



Administration for Children and Families
Office of Family Assistance

Welcome to the Region X Summer Youth Employment Webinar

May 16, 2012



Agenda

- 10:00 – 10:10** **Welcome and Logistics**
- 10:10 – 10:15** **Region X – Overview of TANF Summer Youth Employment**
Judy Ogliore, TANF Program Specialist
Karen “Jack” Granberg, TANF Program Specialist
- 10:15 – 10:30** **Region X Promising Practice #1 – Spokane Tribe (Washington State)**
Tammy Kieffer, 477 Youth Employment Coordinator
- 10:30 – 10:45** **Region V Promising Practice #2 – Menominee Indian Tribe of Wisconsin (Wisconsin)**
Lu Ann Warrington, Assistant Director
- 10:45 – 11:00** **Region VIII Promising Practice #3 – Confederated Salish and Kootenai Tribes (Montana)**
Arlene Templer, Department Head
Department of Human Resource Development
- 11:00 – 11:10** **Region X – Parameters for Developing TANF Summer Youth Employment Programs**
- 11:10 – 11:20** **Question and Answer Period**
- 11:20 – 11:30** **Participant Evaluation**

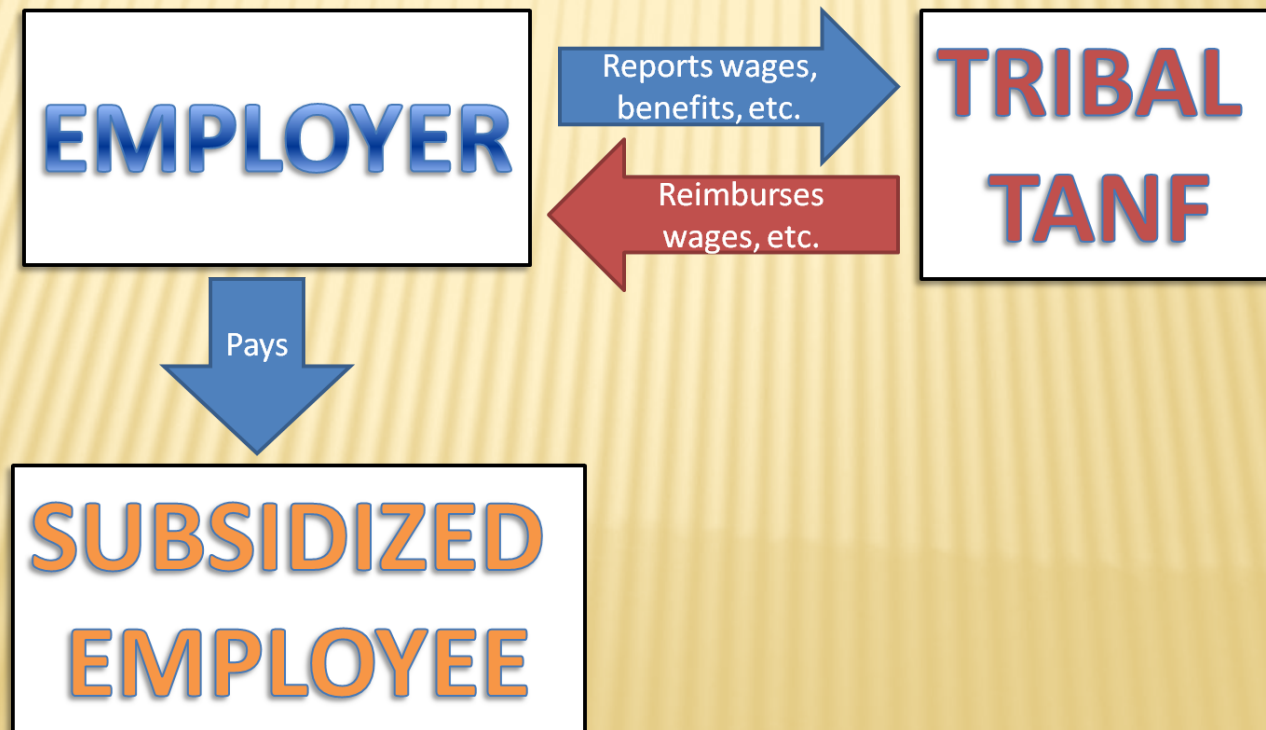
OVERVIEW OF TRIBAL TANF SUMMER YOUTH EMPLOYMENT



Jack Granberg and Judy Ogliore, ACF OFA Region X

WHAT IS SUBSIDIZED EMPLOYMENT?

