SummerWorks Program Implementation
Policy #3043

Date of Original Policy: 12/10/2024

BACKGROUND
In March 2022, the Consolidated Appropriations Act 2022 was signed into law. The legislation authorizes $137,638,000 in congressionally directed funds for 173 organizations to carry out demonstration and pilot projects under section 169(c) of the Workforce Innovation and Opportunity Act (WIOA), overseen by the Department of Labor's Employment and Training Administration. This funding is identified as ***Community Projects ETA/Congressionally Directed Spending Grants.*** Workforce Southwest Washington (WSW) as the eligible applicant of these funds under TEGL 03-22 was awarded $1,500,000 to administer and implement the SummerWorks program from January 1, 2023, through December 31, 2025.

PURPOSE
This policy serves as guidance to the Subrecipient of WSW, who are procured to provide participant services under SummerWorks. SummerWorks is a summer youth employment program during the months of April – September. Enrollment can happen in other months, but the work experience and activities will begin in the summer months. On occasion, the services and activities could extend beyond the summer months.

The following will guide the Subrecipient with eligibility and documentation requirements, applicable services, program administration, case management, and reporting requirements.

POLICY
The Subrecipient must use the following to guide program design and implementation. Co-enrollment into WIOA Title I Youth is encouraged if the young adult will benefit from access to additional resources. If co-enrolled, all applicable rules and regulations must be followed for that funding source.

   A. **Eligibility**
   The Subrecipient(s) contracted to implement and oversee the SummerWorks program must determine whether young adults are eligible for the program.

   Minimum eligibility includes:
   - Resident of Clark, Cowlitz, or Wahkiakum County
   - Age 16-24

- Registered for selective service for those required and
- An Opportunity Youth, as defined in the definitions section of this policy

Priority enrollment will be given to those:
- Not enrolled in school or currently unemployed or
- Young adults from diverse and/or underrepresented groups such as:
  - low-income youth
  - youth with disabilities
  - LGBTQIA+ youth
  - foster youth
  - unhoused youth or
- Young adults from the following historically underserved racial groups such as:
  - Black
  - Latino/a/x
  - Hispanic
  - Asian
  - Pacific Islander
  - Indigenous communities

B. **Data Element Validation**

All elements of eligibility must be documented using source documents as reference. The use of self-attestation is permitted for eligible elements using a **signed** Self-Attestation Form. Acceptable formats are:
   a. Paper Forms
   b. Electronic document signing platforms (e.g., DocuSign, Verisign).
   c. Electronically transmitted digital photos of signed documents.
   d. E-mail (in lieu of signatures).
      1. For the data collection certification and self-attestation/applicant statement forms, applicants must reply in the affirmative that they certify the information is true and accurate. The responses and date stamps on the e-mailed replies indicate completion of the form.

C. **Management Information System**

All participant information must be entered into the Washington State Management Information System (MIS) called Efforts to Outcomes (ETO) or its successor. Subrecipient must use the naming convention of **WDA 7 - 2023-2025 SummerWorks** for program of enrollment and ensure all services/activities are attached to this program of enrollment.

Recording of business services and employer information must be entered into the local MIS called Launchpad. Activities must be attached to the **SummerWorks** program for that business.

All paper documentation must be uploaded into one of these systems. WSW workforce development area is paperless, the only exception is for confidential medical records per current/relevant version of WSW Data Privacy (PII) and Security Requirements Policy # 2010 . All enrolled participants must sign a registration or intake form indicating

enrollment into a federal funded program and attesting the information noted is accurate. This can be done electronically in ETO or through paper copy and uploaded to ETO.

It is the responsibility of the Subrecipient to request training and obtain access to ETO and Launchpad for applicable staff. For questions or additional information on requesting access email your WSW Program Manager.

D. Outreach/Recruitment
The Subrecipient is responsible for outreach and recruitment of eligible young adults to enroll in the program. The Subrecipient must have a recruitment plan and be able to adjust accordingly. The recruitment plan needs to include all communities in the 3-county service area and include strategies for meeting recruits where they are if necessary.

In addition, the Subrecipient is responsible for recruiting employers to participate in informational interviews, host job shadows, and host SummerWorks participants during the paid 100-hour work-based learning experience. The worksites must be in alignment with the requirements outlined in WSW Training Handbook Section 6.

