



# CareerSource Polk Youth Services Orientation

# Goals/Purpose Of Orientation

- To provide you with a comprehensive understanding of the Young Leaders Program
- To answer any questions or concerns you may have
- To prepare you for participation in the Young Leaders Program

# Young Leaders Program Funding

President Barack Obama signed the Workforce Innovation and Opportunity Act (WIOA) into law on July 22, 2014. WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy.

WIOA made a significant number of changes for the youth program. The biggest change was the shift to focus resources on Out-of-School Youth (OSY).

WIOA increased the minimum percentage of funds required to be spent on Out-of-School Youth to 75 percent of the allocated amount of funds. This intentional shift refocused the program to serve Out-of-School Youth during a time when large numbers of youth were out of school and not connected to the labor force.

**For more information on WIOA Program Funding Visit:**

**United States Government Publishing Office**

**<https://www.gpo.gov/fdsys/pkg/FR-2015-04-16/pdf/2015-05535.pdf>**



# Mission

Young Leaders Program mission is to provide individualized support services to young adults ages 16-24, helping them gain marketable skills they need to successfully enter the workforce.



# Who Is Eligible For Youth Services?

Out-of School-Youth (OSY) are eligible to participate in the Young Leaders Program who meet the following:

- Not attending any school
- Between the ages of 16-24 at the time of enrollment
- Meet one or more of the following:
  - High-school Dropout or has not attended school for at least the most recent semester
  - High-school Graduate or equivalent who is low-income and basic skills deficient; or an English language learner;
  - Deficient Literacy Skills
  - Subject to the Juvenile or Adult Justice system
  - Homeless or Runaway
  - Foster Care or Out-of-Home Placement
  - Pregnant or Parenting Young Adult
  - Individual with a Disability
  - Low-income Individual Requiring Additional Assistance

# Program Eligibility Requirements

Young adults interested in enrolling in the Young Leaders program are required to complete the following BEFORE being determined eligible:

- Complete the Drug Screen and Background Check provided
- Take a TABE (Test of Adult Basic Education) test.
- Provide the following documents to determine eligibility:
  - Photo ID
  - Proof of Residence
  - Social Security Card
  - Birth Certificate
  - School Verification
  - Household Income for the last 6 Months (Paystubs/Public Assistance)

**Note:** A Career Development Specialist will assist in scheduling drug screen, background check and TABE test. Exemptions can be made for those with a Bachelor/Associate Degree.



# Ineligible Youth

Young adults 18 years of age or older who have been determined not eligible for the Young Leaders program may qualify to participate in the WIOA Adult or Dislocated worker program, which could include services such as:

- Career Development and Training
- On-the-Job Training (OJT)
- Customized/Employed Worker Training (EWT)

# Overview of Services Offered

- One-on-One Job Seeker Assistance
- GED/Academic Preparation
- Financial Aid Preparation Assistance
- Job Search & Resume Assistance
- Tuition Assistance
- Career Readiness Preparation/Exploration
- Support Service Assistance
- Specialized Training Opportunities
- Paid Work Experiences & Job Shadowing
- Goal Based Financial Incentives



# One-on-One Job Seeker Assistance

Once enrolled in the Young Leaders Program, participants are paired with a Career Development Specialist (CDS) to receive **individualized** one-on-one Job Seeker assistance:

- Job Search
- Referrals to Job Leads
- Resume & Cover Letter Tips
- Interviewing Techniques
- Dressing for Success
- Career Planning & Exploration
- Vocational Training
- On-the-Job Training (Job Shadowing)
- Paid Work Experience Opportunities
- Labor Market Information



# Job Search using Employ Florida



By registering with the **Employ Florida** and posting a resume, youth will have access to a full range of features and services to assist in their career search.

Youth will have access to identify jobs they are qualified for, how much they pay, and other areas of interest. Youth can save personal information, settings, and preferences eliminating the need to conduct repeated searches for the same information, saving time and effort.

