



**Quad County
Urban League**

*Empowering Communities.
Changing Lives.*

PROGRAM DESCRIPTION: Youth Employment Services (Y.E.S.)

affords eligible youth exposure to the world of work and to the team approach in a work environment. The program encourages school completion, strong academic performance and builds citizenship awareness. The program also has a focus on employability skills training and vocational/post-secondary educational exploration.

STAFF STRUCTURE: Program includes 1 Project Lead (*Lead Case Manager*) and 1 Case manager.

CONTACT INFORMATION: Please contact Clayton Pryor or David Williams at 630-851-2203 ext. 235/236 for more information about the Youth Employment Services Program.

HOW IT WORKS:

The Youth Employment Services Program provides service to youth aged 16-21, assisting them to overcome barriers that prohibit them from completing their high school credential and/or obtaining employment. Youth must be a current high school senior or GED student to enroll. They must also qualify as low-income (WIA guidelines) and have barriers as described in the program brochure. If the youth has a learning disability or IEP (*Individual Education Plan*) they qualify as a household one. Therefore, the total household income is obsolete.

YES staff partner with local High Schools within Southern Kane counties to identify seniors who may qualify for the program based on receiving free or reduced lunch, this is usually an indicator of financial need. Once identified, these youth are presented the YES program and benefits. The youth are then assessed and walked through the application and eligibility determination process. This includes a formal Youth application, retrieval of transcripts and school enrollment verification. The youth are also required to complete a TABE (*Test of Adult Basic Skills*) pre-test. The TABE results provide the Case Manager with a grade equivalent for adult basic skills. It will be considered a barrier (basic skills deficient) if the youth scores below a 9th grade level. Case Managers then complete an ISS (Individual Service Strategy) for each applicant. The completed applications along with the eligibility materials are forwarded for KCDEE for final approval and enrollment into the LWIA system.

Once enrolled, youth are assigned benchmarks quarterly and are eligible for various incentives as outlined in the PY'10 incentive plan. They are required to be in contact with their case manager at least once per month, preferably an in-



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person visit. Youth are encouraged to complete a ‘Paid Work Experience’ in which they are placed at an outside facility, preferably within their expressed career interest to gain work experience. There is a KCDEE worksite agreement that is completed with the worksite and QCUL executive management. The worksite must also pass the EEO compliance screening with Lugenia Thomas of KCDEE. This work experience is typically limited to 240 hours and paid between minimum wage and \$10.00/hr depending on the job function (determined by KCDEE). The youth wage is paid through the program budget.

QCUL has a contracted number of youth to serve per program fiscal year (i.e. 35 for KCDEE PY'10). The performance measures for QCUL are ‘Obtainment of Credential’ and “Entering Education or Employment” for youth enrolled in the QCUL program. Literacy and Numeracy gain is only applicable for youth classified as Out-of-School. The outcomes are determined by a comprehensive report after youth are exited from the program.

REPORTING: Case notes are due to KCDEE the 1st of every month for all student contact in the previous month. Financial reports are to be submitted to KCDEE the 10th of every month.

IMPORTANT NOTES: QCUL staff members participate on various youth WIA councils/trainings in Kane County. This includes the River valley Youth Council Committee that meets quarterly at KCDEE.