



CITY OF LONG BEACH

DEPARTMENT OF COMMUNITY DEVELOPMENT

WORKFORCE DEVELOPMENT BUREAU

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INFORMATION MEMORANDUM: 4

DATE: September 12, 2003

TO: City of Long Beach, Workforce Development Bureau Youth Services Staff
WIA Youth Subrecipients

FROM: *Bryan Rogers*, for:
Bryan Rogers, Operations Officer

SUBJECT: Youth Services Flow/ISS Modification

The purpose of this Information Memorandum is to provide a copy of the local WIA Title I Youth services flow and to communicate updates to our Individual Services Strategy (ISS) tool. The framework is based on Federal Register (20 CFR) Part 664.405. Updates are applicable to all 2003-2004 youth contracts.

Should you have any questions regarding this information memorandum, please contact me at (562) 570-3701.

Attachments

Overview of ISS Modifications

- Individual Service Strategy (ISS) – YOC Program Specialists and Youth Contractors develop the ISS with their customers in order to identify and provide the most appropriate package of services that a youth needs to be successful. Two versions of the ISS replace the previous version for PY 03-04. The first is designed specifically for **Older Youth (Ages 14-18)** and the second is designed for **Younger Youth (Ages 19-21)**.
- The Younger Youth ISS is to be drafted in conjunction with the appropriate objective assessment (Basic Skills, Occupational Skills, and Work Readiness Skills). Also included in each ISS are the Exit Checklist and Follow/Retention Services Summary.
- YOC staff and youth contractors shall collectively review and sign the ISS with Youth and encourage them to take ownership of their objectives and commitments to the program. Each youth shall initially receive copies of ISS pages 1-4. Page 5 will be signed and provided to each youth once follow-up/retention services are determined appropriate. Youth do not receive a copy of the Exit Checklist, page 6 of the ISS.
- Ideally, YOC Program Specialists will initiate the first draft of the ISS with youth and then forward it to the appropriate Youth Service Provider.
- As an alternative, Youth Providers, who have already received/enrolled their WIA youth customers under the current contract (PY 03-04), should initiate the first draft of the ISS. Please contact your YOC Program Specialist if you need assistance with this.