A Career Development Specialist will be more than happy to assist youth with setting up their career profile and resume.



[employflorida.com](http://employflorida.com)

# GED/High School Diploma Preparation

The Young Leaders GED Program focuses on out-of-school youth ages 16-24 who have not already obtained their High School Diploma or GED. These participants will need to provide school verification to receive this service.



# Testing & Assessments

The Young Leaders Program can also evaluate and document your knowledge and skills to support a job referral, or schedule training to help you qualify for a job.

- Test of Adult Basic Education (TABE)
- Interest and Aptitude Assessment (Career Scope)
- Employability and Work Maturity Skills Evaluation

# Financial Aid Preparation Assistance

Career Development Specialist can provide youth assistance with completing the Financial Aid process through the FAFSA website. Youth will need to provide all applicable documentation for this process (e.g., Tax returns, proof of residency, and desired school).





# Tuition Assistance

Young Leaders Program can assist with tuition for designated schools and/or training programs. To be eligible for this assistance youth must:

- Actively participate in the Young Leaders program by maintaining frequent contact with staff.
- Score appropriately on the TABE outlined for desired program.
- Apply for all available methods of financial assistance.
- Remain in good academic standing each reporting period.

Note: For a list of these programs visit our website at [www.careersourcepolk.com](http://www.careersourcepolk.com)



# Youth Work Experience Programs

CareerSource Polk's Youth Internship Program provide meaningful work experience opportunities to young adults ages 16 to 24. The program is designed to provide participants with skills obtained through their placement with local businesses throughout Polk County. Program normally run in the summer and winter months.

