



## ENROLLMENT FOR YOUTH PROVIDERS

Department: Office of Economic & Workforce Development

Effective Date: January 1, 2011

Directive # WDD 102-Y

Supersedes: October 1, 2009

### **OVERVIEW:**

OEWD Youth programs are funded by several different funding streams. Depending on what funding stream(s) is/are allocated for a particular program different processes and forms may be required. Enrollment into Community Development Block Grant (CDBG), General Fund and Workforce Investment Act (WIA) funding streams are outlined below.

### **Community Development Block Grant**

Prior to Enrollment, the provider must work with the potential participant to determine eligibility and complete required forms. Additional data entry into 7C<sup>2</sup> is required by the provider. ALL documents must be signed, where applicable, and kept in the case file including electronic documents.

1) For CDBG Eligibility, please refer to Procedure WIA 101-Y.

2) Required CDBG Enrollment Forms completed or submitted by participant:

Family Income Verification Form: This form documents the potential participant's contact, income and basic demographic information. This form is also referred to as the "G Form" and is available in Spanish and Chinese. You may also refer to Family Income Verification Form Instructions for additional information.

Support Documents: Copies of all the documents required to prove CDBG eligibility, including income verification and preferred San Francisco residency should be kept in the case file where applicable.

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

3) Providers must enter all participant information into 7C<sup>2</sup> reporting system once eligibility has been determined and forms have been completed, and assign participants to contracted activities in 7C<sup>2</sup> on a monthly basis.

### **General Fund**

Prior to Enrollment the provider must work with the potential participant to determine eligibility and complete required forms and conduct a math and reading assessment. Additional forms must be completed and/or entered into Workforce Central by the provider and printed for the case file. ALL documents must be signed, where applicable, and kept in the case file including electronic documents.

1) For General Fund Eligibility, please refer to Procedure 101Y.

2) Required General Fund Enrollment Forms completed or submitted by participant:

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 Form; Participant Rights and Responsibilities Form.

### 3) Math and Reading Assessment

All participants are required to complete an appraisal of basic math and reading skills prior to enrollment (*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 create the participant's **Individual Service Strategy**.

### 4) Additional forms completed or entered into Workforce Central by the provider

General Fund Application: Entered electronically into Workforce Central.

Supporting Documents Uploaded to Workforce Central: Providers must scan and submit copies of supporting documents used to determine General Fund eligibility through Workforce Central.

General Fund Enrollment Form: Entered electronically into Workforce Central.

## **Workforce Investment Act**

Prior to Enrollment the provider must work with the potential participant to determine eligibility, complete required forms and conduct a math and reading assessment. Additional forms must be completed and/or entered into Workforce Central by the provider and printed for the case file. ALL documents must be signed, where applicable, and kept in the case file including electronic documents.

1) For WIA Eligibility, please refer to Procedure 101Y.

2) Required WIA Enrollment Forms completed or submitted by participant:

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

Support Documents: Copies of all the documents required to prove WIA eligibility as listed on the WIA Title I Eligibility Determination Form. More information regarding acceptable support documentation can be found in the WIA Technical Assistance Guide (TAG).

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

### 3) Math and Reading Assessment

All participants are required to complete an appraisal of basic math and reading skills prior to enrollment (*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 also help to determine additional barriers for WIA eligibility (Basic Skills Deficiency) and help create the participant's **Individual Service Strategy**.

### 4) Additional forms completed or entered into Workforce Central by the provider

WIA Title I Eligibility Verification Form: This form identifies how youth is determined eligible. Providers must complete and sign document as "Authorized WIA Eligibility Representative".

WIA Application: Entered electronically into Workforce Central.

Supporting Documents Uploaded to Workforce Central: Providers must scan and submit copies of supporting documents used to determine WIA eligibility through Workforce Central. Documents must match eligibility criteria as indicated on the Title I Eligibility Verification Form.

WIA Enrollment Form: Entered electronically into Workforce Central. Note that to complete the WIA Enrollment Form, Workforce Central requires submission of Math and Reading Appraisal scores.

*OWED and its service providers shall follow this policy. This policy will remain in effect from the date of issue until such time that a revision is required.*