

SUMMER JOB LEAGUE POLICY & PROCEDURE MANUAL

REVISED JULY 2019

Overview

The State of Missouri Division of Workforce Development has partnered with the Missouri Family Support Division to implement a summer employment program for low-income youth. Missouri's youth will be provided the opportunity to gain valuable work experience to prepare for tomorrow's careers.

The following outlines the TANF Program Funds Summer Job League Youth Program activities:

1. Outreach, Recruitment
2. Applications
3. Eligibility
4. Assessment
5. Enrollment, Co-enrollment & MoJobs
6. Participant Orientation
7. Work Readiness Component
8. Employer Recruitment, Outreach & Worksite Development
9. Program Service Management
10. E-Verify Requirement
11. Supportive Services
12. Performance
13. Follow-up
14. Monitoring
15. Allocations/Contracting
16. Obligations/Expenditures
17. Communications & Press Releases
18. Confidentiality
19. Attachments

1. OUTREACH, RECRUITMENT

The Workforce Development Boards (WDBs) and their service providers must establish partnerships with local schools, and community partners including state agencies, such as the Department of Social Services for recruitment of eligible youth to participate in the program.

Recruitment for these positions will be focused on the neediest youth including: youth from families receiving TANF and/or SNAP benefits; disconnected youth, disadvantaged in-school youth, those most at-risk of dropping out, youth in and aging out of foster care, youth offenders and those at risk of court involvement, homeless, runaway youth, children of incarcerated parents, migrant youth, Native American youth, youth with disabilities and out-of-school youth.

It is expected that staff will be dedicated to complete the outreach & recruitment and eligibility process at times that will be convenient for the applicants that may include evening and weekend hours.

2. APPLICATIONS

Each region must enter a generic job order(s) (jobs.mo.gov) to recruit potential summer youth applicants. Regions may have a singular job order for the region or a job order for each subcontractor's recruitment.

All youth applying for the program will register through jobs.mo.gov and apply for the region's summer youth job order. This will allow the program operators to have immediate access to applicants and collect the required demographic information for Equal Opportunity.

All applicants for the program must be informed of the WIOA Complaint & Grievance Procedures.

3. ELIGIBILITY

Participants must be Missouri residents, at or between the ages of 14-24 whose gross family monthly income does not exceed 185% of the Federal Poverty guidelines shown in the chart below, which are effective January 2019.

Family Size	185 Percent of Poverty – Monthly
1	\$1,926
2	\$2,607
3	\$3,288
4	\$3,970
5	\$4,651
6	\$5,333
7	\$6,014
8	\$6,695

For each additional member over a family of eight add an additional \$681

All income sources must be shown. *If the individual receives or is within a family receiving TANF or SNAP an income test is not needed provided case documentation is obtained.* Attachment 1 (2019 TANF Summer Youth Includable/Excludable Income Sources) indicates sources of income and whether they should be considered includable or excludable for the purposes of this program. There is no exclusion of family size if the individual is disabled.

Proof of social security number, age, citizenship, selective service (if applicable) and documentation of family size and income must be maintained in the participant's file. The Eligibility and Documentation tables located in DWD Issuance 04-2017 may be used to reference the appropriate types of acceptable documentation.

It must also be documented whether the applicant is

1. A parent
2. A child living with the custodial parent or other adult caretaker/relative.

A family is defined as all persons living in the same household who are related by blood, marriage or adoption. Adult children who continue to live at home with their parents are considered to be part of the family for this purpose and their income must be counted in determining the total family income. A dependent child who is living outside of the home (for example, a student living in a dormitory or other student housing) is considered for these purposes to be part of the family upon which he/she is dependent. Foster children are considered a family of one.

WDBs are required to incorporate priority of service for veterans and eligible spouses to meet the requirements of 20 CFR part 1010, published at Fed. Reg. 78132 on December 19, 2008, the regulations implementing priority of service for veterans and eligible spouses in Department of Labor job training programs under the Jobs for Veterans Act under sec. 1010.310(b)(3) of these regulations.

4. ASSESSMENT

Eligible youth will be assessed to identify age-appropriate education and career goals. A strategy will be developed and should provide linkages between academic and occupational learning that provides preparation for employment, and provides effective connections to intermediary organizations that provide strong links to the job market and employers within the local labor market they live in.

Youth participating in the program should be placed in areas of occupational interest while also being placed with a worksite that can train the youth to be prepared for jobs in growth occupations, emerging industries, or community service related jobs. Additionally, DWD encourages WDBs to develop work experiences that expose youth to opportunities in targeted, high growth occupations and career pathways.

Although some level of assessment and service strategy is required, the full objective assessment and comprehensive ISS **is not** required for youth served only during the summer months. WDBs will not be required to assess basic skills level for youth participating in summer employment.

In-school youth should be encouraged to remain in school and return to their academic setting at the beginning of the new school year. If the youth does not have a high school diploma or equivalent, they must be provided information on, and referred to, the local Adult Education & Literacy (AEL) classes in the area.

5. ENROLLMENT, CO-ENROLLMENT & MOJOBS

- Youth may be enrolled in summer activities from July 1 through September 30 using these funds. Youth may be carried in from previous funds or carried into new funds in order to complete 320 hours during the summer period. The rate of pay for participation in the work experience activity is based on the Workforce Development Board's discretion and each youth may work up to a maximum of 320 hours.
- Enrollment will be done either by paper intake process on-site when access to a computer is not possible or by using the MoJobs intake and enrollment procedures.

- If paper enrollment is done, MoJobs data entry will occur within the same week as paper enrollment. Failure to enroll in MoJobs will be seen as non-entry into the summer program. Any wages paid prior to eligibility determination and MoJobs enrollment will be considered a disallowed cost and payment will be the responsibility of the WDB and/or their subcontractor.
- Youth must be enrolled in the program before any service can be entered. NO EXCEPTIONS.
- A youth cannot begin a work activity until his/her information has been entered into MoJobs. Any funds expended prior to the eligibility determination and registration date are disallowed costs that must be re-paid with non-federal funds.

To complete eligibility, create enrollments and post services for the program, staff must have access to the Youth Program in MoJobs. Requests for this access must be made through the normal MoJobs access request process.

Co-enrollment of WIOA enrolled youth is strongly encouraged.

If the participant receives SNAP benefits, and are not returning to school, or will not enter full-time employment they must be co-enrolled in the SNAP program. This will allow the customer to receive services after their summer employment ends.

