

**Program Year 2011
Local Youth Planning Update
WIA Youth Formula Funds and the Minnesota Youth Program**

Form 1 - Cover Sheet/Signature Page

APPLICANT AGENCY - Use the legal name and full address of the fiscal agency with whom the grant will be executed.	Contact Name and Address
<p>Southwest Minnesota Private Industry Council, Inc. Lyon County Government Center 607 W. Main Street Marshall MN 56258</p> <p>Telephone Number: 507-537-6987</p>	<p>Kati Birhanzl Southwest Minnesota Private Industry Council, Inc. Lyon County Government Center 607 W. Main Street Marshall MN 56258</p>
<p>Director Name: Juanita Lauritsen</p> <p>Telephone Number: 507-537-6987</p> <p>FAX: 507-537-6997</p> <p>E-Mail: jlauritsen@swmnpic.org</p>	<p>Contact Name: Kati Birhanzl</p> <p>Telephone Number: 320-269-5561</p> <p>FAX: 320-269-5696</p> <p>E-Mail: kbirhanzl@swmnpic.org</p>

MN Tax ID #: 3012698 Federal Employer ID #: 411487964

I certify that the information contained herein is true and accurate to the best of my knowledge and that I submit this application on behalf of the applicant agency.

Signature: _____

Title: Executive Director

Date: 3/23/11

Checklist of Items to be Submitted With Regular WIA/MYP Plan Prior to DEED Approval

Form 1:	Signed Cover Page	___x_
Form 2:	Completed PY 2011 Budget For Regular WIA Youth	___x_
Form 3:	Completed SFY 2012 Budget for Minnesota Youth Program	___x_
Form 4:	Completed WIA Youth Performance Measures Chart	___x_
Form 5:	Completed WIA Common Youth Performance Measures Chart	___x_
	List of Youth Council Members	___x_
	List of All CURRENT Youth Service Providers	___x_
	Current Youth Council Mission Statement and Work Plan	___x_
	Current Request For Proposal (RFP) Used to Select Youth Service Providers	___x_
	Copies of Best Practices Supporting Shared Vision For Youth	___x_
	Completed Narrative Checklist	___x_

Form 2 – PY 2011 Budget Information Summary: WIA Youth Formula Grant (See page 5 for definitions of cost categories)

WSA/Contact:	WSA 6 – Southwest Minnesota Private Industry Council, Inc. Pamela Russell – Fiscal Manager
E-Mail Address/Phone Number:	PRussell@swmnpic.org
Date Submitted (or Modified):	3/23/11
Grant Number:	

Cost Category	Carryover From PY10 (Cannot Exceed 20% of PY10 Amt.)	New Funds Under WIA	Total Funds Available	Estimated Cumulative Quarterly Expenditures			
				4/1/11 to 6/30/11	7/1/11 to 9/30/11	10/1/11 to 12/31/11	1/1/12 to 3/31/12
Administration (Cannot Exceed 10%)	5,850	39,483	45,333	8,500	22,700	31,900	45,333
WIA Youth Program Financial Information							
In-School Youth Wages/Fringe Benefits	14,000	137,582	151,582	47,290	78,500	100,900	151,582
Out-of-School Youth Wages/Fringe Benefits	11,500	74,625	86,125	15,625	34,750	54,800	86,125
In-School Youth Direct Services	17,500	87,560	105,060	20,510	48,500	71,792	105,060
Out-of-School Youth Direct Services	11,500	47,690	59,190	11,500	27,750	40,000	59,190
In-School Youth Support Services	100	2,600	2,700	500	1,250	2,000	2,700
Out-of-School Youth Support Services	100	1,400	1,500	350	750	1,200	1,500
In-School Youth Other Services	150	2,530	2,680	750	1,625	2,200	2,680
Out-of-School Youth Other Services	150	1,360	1,510	450	850	1,200	1,510
TOTAL:	58,850	394,830	453,330	105,475	216,675	305,992	453,330

Pct. Of Funds Expended on Out of School Youth (Minimum 30%; Higher Levels Recommended):	32%
--	-----

Estimated Number of WIA Youth Served				
WIA Younger Youth	WIA Older Youth	In-School Youth	Out-of-School Youth	Total Est. Served
110	30	100	40	140

Form 3 – SFY 2012 Budget Information Summary: Minnesota Youth Program*

WSA/Contact:	WSA 6 – Southwest Minnesota Private Industry Council, Inc. Pamela Russell – Fiscal Manager
E-Mail Address/Phone Number:	PRussell@swmnpic.org
Date Submitted (or Modified):	3/23/11
Grant Number:	

Cost Category	Cumulative Quarterly Expenditures for SFY 2012**					Carry Over to SFY13*
	Total Funds Available	7/1/11 to 9/30/11	10/1/11 to 12/31/11	1/1/12 to 3/31/12	4/1/12 to 6/30/12	
Administration <i>(Cannot exceed 10% of allocation.)</i>	19,590	2,952	7,280	13,382	19,590	
Minnesota Youth Program Financial Information						
Youth Participant Wages and Fringe Benefits	74,107	11,842	23,685	47,392	74,107	
Direct Services to Youth	35,000	4,550	11,198	23,030	35,000	
Support Services	2,500	450	950	1,750	2,500	
TOTAL:	131,197	19,794	43,113	85,554	131,197	

*MYP funds can be carried over between the first and second year of the biennium, if approved in Local Youth Plan/Budget.

**All quarterly figures must be cumulative.

Estimated Number of MYP Youth Served in SFY 2012 (7/1/2011 to 6/30/2012)		
Summer	Year-Round	Total
45	20	60

Definitions of Cost Categories for WIA

Administration – Costs are defined by WIA Final Rules and Regulations (20 CFR, Section §667.220) and are generally associated with the expenditures related to the overall operation of the employment and training system.

Youth Participant Wages and Fringe Benefits – Wages and benefits paid directly to youth participants while engaged in program activities. Benefits should typically include (where applicable) workers' compensation, Medicare and FICA.

Direct Services to Youth – Costs associated with providing direct service to youth, **EXCLUDING** costs of youth participant wages and fringe benefits and support services. Wages and fringe benefits for staff who provide direct services to youth participants should be included in this cost category.

