

**Chapter 14: Youth
Establishment of Goals For Younger Youth Under WIA**

Issue Date:

Effective Date: April 1, 2000

Required Action

Action: To establish appropriate goals for youth between the ages of 14 and 18 under the Workforce Investment Act Youth Formula Grant.

Who: All WSAs and youth service providers in the State of Minnesota.

Background: One of the major performance measures for youth between the ages of 14 and 18 who receive services under WIA is the establishment and completion of appropriate goals in three general areas: basic skills, occupational skills and work readiness skills.

Policies and Procedures:

The Workforce Investment Act (WIA) of 1998 requires that eligible youth between the ages of 14 and 18 who receive services under WIA must identify at least one-but no more than three goals per registration year. The Rules for Setting Younger Youth Goals follow:

Rules for Setting Goals

- A minimum number of 1 and a maximum number of 3 goals must be set for all Younger Youth participants per registration year. Any additional goals set during the registration year will not count towards WIA performance measures.
- The first goal set date must be equal to the registration date (WSA's have up to 30 days to set the first goal). Subsequent registration years are based on the anniversary date of the enrollment.
- Basic skills deficient youth must have a Basic Skills goal set as their first goal in the first year. (If a youth is not basic skills deficient then any goal may be set).
- Goals must be attained on or before the participant's anniversary date (i.e., the set date plus 365 days) in order to be considered "achieved".

WIA law and regulations identify the three types of goals as follows:

- **Basic Skills Goal.** This is defined as a "measurable increase in basic education skills including reading comprehension, math computation, writing, speaking, listening, problem-solving, reasoning and the capacity to use these skills."
- **Occupational Skills Goal.** This is defined as "primary occupational skills which encompass the proficiency to perform actual tasks and technical functions required by certain occupational fields at entry, intermediate or advanced levels. Secondary occupational skills entail familiarity with and use of set-up procedures, safety measures, work-related terminology, record-keeping and paperwork formats, tools, equipment and materials, and breakdown and clean-up routines."

- **Work Readiness Skills Goal.** Defined as follows: “Work readiness skills include world of work awareness, labor market knowledge, occupational information, values clarification and personal understanding, career planning and decision-making, and job search techniques (resumes, interviews, applications, and follow-up letters). They also encompass survival/daily living issues skills such as using the phone, telling time, shopping, renting an apartment, opening a bank account and using public transportation. They also include positive work habits, attitudes and behaviors such as punctuality, regular attendance, presenting a neat appearance, getting along and working well with others, exhibiting good conduct, following instructions and completing tasks, accepting constructive criticism from supervisors and co-workers, showing initiative and reliability, and assuming the responsibilities involved in maintaining a job. This category also entails developing motivation and adaptability, obtaining effective coping and problem-solving skills, and acquiring an improved self-image.”

Performance Measure Calculation

Of all in-school youth and any out-of-school youth assessed to be in need of basic skills, work readiness skills, and/or occupational skills:

Total number of basic skills goals attained by younger youth plus number of work readiness skills goals attained by younger youth, plus number of occupational skills goals attained by younger youth divided by the total number of basic skills goals, plus the number of work readiness skills plus the number of occupational skills goals set.

Reference Section:

Cites/References: The Workforce Investment Act of 1998 (P.L. 105-220, TEGL 7-99, published March 3, 2000; Final Rules published in the August 11, 2000 Federal Register.

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Youth website:

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