Generic Program
Apps: 0

[Create Generic Application](#)

General Information

Participant Name:	Vacation, Anita
* Application Date:	<input type="text" value="06/25/2019"/> (mm/dd/yyyy) Today
* Date of Eligibility:	<input type="text" value="06/25/2019"/> (mm/dd/yyyy) Today
* LWIA/Region:	<input type="text" value="Central Region"/>
* Office Location:	<input type="text" value="CENTRAL OFFICE"/>
* Office Location of Responsibility:	<input type="text" value="CENTRAL OFFICE"/>
* Meets Program Eligibility:	<input type="text" value="19S -2019 Summer Jobs League"/>

[Exit Wizard](#)

Next >>

6. PARTICIPANT ORIENTATION

An initial orientation to the Summer Job League Program expectations must be explained prior to the youth's summer work experience. The items to be included in orientation are:

- information on all available services;
- expectations of workplace behavior (maintaining punctuality and regular attendance);

- understanding confidentiality, appropriate behavior and sensitivity to other worksite staff (diversity, sexual harassment), drug and alcohol abuse policies, health and safety issues, worksite completion of forms, and contact person and phone number for their individual case worker;
- Equal Opportunity Notice (DWD 120) & *WIOA Program Complaint & Grievance Notice (DWD 121) (sign a copy, and be given a copy for their own records);
- a Release of Information form to be signed; and
- Timesheet and training plan review

*While these are not WIOA participants, they are customers of the Missouri Job Center and must be informed of the WIOA Complaint & Grievance Procedures

7. WORK READINESS COMPONENT

The region must provide the participants work readiness training/information prior to placement to ensure they have the knowledge to succeed in the workplace. Curriculum should include; but is not limited to: adhering to workplace expectations, attendance, punctuality, appearance, conflict resolution, positive communication skills, getting along with staff and coworkers, teamwork, following directions and supervisor feedback, correctly filling out timesheets and tax papers, financial literacy, workplace safety, customer service, and other soft skills that will help the youth get the most out of their summer job. This activity may be combined with the participant orientation or as a separate component.

8. EMPLOYER RECRUITMENT, OUTREACH AND WORKSITE DEVELOPMENT

Each region will recruit potential employers for the Summer Job League Program. If the employer is chosen to participate as an employer for the program a job order for the employer should be created (and suppressed) so that referrals may be posted and hires resulted. When the job order is entered it automatically goes to technical support for validation.

Each region must develop outreach events and activities directed to employers to encourage participation and to develop worksite opportunities. It should be emphasized that this program provides cost efficient labor and provides employers an opportunity to contribute to their community's economic future. Activities for employers include:

- Employer mailings, employer roundtables, presentations provided to professional organizations (i.e. Business Associations, Chambers) and/or fraternal organizations (i.e. Lions Clubs & Rotary Clubs), and radio public service announcements;
- efforts directed to smaller employers (less than 50 employees) because they can normally offer students a greater degree of exposure to an array of work-related tasks and functions, as employees who work at smaller companies often "wear many hats"; and
- a comprehensive business outreach plan implemented with assistance from DWD (All business outreach staff at the state and local level will work together to coordinate marketing the program to employers. This collaborative approach, both regionally and statewide, will ensure more voluminous and less duplicative outreach to business) which will include distributing consistent marketing materials/brochures and mailers to employers.

WDBs should seek employers that are committed to helping participants receive the experience and training that is required to meet the goals set for the summer employment participants. All WDBs

should ensure that participating worksites introduce and reinforce the rigors, demands, and rewards, associated with holding a job. WDBs should make an effort to match worksites with participants' interests and goals as well as alignment with targeted industry sectors identified within the region.

Service providers must have the capacity to develop meaningful, safe and well-supervised worksites for the placement of youth. Worksites may be with a for-profit, nonprofit and/or a public agency. This may also include project-based community service learning opportunities not conducted at an employer worksite. When utilizing service learning opportunities, worksite supervision, including participant to staff ratio, is critical. Worksite agreements shall be required for each worksite developed, along with a supervisor orientation. WDBs are responsible for ensuring proper worksite supervision is provided. Monitoring and follow-up are required after a participant is placed to ensure the supervisor as well as the youth is supported in their work experience.

Summer employment activities should be designed to encourage participants to take responsibility for their learning, to understand and manage their career options, and to develop social skills and a maturity level that will help them interact positively with others. This is especially true for at-risk youth, as summer employment may be one of the few opportunities they have to learn how to enter the world of work. Employers should be flexible in working with youth that may have barriers to employment. These efforts should rely on developmentally or age-appropriate strategies: what is appropriate for a 24 year-old may not be appropriate for a younger youth. Consequently, the services provided to these youth participants and the work readiness goals set for these individuals should be age appropriate.

No participant will be allowed to perform work activities in a home business, casino or other gambling establishment, swimming pool, or in a position that serves liquor.

Staff must create a job order for every employer participating in the Summer Job League program. Applicants should be referred to the job order with results of each referral posted.

Attention should be given to ensure that work experience arrangements do not unfavorably impact current employees and do not impair existing contracts for services or collective bargaining agreements. In addition, the work experience of the participants should not replace the work of employees who have experienced layoffs. Youth summer employment should be a work experience intended to increase work readiness skills of participants and not significantly impact the profit margin of a for-profit company. DWD recommends adopting selection criteria to ensure that one employer is not favored at the expense of another employer.

Workplace Guidelines Workforce Boards must develop policies to ensure sub-recipients and employers adhere to current workplace safety guidelines and applicable federal/state wage laws. For information and resources on safety and child labor laws, consult <http://www.youthrules.dol.gov/about/index.htm> and <https://www.osha.gov/youngworkers/index.html>. Provisions for wages under the amendments to the Fair Labor Standards Act (FLSA) apply to all youth participants employed under this program.

Child Labor Laws The Missouri Division of Labor Standards' Wage and Hour Section provides Missouri employers, parents, school officials and youth information and training about workplace safety and health program management, child labor laws and youth and employer rights and responsibilities.

Missouri's Child Labor Law applies to youth under the age of 16. Youth who are 14 or 15 generally are permitted to work, but their work (as well as the work of all children in the entertainment industry) is subject to several restrictions. Please refer to <https://labor.mo.gov/youth-employment> for up-to-date policies and requirements including the requisite of work certificates and permits, allowable work duties and hours, break and lunch hours, etc. based on the age of the individual. Please refer to https://labor.mo.gov/DLS/YouthEmployment/acceptable_work for acceptable and unacceptable work duties for youth ages 14 & 15.

The employment of youth sixteen and over does not fall within the jurisdiction of Missouri law, but rather federal law. Certain occupations are prohibited and generally involve dangerous equipment (cookers, slicers), dangerous materials (such as toxic chemicals), or dangerous duties (driving, roofing). In addition there are specific restrictions regarding youth employment opportunities in hotels and businesses that sell alcoholic beverages. For additional information, see <https://www.dol.gov/whd/childlabor.htm> . The federal youth employment provisions, also known as the child labor laws, are authorized by the Fair Labor Standards Act (FLSA) of 1938. These laws were enacted to ensure that when youth are employed, the work is safe and does not jeopardize their health, well-being or educational opportunities. By knowing, understanding and complying with provisions of FLSA (also known as the "Wage-Hour Law"), employers, parents and teachers can help working youth enjoy those safe, positive, early work experiences that are so important to their development. ***See Child Labor Bulletins No. 101 and 102 as a guide to minors employed in nonagricultural and agricultural occupations, respectively.*** Other federal and state laws may have higher standards and when those standards apply, the more stringent standards preempt all others.