- Individual placed in job for specific time period
- Treated as regular employee
- Wages and associated costs subsidized by TANF to employer



TRIBAL TANF REGULATIONS

- **45 CFR § 286.10 (b)(2)**
 - Work subsidies (*i.e.*, payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, and training);
- **45 CFR § 286.100 What activities count towards the work participation rate?**
 - (a) Activities that count toward a Tribe's participation rate may include, but are not limited to, the following:
 - (1) Unsubsidized employment;
 - (2) Subsidized private sector employment;
 - (3) Subsidized public sector employment;

SUBSIDIZED EMPLOYMENT MUST BE IN TANF FAMILY ASSISTANCE PLAN

WHY SUBSIDIZED EMPLOYMENT IS IMPORTANT FOR YOUTH

Barriers

- Children and youth who grow up in poverty experience more negative education and employment outcomes
- The longer a child lives in poverty, the worse their adult outcomes
- Native American youth disproportionately affected by the recession

Youth employment programs as means to support youth

- Build skills and experience to access strong careers and achieve self-sufficiency
- Inclusion of older youth (up to age 24)
 - Older youth struggle more to access employment

BENEFITS OF SUBSIDIZED YOUTH EMPLOYMENT

Builds Future Labor Force

- **Supports workforce readiness**
 - Gain experience with job applications, cover letter and resume preparation, interview skills, and job search
 - Soft skills
 - Job-specific skill building
- **Increases access to future permanent employment**
 - Establishes job history, personal connections, and references for future employment, etc.
- **Youth earns money**
 - Opportunity to combine with TANF financial education, college savings account, and/or Individual Development Accounts

SUBSIDIZED EMPLOYMENT THROUGH TANF: HOW IT WORKS

- Employer (or third party) pays subsidized employee, TANF reimburses employer
 - *Important distinction:* If client is paid directly by TANF it is NOT subsidized employment. Rather the individual is considered employed by TANF.
- TANF subsidy can cover:
 - Wages and benefits
 - Costs for supervision and training (costs must be documentable)

SUBSIDIZED EMPLOYMENT THROUGH TANF: HOW IT WORKS

- Aside from subsidy to the employers, TANF funds can also cover:
 - Education
 - Supportive services
 - Transportation for employed persons to attend work or training
 - Counseling and employment related services
 - Incentive payments that reward the participant for achieving a pre-determined milestone



SUBSIDIZED EMPLOYMENT THROUGH TANF: HOW IT WORKS

- Subsidized employee treated like other employees by employer - same wages, benefits, etc.
- Hours worked in subsidized employment position can count toward the client's required work participation hours, if the client is Work Eligible
- Opportunity to coordinate with other programs, such as co-enrolling with WIA, where appropriate
 - Example: subsidized employment from TANF and supportive services through WIA

Spokane Tribe of Indians 477 Summer Youth Employment



**Spokane Tribe
of Indians**

Presented by Tammy Kieffer,
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Overview of Spokane Tribe of Indians Youth Employment Program

The STOI Youth Employment Program has been funded and operated by the 477/TANF Program for about 4 years as a subsidy program and prior to that was operated only as a Summer Program on the Reservation by the Tribe.

Scope

- Our Youth Employment Program is offered to eligible Youth ages 14-18 throughout the school year and during the summer months within our service area served out of our Wellpinit or Spokane offices.
- The Summer YE Program is offered to all applicant(s) on a first come first serve basis to ages 14-18 until our budgeted slots are filled.
- The Year around YE Program is offered to High School Seniors only.



Program Details

- **Youth Employment Program Goals**
 - Gain experience of filling out employment application
 - Gain exposure to job searching and presenting willingness to work
 - Learning and understanding good work ethic
 - Building relationships for future references
 - Gain job skills and work experience
 - Learning to commit and follow-thru with basics of holding a job



Program Details

Eligibility to participate

- Age 14 to 18
- Any child age 14 to 18 in a TANF family
- Any enrolled Spokane Tribal member
- Any enrolled member of a federally recognized tribe
- 1st line descendants of Spokane Tribe
- 1st line descendants of Other Federally Recognized Tribes
- Must live within our service area according to our 477/TANF Plan
- If residence is off the Spokane Reservation, income must be at or below 300% poverty guideline