E. Stevens Amendment
The Subrecipient must follow P.L. 117-103, Division H, Title V, Section 505, when issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded as a whole or in part with Federal money, all non-Federal entities receiving Federal funds shall clearly state:
1. The percentage of the total costs of the program will be financed with Federal money.
2. The dollar amount of Federal funds for the project or program; and
3. The percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

F. Allowable Services
All services provided must be entered into ETO following data integrity rules and within the 14-day data entry requirement. Funding through *Community Projects - Summer Works* must offer participants the following services:
   a. **Work-readiness workshops:** Each SummerWorks participant is provided the opportunity to participate in work-readiness workshops (in-person or virtually) which could include resume building, interviewing skills, financial literacy, self-advocacy instruction, post-secondary exploration, and leadership development.
   b. **Career exploration activities:** Each SummerWorks participant is provided with the opportunity to participate in career exploration activities, including at least one (1) informational interview (in-person or virtually) and at least one (1) job shadow (individually or in small groups).
   c. **Paid 100-hour work-based learning experiences:** Each SummerWorks participant must be provided the opportunity to complete a program funded, paid 100-hour work-based learning experience with a local employer that aligns with their specific employment goal(s) and career interests, or which provides

relevant skills and experience supportive to the participants personal and employment goals. Work Experiences must be administered following [WSW Training Handbook Section 6](#).

   d. **Supportive Services:** Each SummerWorks participant is assessed for eligible supportive services and provided if deemed necessary for continued participation. Subrecipient must follow the [WSW Supportive Service Policy #3005](#) when administering supportive services. Included as part of the supportive services category, the Subrecipient may provide incentive support to those participants actively engaged in programming. The Subrecipient must follow the most recent version of [WSW Youth Incentive Policy 3042](#).

G. Case Notes

Case noting is a requirement of the program and must be entered into ETO. All SummerWorks participant electronic files must contain detailed case noting of the program elements. The Subrecipient must follow [WSW Policy 3038 Case Noting](#) when entering case notes into ETO.

H. Quality Assurance

The Subrecipient is responsible for ensuring the participants file contains the required information and documentation necessary for program compliance. It is recommended the Subrecipient conduct regular quality assurance checks and correct any deficiencies as part of an internal process.

I. Program Completion

Program completion occurs when the SummerWorks participant has completed their service components of the program. This could include all three components and associated activities or less depending on the young adult's program service plan. The planned components must be documented in case notes or the Individual Participant Plan tab of ETO.

Once a participant has completed the program, the Subrecipient must complete the Program Completion and Outcomes Touchpoint in ETO.

If a young adult disengages from the program prior to completing the planned components, the Subrecipient will attempt to make contact for 90 days after the date of last service. If at 90 days, still no contact is made the young adult will be exited from the program.

J. Exceptions

Exceptions may be approved in certain circumstances. The Subrecipient must email the WSW Program Manager with the details of the exception request including participant name, ETO Identification Number, and the extenuating circumstances that have led to the exception request.

The following circumstances may be eligible for an exception request:

a. The participants' activities must occur outside of the normal summer months of April – September.

b. The participant requests adjustments for the services provided. IE: a supportive service that is not currently allowed under policy and/or reasonable accommodation must be made.

K. Reporting
The Subrecipient must provide a quarterly report to the WSW Program Manager. Timeline and requirements are outlined in the Subrecipient subcontract. WSW will report to DOL through WIPS and the Federal Project Officer.

DEFINITIONS
- **Opportunity Youth –** a young adult between the ages of 16 and 24, not currently employed, and not actively engaged in high school or postsecondary courses.
- **Source Document** – allowable documentation used for data element validation. A source document is an original record that contains pertinent details. It captures key information such as the names of parties involved, amounts paid, date, and the substance of data, process, service, or transaction. Source documents are used to substantiate and record various transactions and events. A list of allowable eligibility source documentation can be referenced in Attachment B of WSW Policy #3037.

REFERENCES/RESOURCES
- TEGL 03-22
- DOL Grantee Handbook
- WSW Data Element Validation Policy #3037
- WSW Data Privacy (PII) and Security Requirements Policy # 2010
- WSW Supportive Service Policy #3005
- WSW Training Handbook
- WSW Youth Incentive Policy 3042
- WSW Policy 3038 Case Noting

WEBSITE
http://workforcesw.org/providers#OperationsPolicies

INQUIRIES
Please contact Nolan Yaws-Gonzalez at nyaws-gonzalez@workforcesw.org or (360) 567-1066 for questions.