WORKSITE FORMS

- Worksite Agreement The Worksite Agreement is a binding agreement of accountability among the service provider, and worksite. The purpose of this form is to ensure that the worksite sponsor agrees to provide the appropriate level of supervision for each placed youth, comply with Child Labor Laws, and confirm an established relationship between the worksite employer and the service provider.

The Worksite Agreement at a minimum should include the following information:

1. Employer Contact Information
2. FEIN
3. Position Information: title, # of positions and supervisor name
4. General Assurances (must be initialed by appropriate worksite/employer representative)
5. Signatures of Contractor, Worksite/Employer authorized signatory

- Supervisor Orientation

A supervisor orientation that provides a program overview, supervisor expectations, development of work plans for the youth, and time card and payroll distribution, workers compensation processes, etc. and shall be provided prior to a youth's placement on a worksite. A supervisor orientation must be completed for each supervisor at the worksite. Copies will be maintained at the worksite and in the youth's file.

- Training Plan

The training plan will be developed with the employer, counselor and youth participant together, so all parties are in agreement about what is expected during work. Goals will be established for the participant to strive for and complete, and will be listed on the training plan. The regions are encouraged to utilize the training plan template DWD has provided. However should they decide to create their own form, all elements within the DWD form must be included.

- Work Readiness Evaluation

A worksite evaluation (attachment 7) to measure the participant's level of workplace readiness must be completed within the first two weeks (calendar) of the participant's start date and at the completion of the program. The worksite supervisor is expected to observe and evaluate workplace performance. Local area program staff should assist employers in making the youth evaluation process as simple and seamless as possible. This should include providing clear instructions on its use through employer orientations and utilizing worksite monitoring visits to address any outstanding procedural questions or concerns by the employer. In addition, the tool allows the employer to include industry or job-specific skills should they desire to do so.

Employers should review the tool with the youth on or prior to the first day of the work experience so they will have a clear understanding of the work readiness skills for which they will be measured, and how often they will be measured. Depending on the number of youth at a worksite and the employer's discretion, this can be done as part of an employer-led group orientation or individually.

It is recommended that employers conduct more than one evaluation throughout the course of the work experience when possible such as bi-weekly or mid-point. This provides the employer and case manager the opportunity to offer youth constructive feedback; formally recognize positive work performances; address small issues before they become larger ones; and formally communicate youth performance with local program staff to ensure adequate support.

The final evaluation of the participant's workplace readiness skills should take place during the last week of employment. This feedback with the youth will provide them their workplace strengths as well as indicate areas they should improve on for future employment opportunities. Should the participant achieve a "Proficient" standing in 80% of the categories listed, they will be considered as having achieved work readiness. This will be recorded in MoJobs at the service closure.

- Time sheet

The regions are encouraged to utilize the time sheet template DWD has provided. However, should they decide to create their own form, all elements within the DWD form must be included.

- WORKSITE INFORMATION PACKET

Each worksite should be provided a packet of information which will include at a minimum:

- A copy of the Worksite Contract/Agreement
- A copy of the signed orientation for each supervisor
- A copy of the training plan for each participant
- Workers Compensation information to include the process for reporting an incident and who to contact in case of an accident. As youth may be working outside regular business hours the region must provide contacts for outside the normal working hours.

The WDBs will ensure that all forms, brochures or other materials distributed to the public includes the statements "equal opportunity employer/program" and "auxiliary aids and services are available upon request to individuals with disabilities"; and the telephone numbers for TDD/TTY access and/or telephone relay services.

9. PROGRAM SERVICE MANAGEMENT

Program operators will assess the needs of youth for particular services to meet employment goals and assist youth in achieving those goals. Counselors must maintain ethical standards at all times, adhere to confidentiality policies, remain sensitive to ethnicity and diversity, build trust when working with youth and incorporate youth development practices in various aspects of case management. They will pick up time sheets, check for accuracy and approve for payment.

Reasons that constitute participant dismissal will be established in the orientation, training plan and with the employer in cooperation with the program operator. If concerns arise at the worksite, the counselor and employer will discuss the problem and then speak with the participant to determine the issue and find resolutions. If a participant is dismissed from a worksite, it may be appropriate for that participant to be considered for another worksite.

Case managers must have bi-weekly contact with the employers and participants and face-to-face meetings with each participant and employer as appropriate (but no less than monthly) to determine:

- Status of worksite placement;
- if goals are being met;
- if participant is having any problems; and,
- With the employer, how participant is doing on the job.

Record keeping and case notes are an essential component to case management. All pertinent information and contact information for the youth should be up-to-date in MoJobs. Case notes should be entered immediately after speaking with youth or conducting any activities with youth. This is important because these records are used in planning, implementing, and evaluating services. In addition, the case record is a focal point for accountability to funding, and the youth-services profession in general. Services must be checked by the case manager when a case note is added to ensure the record is kept active.

Case notes should specify:

- the purpose of the meeting achieved;
- participant objectives;
- impressions & assessments of the participant;
- plans for future steps toward success;
- context of the work expected and how it relates to the youth's future; and,
- if domestic violence is an issue in the home of the youth, case notes should be written without revealing personal information about the youth participant.

Participant files (either electronically or hard copy) at a minimum should include the application, demographic information, citizenship, selective service (if applicable), proof of income with family size, initial assessment of skills, training plan and training progress notes, payroll records, any other information relating to payments, supportive services, training, etc.

10. E-VERIFY REQUIREMENT

The State of Missouri requires use of the Employment Eligibility Verification Program (E-Verify) to validate the employment eligibility of all employees hired after January 1, 2009, including those hired to operate the summer employment program and the youth participants employed through the program. Items included in the E-verify process are:

- Form I-9, Employment Eligibility Verification, must be completed by the employee with the actual start date being indicated on the form. This form must be part of the participant's file.
- The employer, then, must create a case on the E-verify system. This case must be created no later than 3 business days after the employee begins work for pay. You are allowed to create the case prior to the workday, but the hire date will be the date entered into the system. The system does not allow for future dates. The employer is required to print out the verification that a case has been created. The printout must be filed in the participant's file or in the human resource file.

11. SUPPORTIVE SERVICES

Supportive Services may be provided to the participant for work-related needs such as transportation assistance, uniforms, tools and equipment, etc. Staff must follow the local Workforce Board's supportive service policy.

12. PERFORMANCE

Each region will be required to track (in MoJobs) the number of participants enrolled in the Summer Job League program, the services they receive and the completion statistics of those in summer employment. These statistics will include the number of youth completing the program (as defined in their individual plan); the total number hours the youth worked; whether the summer employer hired the participant; if the participant: returned to school; entered post-secondary education; entered Adult Education & Literacy classes; or entered employment; and whether work readiness was achieved.

DWD will report to the Family Support Division the number of youth participating in the program, activities provided and amount of funds expended on a monthly basis or as requested along with the participant demographics and outcomes.

Generic Program Outcomes

OUTCOME - WORK READINESS - The youth was "proficient" (3.0) in a minimum of 80% of the the work readiness categories (as verified by the employer on the SJL Work Readiness Tool.)

OUTCOME - HOURS WORKED - The youth completed a total of _____ hours in the 503TSJL activity (as verified by time sheets).