Support Services – Items that are necessary for a youth to participate in WIA, such as transportation, clothing, tools, child care, housing/rental assistance, school-related expenses, etc. These expenses may be paid directly to the youth or to a third-party vendor.

Other Services – Examples of costs that should be included in this category include stipends provided for participation in program activities, including educational activities.

FORM 4: WIA Youth Performance Measures

WSA/Contact:	WSA 6 – Southwest Minnesota Private Industry Council, Inc. – Kati Birhanzl
E-Mail Address/Phone Number:	kbirhanzl@swmnpic.org 320-269-5561
Date Submitted (or Modified):	3/23/11
Grant Number:	

Younger Youth Performance Measures	Local Level of Performance				
	PY 2007 (ACTUAL)	PY 2008 (ACTUAL)	PY 2009 (ACTUAL)	PY 2010 (PLANNED)	PY 2011 (PLANNED)
Basic Skills Attainment Rate	85%	92.7%	90%	90%	90%
Younger Youth Diploma Rate	75%	90.5%	76%	75%	75%
Younger Youth Retention Rate	70%	92.9%	71%	70%	70%

Older Youth Performance Measures	Local Level of Performance				
	PY 2007 (ACTUAL)	PY 2008 (ACTUAL)	PY 2009 (ACTUAL)	PY 2010 (PLANNED)	PY 2011 (PLANNED)
Older Youth Placement Rate	70%	100%	76%	75%	75%
Older Youth Retention Rate	75%	100%	78%	78%	78%
Older Youth Six-Month Wage Gain	\$2,800	\$7495	\$3,800	\$3,800	\$3,800
Older Youth Credential/Diploma Rate	53%	100%	55%	55%	55%

Note: WSAs will have the option to revise planned performance levels for PY 2011 when DOL negotiates statewide performance goals for PY 2011.

FORM 5: WIA Common Youth Performance Measures*

WSA/Contact:	WSA 6 – Southwest Minnesota Private Industry Council, Inc.– Kati Birhanzl
E-Mail Address/Phone Number:	kbirhanzl@swmpic.org 320-269-5561
Date Submitted (or Modified):	3/24/11
Grant Number:	

OMB Youth Common Measure	PY 2009 (ACTUAL)	PY 2010 (PLANNED)	PY 2011 (PLANNED)
Placement in Employment or Education	54.5%	59.0%	60%
Degree or Certificate Attainment	81.3%	49.9%	51%
Literacy/Numeracy Gains	0%	22.2%	35%

Government Performance Results Act (GPR) National Performance Goals for Employment and Training Programs (as of February 1, 2010)
(per DOLETA at <http://www.doleta.gov/performance/goals/gpra.cfm>)

Common Youth Measure	RESULTS	TARGETS		
	2008	2009	2010	2011
Placement	60.6%	58.0%	58.3%	59.3%
Attainment	53.9%	47.9%	48.5%	50.8%
Literacy	37.5%	28.7%	29.5%	32.4%

***NOTE:** Form 5 is a planning document meant to be used to create local baseline data for OMB's Common Youth Measures.

Youth Council and Service Provider Information

1. Include a Current Youth Council Membership List (see below for sample format).
Add additional boxes as needed.

SW MN Youth Council Membership 2011

Name Work Address	Phone Work/Fax/Home	E-Mail Address
Deb Carrow TRIO Upward Bound SMSU - 1501 State Street Marshall MN 56258	(W) (507) 537-7286 (F) (507) 537-6027 (H) -	debra.carrow@smsu.edu
Brad Chapulis City of Worthington 303 9th Street Worthington MN 56187	(W) (507) 372-8640 (F) (507) 372-8643 (H) -	bchapulis@mail.ci.worthington.mn.us
Judith Conway University of MN Extension 1424 E. College Dr., Suite 100 Marshall MN 56258	(W) 507 3372818 (F) (507) 337-2802 (H) -	conw0076@umn.edu
Linda DeGriselles MN West - Granite Falls 1593 11th Ave. Granite Falls MN 56241	(W) (320) 564-5000 (F) - (H) -	linda.degriselles@mnwest.edu
Karen Dolan Lincoln, Lyon and Murray Human Services 607 West Main St. Marshall MN 56258	(W) (507) 532-1277 (F) - (H) -	kms@llmhs.com
John Fitzgerald Western Community Action Council 1400 S. Saratoga Marshall MN 56258	(W) (507) 531-1416 (F) - (H) (763) 238-8285	john.fitzgerald@wcainc.org
Tom Hoff SW/WC Service Coop. 1420 East College Drive Marshall MN 56258	(W) (507) 537-2271 (F) (507) 537-7327 (H) -	Tom.Hoff@swsc.org Extension 7025
Karen Jacobson MRV ALC PO Box 471 Montevideo MN 56265	(W) (320) 269-9297 (F) (320) 269-5474 (H) (320) 269-9872	kjacobson@mnrved.k12.mn.us
Pam Martinson Schwan Food Company 115 W. College Dr. Marshall MN 56258	(W) (507) 537-8198 (F) - (H) -	pamela.martinson@schwans.com
Rich Maurer Rehabilitation Services 607 W. Main St. Marshall MN 56258	(W) (507) 537-7280 (F) - (H) -	richard.maurer@state.mn.us
Linda Pesch MN West - Canby 1011 First Street	(W) (507) 223-7252 (F) - (H) -	linda.pesch@mnwest.edu

Canby	MN	56220			
Tom Ries Hy-Vee 900 E. Main St. Marshall MN 56258			(W) (507) 532-2247 (F) - (H) -		tries@hy-vee.com
Marsi Salvati Dept. of Corrections 267 E. 2nd St. PO Box 130 Redwood Falls MN 56283			(W) (507) 637-4047 (F) - (H) -		msalvati@fs.doc.state.mn.us
SIFE Representative SMSU 0 Marshall MN 56258			(W) - (F) - (H) -		sustainability@smsusife.com
Pat Thomas SW ABE 607 West Main St. Marshall MN 56258			(W) - (F) - (H) -		pthomas@starpoint.net
Glenn Thuringer Worthington Reg Econ Dev Corp 1121 Third Avenue Worthington MN 56187			(W) (507) 372-5515 (F) (507) 372-7165 (H) (507) 360-9225		gred@frontiernet.net
Staff Name Office Address			Phone-Work/Fax		E-Mail Address
Kati Birhanzi SW MN PIC 202 N. 1st St. Suite 100 Montevideo MN 56265			(W) (320) 269-5561 (W2) (800) 422-1346 (F) (320) 269-5696		kbirhanzi@swmnpic.org
Eriann Faris SW MN PIC 607 W. Main Street Marshall MN 56258			(W) (507) 537-6236 (W2) (800) 818-9295 (F) -		efaris@swmnpic.org
Juanita Lauritsen SW MN PIC 202 N. 1st St. Suite 100 Montevideo MN 56265			(W) (320) 269-5561 (F) (507) 537-6997 (W2) (507) 537-6987		jlauritsen@swmnpic.org

