterly review of Youth Exception percentage utilization and retain documentation demonstrating compliance with applicable caps.

25A.3 Youth Program Element Tracking

Each enrolled youth must receive access to the required WIOA youth program elements.

Procedure:

1. Document program elements provided within case notes.
2. Maintain a Youth Element Tracking Log.
3. Verify access to program elements during internal file review.

Failure to document access to required elements may result in compliance findings.

25A.4 Youth Work Experience Expenditure Tracking

Where federal requirements mandate that a percentage of youth funds be spent on work experience:

1. The Finance Manager shall maintain a Work Experience Expenditure Tracking Spreadsheet.
2. The Program Manager shall review expenditures monthly.
3. Quarterly review shall confirm compliance with the required expenditure percentage.

If the required threshold is not being met:

• Service strategy must be adjusted immediately.
• Corrective action must be documented.

25A.5 Youth Follow-Up Operational Controls

Youth follow-up services must:

• Occur for at least twelve (12) months after exit
• Include documented periodic contact with the participant
• Include verification of employment, education, or training status when applicable

Follow-up services must be documented consistent with Section 24 – Participant Exit and Follow-Up Procedures.

A Follow-Up Tracking Log must be maintained and reviewed periodically to ensure follow-up requirements are met.

25B – YOUTHBUILD OPERATIONAL PROCEDURES

25B.1 YouthBuild Stipend Calculation Procedure

Prior to stipend payment:

1. Verify attendance documentation for the applicable pay period.
2. Confirm the participant remains in good program standing.
3. Calculate the stipend based on the approved stipend rate.
4. Complete the Stipend Calculation Worksheet.
5. Obtain Program Manager approval.
6. Submit documentation to fiscal staff for processing.

Stipend payments must align with attendance records.

25B.2 Construction Safety Documentation Controls

For YouthBuild construction activities:

1. Maintain OSHA training documentation.
2. Maintain safety orientation documentation.
3. Document daily supervision of participants.
4. Maintain an incident log.
5. Conduct periodic safety reviews.

OSHA-30 documentation must be retained for credential reporting when applicable.

Prior to placement at any worksite, documentation must confirm:

• Appropriate workers' compensation coverage
• Host site acknowledgment of safety responsibilities

A signed Worksite Safety Agreement must be retained in the participant file or employer agreement file.

Failure to document worksite safety compliance may result in suspension of youth placement activities.

25B.3 YouthBuild Incident Reporting Workflow

In the event of a participant or worksite incident:

1. Document the incident immediately.
2. Notify the Program Manager.
3. Notify the Executive Director when required.
4. Determine whether reporting to the U.S. Department of Labor is required.
5. Document corrective action taken.
6. Retain the incident report in a secure file.

Incident reports must align with applicable grant reporting requirements.

25B.4 Leadership Development Documentation

YouthBuild leadership activities must be documented through:

• Attendance logs
• Description of leadership activities
• Summary of leadership or civic engagement skills developed
• Case note documentation

Documentation must support YouthBuild grant performance requirements.

25B.5 YouthBuild Credential Documentation

Prior to reporting credentials:

1. Verify the credential meets the federal definition of a recognized credential.
2. Confirm supporting documentation is retained in the participant file.
3. Enter the credential into the reporting system.
4. Confirm the credential aligns with the participant’s training pathway.

OSHA-10 shall **not** be reported as a recognized credential under federal performance reporting definitions.

25B.6 YouthBuild Partner Oversight

Where YouthBuild utilizes subcontractors or training partners:

1. Maintain executed agreements.
2. Verify partner documentation and reporting standards.
3. Conduct periodic monitoring of partner activities.
4. Retain monitoring documentation.

Subrecipient oversight must align with applicable fiscal monitoring procedures.

25B.7 Alumni Engagement Tracking

YouthBuild alumni engagement activities may include:

- Mentorship
- Recruitment support
- Community presentations

Alumni contact must be documented but does not constitute a reportable program service unless specifically permitted by program rules.

25.2 Youth Internal Monitoring

Quarterly youth program review must include:

- Eligibility verification spot checks
- Youth program element documentation review
- Work experience expenditure compliance
- Stipend calculation verification
- Incident log review
- Youth performance trend review

Findings must be documented and corrective action implemented where necessary.

Monitoring activities must align with Section 12 – Internal Monitoring and Quality Assurance.