OUTCOME - RETENTION - The youth was retained by the 503TSJL employer?

OUTCOME - EMPLOYMENT - The youth gained part-time employment (<30 HPW) after the program (any employer)?

OUTCOME - EDUCATION - The youth returned to school?

If yes, High School?

Post-Secondary?

The youth, who was not in school at enrollment, was re-engaged in education?

13. FOLLOW-UP

Follow-up is not a required element of this program. Local areas should provide follow-up services when deemed appropriate for such individuals through enrollment into WIOA activities.

14. MONITORING

WDBs will monitor participant files and worksites to ensure compliance with all elements within this scope. In addition Division of Workforce Development and Family Support Division monitoring teams will conduct financial and programmatic monitoring to ensure compliance with the program guidelines.

15. ALLOCATIONS/CONTRACTING

Local WDBs are the grant recipients for the Summer Job League Program funds, unless another fiscal agent is designated. The WDBs may contract with local service providers to operate the program and should adhere to their local procurement guidelines. Each region has been provided a budget indicating allowable costs for this contract. Any changes to this budget should be sent to Rachel Hogrefe at rachel.hogrefe@ded.mo.gov and Melissa Woltkamp at melissa.woltkamp@ded.mo.gov . Refer to the PY18 Annual Agreement for financial reporting guidelines.

The term "administrative costs" means costs necessary for the proper administration of a TANF program or separate State programs. It includes the costs of general administration and coordination of programs including contract costs and all indirect (or overhead) costs.

Examples of the types of activities that would be classified as "administrative costs" include:

1. Salaries and benefits of staff performing administrative and coordination functions;
2. Activities related to eligibility determinations;
3. Preparation of budgets, program plans and schedule;
4. Monitoring of programs and project.

5. Fraud and Abuse units;
6. Procurement activities;
7. Services related to accounting, litigation, audits, management of property, payroll, and personnel.
8. Management information systems not related to the tracking and monitoring of TANF requirements; and
9. Preparing reports and other documents.

Excluded from "administrative costs" are the direct costs of providing program services such as providing program information, the development of employability plans, work activities, post-employment services, work supports, and case management.

16. OBLIGATIONS/EXPENDITURES

No expenditures for these funds may occur past September 30 of the contracted year. The WDBs and their service providers must follow TANF regulations for all obligations and expenditures. Final expenses for these funds must be reported in the financial reporting system (FRS) no later than October 15 of the contracted year.

17. COMMUNICATIONS AND PRESS RELEASES

No region shall issue any statements, press releases, and other documents describing projects or programs funded in whole or in part with Federal/state money unless the prior approval of DWD is obtained.

18. CONFIDENTIALITY

Each WDB will ensure their staff and subcontractors have undergone confidentiality training and have signed understandings of the policy. They shall use appropriate administrative, physical and technical safeguards to prevent use or disclosure of any information confidential by law that it creates, receives, maintains, or transmits on behalf of this program other than as provided for under the agreement. The WDBs shall ensure that policies and procedures implemented by the contractor to prevent inappropriate uses and disclosures of confidential information by its workforce and subcontractors are followed; and any safeguards necessary to prevent the inappropriate use or disclosure of confidential information are used.

All information gained as a result of the performance under this agreement shall be confidential. No reports, documentation, or material prepared as required by this agreement shall be released to the public without the prior, written consent of DWD, unless otherwise required by law.

No reports, documentation, or material prepared as required by this agreement which pertain to individually identifiable persons shall be released to the public without the prior, written consent of each party, unless otherwise required by law.

The WDBs and their subcontractors must ensure that no documents, such as timesheets, training plans, etc., that are not protected, including e-mails and faxes contain a customer's full Social Security Number (SSN). Rather, the customer's full name, with middle initial, followed by the last four digits of their SSN,

the customer's programmatic identification code, or the MoJobs application ID number, if applicable, will be used to protect their identity.

19. ATTACHMENTS

Attachment 1- 2019 TANF Summer Youth Includable/Excludable Income Sources

Attachment 2- Worksite Agreement-General Assurances

Attachment 3 - Worksite Agreement-Training Plan

Attachment 4 – Worksite Agreement-Supervisor Orientation

Attachment 5 - Participant Orientation

Attachment 6 – Timesheet

Attachment 7 – Missouri Summer Youth Work Readiness Assessment

**2019 TANF SUMMER YOUTH
INCLUDABLE/EXCLUDABLE INCOME SOURCES**

TANF-SUMMER YOUTH INCLUDABLE INCOME	
GRADUATE STUDENT	Include
STUDENT ASSISTANCE NOT TITLE IV FUNDED	Include
VET'S EDUCATION ASSIST (NOT CC COMPENSATION)	Include
AMERICORPS – NCCC	Include
BONUSES	Include
SALE OF BLOOD/PLASMA	Include
CHILD CARE SELF-EMPLOYMENT	Include
COMPENSATION IN LIEU OF WAGES	Include
COMMISSIONS	Include
FARM – GROSS INCOME OF MORE THAN \$1000/YR	Include
FARM – GROSS INCOME OF LESS THAN \$1000/YR	Include
GREEN THUMB – TITLE V SENIOR COMMUNITY SER EMP	Include
ON THE JOB TRAINING WAGES	Include
ROOM/BOARD	Include
RENTAL – WORKING MORE THAN 20 HOURS/WEEK	Include
SELF-EMPLOYMENT OTHER THAN CHILD CARE	Include
SUBSIDIZED EMPLOYMENT – BLOCK GRANT FUNDED	Include
SHELTERED WORKSHOP	Include
TRAINING ALLOWANCE	Include
TIPS	Include
WAGES	Include
WORK STUDY – NOT TITLE IV FUNDED	Include
ALLOTMENT – MILITARY	Include
ALLOTMENT – COMMUNITY SPOUSE	Include
ALLOTMENT– MINOR/DEPENDENT	Include
ALLOTMENT– MINOR LIVING OUTSIDE THE HOUSEHOLD	Include
ALIEN SPONSOR CONTRIBUTION	Include
ALIMONY	Include
ANNUITIES	Include
ALIMONY ARREARAGES	Include
ADOPTION SUBSIDY MAINTENANCE PAYMENT	Include
BLACK LUNG BENEFITS	Include
BLIND PENSION	Include
CHILD SUPPORT ARREARAGES	Include
CHAFFEE FOSTER CARE TO THE EU	Include
CONTRIBUTIONS	Include
CHILD SUPPORT PAID FOR SOMEONE OUTSIDE HOME	Include
CHILD SUPPORT	Include
DISABILITY BENEFITS	Include
DEPT OF MENTAL HEALTH PAYMENTS	Include
DIVIDEND/ROYALTY	Include
FOSTER CARE PAYMENTS	Include
GERMAN REPARATION PAYMENTS	Include
GIFTS	Include
GUARDIANSHIP SUBSIDY	Include
INCENTIVE PAYMENTS TO ENCOURAGE ACTIVITY	Include
JOB CORPS LIVING ALLOWANCE/ALLOTMENT	Include
LOTTERY/GAMBLING	Include
MILITARY DEPLOYMENT TO COMBAT ZONE	Include
MILITARY RETIREMENT	Include
MONEY FROM SPOUSE EATING LESS THAN 50% MEALS	Include
NON-BONA FIDE LOAN	Include
NOTES RECEIVABLE	Include
NURSING HOME INSURANCE PAYMENTS	Include