Provide an updated list of all current youth service providers (see below for sample format). The information provided in this chart will be posted on the DEED website. Please be sure that the contact person's name, phone number and e-mail address are entered correctly. Add additional boxes as needed.

Youth Service Provider/Contact	WIA	MYP																		
Name of Service Provider: Southwest MN Private Industry Council Address: 607 W Main St City, State, ZIP Marshall, MN 56258 Contact Person: Kati Birhanzl Contact Person Phone: 320-269-5561 Contact Person E-Mail: KBirhanzl@swmnpic.org Service Provider Website: www.swmnpic.org	<table border="0"> <tr> <td></td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td>In-School?</td> <td style="text-align: center;">[x]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Out-of-School?</td> <td style="text-align: center;">[x]</td> <td style="text-align: center;">[]</td> </tr> </table>		Yes	No	In-School?	[x]	[]	Out-of-School?	[x]	[]	<table border="0"> <tr> <td></td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td>Summer?</td> <td style="text-align: center;">[x]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Year-Round?</td> <td style="text-align: center;">[x]</td> <td style="text-align: center;">[]</td> </tr> </table>		Yes	No	Summer?	[x]	[]	Year-Round?	[x]	[]
	Yes	No																		
In-School?	[x]	[]																		
Out-of-School?	[x]	[]																		
	Yes	No																		
Summer?	[x]	[]																		
Year-Round?	[x]	[]																		

3A. Attach a current Mission Statement and Work Plan for the Youth Council.

It is the vision of the SW MN Youth Council to work in partnership to insure youth have access to the services they need to become self-sufficient and successful.

It is the mission of the SW MN Youth Council to guide the coordination of services that fully develop the employment potential of youth in Southwest Minnesota

The SW MN Youth Council has deemed the following goals important to the mission and achievement of their work plan for 2011:

Goal #1: Increase Awareness of Youth Employment and Partnership Opportunities

Objective: Coordinate “Youth Opportunity Fair” involving partners and employers.
(Timeline: May 2011)

Goal #2: Communicate with Elected Officials (Federal, State and Local) Regarding the Value of Youth Services

Objective: Create and distribute a snapshot report of services.

Goal #3: Guide the Coordination of Services that Fully Develop the Employment Potential of Youth (Example: job skill development, cultural awareness, leadership)

Objective: Partner with University of Minnesota Extension, SIFE and other key partners to deliver theme-focused programming. (Example: diversity, fitness, etc.)

Objective: Offer a Fall Workshop to youth involved in work experiences to obtain job readiness skills.

Goal #4: Increase Knowledge of Employment and Entrepreneurship Opportunities for Youth

Objective: Partner with SIFE (Students in Free Enterprise) to offer the “Let’s Get to Business” curriculum as a workshop during the school year.

3B. Attach a copy of the most recent Request for Proposal (RFP) issued by the WSA/LWIB/Youth Council to select youth service providers.

Sample attached.

3C. How does the WSA procure youth services under regular WIA and MYP?

The SW MN Workforce Council has elected to do self-delivery of services utilizing staff of SW MN Private Industry Council, Inc.

In addition, career exploration services are coordinated through and provided in conjunction with local school districts, area learning centers and Minnesota West CTC.

A DRAFT RFP is attached, should the SW MN Workforce Council elect to use the RFP process to select Youth Services Providers.

3D. Describe your WSA's program design for younger, in-school youth.

The Younger In-School Youth Program provided by SW MN PIC is designed to provide career awareness, career exploration, work experience opportunities, job seeking and keeping skills (one-to-one or in groups either as a class or elective workshop to attend either during the summer or after-school), career-exploration activities (one-to-one or in groups either as a class or elective workshop to attend either during the summer or after-school) such as career assessments, skills assessments, interest assessments, labor market information, etc., to ensure a successful pathway from high-school to post-secondary/workforce. Additional services may include driver's license obtainment, certificate obtainment (i.e. - Certified Nursing Assistant), or any other support service necessary for the young person to achieve their post-high school plans.

The program works in coordination with the local school districts in recruiting, identifying and serving the in-school youth population.

Once youth have been identified for potential services, youth staff conducts a formal interview with each student. The interview process allows staff to determine the level of assistance needed, the type of skills the youth has and identification of any barriers that may need to be addressed. Following this initial interview process youth are then selected for work experience opportunities and interviews are arranged with local worksite supervisors. Support services may be provided to assist with successful outcomes. Youth Staff continues to follow each student throughout their enrollment in the program (meeting at a minimum every 30 days) to assure that there are no issues and progress is being made. Most importantly, and in conjunction with the above services, PIC staff works with the in-school youth to ensure that high-school completion occurs by either receiving a diploma or a GED.

3E. Describe your program design for older, out-of-school youth.

Older, out-of-school youth are provided services including, but not limited to: career/skill assessments, On-the-Job Training, work experience, classroom training assistance, labor market information and support services.

The program design for older, out-of-school youth consists of similar services identified for young, in-school youth. There is a stronger emphasis/focus placed on locating participants stable, high-pay, high-demand employment, whereas, young, in-school youth's focus is more on helping the students to understand their options and how to proceed with accessing those options. Job seeking and keeping skills (one on one or in groups either as a class or elective workshop to attend either during the summer or after-school), career-exploration activities (one on one or in groups either as a class or elective workshop to attend either during the summer or after-school) such as career assessments, skills assessments, interest assessments, labor market information, work experiences, and job placement. Attainment of GED or post-secondary education is also emphasized.

