



GENERAL FUND ENROLLMENT FOR YOUTH PROVIDERS

Department: Office of Economic & Workforce
Development

Effective Date: Oct 1, 2009

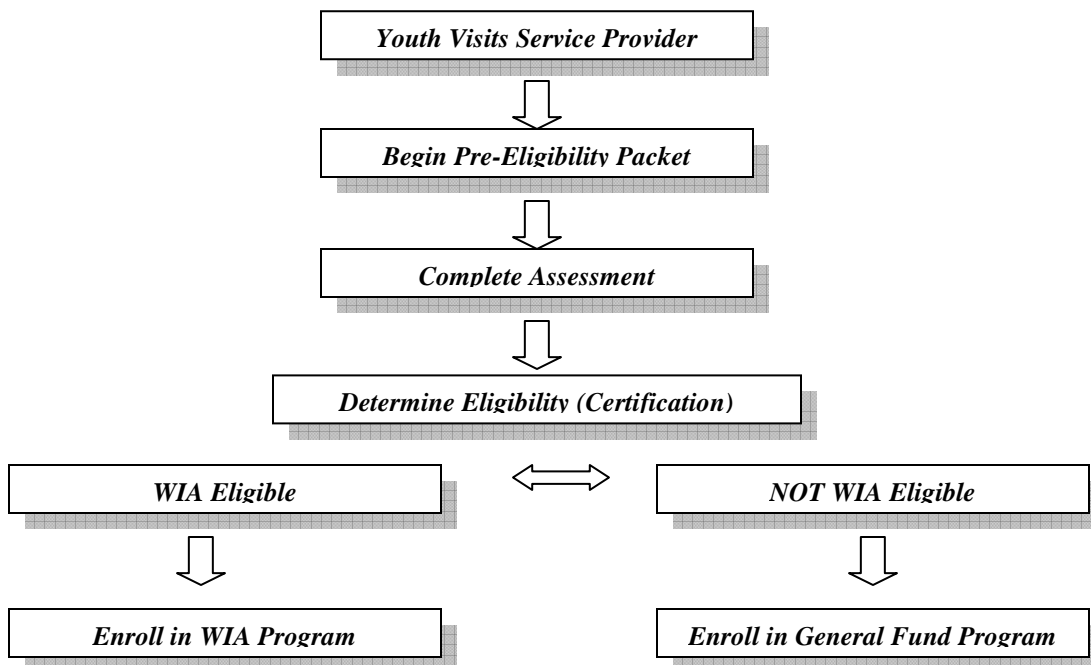
Policy/Procedure #: GF102Y

Supersedes: N/A

Overview

Providers interested in enrolling youth in any Youth Workforce Service program are required to complete a process that includes pre-eligibility determination, eligibility determination and subsequent enrollment. The following procedure outlines the process of assisting potential participants from the time of initial inquiry through enrollment for **Youth enrolling in General Fund Services.**

Service Flow



Pre-Eligibility

Youth service providers assist potential participants with preparing for the eligibility process by completing a “Pre-Eligibility” packet. The pre-eligibility packet includes the following:

Universal Application: This form documents the potential participant's contact and basic demographic information.

Support Documents: Copies of all the documents required to prove General Fund eligibility.

Required Forms: OEWD Release of Information; Participant Rights and Responsibilities

Math and Reading Assessment

Once the client has submitted all required documentation for eligibility to the provider, it is required that providers conduct appraisal of basic math and reading skills (*see Youth Competency and Assessment Procedure*). This is used to establish the participant's grade level aptitude in the areas of reading and mathematics. Assessment results help to determine appropriate services and help create the participant's *Individual Service Strategy*.

If a customer is appraised basic skills deficient (at or below an 8th grade level on an appraisal) and out of school (drop out or high school graduate with a grade level deficiency) the provider must also facilitate a "pre-test" and submit results of the pre-tests on the Enrollment Form or other format as required by OEWD.

Determining Eligibility (Certification)

The Provider will determine whether or not the potential participant meets all the required eligibility criteria. If eligible for General Fund Services, the Provider must complete the following forms and submit the "Enrollment Packet" to OEWD Compliance Specialist on an ongoing basis.

- ✓ Transmittal Sheet
- ✓ Universal Application
- ✓ Enrollment Form
- ✓ Supporting Documents

Submitting Enrollments to OEWD

ALL FORMS MUST BE SUBMITTED BY THE 10TH OF EACH MONTH FOR ALL ENROLLMENTS IN THE PRECEDING MONTH to the Compliance Specialist. Providers should submit completed Enrollments to OEWD on an ongoing basis during the month. OEWD Compliance Specialist will notify Provider by email if there are any discrepancies or reasons why client is not eligible within five (5) working days, and provide technical assistance as needed.

The packet may be submitted to OEWD electronically via scanned email attachments, through U.S. Mail, or preferably, hand delivered. OEWD may require alternative formats of reporting. It is recommended that documents are faxed only upon request. It is important to remember **NOT** to send original documents as all forms will be destroyed once the information has been entered into the database.