**2019 TANF SUMMER YOUTH
INCLUDABLE/EXCLUDABLE INCOME SOURCES**

REFUGEE CASH ASSISTANCE	Include
REP PAYEE – PAYMENT NOT GIVEN TO BENEFICIARY	Include
RICKY RAY HEMOPHILIA FUND	Include
RESTITUTION PAYMENTS – JAPANESE	Include
REIMBURSEMENT FOR LIVING EXPENSES	Include
RENTAL – WORKING LESS THAN 20 HOURS/WEEK	Include
RAILROAD RETIREMENT	Include
STRIKE BENEFITS	Include
SOCIAL SECURITY	Include
SEVERANCE PAY	Include
TRADE ADJ ASSIST (TAA/TRA) FOR LIVING EXP	Include
TRUST FUND	Include
UNEMPLOYMENT COMPENSATION/INSURANCE	Include
UNEMPLOYMENT COMPENSATION FROM OUT-OF-STATE	Include
UNEMPLOYMENT COMPENSATION STIMULUS INCREASE	Include
UNION FUND/PENSION BENEFITS/RETIREMENT	Include
VA BENEFITS	Include
WORKER'S COMPENSATION	Include
WORK PROGRAMS INCENTIVE PAYMENTS	Include
TANF-SUMMER YOUTH EXCLUDABLE INCOME	
BUREAU OF INDIAN AFFAIRS	Exclude
WIA STUDENT TUITION	Exclude
STUDENT ASSISTANCE TITLE IV	Exclude
VET'S EDUCATION ASSIST (CC COMPENSATION)	Exclude
AMERICORPS – NOT NCCC	Exclude
DISASTER PAYMENTS	Exclude
DVSA – NOT AMERICORPS OR VISTA	Exclude
WIA WORK EXPERIENCE	Exclude
VISTA – RECEIVING IM/FS WHEN ENTERED PROGRAM	Exclude
VISTA – NOT RECEIVING IM/FS WHEN ENTERED PROGRAM	Exclude
WORK STUDY – TITLE IV FUNDED	Exclude
YOUTHBUILD PROGRAM PAYMENTS	Exclude
AGENT ORANGE AETNA	Exclude
AGENT ORANGE VETERAN'S BENEFITS	Exclude
OAA – STATE SUPPLEMENTAL PAYMENT	Exclude
BONA FIDE LOAN (NOT STUDENT LOANS)	Exclude
BUREAU OF INDIAN AFFAIRS	Exclude
CHAFFEE FOSTER CARE TO A THIRD PARTY	Exclude
CHILD NUTRITION ACT OF 1966	Exclude
CRIME VICTIM'S FUND	Exclude
TEMPORARY ASSISTANCE (C1)	Exclude
TEMPORARY ASSISTANCE (C2)	Exclude
TEMPORARY ASSISTANCE (C3)	Exclude
TEMPORARY ASSISTANCE (C4)	Exclude
TEMPORARY ASSISTANCE (C5)	Exclude
TEMPORARY ASSISTANCE (C6)	Exclude
NON-PROFIT DONATIONS LESS THAN \$300/QTR	Exclude
NON-PROFIT DONATIONS GREATER THAN \$300/QTR	Exclude
DISASTER PAYMENTS – NOT ACT OF 1988	Exclude
FEDERAL ENERGY ASSISTANCE	Exclude
EXPERIMENTAL HOUSING ALLOWANCE	Exclude
PTD – STATE SUPPLEMENTAL PAYMENT	Exclude
SUPPLEMENTAL AID TO THE BLIND	Exclude
HUD VENDOR PAYMENTS	Exclude

**2019 TANF SUMMER YOUTH
INCLUDABLE/EXCLUDABLE INCOME SOURCES**

HOUSING CASH ASSISTANCE OR VOUCHER	Exclude
INCOME IN KIND/VENDOR HOME	Exclude
INTEREST	Exclude
JOB CORPS TRAINING RELATED EXPENSES	Exclude
WIA SUPPORTIVE SERVICES	Exclude
MISSOURI SENIOR CITIZENS TAX CREDIT	Exclude
MEDICAL ASSISTANCE/GENERAL RELIEF	Exclude
SUPPLEMENTAL NURSING CARE	Exclude
ALASKAN NATIVE CLAIMS SETTLEMENT ACT PAYMENT	Exclude
OLDER AMERICANS ACT OF 1965	Exclude
PLAN FOR ACHIEVING SELF-SUPPORT (PASS)	Exclude
PAYMENTS FROM MISSOURI FAMILY TRUST FUND	Exclude
PAYMENTS HELD IN TRUST BY SECINT FOR INDIANS	Exclude
RELOCATION ASSISTANCE	Exclude
RADIATION PAYMENTS	Exclude
REIMB NOT EXCEEDING ACTUAL EXPENSES	Exclude
REDUCTION – REFUSAL TO COMPLY WITH PROGRAM REQ	Exclude
RESTITUTION PAYMENTS – ALEUTS/PRIBILOFS	Exclude
REIMBURSEMENT EXCEEDING ACTUAL EXPENSES	Exclude
SUPPLEMENTAL SECURITY INCOME	Exclude
CHILDREN OF VIETNAM VETS WITH SPINA BIFIDA	Exclude
SECTION 8 RENT AND UTILITIES SUBSIDIES	Exclude
EARNED INCOME TAX CREDITS	Exclude
TRADE ADJ ASSIST (TAA.TRA) NOT FOR LIVING EXP	Exclude
VOCREHAB PAYMENTS (CHILD CARE COMPENSATION)	Exclude
VOCREHAB PAYMENTS (NOT CHILD CARE COMPENSATION)	Exclude
WELFARE PAYMENTS FROM ANOTHER STATE	Exclude
VOLUNTEER WORK	Exclude

ATTACHMENT 2

WORKSITE AGREEMENT
General Assurances

This Agreement is made between (1) _____ hereafter called **AGENCY**, and (2) _____ hereafter called **EMPLOYER**. These parties agree that the **EMPLOYER** shall provide meaningful work experience and supervision to participant(s) in accordance with the General Assurances and the Training Plan which are part of this contract.