Program Details

Application and selection process

- Guardian and Youth complete the application and submit all required documents by the deadline...May 31, 2012
 - Documents required: Proof of age (DL, BC, enrollment card, etc.),
 - Tribal enrollment verification
 - Proof of living in our service area (residence bill, DL, etc.)
 - Copy of Social Security card
 - Income tax return to determine income eligibility
- Application is screened and intake completed at our TANF office
- Youth is contacted for orientation, job placement discussion, and scheduled drug testing immediately
- Employer contact and arrangements are made and the Youth immediately begins employment by following the employers rules and guidelines
- STOI Human Resources department is utilized for processing subsidy employment status and termination changes



Program Details

Additional Support Services

- No support services are provided
- **2011 Summer: 203 Youth were employed (168 by TANF, 35 by Tribe)**
- **2012 Summer: 170 positions budgeted by TANF; all additional are paid by the Tribe**
- **100% Wages & Fringe @ minimum wage rate and 5% administrative fee to the subsidy partner**
- **Length: Summer – 9 weeks @ 32 hrs/week**
Year Around – 35 weeks @ 20 hrs/week for Seniors only

How are program parameters and policy decisions made?

- Numbers served are based on budget cuts
- Length of placement seemed reasonable



Administration

Administrative structure of program

- 477/TANF Youth employment Coordinator for 2 sites
- Spokane Tribe of Indians as subsidy partner
- Spokane Tribe of Indians Human Resources and Payroll
- Tribal Programs on the Reservation
- Lawn care businesses, orchards, Lawyer offices, etc.

Timesheet deadline follows Tribal policy on bi-weekly basis; Youth are responsible for submitting timesheet by deadline with Supervisors signature

Employer partnerships and engagement

- Youth Employment Coordinator works with TANF Case Managers, Tribal Administration and Tribal Enterprises to find appropriate work placements for the youth employees.
- Youth are encouraged to seek work placements in fields that may interest them.



Funding

Funding Sources

- 85% TANF funding for Summer Youth Employment positions
- 15% Spokane Tribal Enterprise funded for Summer Youth Employment
- 100% TANF funding for Year-Around Youth Employment positions (currently 35 budgeted positions)
- WIA Youth funding covers 5 Summer Youth Coordinator positions primarily geared towards ages 19-24 college students at the wage of \$12.00/hr.



Lessons Learned and Recommendations

How has the program changed over time?

- Originally served only as a Summer Employment Program on the Reservation, funded by Tribal Enterprise;
- Next, through 477 employment & training, served Summer Program and incorporated year-around employment with Zero limits on positions filled and did not include subsidy partner;
- Now, utilize Subsidy partner, limit positions paid by TANF due to budget cuts, includes drug testing and beneficial workshops

Lessons Learned

- Discuss all rules and policies and procedures with the youth and parents so everyone is starting the summer on the same page
- Make sure all youth and parents know what your expectations are of each of them.



Recommendations

Recommendations

- Always include parents in the orientation process.
- Use your local resources: Elders, Tribal Council, Human Resources Department and Youth Leaders,



Additional Information

- Working with the youth who test positive to drugs by supporting them through drug rehab program and following the drug program can return to Youth Employment
- Workshops offered during Orientation period:
 - Money Smart
 - Resume writing
 - Work ethics
 - Policies and Procedures

Youth Work Experience Program

"Developing a Better Future for Menominee Native Youth"



Lu Ann Warrington
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Overview of Menominee Tribe's Youth Work Experience Program

The Youth Work Experience Program is designed to give our Menominee youth an opportunity to participate in actual work and educational environments to experience and gain knowledge important for involvement in the future labor force.

Scope of Operation

- Youth Work Experience Program (Summer Program)
- After-School Programs
- College Internships



Program Goals

- Subsidized employment to low-income youth
- Development of employability skills
- Exposure to job opportunities
- Encourage High School graduation
- Promote post secondary education
- Coordinate community service projects
- Build character and accept responsibility



Partnerships

TANF Collaborated funding with Public Law 102-477 JTP WIA Youth funds and employment partnership with external program, JOM (Johnson O'Malley) program.

