



REFERRAL TO TRAINING OR EDUCATION AND CO-ENROLLMENT

Department: Office of Economic & Workforce
Development

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Overview

To provide guidance in referrals for training, education or employment services, and for maintaining non-duplicative services among providers.

Assessment

Based upon an individual participant's assessment at time of enrollment, training and education may be appropriate to those individuals who need additional skills or educational attainment to find future employment. Particularly youth participants, who lack a high school diploma, G.E.D. or specific skill set, may be referred externally for such services. It is the provider's responsibility to ensure participants are offered or referred to appropriate services based on assessed needs and interest.

Appropriate Educational Services

It is recommended that out of school youth participants who lack a high school diploma or G.E.D. are offered or referred to formal educational services or training/educational services that result in a diploma, G.E.D. or industry-accepted vocational certificate. Only providers offering such services may enroll participants in "Activity 71 Educational Achievement Services".

Referral to Training and Education

When referring a youth participant externally for training or education, providers must document this on the Individual Service Strategy form. Additionally, providers may notify another OEWD-funded organization offering training or education services of the referral through the Workforce Central System. In the case that a provider is referring an individual participant to another agency for education or training, the referring provider should NOT offer "Activity 71 Educational Achievement Services". This allows another OEWD-funded agency to offer such services when appropriate.

The following documents / information must be kept in the participant's case file to support the decision to refer to training:

- Comprehensive Vocational /Career Assessment or Math and Reading Assessment

- Research on training providers, and their performance appraisals where applicable.

Maintaining Database of Job Training Programs

Providers shall maintain information on available training programs to which it may refer clients. The information should include the following:

- Occupations for which the training program prepares clients
- Eligibility Requirements
- Cost
- Location
- Duration and hours

Information for Occupational Skills Requirements

Providers staff may consult the *Occupational Information Network (O*NET)* to identify related job-related requirements. O*NET provides the following information:

- The amount of time it will take the participant to complete an on the job training for the particular job as prescribed by the *Specific Vocational Preparation (SVP)*
- The areas of formal and informal education in which a participant must excel to be considered a potentially successful candidate for the position. These are listed in the *General Education Development (GED)* requirements
- The physical demands of the position as described in the *Physical Demands/Strength Rating* section

Referral to Employment

With very few exceptions, providers are funded to provide a continuum of services including case management services that result in education and employment outcomes. **Therefore, at a minimum, all providers must offer “72 Employment Services” to participants as indicated on the Enrollment Form, unless contracted otherwise.** More than one provider may not offer OEWD-funded youth employment services (Activity 72) concurrently.

Concurrent Enrollment

Providers may refer transitional aged youth (18-24) to OEWD-funded adult services for concurrent enrollment, where appropriate. To ensure accuracy of enrollments, an OEWD Compliance Specialist must approve concurrent enrollment through Workforce Central. **A unique enrollment will be attributed to each OEWD provider offering appropriate services.** Note that if a participant is enrolled in any other OEWD-funded grant code, all activities from each provider must be completed prior to Exit. Providers are encouraged to work together to assist a participant achieve his or her goals and coordinate Exit from OEWD programs.