EMPLOYER INFORMATION	Company Name:		
	Federal Employer ID Number (FEIN)		
	Address		
	City, State, Zip Code		
	Telephone Number		
	Contact Person		
	Collective Bargaining Agent (if Applicable)		
	Location of Training Facility		
	TRAINING OCCUPATIONS	NUMBER OF PARTICIPANTS	SUPERVISOR NAME
WORK EXPERIENCE INFORMATION			
Signature of Employer/Authorized Representative		Type/Print Name	Title
			Date
Authorized Agency Signature		Type/Print Name	Title
			Date

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MISSOURI SUMMER JOB LEAGUE PROGRAM

WORKSITE AGREEMENT General

Assurances

GENERAL ASSURANCES

- The EMPLOYER agrees to provide constructive and meaningful work experience and training activities for the youth participant as follows and ensure that:
 - Each worksite supervisor shall be provided a Supervisor Orientation for the program
 - The participant duties and activities are described in the training plan
 - The EMPLOYER shall provide the participant with a formal orientation to the requirements of the job, work rules, expectations, hours of work, and any other special requirements of the EMPLOYER.
 - The worksite will provide a sufficient quantity of work/training to fully occupy participant;
 - The worksite will provide all necessary materials, supplies and equipment for the purpose of completing assigned tasks;
 - The worksite shall ensure consistent supervision of participants and of tasks performed;
 - The worksite supervisor shall maintain close liaison with program staff regarding:
 - Participant performance and behavior
 - Immediate notification of irregular or lack of attendance
 - Immediate notification of injury on the job
 - The EMPLOYER shall be responsible for reporting termination of participants to the AGENCY immediately.
 - The EMPLOYER agrees to provide the instruction, supervision of employees, equipment tools, etc. that are necessary for the participant to conduct their job duties.
 - The EMPLOYER will agree to absorb the financial liability for any costs that may result from participant damage.
 - Ensure that accurate time and attendance records are completed on a daily basis and that the hours recorded will only reflect the hours the participant worked.
- **MONITORING:** The EMPLOYER understands that the agency, Division of Work-force development, or other such related agencies may monitor this worksite to ensure compliance with rules and regulations.
- **EMPLOYEE DISPLACEMENT/REPLACEMENT:** No participants shall displace (including a partial displacement, such as a reduction in the hours of non-over-time work, wages, or employment benefits) any currently employed employee (as of date of participation). A participant in a program or activity may not be employed in or assigned to a job if:
 - (1) Any other individual is on layoff from the same or any substantially equivalent job;
 - (2) The EMPLOYER has terminated the employment of any regular, unsubsidized employee or otherwise caused an involuntary reduction in its workforce with the intention of filling the vacancy so created with the participant; or
 - (3) The job is created in a promotional line that infringes in any way on the promotional opportunities of current employed workers.
 - (d) Regular employees and program participants alleging displacement may file a complaint under the applicable grievance procedures
- **WORKERS COMPENSATION:** The AGENCY is responsible for job related injuries to the participant and will provide insurance through Workers Compensation or other adequate medical and accident insurance. The EMPLOYER/worksite supervisor MUST contact the program staff immediately upon a workplace injury of a participant and complete the necessary forms.
- **HEALTH AND SAFETY:** No participant will be permitted to work or train in buildings or surroundings under working conditions that are unsanitary, hazardous, or dangerous to the participant's health or safety. Participants employed or trained in inherently dangerous occupations shall be assigned to work in accordance with reasonable safety practices.
- **The EMPLOYER** agrees to maintain sanitary facilities, safe working conditions, within a drug-free workplace and compliance with the OSHA and Child Labor Laws and age laws of the Fair Labor Standards Act (FLSA) provided to the training site by the program staff.
- **INAPPROPRIATE ACTIVITIES:** Will not place youth in unapproved activities. If youth are assigned to unapproved activities, participant(s) will be immediately removed from training site. Training site assumes full responsibility and liability for those youth engaged in unapproved activities.
- **No participant** will be allowed to perform work activities in a home business, casino or other gambling establishment, swimming pool, or in a position that serves liquor.
- **SECTARIAN ACTIVITIES:** Under 29 CFR 37.6(f), the employment or training of participants in sectarian activities is prohibited, except with respect to the maintenance of a facility that is not primarily or inherently devoted to sectarian instruction or religious worship, in a case in which the organization operating the facility is part of a program or activity providing services to participants.
- **Employment or training of participants** in sectarian activities is prohibited. This limitation is more fully described at 29 CFR 37.6(f)(1). (2) Under 29 CFR 37.6(f) (1), participants must not be employed to carry out the construction, operation, or maintenance of any part of any facility that is used or to be used for sectarian instruction or as a place for religious worship.
- **NEPOTISM:** No participant may be placed in an employment activity if a member of that person's immediate family is directly supervised by or directly supervises that individual.
- **UNION COMPLIANCE:** The EMPLOYER/AGENCY will ensure this work experience will not impair existing contracts for services or collective bargaining agreements. When a program or activity would be inconsistent with a collective bargaining agreement, the appropriate labor organization and employer must provide written concurrence before the program or activity begins.
- **DISCLOSURE OF CONFIDENTIAL INFORMATION:** The EMPLOYER agrees to maintain the confidentiality of any information regarding applicants and participants, or their families, which may be obtained through application forms, interviews, tests, reports from public agencies, counselors or any other source.
- **EQUAL OPPORTUNITY:** The EMPLOYER agrees not to discriminate against any participant because of age, race, creed, color, religion, political belief or affiliation, sex, national origin, ancestry or disability. The EMPLOYER further agrees that it will take affirmative action to ensure that applicants are employed, and that employees are treated without discrimination during employment, upgrading, demotion or transfer, recruitment or recruitment advertising; layoff or terminations; rates of pay or other forms of compensation and selection for training, including apprenticeship.
- **AMERICAN WITH DISABILITIES ACT:** The EMPLOYER shall comply with the Americans with Disabilities Act of 1991, Public Law 101-336, or as amended and associated code of federal regulations published in the Federal Register as applicable to the EMPLOYER directly or indirectly as recipients of contracted funds from the State of Missouri.
- **The EMPLOYER** will perform its duties in accordance with the regulations, procedures and standards promulgated there under, as well as any subsequent legislation, regulations, procedures and standards enacted in substitution or in addition thereto.
- **RELATIONSHIP OF PARTIES:** The EMPLOYER does not become the agent of the AGENCY for any purpose pursuant to this contract and will make no representation of any such agency. In agreeing to employ and provide training for participant, the EMPLOYER understands that this does not make the participant an employee or agent of the AGENCY.
- **TERMINATION OF AGREEMENT:** The performance of work under this agreement may be terminated by the AGENCY when, for any reason, it is determined that such termination is in the best interest of the program. Termination may also occur when it has been determined that the EMPLOYER has failed to provide any of the training specified or failed to comply with any of the other provisions contained in the agreement.
- **AVAILABILITY OF FUNDS:** This contract is predicated on the continuing availability of funding from the Division of Workforce Development.

Employer Initials _____

WORKSITE AGREEMENT
Worksite Supervisor Orientation

As the worksite supervisor of one or more participants, a representative has provided me with information in the following areas, and I understand and agree to:

1. The purpose of the program
2. Worksite Agreement and General Assurances
3. Participant Training Plan
4. The Child Labor provisions of the Fair Labor Standards Act
5. Participant Orientation (expectations, dress code, etc.)
6. The importance of providing quality and adequate supervision
7. Workplace safety and workers compensation – reporting participant work injuries
8. Responsibility to follow participant’s payroll procedures
 - a. Daily recording of work hours
 - b. Timesheet completion
 - c. Timesheet submission
 - d. Payroll processing (check delivery)
9. Participant Attendance (reporting changes in work schedules, tardiness, absences, etc.)
10. Participant performance and reporting participant performance issues
11. Termination (when necessary)
12. Confidentiality
13. Complaint and grievance procedures
14. Program monitoring and my responsibilities

Program Staff Contact: _____ Phone # _____

By signing this I am attesting that program staff has reviewed the above information with me and I understand my roles and responsibilities as a worksite supervisor.

