

## **Appendix H**

### **Train & Earn Program**

#### **Program Summary**

DYCD's Train & Earn program serves eligible youth aged 16-24 who are not working and not in school and who need assistance upgrading their occupational and educational skills. Programs offer occupational skills training in high growth sectors, including healthcare, information technology, industrial/manufacturing, construction, retail, and food service. Programs also provide paid internships, academic support, comprehensive supportive services, counseling, career exploration activities, and labor market information. Participants continue to receive ongoing assistance once they are placed in jobs, postsecondary education, or training.

#### **Case Manager Requirements**

- The case manager is full-time and is dedicated solely to the program.
- The case manager has some college and experience in providing supportive services.
- The case managers are appropriately trained in youth development, education, employment, and family development.
- Where appropriate the case manager is referred for Family Development Credential (FDC) training.
- The case manager provides services in a manner that is sensitive to the ethnic, racial, and linguistic characteristics of the participants.
- The program is also required to have an onsite mental health professional available for a minimum of twenty hours per week for Train & Earn 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.
- As part of follow-up services, all supportive services, including guidance and counseling, are provided for at least twelve months to all participants who exit the program.