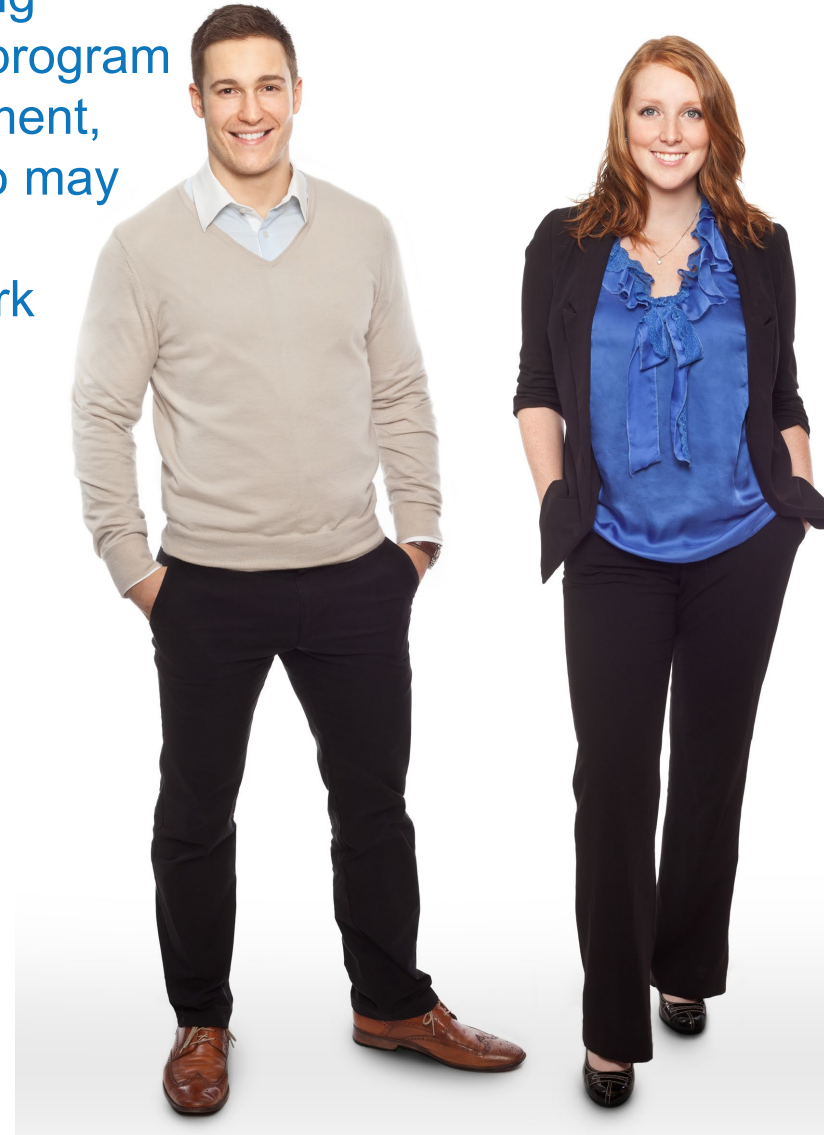


# Career Readiness Preparation

Young Leaders Program helps prepare young adults ages 16 to 24, for employment. This program provides career pathways, credential attainment, and supportive services to young adults who may face barriers to employment. Through local partnerships, participants gain hands-on work experience.

## Career Readiness Preparation Includes:

- Occupational Skills Training
- On-the-Job Training
- Financial Literacy Education
- Entrepreneurial Skills Training
- Labor Market Information





# Specialized Training Opportunities

CareerSource Polk Young Leaders Program aligns with the **Workforce Innovation and Opportunity Act (WIOA)**. Program participants are assessed to identify their skills, abilities, interests, and employment goals. Each participant is exposed to **educational services and training** that will increase their skill set for today's competitive labor market.



# Support Service Assistance

Young Leaders Program offers Support Services for training or employment related needs. These services include:

- Bus Passes
- Child & Dependent Care
- Gas Cards
- Housing
- Training Support

Note: All support services are based on need.



# Paid Work Experiences

Young Leaders Program paid work experiences are designed to connect program participants to employers, with a focus on skill development for in-demand occupations. At the end of the work experience employers will have the opportunity to “hire” youth participants.

- **Benefits To Program Participant Include:**

- Understanding of proper workplace behavior and what is necessary in order to **attain** and **retain** employment.
- Opportunity to gain on-the-job knowledge, experience and technical skills.
- Financial rewards for work experience, and may lead to employment.

- **Benefits to Employer Include:**

- CareerSource Polk pays **100%** of the participant's **wages**
- All candidates will receive a drug screen and background check
- Pre-screened / pre-qualified candidates
- Enhanced perspective with young and fresh ideas



# Workshops

Our free workshops will assist you in learning how to:

- Write a more effective Resume and Cover Letter.
- Answer the top ten interview questions.
- Dress for the job you want.
- Use networking and Employ Florida to find your next job
- And much more!



# Program Goals

Young Leaders Program ultimate goal is connect youth to employment/career opportunities; assisting youth with becoming employed and providing transferable skills that will aid them when entering the workforce.

- It is our goal to ensure we prepare youth for employment opportunities – paid/unpaid.
- It is our goal to assist youth with accomplishing educational goals.
- It is our goal to provide youth with occupational training/on the job training; providing youth with an competitive edge over competing Job Seekers.

# Youth Responsibilities

## Youth Are Responsible For:

- Completing assigned activities, listed on the Incentive Plan
- Attending scheduled appointments and achieving long and short-term goals developed in the ISS.
- Maintaining weekly contact with assigned CDS
- Maintaining quarterly contact with assigned CDS after successfully completing the program



# How To Prepare For The First Meeting

## Your Next Steps:

- ☐ Set an appointment
- ☐ Schedule drug screening
- ☐ Complete background form
- ☐ Schedule to take the TABE
- ☐ Collect all eligibility documentation



### We Have Locations In: Lakeland and Winter Haven

309 N Ingraham Ave  
Lakeland, FL 33801  
**Angeles Otero**  
863-508-1100 x3705

500 E Lake Howard Dr.  
Winter Haven, FL 33881  
**Brienne Pierre**  
863-508-1100 x3342

# Questions And Answers

Do you  
have any  
questions?