Worksite Supervisor _____ Date _____

ATTACHMENT 5

Participant Orientation

An initial orientation to the program and work readiness component expectations must be explained along with other available services at the time of enrollment before the youth's summer work experience begins. The items to be included in orientation are:

1. purpose of the program
2. information on all available services, including supportive services;
3. expectations of workplace behavior (maintaining punctuality and regular attendance);
4. understanding confidentiality, appropriate behavior and sensitivity to other worksite staff (diversity, sexual harassment), drug and alcohol abuse policies, health and safety issues, worksite completion of forms, and contact person and phone number for their individual case worker;
5. the WIOA Complaint and Grievance Guide (sign a copy, and be given a copy for their own records);
6. Release of Information form;
7. Training plan: job title, job duties and responsibilities; length of training; work/class schedule; direct and/or indirect supervisor and their responsibilities;
8. Rate of pay and frequency
9. Timesheet completion and distribution of checks
10. Contact person _____
11. Participant responsibilities;
12. Child labor laws (if applicable);
13. Safety and worker's compensation;
14. Counseling/monitoring visits.

By signing this I am attesting that program staff has reviewed the above information with me and I understand my roles and responsibilities as a program participant.

Participant Signature _____ Date _____

ATTACHMENT 6

Timesheet

Participant name: _____

Worksite: _____ Last 4 digits of Social Security #: _____

Pay Period From: _____ to _____

Date:		Date:		Date:		Date:		Date:	
Time in	Time out	Time in	Time out	Time in	Time out	Time in	Time out	Time in	Time out
Total hours		Total hours		Total hours		Total hours		Total hours	

Date:		Date:		Date:		Date:		Date:	
Time in	Time out	Time in	Time in		Time out	Time in	Time out	Time in	Time out
Total hours		Total hours		Total hours		Total hours		Total hours	

Date:		Date:		Date:		Date:		Date:	
Time in	Time out	Time in	Time out	Time in	Time out	Time in	Time out	Time in	Time out
Total hours		Total hours		Total hours		Total hours		Total hours	

Date:		Date:	
Time in	Time out	Time in	Time out
Total hours		Total hours	

TOTAL HOURS FOR Pay Period: _____

I certify that I have reviewed this timesheet and verify that I have worked the hours reported above.

Participant Signature Printed Name of Participant Date

I certify that the hours recorded on this timesheet are accurate.

Supervisor Signature Printed Name of Supervisor Date

For Office Use Only

Total Hours Paid:	Date Paid:
Check Number:	

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EMPLOYER NAME:		EMPLOYEE EVALUATION			
Participant Name:		Worksite:			
Participant Job Title:		Worksite Supervisor/Reviewer:			
Start Date:		Review Date #1:		Review Date #2:	
FOUNDATION SKILL	PERFORMANCE EXPECTATIONS	Performance Improvement Plan Needed (1)	Needs Development (2)	Proficient (3)	Exemplary (4)
See page 3 for more detailed grading descriptions					
ATTENDANCE	Understanding work expectations for attendance and adhering to them. Notifying supervisor in advance in case of absence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PUNCTUALITY	Understanding work expectations for punctuality. Arriving on time for work, taking and returning from breaks on time, and calling supervisor prior to being late.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WORKPLACE APPEARANCE	Dressing appropriately for position and duties. Practicing personal hygiene appropriate for position and duties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TAKING INITIATIVE	Participating fully in task or project from initiation to completion. Initiating interaction with supervisor for next task upon completion of previous one.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
QUALITY OF WORK	Giving best effort, evaluating own work, and utilizing feedback to improve work performance. Striving to meet quality standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMUNICATION SKILLS	Speaking clearly and communicating effectively – verbally and non-verbally. Listening attentively. Using language appropriate for work environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RESPONSE TO SUPERVISION	Accepting direction, feedback, and constructive criticism with positive attitude and using information to improve work performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TEAMWORK	Relating positively with co-workers. Working productively with individuals and teams. Respecting diversity in race, gender, and culture.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PROBLEM-SOLVING/ CRITICAL-THINKING	Exercising sound reasoning and analytical thinking. Using knowledge and information from job to solve workplace problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WORKPLACE CULTURE POLICY AND SAFETY	Demonstrating understanding of workplace culture and policy. Complying with health and safety rules. Exhibiting integrity and honesty.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Employers may add as many or few additional skills as they see fit based on the position.</i>	TOTAL SCORE _____ <i>(add 4-box total; average score = total/# of skills)</i>	# checked X 1 Total: _____	# checked X 2 Total: _____	# checked X 3 Total: _____	# checked X 4 Total: _____
<p style="text-align: center;">To meet work readiness skill attainment:</p> <p>(1)* employee must have an overall average score that is “proficient” (3.0) or employee must meet “proficient” standard in 80% of the total categories listed.</p> <p>(2) supervisor MUST verify that performance on job was satisfactory.</p> <p>(3) employee must not have been fired from this work experience.</p> <p><i>*Examples: If there are 10 skill categories, participant must have a minimum score of 30 (3 x 10) out of a possible 40 or be proficient in at least 8 of the 10 categories. If an employer chose 15 skills to measure, participants would need minimum score of 45 (3 X15) out of a possible 60 or be proficient in at least 12 of the 15 categories.</i></p>		<p>Employee had satisfactory work performance and has met minimum total score:</p> <p>Employer Signature: _____</p> <p>Employee Signature _____</p> <p>Date: _____ (see page 2 for comments)</p>			

Review Comments/Goals:

Employer Initials: _____

TIPS FOR IMPLEMENTING WORK READINESS TOOL

- **FLEXIBILITY:** This work readiness tool is modifiable to best meet employer’s needs. Ten foundation skills have already been listed. Employers may measure all or most of these skills and are also encouraged to add any additional workplace and career skills.
- **SAMPLE SKILLS:** Listed below are examples of potential additional skills.