3F. Describe the WSA's process for monitoring youth services under WIA and MYP.

WSA 6 monitoring is conducted on an on-going basis by the youth program team. Youth staff, at a minimum, checks in every 30 days with each program participant, or more frequently if needed. Staff also contacts the worksite supervisor if an individual is in a work placement experience, or with other appropriate contacts (i.e. –school personnel, corrections, human service social workers, etc) as needed. The contact may be by phone, email, or in person. During the monitoring visits staff checks to assure that all child labor laws, equal opportunity, and working conditions are in compliance. The Youth Staff also check with the youth and supervisor to determine the progress of the youth in meeting identified goals as outlined in their individual training plan and worksite agreement.

The on-going workshops offered by Youth Staff provide an opportunity for direct contact and discussion with participating students. This allows staff to view the individual's interpersonal skills, communication skills, and attitude and determine the impact that program services are having on each individual.

In addition, DEED conducts regular monitor visits and provides technical assistance and recommendations for continuous improvement.

Youth Program Service Delivery Design

4. Describe the service delivery design for each of the following youth activities:

- **Outreach and recruitment of participants:**

No change from PY 2010

- **Eligibility determination:**

No change from PY 2010

- **Assessment strategies:**

The Literacy/Numeracy Assessment tool that will be used to assess basic skills deficiencies for out-of-school youth participants will be the Wonderlic/GAIN. Youth program staff are currently utilizing remaining TABE subscriptions. Each individual participating in the program is assessed both informally and formally during the initial intake process. The informal assessment process involves one-to-one review and discussion of the application and identification of barriers. The formal assessment includes the TABE/Wonderlic and as needed other interest/aptitude assessments.

- **Development of an individual service strategy:**

No change from PY 2010

- **Follow-up services:**

Information gathered using informal and formal assessments such as surveys and the TABE, Wonderlic, CareerScope, MCIS, MN Careers, etc. during enrollment and in the course of the 12 month period following enrollment will be used to determine what follow up services are needed. Program follow-up services are available for up to 12 months after the participant completes their planned objectives.

5. Update the WSA/LWIB/Youth Council's strategy to serve youth who have significant barriers to employment, including:

- **out-of-school youth (including high school dropouts)**

Out-of-School Youth are provided needed services such as job placement and job keeping skills, career assessment and career counseling. Additionally, special events are planned for disconnected youth to participate in, including hands-on career exploration sessions at technical colleges, job fairs, and workshops addressing self-sufficiency.

For out-of-school youth who are pursuing post-secondary training, career assessment is conducted as appropriate to determine whether the career path selected matches the aptitude and skill level of the individual. Labor market information is provided to the individuals which provides labor market detail regarding employment opportunities and salary ranges. A financial review of the individual's case is conducted and if there appears to be an unmet financial need then financial resources are provided as appropriate to support tuition and book costs if an educational plan is developed and/or support services are required.

The SW MN PIC Youth staff have developed solid partnerships with numerous agencies including but not limited to ABE, County Human Services, Minnesota West CTC, Community Action Agencies, etc – which provides a direct referral base for the out-of-school population.

- **youth with language or cultural barriers**

Southwest MN PIC collaborates closely with the Southwest MN ABE/GED Consortium. When it is determined that language or cultural barriers to education or employment exist a referral to ESL classes is made. In addition, interpreters are available to work with individuals with language and cultural barriers. The SW MN PIC has in-house staff available to provide interpreter services to Spanish speaking participants. When necessary the language line may be used or interpreters hired to assist. Youth staff also works with the Minority Advocates located in the local schools. Youth programming will include a refugee youth camp in the southern portion of our service area.

- **youth who have been adjudicated, or children of incarcerated parents**

[x] No change from PY 2010

- **youth with disabilities**

Staff works closely with special needs teachers in high schools and alternative schools to address the employment needs of students with disabilities. Staff routinely attend IEP staffing and consult with Rehabilitative Services counselors to assist with future planning. Staff participates on the local CTIC's thereby having direct involvement in discussions and services directly impacting the Youth clients. In addition SW MN PIC is an active partner in the Competitive Employment Grant for Disabled Youth administered by the SW/SC Service Cooperative. This involvement provides direct communication and linkage to Region-wide Special Education personnel and other partnering agencies. Partnering with Pathways to Employment and many key partners this year will allow the addition of Camps to Careers to

summer programming. The focus will be on the renewable energy industry featuring a three-day camp on Bio Fuels at the Minnesota West, Granite Falls campus. The following week a three-day camp on Wind Energy will be held at the Minnesota West, Canby campus.

- **homeless youth**

[x] No change from PY 2010

- **youth in foster care (and aging out of foster care)**

[x] No change from PY 2010

- **migrant/seasonal farmworker youth**

[x] No change from PY 2010

- **Native American youth**

The Upper Sioux and the Lower Sioux Native American communities are located within WSA 6. PIC Youth Staff will actively recruit youth from the communities, with the assistance of school personnel, and with the assistance of community youth program staff. Native American Youth who express an interest will be informed of available services and enrolled in the program as appropriate. A partnership has developed with Dakota Wicohan from the Lower Sioux community. Youth from the community are involved in a project to learn and teach the Dakota language. The project is titled, Sunktanka and involves the sacred traditions of the horse.

- **teen parents**

[x] No change from PY 2010

- **Attach or describe any new best practices which support the Shared Vision for Youth with an emphasis on services to the neediest youth.**

The following are two examples of SW MN Youth Best Practices that support the Shared Vision for Youth:

1. **TRI-WAY Workshops:** Youth Staff are providing a job readiness curriculum to all eligible applicants. The three, one-hour sessions focus on Job Seeking Skills, Safety on the Job and Job Keeping Skills/Getting Ahead on the Job. Each session offers hands-on and/or participatory exercises for the attendees. For example, youth work through conflict resolution examples and hold discussions on how to best defray the situation. One entire session is devoted to safety on the job. By covering the basics, these youth will be able to be trained quicker on the job site. These workshops have been offered in the area schools, alternative learning centers and workforce centers. This is a mandatory requirement for those wishing to pursue a work experience opportunity through our program as well. Employers will learn to recognize the skills these youth are learning prior to becoming employed. By listing this as additional training on their applications, it makes the youth

more employable. Youth staff are able to learn more about each applicant and identify the barriers of the youth, therefore identifying those with the greatest need.

