

Additional Youth Career & Training Services

The combination of services youth receives should be tailored to and congruent with their goals, strengths, and barriers identified on the objective assessment summary (OAS). The youth program services that will be provided should be documented on the ISS and have a corresponding NEworks activity.

There are 14 required youth elements that must be made available to all youth.

Tutoring, Study Skills Training, Instruction, and Evidence-Based Dropout Prevention and Recovery Strategies

Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized post-secondary credential.

Participants without a high school diploma, as well as participants with a high school diploma or GED, but who remain basic skills deficient and need additional tutoring in reading and/or math skills to become more employable, should be referred to local Adult Education (AE) for remediation. Participants seeking services for a recognized post-secondary credential should be enrolled in an appropriate training program.

A referral to one of the following **Adult Education Partners** will assist in facilitating the required service:

<p>Grand Island Central Community College 308-398-7433 jessicaigo@cccneb.edu</p>	<p>Hastings Central Community College 308-463-7323 annecannon@cccneb.edu</p>
<p>Kearney Central Community College 308-338-4009 lvolpe@cccneb.edu</p>	<p>Norfolk Northeast Community College 402-844-7253 adulthoodeducation@northeast.edu</p>
<p>Fremont Metropolitan Community College 531-622-4060 awhitfield@mccneb.edu</p>	<p>Columbus Central Community College 402-562-1432 marywiegand@cccneb.edu</p>
<p>Beatrice Southeast Community College 402-437-2719 lsaffer@southeast.edu</p>	<p>Nebraska City Southeast Community College 402-437-2719 lsaffer@southeast.edu</p>
<p>York Southeast Community College 402-437-2719 lsaffer@southeast.edu</p>	<p>South Sioux City Northeast Community College 402-844-7253 adulthoodeducation@northeast.edu</p>
<p>Sidney Western Nebraska Community College 308-635-6769 adulthoodeducation@wncc.edu</p>	<p>Scottsbluff Western Nebraska Community College 308-635-6769 adulthoodeducation@wncc.edu</p>
<p>North Platte Mid-Plains Community College 308-535-3637 rankin@mpcc.edu</p>	<p>Lexington Central Community College 308-324-8483 mhersh@cccneb.edu</p>
<p>Alliance Western Nebraska Community College 308-635-6769 adulthoodeducation@wncc.edu</p>	<p>McCook Mid-Plains Community College 308-345-8133 vrbase@mpcc.edu</p>

Youth Incentive

Youth program participants may receive monetary stipends as an incentive for recognition and achievement directly tied to this activity. See Section 14 Youth Incentives section for more information.

Required Action

Opening the NEworks Activity

If tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies are needed, open the corresponding NEworks activity and ISS objective on the first

date services are provided. Follow the Opening an NEworks Activity procedures in Section 4 Documentation of this manual. Case note the services provided.

NEworks Codes & Service, Course or Contract Name		
406	Tutoring	
431	Stay in School Services for Completion of HS Diploma	
429	Enrolled in Secondary School (HS)	

Closing the NEworks Activity

Close the activity and ISS objective on the last day the services are provided. Follow the Closing an NEworks Activity procedures in Section 4 Documentation of this manual.

Alternative Secondary School Services or Dropout Recovery Services

Alternative Secondary School services are services that assist youth who have struggles in traditional secondary education. Dropout recovery services are those that assist youth who have dropped out of school. On a limited basis, funding is available to help youth re-engage in education to encourage completion of their high school education.

Examples of activities under this program service include:

- Basic education skills training;
- Individualized academic instruction;
- English-as-a-second-language training;
- Credit recovery; and
- Counseling and educational plan development.

Required Action

Opening the NEworks Activity

If alternative secondary school services or dropout recovery services are needed, open the corresponding NEworks activity and ISS objective on the first date services are provided. Follow the Opening an NEworks Activity procedures in Section 4 Documentation of this manual. Case note the services provided. This activity is funded as a supportive service.

NEworks Codes & Service, Course or Contract Name		
415	Alternative Secondary School Services/Dropout Recovery	

Closing the NEworks Activity

Close the activity and ISS objective on the last day the services are provided. Follow the Closing an NEworks Activity procedures in Section 4 Documentation of this manual.

Education Offered Concurrently With and in the Same Context as Workforce Preparation Activities and Training for a Specific Occupation or Occupational Cluster

Participants without a high school diploma or GED can be referred to the local Adult Education (AE) partner. On-the-job trainings (OJT), work experiences (WE) and occupational skills training (OST) all provide opportunities for integrated learning.

Required Action

Opening the NEworks Activity

If education offered concurrently with workforce preparation activities is needed, open the corresponding NEworks activity and ISS objective on the first date services are provided. Follow the Opening an NEworks Activity procedures in Section 4 Documentation of this manual. Case note the services provide. To utilize this training opportunity, there should be multiple NEworks activities open to show the participant is working with AE and participating in some sort of workforce preparation activity.