Occupation/Technical Skills	Academic Skills	Leadership Skills	Business Skills
-- Occupation-specific skills -- Industry-sector skills -- Industry-wide skills -- Understanding all aspects of an industry	-- Written communication -- Reading and reviewing -- Mathematics and data analysis -- STEM: science, technology, engineering, and mathematics -- Basic computer skills	-- Leadership -- Creative thinking/innovation -- Project management -- Teaching and instructing	-- Customer service skills -- Telephone skills -- Planning and organizing -- Scheduling & coordinating -- Using computer applications

- **PREPARATION:** Employers should review tool with the youth on or prior to the first day of the work experience. Depending on the number of youth at a worksite and the employer’s discretion, this can be done as part of an employer-led group orientation or individually with each young worker. At the conclusion, each youth should have a clear understanding of their job description and expectations, what work readiness skills they will be measured on, and how often they will be measured.
- **FREQUENCY:** It is recommended that employers conduct more than one evaluation. Benefits of administering bi-weekly or “mid-point” assessments include the ability for employers to: offer youth constructive feedback; formally recognize positive work performances; address small issues before they become larger ones; and formally communicate youth performance with local program staff to ensure added support. An additional benefit is that local areas may be able to document the work readiness progress if a participant who has already proven to be proficient in work readiness leaves the program prior to its end.
- **FIRST EVALUATION:** The first evaluation can also be used as a helpful diagnostic and developmental tool that is maximized when delivered within the first two or three weeks. For participants experiencing challenges and have received a “1” in any category, a performance improvement plan should outline a set of goals in the comment section. In the past, some employers have had youth first assess their own performance and use any gaps in assessments to promote positive communication.
- **GRADING SCALE:** A grading scale of foundation skills has been listed on page 3 for employer convenience. To add any additional skills, employers can copy the language in the “general key” and modify as they see fit.
- **SUPPORT:** Local area program staff are available to make evaluation process as simple and seamless as possible. Through employer orientations, worksite monitoring, and on-going communication, summer youth program staff are available to address any outstanding questions or concerns by the employer. They may also be available to assist with job descriptions, and provide additional supportive work readiness training to participants. Program staff can be reached at _____.

Sources: Tool content and design is based on three general sources encompassing public study, private research, and practical local application.

(1) US Dept. of Labor – ETA’s “ Building Blocks for Competency Models” http://www.careeronestop.org/CompetencyModel/pyramid_definition.aspx

(2) Employer research collaboration of The Conference Board, Partnership for 21st Century Skills, Corporate Voices, & Society for HR Management includes online-accessible reports: “New Graduates’ Workforce Readiness”, ”Are They Really Ready to Work?”, and “The Ill-Prepared US Workforce”.

(3) Sample tool design is based most closely on the Massachusetts Work-Based Learning Plan (<http://www.skillslibrary.com/wbl.htm>). The Seattle King County’s Learning and Employability Profile, and other tools from the 2009 Summer Youth Employment Initiative under the American Recovery and Reinvestment Act were also utilized. For more info, see: “Tips on Measuring Work Readiness” www.workforce3one.org/view/5000910643776065645/info

SUMMER EMPLOYEE EVALUATION GRADING SCALE

ATTENDANCE

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Excessive absences consistently impact work performance. Additional training is needed.	Below 90% attendance, but participant seeks out opportunities to make up missed work.	Maintains 90% attendance and notifies supervisor ahead of time prior to absence.	100% attendance or missed one day with valid reason that did not occur during first two weeks.

PUNCTUALITY

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Excessive lateness consistently impacts work performance. Additional training is needed.	Inconsistent in arriving to work, returning from breaks on time, and calling supervisor prior to lateness.	Arrives to work & returns from breaks on time with rare exception. If late, calls supervisor ahead of time.	Perfect or near perfect in arriving for work and returning from breaks on time. Model for other workers.

WORKPLACE APPEARANCE

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Has not yet demonstrated appropriate appearance and/or personal hygiene for position and duties.	Inconsistent in demonstrating appropriate appearance and/or personal hygiene for workplace.	Dresses appropriately and practices hygiene for position and duties with rare exception.	Consistent display of professional appearance and hygiene serves as a model for other workers.

TAKING INITIATIVE

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Reluctant to begin tasks without significant staff intervention. Needs frequent reminders. Additional training may be needed.	Inconsistently begins or remains on task. Needs occasional prompting. Often satisfied with bare minimum performance.	Begins and remains on task until completion with rare exception. Can work independently. Initiates interaction for next task.	Consistently begins/remains on task until completion, and initiates interaction for next task. Can work independently, and leads others.

QUALITY OF WORK

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Has not yet given best effort. Rarely evaluates work and utilizes feedback. Completes work inconsistently. Additional training may be needed.	Uneven work quality. Sometimes evaluates own work and utilizes feedback, but inconsistent in meeting quality standards.	Quality of work meets expectations. Evaluates own work, and utilizes employer feedback to improve performance.	Quality of work often exceeds expectations. Consistently gives best effort. Evaluates own work and utilizes employer feedback.

COMMUNICATION SKILLS

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Seldom speaks clearly or listens attentively. Repeatedly uses inappropriate language for the workplace. May need additional training and support.	Inconsistent in communicating in manner and language appropriate for workplace. Inconsistent in effort to speak clearly or listen attentively.	Demonstrates positive oral and non-verbal communication with rare exception. Listens attentively and uses language appropriate for workplace.	Consistently demonstrates positive oral/non-verbal communication skills. Speaks clearly and listens attentively, Can effectively present to a group if needed.

RESPONSE TO SUPERVISION

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Reluctant to accept feedback and constructive criticism from supervisor. Responds with poor verbal or non-verbal communication. Additional training may be necessary.	Inconsistent in accepting direction, feedback, and constructive criticism from supervisor. Shows potential for improvement.	Accepts direction and constructive criticism with positive attitude with rare exception. Uses feedback to improve work performance.	Consistently accepts direction and constructive criticism with positive attitude. Uses feedback to improve work performance, and provides new and useful ideas to employer.

TEAMWORK

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Has not yet demonstrated appropriate group behaviors. Improvement needed in treating others with respect. Rarely contributes to group efforts. Additional training may be necessary.	Inconsistent in promoting positive group behaviors amongst coworkers, and in contributing to group efforts. Shows potential for improvement.	Works well with co-workers, is respectful, and contributes to group efforts with rare exception. Respects diversity within the workplace.	Consistently facilitates positive group dynamics. Demonstrates leadership that plays a significant role in success of group efforts. Promotes larger group unity.

PROBLEM-SOLVING/CRITICAL THINKING

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Makes little or no effort to use knowledge learned from the job to solve workplace problems.	Inconsistent in using sound reasoning to solve workplace problems. Shows potential for improvement.	Uses sound reasoning, and job knowledge to solve workplace problems. Shows initiative in improving skills.	Consistently applies sound reasoning to solve work problems. Identifies potential problems before they can occur.

WORKPLACE CULTURE, POLICY AND SAFETY

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Has not demonstrated understanding of workplace policies/ethics. Has not completed applicable training on workplace .	Inconsistent in demonstrating understanding of workplace culture, policies, and safety rules.	Demonstrates understanding of workplace policies. Completed safety training if applicable, and adheres to rules. Exhibits honesty and integrity.	Shows clear understanding of work policies and safety rules. Exhibits honesty and integrity. Has completed applicable safety trainings and has led coworkers.

GENERAL KEY

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Is not yet demonstrating the skills required for the position and needs to have a formal plan for improving skills. May need additional training.	Inconsistent in demonstrating and developing skills for the position, but development is needed.	Demonstrates the skills required for the position with rare exception, and shows initiative in improving skills.	Consistently demonstrates skills required for the position. Often exceeds expectations and has emerged as leader that improves overall team.

This general key is adaptable for employers to copy, paste in boxes on page 1, and modify accordingly for job-specific skills.

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