Employer partnerships and engagement

- Area businesses and institutions
- Collaborate with schools to work around student summer school schedules including Driver's Education classes.
- Allow attendance at camps (academic, sports, etc.)
- Allow pre-planned absences for family events (vacation)



Target Populations Served

Several categories qualify:

- Children in “needy” families defined in TANF plan
- Teens of TANF parents ages 14-17, disregard as income
- Ages 18-24 (as defined in HHS as older youth)
- Pregnant needy individuals
- Children of TANF Eligible Families
- TANF clients can also work
 - Hours count toward required participation hours
 - May be counted as subsidized employment



Application Process & Support Services

Application and selection process

- Youth and College Interns Applications
- Must provide eligibility documents
- Applicants provide updated Resume
- Income Eligibility determined (185% Poverty)
- Scoring Selection Point Process Used
- Over income youth referred to JOM program

Additional Support Services

- * Transportation * Financial Literacy * Skills development
- * Incentives * Job required Clothing/Tools * Workshops



Program Details

Eligibility

- Income Eligibility Determined (185% Poverty Level)
- Children Ages 14-18 of TANF families automatically accepted
- Service area resident
- JTP – Enrolled or Descendent Federally Recognized Tribe
- Once determined eligible – Child remains on program

Administrative structure of program

- Supervision by Assistant Director
- Assisted by Program Director
- Assisted by Recruitment Training Coordinator
- Two College students employed as Youth Supervisors



Pre-planning & Activities Offered

- Establish timelines
- Develop staffing plan & determine costs
- Advertisement of program
- Outreach and Recruitment
- Selection of participants
- Set Education/Training Plan
- Provide Youth and Intern Orientation
- Ongoing monitoring of youth at worksites
- Collect feedback from worksites
- Document Program outcomes



2012 Program Details

- 1. Youth Summer Program - 107 Positions, Ages 14-24**
 - 40 TANF Youth (Ages 14-24), 47 JTP Youth (Ages 14-21)
 - 20 JOM (Johnson O'Malley) Youth (Ages 14-18)
 - 6 Weeks, 20 Hours per week
- 2. Youth After-School Program – 10 positions, Ages 14-18**
 - 10 Weeks, 10 hours per week
- 3. College Intern Summer Program – 10 positions, Ages 18-24**
 - Must be current college student or enrolled for Fall
 - 8 weeks, 192 Hours Total
- 4. Wages - \$7.25 per hour (or determined wage)**



Recommendations

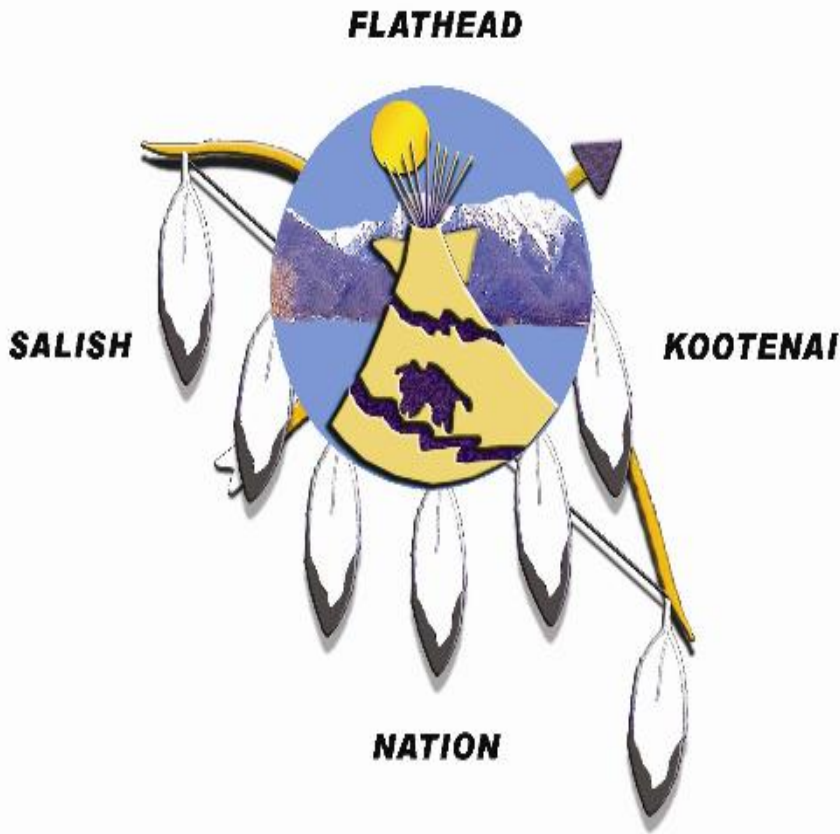
Starting a SY Program takes careful planning:

1. Determine target group
2. Research similar groups, ask for sample documents
3. Design curriculum
4. Establish work site
5. Market your program

Lessons Learned

- Include youth program in TANF Plan
- Include collaboration with other programs
- Keep specifics separate from plan by establishing separate policies and procedures
- Keep TANF plan flexible

CSKT's Summer Youth Program



Arlene Templer, MSW, ACSW, CRC
Department of Human Resource
Development (DHRD)
Confederated Salish & Kootenai
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Overview of CSKT's Summer Youth Program

The Summer Youth (SY) Program is in the Division of Client Direct Services.

Scope

- The SY program operates for seven weeks in the summer, starting when all the school districts on the Reservation let out for the summer.
- The SY program pays minimum wage with no benefits – if you work, you get paid.

Youth Employment Program Goals

- Work experience
- Soft Skill Development
- Try out jobs you may be interested in for future employment
- Try out jobs that you may be wanting to pursue further education in
- Start your work reputation early – make a name for yourself as a worker



Program Details

Eligibility to participate

- Low income, enrolled in a Federally recognized Tribe or 1st generation CSKT Descendant. Age limit 14-21 years old.
- TANF eligibility - must be currently on TANF and meet the same guidelines.

Application and selection process

- All applicants must complete an application and attend the Career Fair.
- All applicants are drug tested before placed and must complete at least three interviews with worksite personnel at the Career Fair.

Additional Support Services

- Transportation may be arranged for work placements through the Department of Human Resource Development (DHRD) Transportation Department.



Program Details

- SY has served as high as 120 and as low as 60 participants per year
- Federal minimum wage
- Seven weeks of work- no pay for holidays or missed days
- Drug tested before work placements

How are program parameters and policy decisions made?

- Policy decisions are made based on funding availability and on lessons learned.
- The DHRD Department Head, the Client Direct Services Division Manager, and the SY Program Manager meet and map out the guidelines for the year. We have been operating the program for many years perfecting our services – not too many changes occur now.



Administration and Funding

Administrative structure of program

- DHRD is a tribal one-stop program. Services for child care, transportation, vocational rehab, etc. are available to every participant.
- DHRD has chosen to bring in a motivational speaker to start the Career Fair. Speakers have been chosen that are native, understand poverty, child abuse, and generational unemployment.
- DHRD does not hire a staff person for this program (funding). It is seven weeks and everyone jumps in to help with one responsible DHRD designated staff.



Administration and Funding

Employer partnerships and engagement

- Recruitment begins in May to all the seven school districts on the Reservation to include the tribal alternative school – Two Eagle.
- DHRD engages all the tribal departments in the recruitment for worksites. Many of departments lack enough personnel to do the job and many of them are return worksite placements to assist in the mentoring of the future youth.
- DHRD has many departments that depend on the SY participants to get summer projects completed.
- DHRD requires departments to send employers to the Career Fair to complete the interviews and explain to the participants what the job will entail.
- DHRD requests departments to present at the Career Fair explaining to the participants what they are looking for in a work participant placement.



Administration and Funding

Funding

- WIA – Summer Youth funds;
- WIA adult comprehensive funds;
- TANF funds;
- NEW funds;
- Vocational Rehab funds
- All funds could be used as salary and work supports for the individual.
- Transportation funds, Child Care funds, LiHeap funds, etc.



Lessons Learned

How has the program changed over time?

- We have shortened the work time – kids want to have some summer time.
- We notify participants early that they will be drug tested.
- We allow the time off for our celebrations – non work days.
- We attempt to find work placements for those kids not picked for work sites.

Lessons Learned

- Invite the parents to the Career Fair
- Find placements for kids that will not be chosen.



Recommendations

Recommendations

- Don't hire staff. Instead, get the buy in from the department/staff to run the Summer Youth programs for the participants and the chance to mentor youth.
- Don't pay for days not worked. Keep the bar high and make it a policy – if you work you get paid.
- All participants are drug tested.
- Make sure you do the work at the leadership level getting all departments to hire the youth and do their part on supervising and mentoring.

Additional Information

- This year we are going to end the program with a barbecue and fun event for the participants. We will provide certificates for work hours.