NEworks Codes & Service, Course or Contract Name		
432	Education and Training for Specific Occupation or Cluster	
418	Adult Education (GED)	
401	Pre-Employment Training/ Work Maturity	

Closing the NEworks Activity

Close the activity and ISS objective on the last day the services are provided. Follow the Closing an NEworks Activity procedures in Section 4 Documentation of this manual.

Leadership Development Opportunities

Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors.

Referrals can be made to leadership development programs for participant's needing additional leadership opportunities.

Nebraska 4H provides leadership opportunities for youth. Local programs are posted online: <https://4h.unl.edu/contact-local-4h>.

Leadership development opportunities for youth may include the following:

- Exposure to post-secondary educational opportunities;
- Community and service learning projects;

- Peer-centered activities, including peer mentoring and tutoring;
- Organizational and team work training, including team leadership training;
- Training in decision-making, including determining priorities;
- Citizenship training, including life skills training such as parenting, work behavior training, and budgeting of resources;
- Employability; and
- Positive social behaviors.

Positive social behaviors, often referred to as soft skills, include, but are not limited to, the following:

- Positive attitude development;
- Self-esteem building;
- Cultural diversity training; and
- Work simulation activities.

Required Action

Opening the NEworks Activity

If leadership development opportunities are requested, refer the participant to any local leadership programs in the local area. Open the corresponding NEworks activity and ISS objective on the first date services are provided. Follow the Opening an NEworks Activity procedures in Section 4 Documentation of this manual. Case note the services provided, Partner programs, etc.

NEworks Codes & Service, Course or Contract Name	
410	Leadership Development

Closing the NEworks Activity

Close the activity and ISS objective on the last day the services are provided. Follow the Closing an NEworks Activity procedures in Section 4 Documentation of this manual.

Mentoring

Mentoring is offered to youth participants in order to provide ongoing communication with trusted, caring adults. Mentoring services include youth mentoring and follow up mentoring.

Mentoring must take place for at least 12 months and can be provided during and after program participation. Providing mentoring is not the same as case management, therefore youth career planners cannot be the adult to provide mentoring services to youth.

Mentorship opportunities for ISY are abundantly available through [Teammates](#). A complete list of [chapters](#) and contact information is posted on their website, <https://teammates.org/>. Mentor, the National Mentoring Partnership has opportunities for both ISY and OSY. Programs are posted at: <https://www.mentoring.org/>.

Volunteers

The local board shall make opportunities available for individuals who have successfully participated in the WIOA program, parents of youth participants, and community leaders to volunteer assistance to participants in the form of mentoring, tutoring, and other activities.

Required Action

Opening the NEworks Activity

If mentoring services are requested, provide the appropriate referrals or assist the participant in applying for a mentoring program. Open the corresponding NEworks activity and ISS objective on the first date services are provided. Follow the Opening an NEworks Activity procedures in Section 4 Documentation of this manual. Case note the services provided, referrals made, partner programs, etc..

NEworks Codes & Service, Course or Contract Name	
411	Adult Mentoring
F08	Adult Mentoring (during follow up)

Closing the NEworks Activity

Close the activity and ISS objective on the last day the services are provided. Follow the Closing an NEworks Activity procedures in Section 4 Documentation of this manual.

Comprehensive Guidance and Counseling

Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to meet the needs of the individual youth.

The Nebraska Department of Health and Human Services, Division of Behavioral Health: Community-Based Services maintains a resource guide on their website: <http://dhhs.ne.gov> to assist in making referrals.

- [Nebraska Network of Care for Behavioral Health](#)
- [211 - The Nebraska Human Services Information Line](#)
- [The Nebraska Family Helpline - 1-888-866-8660](#)
- [Answers 4 Families](#)

Comprehensive guidance and counseling can include any sort of career counseling or guidance the career planner provides to the participant. Examples include, but are not limited to, assisting the participant in narrowing down a career path, providing workplace guidance, assistance choosing an education program, counseling on soft skills, etc.

Required Action

Opening the NEworks Activity

If comprehensive guidance and counseling is needed, open the corresponding NEworks activity and ISS objective on the first date services are provided. Follow the Opening an NEworks Activity procedures in Section 4 Documentation of this manual. Case note the services provided and why.

NEworks Codes & Service, Course or Contract Name		
417	Comprehensive Guidance and Counseling	
401	Pre-Employment Training/ Work Maturity	
414	Basic Skills Training	

Closing the NEworks Activity

Close the activity and ISS objective on the last day the services are provided. Follow the Closing an NEworks Activity procedures in Section 4 Documentation of this manual.

Financial Literacy Education

Financial literacy education supports the ability of participants to create budgets, initiate checking and savings accounts at banks, encourage savings, understand their paycheck and employment paperwork, learn how to effectively manage spending, credit, and debt, and make informed financial decisions. Other sources which may be available in your area can be utilized, or the below resources can be used.