2. **Camps to Careers:** The Youth Program has partnered with Pathways to Employment and many local agencies to deliver a Camps to Careers focusing on renewable energy June 2011. The camp will be held one week at the Minnesota West campus in Canby, MN and will focus on wind energy. A second camp will be held for one week at the Minnesota West campus in Granite Falls, MN focusing on the ethanol industry. Each camp will provide hands-on exploration. They will have connection with the instructors in that field. They will also complete a project they can take with them. Youth will receive information each morning about services available to them through each agency. The Youth Programs will also be offering follow up services with youth who are interested in exploring a work experience for the summer within the field of study. Any barriers to work within their field of interest should be identified throughout these camps. Vocational Rehabilitation Services is a partner in this project and through combined efforts, the youth will receive assistance in overcoming these barriers. Please view our website for more details at: <https://sites.google.com/site/swmncampstocareers/home>

6. Describe how the local youth services strategy:

- **Assures that WIA Youth and MYP activities are provided not as a standalone activity, but as part of an array of services available in the workforce service area. This response may include reference to local education providers, health and human service providers, Job Corps, community based organizations, foster care, faith-based organizations, juvenile justice programs, Junior Achievement, Youthbuild, Apprenticeship, Minnesota Conservation Corps, Rehabilitation Services, State Services for the Blind, etc.**

[x] No change from PY 2010

- **Fits into the overall vision and strategic direction for workforce development established by the LWIB in its most recent plan.**

[x] No change from PY 2010

7. Update WSA/LWIB/Youth Council strategies for providing youth and parents with:

- **Current labor market information regarding high-growth, in-demand occupations within your service area and/or region. This response can include a synopsis of your Outreach to Schools Initiative (for the WSAs operating the project during PY 2010).**

[] No change from PY 2010

The following is the summary of Outreach to Schools Initiative – WSA 6 for PY2010

STUDENTS AND ACTIVITIES	Number of Youth Impacted:	323	Number of Parents/Adults Impacted (if applicable):		1
	Grades of Youth Impacted: (indicate number in each category – estimate if necessary)	Pre-9 th Grade:	48	11 th Grade:	100
		9 th Grade:	5	12 th Grade:	150
		10 th Grade:	20	Post High School:	0
	Activities Provided: (indicate number of youth involved in the listed activities – estimate if necessary)	Assistance with career exploration tools	75	Job search / interviewing / resume assistance	75
		Group career planning	100	Business tours / job shadowing	0
		Individual career planning	50	WorkForce Center tours / information	0
		Post-secondary information / application assistance	100	Introduction to Regional Career Information Websites	30
		Other (identify):		Other (identify):	

The following is the latest SW MN LMI data provided by DEED LMI Analyst:

The Southwest Minnesota Workforce Council works closely with DEED's regional labor market analyst to understand current trends in occupations in demand. The Workforce Council created a regional website, www.swmncareers.org, to share information on the jobs and industries that are growing in the region. The website relies on DEED's occupations in demand tool, which was updated in November of 2010, and DEED's quarterly census of employment and wages (QCEW) program, which is updated through the second quarter of 2010.

For students and jobseekers that are interested in living and working in Southwest Minnesota, the website is designed to show job availability and wages in this region of the state. The 100 Hot Jobs on this list have been selected because they are currently in high demand in Southwest Minnesota and are projected to stay that way into the future. Many of these jobs also offer high pay compared to other occupations in the region. The information contained in this site will help students and jobseekers make better career choices as they develop their skills and plan their education. While the 100 occupations shown below are great choices because of their current and future demand in the region, students and jobseekers are also encouraged to explore other career possibilities based on their interests.

Occupations in Demand in Southwest Minnesota, Sorted by Alphabetical Order (*current demand*)

Occupational Title	Median Annual Wage	Current Regional Jobs	Current Regional Demand	Projected Job Growth 2009-2019	Projected Total Openings 2009-2019	Most Significant Source of Training/Education
Accountants & Auditors	\$51,026	510	★★★★★	15.3%	373	Bachelor's degree
Agriculture & Food Science Technicians	\$43,068	40	★★★★★	8.6%	31	Associate degree
Agricultural Equipment Operators	\$29,228	30	★★★★	29.3%	108	Moderate on-the-job training
Appraisers & Assessors of Real Estate / Title Examiners	\$36,790	60	★★★★	9.5%	42	Associate Degree
Automotive Service Techs & Mechanics	\$28,891	310	★★★★★	-1.6%	244	Postsecondary voc. award
Bill & Account Collectors	\$29,173	150	★★★★	8.0%	28	Short-term on-the-job training
Boiler Operators & Stationary Engineers	\$54,726	60	★★★	8.7%	35	Long-term on-the-job training
Bookkeeping, Accounting, & Audit Clerks	\$28,520	1,220	★★★★★	6.6%	744	Moderate on-the-job training
Bus Drivers, School & Transit	\$32,743	550	★★★	5.5%	45	Moderate on-the-job training
Cabinetmakers & Bench Carpenters	\$34,987	130	★★★★★	11.3%	130	Long-term on-the-job training
Carpenters & Construction Laborers	\$33,322	700	★★★	14.0%	390	Long-term on-the-job training
Cashiers & Counter & Rental Clerks	\$16,938	2,110	★★★★★	2.2%	2,187	Short-term on-the-job training
Child, Family & School Social Workers	\$46,008	220	★★★★	5.3%	122	Bachelor's degree
Civil Engineers	\$62,561	40	★★★★	18.3%	50	Bachelor's degree
Clinical & Counseling Psychologists	\$54,219	40	★★★★	9.4%	48	Master's degree
Computer & Info. Systems Managers	\$89,583	110	★★★★★	6.5%	45	Bachelor's deg. + work exp.
Computer-Controlled (CNC) Machine Tool Operators, Metal & Plastic	\$56,981	170	★★★★★	8.3%	36	Moderate on-the-job training
Computer Software Engineers	\$69,248	190	★★★★★	22.8%	151	Bachelor's degree
Computer Systems Analysts	\$74,967	80	★★★★	11.5%	83	Bachelor's or higher degree
Construction Managers	\$49,068	290	★★★★	6.0%	172	Related work experience
Cooks, Institution & Cafeteria	\$26,017	410	★★★★★	8.9%	239	Moderate on-the-job training
Correctional Officers & Jailers	\$33,189	130	★★★★★	4.9%	150	Moderate on-the-job training
Cost Estimators	\$45,202	90	★★★★★	19.0%	95	Bachelor's deg. + work exp.
Customer Service Representatives	\$24,361	520	★★★	14.8%	879	Moderate on-the-job training
Dental Assistants	\$41,695	120	★★★★★	30.7%	151	Moderate on-the-job training
Dental Hygienists	\$71,606	70	★★★★	31.2%	102	Associate degree
Dentists	\$164,382	90	★★★	14.6%	46	First professional degree
Dietitians, Nutritionists & Health Educators	\$53,603	40	★★★	8.1%	56	Bachelor's degree
Dispatchers (Trucking, Fire, Police, etc.)	\$40,834	120	★★★★	15.2%	42	Moderate on-the-job training
Education Administrators	\$79,591	100	★★★★	3.3%	95	Bachelor's deg. + work exp.
Electrical Powerline Installers & Repairers	\$59,591	210	★★★★★	3.7%	97	Long-term on-the-job training
Electricians	\$49,046	160	★★★	5.9%	289	Long-term on-the-job training
Elementary & High School Teachers	\$50,945	1,020	★★★★★	9.6%	466	Bachelor's degree
Emergency Medical Techs & Paramedics	\$23,871	450	★★★★★	18.3%	122	Postsecondary voc. award
Environmental Scientists & Specialists	\$62,797	30	★★★★	14.3%	25	Bachelor's degree
Ethanol & Chemical Plant Technicians	\$38,677	60	★★★★	14.5%	109	Postsecondary voc. award
Executive Secretaries & Admin. Assts.	\$36,057	440	★★★★	8.9%	308	Related work experience
Family & General Practitioners	\$166,400	70	★★★★	27.1%	61	First professional degree
Fast Food Prep & Serving Workers	\$16,830	1,670	★★★★★	14.9%	1,419	Short-term on-the-job training

