



YOUTHBUILD EXIT POLICY POLICY #: 3030 Revision 1

Original Policy Date: 3/11/2015
Effective Revision Date: 9/28/2016

Purpose:

The purpose of this policy is to communicate the requirements of an “exit” from the YouthBuild program.

Background:

According to Department of Labor YouthBuild requirements, all grantees must write and implement an Exit Policy for all YouthBuild service providers to follow.

It is expected that each youth participant will exit the program successfully within 8 to 12 months after enrollment into the YouthBuild Vancouver program with maximum program durations of no more than 24 months. A successful exit means the youth has satisfactorily participated in and completed the core requirements, described below.

Policy:

The YouthBuild service providers are responsible to ensure all components of the YouthBuild program are followed and documented appropriately.

Each participant will have an electronic file to be maintained by the service provider using the YouthBuild MIS. Each participant will also have a hard copy file which will contain all appropriate documentation for the below core requirements.

The YouthBuild Vancouver program is responsible for obtaining all of the following Department of Labor required performance measures:

DOL YouthBuild Performance Measures:	
Placement in Employment or Education	Placement goal: 70% of all enrollees are placed in 1 st quarter after exit.
Attainment of Degree or Certificate (Includes GED, High School Diploma and Industry Recognized Credential)	Certificate Attainment Goal: 75% of all enrollees attain certificates by 3 rd quarter after program exit.
Improvement of Literacy/Numeracy Skills	Literacy/Numeracy Goal: 65% of those enrollees assessed as basic skills deficient in literacy or numeracy will rise by one Educational Functioning Level (EFL) within one year of enrollment.
Recidivism	Recidivism Goal: 20% or less of enrollees who were convicted offenders within a year of enrollment into YouthBuild are convicted of a crime, or have parole or probation revoked and are unable to participate in YouthBuild within one year after enrollment.

Retention (in placement)	Retention Goal: 75% of those who had a placement in the 1 st quarter after exit also have a placement in the 2 nd and 3 rd quarter after exit.
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**** Important notes:**

- *For placement in employment or education measure, the denominator includes all exited participants, and the numerator contains all those exited to employment or education (the successes). The numerator does not include any unsuccessful exits.*
- *For certificate attainment measure, if an “unsuccessful exit” attains a certificate before exiting he/she counts in the numerator (as a success). The participant can earn a certificate that is counted as a success up to the third quarter after exit.*
- *Any participant with “exit exclusion” is removed from the calculation of all performance measures.*
- *EFL gains can occur in literacy OR numeracy.*
- *For those participants that come on program as offenders, Service Providers must record in MIS if re-offense occurs within one year of enrollment to document outcomes towards recidivism. Must manually document re-offense or no offense in the MIS system after one year.*
- *Program graduates do not have to be placed in education or employment for the entire quarter in any of the quarters following exit. Service Providers only need to document that a participant was placed at some point during the quarter.*
- *Exit for Other Reasons: Participants who are exited as a result of health/medical reasons, family care, relocated youth mandated by state, reservists called to active duty, or death.*

A **successful exit** occurs when a participant is not in need of further services as delivered through the full 50/40/10 program experience, is on track to gain and maintain employment and/or further education, and has completed identified items from each of the following categories:

A. Education/Training Attainment

- a. EFL gain

AND

- b. GED, High School Equivalency or High School Diploma or DOL approved industry certification, generally NCCER Core Curriculum.

B. Employment/Occupational Pathway Readiness

- a. Documented career exploration that can include resume development, mock interviews, employer/industry in-person exploration and information-gathering, completing a FAFSA or college application, paid or unpaid work experiences or internships for a minimum of 16 hours

AND

- b. The participant has made documented strides towards their employment goal as outlined in their IDP **AND/OR** the participant has made documented strides towards their post-secondary education goal outlined

in their IDP that could include apprenticeship programs, vocational schools, trade schools, and other career colleges.

Once a participant has completed the necessary components listed above, they should work with their Employment Specialist and the YouthBuild team to develop an exit and follow-up plan that includes:

- a. A focus on gaining and/or maintaining unsubsidized employment
- b. A career pathway, with specific steps toward achieving career and long-term goals which could include post-secondary enrollment including trade schools, vocational schools, colleges or apprenticeships.

Once the plan is accomplished, a participant should be successfully exited in MIS and moved into 12 month follow-up period.

An **unsuccessful exit** occurs when a participant does not complete the expected minimum of the YouthBuild Vancouver program because he or she drops out of the program, is asked to leave the program for non-compliance to program guidelines, is incarcerated or is dismissed due to lack of participation.

In certain situations, participants may be kept in the program and not exited in the MIS even though they are not physically at the program site due to special circumstances such as family emergencies. The Employment Specialist is responsible for maintaining contact with the participant and ensuring that the participant receives program services within a 90 day period to ensure they are not automatically exited from the MIS. This should only be done if program staff is certain that the participant will be returning to the program and will be able to make up missed work and certifications.

Exit for other reasons occur due to death, health/medical (including the long-term care of family members), reservists call for active military duty, or a youth mandated transfer or relocation outside of program service area.

At the end of the program, each participant's file (electronic and hard copy) must indicate a successful completion. For guidance on MIS data entry please review the [MIS Exit Form](#).

In addition to the criterion above, individual exit determinations are up to the Project Director's discretion and are assessed on a case by case basis. Exceptions must be thoroughly documented in each participant's file (electronic and hard copy) and the Project Director must notify by email the WSW Youth Initiatives Manager of all exceptions.

Website:

<http://workforcesw.org/providers#OperationsPolicies>

Inquiries:

For ***program related questions*** please contact the YouthBuild Project Director - Andrew Westlund at andrew@swwpic.org or 360-696-8417 x128.

For ***policy related questions*** please contact the WSW Youth Initiatives Manager – Miriam Martin at mmartin@workforcesw.org or 360-567-3183.