
TECHNICAL ASSISTANCE MEMO #19
REVISION 1

DATE: SEPTEMBER 30, 2015
EFFECTIVE DATE FOR REVISION 1: APRIL 1, 2016

TO: YOUTHWORKS SERVICE PROVIDERS

FROM: AMY GIMLIN, SWWDC DATA & COMPLIANCE MANAGER

RE: DOCUMENTING YOUTHWORKS ENROLLMENT

For those youth enrolling in YouthWorks as of July 1, 2015, the case manager will need to complete the following steps:

1. Enter the youth into the "YouthWorks – Youth" program in SKIES/Customer Management System on the Program Enrollment Screen. Do not actually enroll (change status to Participant) into the YouthWorks program until the first qualifying service is provided.
2. Once the first YouthWorks qualified service is provided, the case manager will enter the service in the service plan attached to YouthWorks (program affiliation).
3. Enter all future services attached to WIOA Youth or YouthWorks whichever is applicable.
4. All YouthWorks program participants must be exited by 6/30/16, unless otherwise notified by SWWDC.

All services completed will count towards both programs. As long as the youth is an active enrollment in WIOA Youth they will not be exited from either program. Participant must have a service entered at a minimum of every 90 days in WIOA to continue participation in both programs. Review the SKIES Service Catalog for appropriate services.

Providers will record all specific outcomes for both programs on a monthly and quarterly basis on the quarterly report document provided by SWWDC.

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