Farm Equipment, Truck Mechanics & Diesel Engine Specialists	\$39,859	150	★★★★	14.2%	112	Postsecondary voc. award
Farmworkers & Laborers (Crop & Animal)	\$24,981	950	★★★	0.0%	184	Moderate on-the-job training
Financial Managers	\$85,552	200	★★★	6.5%	88	Bachelor's deg. + work exp.
First-line Supervisors of Food Preparation Workers (Fast Food & Restaurant)	\$25,703	540	★★★★★	5.2%	100	Related work experience
First-line Supervisors of Mechanics, Installation, & Repair Workers	\$52,753	230	★★★★★	0.6%	205	Related work experience
First-line Supervisors of Production & Operating Workers (Line Managers)	\$39,995	540	★★★	0.7%	258	Related work experience
First-line Supervisors of Retail Workers	\$28,402	680	★★★★★	4.5%	476	Related work experience
General Office Clerks	\$22,773	1,600	★★★★★	9.3%	1,402	Short-term on-the-job training
Hairstylists & Cosmetologists	\$25,347	100	★★★	27.4%	123	Postsecondary voc. award
Home Health Aides	\$22,607	1,560		42.0%	793	Short-term on-the-job training
Human Resources, Employment, & Training Specialists	\$40,238	60	★★★★	17.2%	44	Bachelor's degree
Industrial Engineers	\$69,007	130	★★★★★	11.9%	102	Bachelor's degree
Industrial Machinery Mechanics & Fluid Power Technicians	\$41,056	330	★★★★★	8.0%	259	Long-term on-the-job training
Janitors, Maids/Housekeeping Cleaners	\$26,408	1,100	★★★★★	2.4%	900	Short-term on-the-job training
Laborers & Freight/Stock Movers, Hand	\$24,593	950	★★★	-2.1%	790	Short-term on-the-job training
Laundry & Dry-Cleaning Workers	\$23,000	160	★★★★★	1.5%	84	Moderate on-the-job training
Licensed Practical Nurses (LPNs)	\$36,276	850	★★★★★	19.1%	668	Postsecondary voc. award
Loan Interviewers & New Account Clerks	\$31,750	130	★★★★	4.0%	190	Related work experience
Loan Officers	\$60,074	290	★★★	7.8%	152	Bachelor's degree
Management & Market Research Analysts	\$58,625	120	★★★★★	21.3%	209	Bachelor's degree
Mechanical Eng. & Electrical Engineers	\$62,977	120	★★★★	-0.3%	51	Bachelor's degree
Medical & Clinic Laboratory Technicians	\$38,777	90	★★★★★	20.7%	64	Associate degree
Medical & Health Services Managers	\$59,674	130	★★★★★	16.6%	99	Bachelor's or higher degree
Medical Assistants	\$24,546	170	★★★★★	29.6%	183	Moderate on-the-job training
Medical Recs. & Health Info. Technicians	\$28,318	120	★★★★	21.6%	123	Associate degree
Medical Secretaries & Transcriptionists	\$30,546	300	★★★★	13.3%	152	Postsecondary voc. award
Mixing & Blending Machine Setters	\$35,219	120	★★★★	20.3%	40	Moderate on-the-job training
Mobile Heavy Equipment Mechanics	\$55,132	150	★★★★★	9.1%	112	Long-term on-the-job training
Network & Computer Sys. Administrators	\$56,289	140	★★★★	12.0%	110	Bachelor's degree
Nursing Aides, Orderlies & Attendants	\$25,675	1,770	★★★★★	13.8%	558	Postsecondary voc. award
Occupational & Physical Therapist Assts.	\$38,324	50	★★★★★	19.7%	35	Associate degree
Occupational Therapists	\$61,296	50	★★★★★	19.0%	40	Master's degree
Paralegals & Legal Assistants	\$40,920	70	★★★	15.8%	33	Associate degree
Personal & Home Care Aides	\$21,973	420	★★★★	40.1%	1,929	Short-term on-the-job training
Pharmacists	\$98,819	120	★★★★	15.3%	91	First professional degree
Pharmacy Technicians	\$24,996	170	★★★★★	28.2%	204	Moderate on-the-job training
Physical Therapists	\$66,146	50	★★★★★	21.4%	58	Master's degree
Physician Assistants	\$89,720	50	★★★★	43.5%	20	Master's degree
Plumbers & Pipefitters	\$34,882	70	★★★	11.9%	82	Long-term on-the-job training

