

**Southern Nevada Workforce Investment Board
ARRA Summer Stimulus Youth Programming
Participant and Program Flow**

Process/Task	Deadline	Policy/Form
<input type="checkbox"/> Pre-screening eligibility	May 1 st - ongoing	See policy 3.0 Y See eligibility checklist
<input type="checkbox"/> Provide list of pre-screened youth that will be in CCSD <ul style="list-style-type: none"> ▪ Send to Chanda Cook 	May 5 th to June 15 th	See email See form provided by Chanda
<input type="checkbox"/> Start WIA eligibility paperwork <ul style="list-style-type: none"> ➤ http://www.snwib.org/youthARRA.html <ul style="list-style-type: none"> ▪ Application, ▪ Copies of appropriate documentation ▪ Grievance form, ▪ I9, ▪ W4, ▪ work permit application, ▪ Selective Service Registration (if applicable), ▪ medical release 	May 1 st on-going	See Policy 3.0Y
<input type="checkbox"/> WIA Certification Appointment Scheduled	May 8 th on-going	Contact Sylvia
<input type="checkbox"/> Youth is Certified as WIA Eligible by SNWIB Staff	May 8 th on-going	Contact Sylvia
<input type="checkbox"/> Create an Individual Client File	After Certification	See 3.10Y
<input type="checkbox"/> Enroll in WIA <ul style="list-style-type: none"> ▪ put into first Activity (participation date) ▪ The date of first activity CANNOT be BEFORE the certification date ▪ Refer to your contract/form instructions for appropriate list of activities 	May 13 th on-going Monthly Reports Deadline for Final Reports - TBD	

<ul style="list-style-type: none"> ▪ If any changes or if youth drop-out of program the data should be turned in within 5 business days (including exits from the program) ▪ When youth complete the program appropriate exit data should be collected 		
<input type="checkbox"/> Complete Assessment <input type="checkbox"/> Complete ISS	Prior to starting first activity	See Policy 3.2Y See ISS Form
<input type="checkbox"/> Conduct Work Readiness Pre-Assessment	Prior to beginning first Work Readiness/Job Readiness or Summer Work Experience services	See Work readiness Evaluation See Contract Scope of Work
<input type="checkbox"/> Sign up for CCSD Summer School <ul style="list-style-type: none"> ▪ This cannot be any later than 6/15 	Through 6/15	Enrollment is being handled by CCSD
<input type="checkbox"/> Provide Supervisor Training	ongoing	See Policy 3.11Y See Host worksite Manual
<input type="checkbox"/> Start Job Readiness Training for Youth	After enrollment - ongoing	See Scope of Work,
<input type="checkbox"/> Provide Youth Orientation to Work Experience Expectations <input type="checkbox"/> Determine Youth Work Experience Placement <input type="checkbox"/> Set up Youth Work Experience Interview (if applicable) <input type="checkbox"/> Provide youth with Orientation to the worksite	After enrollment – ongoing but prior to beginning work experience	See Policy 3.11Y See Forms: WEX Agreement Work Readiness Evaluation See Work Experience Check list
<input type="checkbox"/> Begin Work Experience	After Job Readiness Training After Youth Orientation After Supervisor Orientation <i>See Above</i>	

<input type="checkbox"/> Process Timesheets/Payroll	After beginning work experience	Agency should provide form/instructions
<input type="checkbox"/> Begin Summer School (if CCSD student)	After June 15 through July 23	See summer school schedule
<input type="checkbox"/> Evaluate Work Sites <ul style="list-style-type: none"> ▪ CCSD will conduct weekly visits ▪ Program staff should conduct site visits at least once per summer and phone visits weekly or bi-weekly 	After first week of Work Experience Placement	
<input type="checkbox"/> Conduct Work Readiness Post-Test Evaluation	No later than the end of Job Readiness, Work Readiness, Work Experience or other Summer Activities	See Work readiness Evaluation See Contract Scope of Work
<input type="checkbox"/> Final CCSD Work Experience Credit should be turned in to Chanda Cook	Date = TBD	
<input type="checkbox"/> Provide Final Reports/Data Reporting <ul style="list-style-type: none"> ▪ Including Completion Rate ▪ Work Readiness Attainment Rate ▪ Close out of all activities ▪ Any end of summer assessment of on-going needs 	Date = TBD	