FDIC: [Money Smart](#) is available for young adults for free. Visit: <https://www.fdic.gov> for more information. This curriculum should accompany the opening of a checking account for the participant.

[Living Wage Calculator](#) is available for free. It assists individuals, determine a local wage rate that allows individuals to meet minimum standards of living.

[EducationQuest Reality Check](#) is a free resource. Reality check allows individuals to enter their current expenses or desired lifestyle expense and matches them with careers that will allow the individual to afford their desired lifestyle.

Required Action

Opening the NEworks Activity

If financial literacy education is needed, provide any necessary referrals or assist the participant in registering in the program. Open the corresponding NEworks activity and ISS objective on the

first date services are provided. Follow the Opening an NEworks Activity procedures in Section 4 Documentation of this manual. Case note the services provided, referrals made, partner programs, etc.

NEworks Codes & Service, Course or Contract Name	
420	Financial Literacy Education

Closing the NEworks Activity

Close the activity and ISS objective on the last day the services are provided. Follow the Closing an NEworks Activity procedures in Section 4 Documentation of this manual.

Entrepreneurial Skills Training

Entrepreneurial skills training is training that provides the basics of starting and operating a small business. This training will develop the skills associated with entrepreneurship, such as: taking initiative, creatively seeking out and identifying business opportunities, developing budgets and forecasting resource needs, understanding various options for acquiring capital, and the trade-offs associated with each option, and how to communicate effectively and market one's self and one's ideas. If a participant demonstrates an interest and aptitude for entrepreneurship through this assessment, the participant should be encouraged to enroll in an entrepreneurship training program or seek a work experience that will provide additional entrepreneurial skills.

The Nebraska Department of Education provides state-wide entrepreneurship education. Referrals should be sent to:

Sydney Kobza

Entrepreneurship Specialist
301 Centennial Mall South, PO Box 94987
Lincoln, NE 68509-4987
sydney.kobza@nebraska.gov
402-471-4818

Information about the program is posted online: <https://www.education.ne.gov/entreped/>

Required Action

Opening the NEworks Activity

If entrepreneurial skills training is requested, provide any necessary referrals, open the corresponding NEworks activity and ISS objective on the first date services are provided. Follow the Opening an NEworks Activity procedures in Section 4 Documentation of this manual. Case note the services provided, referrals made, etc.

NEworks Codes & Service, Course or Contract Name		
421	Entrepreneurial Skills Training	

Closing the NEworks Activity

Close the activity and ISS objective on the last day the services are provided. Follow the Closing an NEworks Activity procedures in Section 4 Documentation of this manual.

Labor Market and Employment Information

Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services.

Career counseling, which provides labor market and employment information, is provided by career planners. Through partnership with the Office of Labor Market Information, we have access to updated and historical labor market information for our local area and State.

An LMI navigation training can be requested by contacting the administrative entity.

Required Action

Opening the NEworks Activity

If LMI is needed, open the corresponding NEworks activity and ISS objective on the first date services are provided. Follow the Opening an NEworks Activity procedures in Section 4 Documentation of this manual. Case note the services provided.

NEworks Codes & Service, Course or Contract Name		
422	Labor Market and Employment Information	

Closing the NEworks Activity

Close the activity and ISS objective on the last day the services are provided. Follow the Closing an NEworks Activity procedures in Section 4 Documentation of this manual.

Transition to Post-Secondary Education and Training

Activities that help youth prepare for and transition to post-secondary education and training include assessments to help identify participants' strengths, abilities and interest, information about and preparation for college entrance including information about applying to colleges, financial aid, entrance testing, student life, pre-requisite courses and more. Career planners should collaborate with the admissions department at local educational institutions.

A referral to the below partner will assist in providing services:

Tri-Cities

Education Quest
2706 2nd Ave, Kearney, NE 68847
308-234-6310

Beatrice

Education Quest
1300 O Street, Lincoln, NE 68508
402-475-5222

Fremont

Education Quest
Rockbrook Village, Elm Street, Omaha, NE
68144
402-391-4033

Scottsbluff

Education Quest
1501 East 17th Street, Scottsbluff, NE
402-479-6654

Online resources are also available at: <https://www.educationquest.org/resources>. Education Quest can provide assistance in rural areas via phone and go to assist (remote into computer).

Required Action

Opening the NEworks Activity

If transition to post-secondary education and training is needed, open the corresponding NEworks activity and ISS objective on the first date services are provided. Follow the Opening an NEworks Activity procedures in Section 4 Documentation of this manual. Case note the services provided, referrals made, etc.

NEworks Codes & Service, Course or Contract Name		
423	Preparation and Transition to Postsecondary Education/ Training	

Closing the NEworks Activity

Close the activity and ISS objective on the last day the services are provided. Follow the Closing an NEworks Activity procedures in Section 4 Documentation of this manual.