Police & Sheriff's Patrol Officers	\$38,331	340	★★★★★	4.6%	469	Long-term on-the-job training
Professors & Postsecondary Vocational Education Teachers, incl. Nursing	\$62,826	10	★★★	16.8%	130	Bachelor's deg. + work exp.
Purchasing Agents & Buyers (incl. Farm Products & Wholesale Trade)	\$60,853	160	★★★★	10.1%	85	Long-term on-the-job training
Radiologic (X-ray) Technologists	\$53,637	110	★★★★	26.0%	81	Associate degree
Registered Nurses	\$59,940	1,150	★★★★★	23.8%	1,116	Assoc./Bachelor's degree
Retail Salespersons	\$17,506	1,330	★★★★★	7.1%	1,939	Short-term on-the-job training
Route Salespersons, Drivers	\$27,763	350	★★★	1.9%	153	Short-term on-the-job training
Sales & Marketing Managers	\$103,427	170	★★★★	8.6%	96	Bachelor's deg. + work exp.
Sales Representatives (Wholesale, Manufacturing & Services)	\$45,288	660	★★★★★	2.6%	369	Related work experience
Securities, Commodities & Financial Services Sales Representatives	\$52,581	90	★★★	8.7%	89	Bachelor's degree
Shipping, Receiving, & Traffic Clerks	\$28,789	310	★★★★★	-9.7%	209	Short-term on-the-job training
Slaughterers & Meat Packers	\$27,525	330	★★★★★	2.8%	761	Moderate on-the-job training
Social & Human Service Assistants	\$24,104	480	★★★★★	18.7%	659	Moderate on-the-job training
Substance Abuse & Behav. Disorder Counselors & Social Workers	\$42,536	40	★★★★	16.8%	115	Master's degree
Teacher Assistants	\$24,760	1,430	★★★★★	3.8%	403	Short-term on-the-job training
Tellers	\$24,182	340	★★★★★	9.2%	561	Short-term on-the-job training
Trash & Recyclable Material Collectors	\$36,233	60	★★★★★	26.4%	97	Short-term on-the-job training
Truck Drivers, Heavy & Tractor-Trailer	\$34,563	1,780	★★★★★	13.2%	763	Moderate on-the-job training
Veterinarians	\$83,371	50	★★★★★	33.8%	17	First professional degree
Waiters & Waitresses	\$15,435	1,020	★★★★★	6.0%	1,796	Short-term on-the-job training
Welders, Cutters, Solderers & Brazers	\$36,795	490	★★★	-7.9%	249	Postsecondary voc. award
Wind Energy Technicians & Mechanics	\$52,000	130	★★★★	100.0%	130	Associate degree

Source: [Minnesota Dept. of Employment & Economic Development](#)
2010 Median Annual Salary Data from the 2010 [Minnesota Salary Survey](#) for Region 6W and Region 8
Current Demand Data from the [Occupations in Demand Tool](#) for Region 6W and Region 8
Projected Employment Data from the 2009-2019 [Minnesota Employment Projections Program](#)

In addition, the SW MN Workforce Council and staff continue to market and promote the local career website: www.swmncareers.org. This tool is linked to the local school districts websites in southwest Minnesota, for convenient access for students and parents.

- **Work experience, on-the-job training, and/or internships in high-growth, in-demand occupations (public and private sector).**

[x] No change from PY 2010

- **Work experience, on-the-job training, career development, or internships which support green jobs and Minnesota's green economy.**

'Green' Jobs are strongly identified opportunities for youth in WSA 6. Staff works with local businesses to identify opportunities in these areas. During PY09 opportunities were developed with Clean-Up the River Environment (CURE) in Montevideo and also with Western Community Action Agency's weatherization program. Other 'green' focused opportunities that youth continue to be involved with include: positions at recycling centers, landscaping with green materials, county parks, city workers, and construction workers utilizing green housing materials.

The Southwest Minnesota Private Industry Council and the Women's Foundation have teamed up to allow young females an opportunity to work in a "Community Garden". During this project youth will start from scratch creating a garden. The students will then begin growing the garden while learning about taking product to market, entrepreneurship, community involvement and work development skills which will be involved throughout the project. This project will be fully operational in the 2011 summer.

- **Youth safety training information and/or curriculum.**

SW MN PIC Staff provide safety training during orientation sessions at each worksite. The information is part of the orientation packet and provided to both the supervisor and the youth worker. In addition to the SW MN PIC's safety orientation the employer will also offer safety training in the same manner as unsubsidized employees at the worksites.

Youth interested in participating in the youth programs will attend the Tri-WAY (see pg. 25 item 17) workshops. One of the three sessions involves safety training utilizing portions of the "Youth at Work" curriculum.

8. Describe the WSA’s methods for recruiting and retaining a sufficient number of age-appropriate worksites for youth, including steps taken to assure that workplace supervisors receive appropriate training.

At the beginning of both the summer and year-round youth employment programs a letter thanking the current worksites as well as an appreciation award certificate is sent to the worksite supervisors. In addition, a letter stating the impact employers have had on the youth employment programs in the past is sent to other worksites who are not currently participating in order to gauge possible future participation with the SW MN PIC’s youth employment program. A follow-up/acknowledgement letter is then sent back to those new worksites who returned a “worksite request form “which demonstrates their willingness to participate in future youth employment programs.” Worksite supervisors receive training during orientation with the new youth worker. During monthly visits, other guidance/reminders are communicated to the supervisor as deemed necessary by youth staff.

9. Describe the role that private sector employers play in developing/providing services for youth. Include information on the type and number of private sector employers providing internships, on-the-job training, tours, mentors, job shadowing opportunities, etc.

[x] No change from PY 2010

10. Describe the WSA’s plans to provide financial literacy training, youth entrepreneurship training, and/or life skills training to participants.

Financial literacy training will be incorporated into the life skills training and workshop opportunities that youth participate in. In addition to information provided by the Youth staff, Students in Free Enterprise (SMSU) will be teaching their “Budge-It” curriculum, which teaches students about debt management through a short curriculum followed by an interactive board game. Youth Staff are also involved in the Marshall Area Financial Empowerment Collaborative.

