

## **PROGRAM DESCRIPTION: Youth Services Program**

**STAFF STRUCTURE:** Program includes 1 Program Manager, 2 Case Advisors, 1 Secretary.

### **CONTACT INFORMATION:**

Alyson Gaspar, Program Manager: 630-906-4176, [agaspar@waubonsee.edu](mailto:agaspar@waubonsee.edu)

Debbie Schroer, Case Advisor: 630-906-4104, [dschroer@waubonsee.edu](mailto:dschroer@waubonsee.edu)

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### **HOW IT WORKS:**

The Youth Services Program provides service to youth aged 16-21, assisting them to overcome barriers that prohibit them from obtaining education or employment. Youth must be out of school to enroll. They must also meet the income and barrier requirements as defined by WIA guidelines. YSP assists students in paying for a short term certificate at WCC. These programs include but are not limited to: Certified Nurse Assistant (CNA), Phlebotomy Technician, Emergency Medical Technician (EMT), Patient Care Technician, Early Childhood Aide, Industrial Maintenance, Dental Assistant, and Pharmacy Technician.

Youth are referred to the program by various WCC departments (Counseling, Registration, Financial Aid) and by current and former students. In addition the staff give presentations to local groups (high schools, agencies, libraries) to further advertise our services. Finally flyers are posted on campus and at local agencies where the targeted population might see them.

When students contact the program and are informally determined eligible, they are asked to participate in a 3 step intake process. During the first meeting students are made aware of the benefits they will receive along with the expectations of the program. For the second meeting they return with their application and supporting documentation, their TABE and WCC related assessments are reviewed and they take an interest inventory on the computer. The third meeting is their final interview where a final determination of appropriateness and eligibility occurs. If a student demonstrates a lack of follow through or commitment during the application process, they are determined "inappropriate" for services and are asked to return in 6 months if they choose to begin the process again.

Once enrolled, students begin working on various activities including job search workshops and basic skills improvement. The goal is that they are in touch with their assigned staff member several times per month. When possible, students are asked to complete their post-test requirement prior to the start of their certificate program. Prior to classes starting, students must attend an orientation that prepares them for the upcoming semester. AT this time they receive their books and supplies. Study sessions are offered during the semester and students are encouraged to attend. When students have met the requirements for the program requirements they are entered into, they are exited into follow up services.

YSP has contracted to serve 35 students for PY 10. The performance measures for YSP include Attainment of a Degree or Certificate, Placement in Employment or Education, and Literacy and Numeracy Gains. Students are only entered in the measures they are eligible for, which is determined at time of enrollment.

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

**IMPORTANT NOTES:** WCC 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.