PARAMETERS FOR DEVELOPING TANF SUMMER YOUTH EMPLOYMENT PROGRAMS



Jack Granberg and Judy Ogliore, ACF OFA Region X

PARAMETERS OF SUBSIDIZED EMPLOYMENT THROUGH TANF

- Subsidized employment categorized as “non-assistance”
 - Receipt of “non-assistance” services does not count toward a client’s TANF time limit
 - Receipt of BOTH “assistance” and “non-assistance” TANF services do count toward the time limit
 - Subsidized employment categorized as support service for expense reporting
- MOU required between employer and TANF program

PARAMETERS OF SUBSIDIZED EMPLOYMENT THROUGH TANF (CONT)

- **Eligibility**

- Policy decision: limit eligibility to current TANF families, or use different income limit for Subsidized Employment

- **Funding**

- Tribes may use Federal TANF funds for subsidized employment programs, as well as State MOE funds, unless the State instructs otherwise

- **Treatment of Income**

- Policy decision: TANF may choose to disregard the income earned from subsidized employment

- **Plan Requirements**

- To operate a subsidized employment program, subsidized employment and eligibility criteria must be included in the TANF federal plan

PARAMETERS OF SUBSIDIZED EMPLOYMENT THROUGH TANF (CONT)

- Maximum age for Subsidized Youth Employment participants: 24 years
- ACF Information Memorandum 2012-01 provides the following distinctions:
 - Federal and/or MOE funds may be used for youth up to age 24 under TANF Purpose One
 - Distinctions of populations served under Purpose One:
 - *Federal* funds - Youth up to age 24 may reside in OR outside the home of their parent or caretaker relative
 - *MOE* funds - Youth up to age 24 must reside in home of their parent or caretaker relative

CONTACT YOUR STATE FOR MORE INFORMATION ON THEIR MOE POLICIES

RESPONSIBILITIES OF EMPLOYER

- Enter into MOU with TANF program
- Treat subsidized employee like all other employees, providing same wages, benefits, etc. as regular employee
 - Subject to State and Federal labor/employment laws. Consult with State and Federal DOL for more information.
- Pay employee directly
- Track and regularly report to TANF the hours worked, wages earned, benefits paid, etc.
- Wages paid to subsidized employees are taxable and must be reported by employer

SETTING UP TANF SUBSIDIZED EMPLOYMENT PROGRAM

- Items to Identify:
 - Prospective partner employers
 - MOU with partner employers
 - Number of positions
 - Parameters of hours worked/week
 - Subsidy rate provided by TANF program
 - Eligibility
 - Youth employment: age range (max 24 yrs)
 - Financial eligibility
 - Timeframe of program
 - Application process and selection process
 - Treatment of earned income



ACF INFORMATIONAL MEMORANDUM 2012-01: SUMMER YOUTH EMPLOYMENT

- **Summer Jobs+:** A new Administration-led initiative to encourage and support businesses, non-profits, and government to work together to provide pathways to employment for low-income and disconnected youth
 - Summer Jobs+ Initiative Online Job Bank
<http://www.dol.gov/summerjobs/>
- **Co-enrollment with WIA:** “Where appropriate, programs may co-enroll youth in the TANF and applicable Workforce Investment Act (WIA) programs so that participants in TANF-funded subsidized employment opportunities can benefit from additional WIA services such as supportive services, occupational skills training, and other relevant services.”





Questions and Answers

Please type any questions you have into the dialogue box on the right hand side of your WebEx screen. Please direct your questions to “All” – the Host, Presenters, and Panelists.



Additional Information/ Resources

- **ACF Information Memorandum 2012-01**
<http://www.acf.hhs.gov/programs/ofa/policy/im-ofa/2012/im201201/im201201.html>
- **Lessons for Program Design and Implementation** (<http://www.cbpp.org/files/2-16-11tanf.pdf> page 18, from CBPP & CLASP's report Creating Subsidized Employment Opportunities for Low-Income Parents)
- **Key Tasks in Implementing Effective Subsidized Employment Programs** (<http://www.cbpp.org/files/2-16-11tanf.pdf> pages 33-35, from CBPP & CLASP's report Creating Subsidized Employment Opportunities for Low-Income Parents)
- **Region X Tribal TANF Technical Assistance Conference - - Questions & Answers** (available under the materials section of the [registration Web site](#))



Thank you for attending the Region X Summer Youth Employment Webinar!

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quick participant evaluation and provide
feedback on this Webinar.**