Let’s Get to Business is another curriculum that SIFE developed and is a project that teaches high-school students the steps in starting their own business. This curriculum will be offered as an optional workshop for all participants.

Leadership development training is provided by Shirley Hiller from Staffing Specialists. She also brings finance education to the sessions.

11. Describe plans to refer youth to apprenticeship opportunities as follow-up to services offered under WIA and MYP.

[x] No change from PY 2010

12. Describe any incentive policies which will be used to reward individual participants for excellence in work and academics.

No change from PY 2010

13. Describe how the WSA/LWIB/Youth Council currently defines the sixth criteria for youth eligibility under WIA: “An individual who requires additional assistance to complete an education program, or to secure and hold employment.”

No change from PY 2010

14. Up to five percent of youth participants served by WIA youth programs in a local area may be individuals who do not meet the income criteria for eligible youth, provided that they fall within one or more of the categories as described in WIA §129(c)(5).

Describe your WSA’s use of the “5% window” for non-income eligible youth and any WSA/LWIB/Youth Council policies governing any targeting of specific subgroups that meet local priority of service.

No change from PY 2010

15. If your area (or service providers within your area) intends to use Individual Training Accounts (ITAs) for serving older youth and/or out-of-school youth, please describe the following:

- Who will be an appropriate candidate for an ITA?
- Who will be required to sign off on an ITA?
- What will be the pay mechanism (e.g. vouchers, electronic fund transfer, consumer “smart cards,” or other methods)?
- What processes or procedures will be used to track ITA payments?
- Will the ITA be for a specific amount or time period?
- Will the ITA include anything other than tuition, books, fees and supplies (such as supportive services)?

No change from PY 2010

16. With respect to WIA Literacy/Numeracy requirements, please describe the

following:

- **Adult Basic Education (ABE) assessment test(s) used for all youth who are out-of-school at the time of enrollment (including youth enrolled in post-secondary education)**
- **(As appropriate) English-as-a-Second Language (ESL) assessment test(s) used for youth who are out-of-school at the time of enrollment**
- **The WSA's and/or youth service providers method(s) for assuring that all youth who require a literacy/numeracy assessment receive BOTH an appropriate pre-test, and a timely post-test**

Staff schedule the Wonderlic assessment, with each participant, during the intake process or shortly after for each out-of-school participant. This is considered a piece of the process in order for a youth to participate in our programs. Any youth who is assessed as basic skills deficient will define a plan with Youth Staff. For those attending an alternative learning center, collaboration between youth staff and the Special Education department will be made to ensure defined areas are receiving the attention needed. All youth out of school who are assessed as basic skills deficient will be referred to ABE staff. All youth who are referred to ABE will take the CASAS assessment. This information is shared with the youth staff by ABE staff. A plan is created to work on any problem areas.

17. With respect to the new federal definition of the Work Readiness Indicator referenced in TEGL 07-10, please describe the following:

- **the WSA's approach to assuring work readiness skill attainment for youth participants through WIA or MYP**
- **the WSA/youth service provider's approach to assuring that the worksite supervisor evaluates the work readiness skills of youth participants**
- **the WSA's approach to documenting the supervisor's/employer's evaluation of the participant's work readiness skills**

New youth applicants are attending our Tri-WAY (Work Avenues for Youth) sessions. The three sessions are held at various schools and at the three workforce center locations. These sessions can also be held one-on-one if needed. Day 1 involves the job search process, what employers expect on the job, and why people don't get hired. Day 2 covers safety material from the "Youth at Work" curriculum. Day 3 utilizes a booklet titled, "Be Successful on the Job". This encompasses skills necessary to succeed, such as employer's expectations, what to expect on the job, how to resolve conflict in the workplace, figuring out your learning style, how to ask questions, being respectful and proper workplace etiquette.

Supervisors are responsible for evaluating youth on their work readiness skills each pay period utilizing the rating scale on the time card. At orientation, supervisors are given a page defining the rating scale and indicating what a rating of "3" for attendance means. This is a reference

guide they can use each rating period. This portion needs to be completed in order for the time card to be considered complete. Supervisors and Youth Workers are responsible for turning in a completed time card. If there is a portion incomplete, youth staff follows up with them.

Completed time cards are filed in the youth's case file. Periodically, evaluations are case noted in WF1.

Attachment A – Planning Estimates

WSA	PY 2011 WIA Planning Estimate	SFY 2012 MYP Planning Estimate
WSA 1 - Northwest	\$436,651	\$78,582
WSA 2 - RMCEP	\$2,045,455	\$388,292
WSA 3 - Northeast	\$927,111	\$200,358
WSA 4 - Duluth	\$393,676	\$87,102
WSA 5 - CMJTS	\$1,286,908	\$283,591
WSA 6 - Southwest	\$394,830	\$131,197
WSA 7 – South Central	\$642,826	\$163,502
WSA 8 - Southeast	\$995,798	\$267,793
WSA 9 – Hennepin/Carver	\$595,481	\$332,404
Carver County (MYP)		\$27,718
WSA 10 - Minneapolis	\$1,222,458	\$338,634
WSA 12 - Anoka	\$325,574	\$176,751
WSA 14 – Dakota/Scott	\$528,680	\$180,816
Scott County (MYP)		\$35,684
WSA 15 - Ramsey	\$1,365,741	\$375,943
WSA 16 - Washington	\$267,717	\$89,597
WSA 17 – Stearns/Benton	\$530,319	\$131,891
WSA 18 – Winona	\$165,608	\$35,143

PY 2011 WIA Youth (April 1, 2011 to March 31, 2012):

Final WIA Youth Formula Grant allocations are scheduled to be provided to states and WSAs in March of 2011. The planning estimates provided above are based on each WSA's PY 2010 Youth Formula Grant allocation. WSAs will not be required to submit a Budget Information Summary for WIA Youth funds until final allocations are released.

SFY 2010 MYP Funds (July 1, 2009 to June 30, 2010):

The MYP estimates are based on the SFY 2011 MYP allocations. Final MYP allocations for SFY 2010 will be made based on action by the 2011 Minnesota Legislature.