

## **Appendix E**

### **Learn & Earn Program**

#### **Program Summary**

DYCD's Learn & Earn Program is designed to help high school juniors and seniors graduate from high school and prepare for employment, postsecondary education, or occupational training. Learn & Earn program sites are primarily located in high schools to maximize participant success in school and leverage school resources. Program goals are supported through academic activities such as tutoring, college visits, SAT preparation, and career exploration activities, including paid summer jobs through the Summer Internship Program, (SIP), work readiness training, and mentoring. The program also supports participants with counseling, stipends, and leadership development activities. Participants receive up to two years of services and a year of follow up, depending on their grade at enrollment.

#### **Case Manager Requirements**

- Case managers are full-time.
- Case managers have some college and experience in providing supportive services.
- Case managers are appropriately trained in youth development, education, employment, and family development.
- Where appropriate, the case manager is referred to the Family Development Credential (FDC) training.
- Case managers provide services in a manner that is sensitive to the ethnic, racial, and linguistic characteristics of the participants.

#### **Case Management Standards**

- An initial assessment is conducted to determine academic and occupational skills, work readiness, readiness for postsecondary education, assets, interests, and supportive service needs.
- As part of the assessment, the case manager and participant together develop an individual service strategy (ISS) that identifies short-term and long-term education and career goals.
- The ISS is revisited periodically and updated to incorporate new developments and experiences.
- The case manager documents achievement of goals.
- Supportive services are offered to all participants who need them based on the assessment and the ISS. Supportive services include, but are not limited to, assistance with finances, transportation, childcare, dependent care, and housing.
- Supportive services are offered directly or through referrals to other organizations. All referrals, whether provided onsite or by an outside agency, are tracked.
- Guidance and counseling are provided to all participants.
- All supportive services, including guidance and counseling, are provided for at least twelve months to all participants who exit the program.