Regional Program Standards

Focus:	❑ **WorkSource Centers** ❑ **Other:**	☒ **Youth Program Services**

Topic: PDX Youth@Work

Date: April 1, 2024	❑ **New** ☒ **Revised**	

Overview

Worksystems manages subsidized Work Experience and stipend Learning Opportunities for young people ages 16 to 24 through a suite of programs known as PDX Youth@Work. These programs provide opportunities for career exposure, job readiness and workplace skills practice, professional development and paid Work Experience and Learning Opportunities. The service focus is young people facing barriers to employment, which include but are not limited to: Disability, justice system involvement, immigrant/refugee status, houselessness or engagement with the foster care system. PDX Youth@Work program services include:

- Learning Opportunities prepare Participants for success in the workforce by providing academic and career-related Learning Opportunities. Learning Opportunities are hosted by providers that serve young people in our community and are designed to promote the professional growth and development of Participants through practical and hands-on tasks, projects and applications.
- Year-round Work Experiences provide subsidized Work Experiences to young people from October through May. Participating work sites provide a structured working and learning environment, and Career Coaching Contractors provide job coaching and workplace support services.
- SummerWorks is a summer jobs program providing subsidized Work Experience and Learning Opportunities to young people who are motivated to work but lack Credentials or experience or networks to find meaningful summer employment on their own. SummerWorks operates from June to September.

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Quality Jobs Initiative

The Department of Labor and Worksystems are prioritizing advancing quality jobs in the workforce system through guidance, performance measurement, strategic use of funding opportunities, and provision of technical assistance to support quality jobs workforce strategies.

A Quality Job helps workers achieve economic stability and mobility, while prioritizing diversity and worker voice. The Columbia-Willamette Workforce Collaborative (CWWC) convened a Quality Jobs Council, comprised of 19 cross-sectoral participants representing businesses, workers, labor, service providers and government agencies to develop a regional definition of Quality Job to include 1) self-sufficiency wages, 2) safe working conditions/worker engagement, 3) predictable hours, 4) comprehensive benefits, 5) accessible hiring and onboarding practices and 6) training and advancement opportunities. The full CWWC Quality Jobs Framework can be found at this link.

Worksystems will continually engage with employers to increase quality job opportunities for populations that have been historically underrepresented in careers with elements of high job quality and build partnerships that raise job quality in meaningful ways for all residents in our region. Additional guidance and training regarding career coaching with an emphasis on job quality will be provided by Worksystems. Additional information and guidance can be found below in the Additional Performance and Data Guidance section.

Eligibility and Enrollment Requirements

All service providers must establish processes that prepare potential Participants to complete eligibility and enrollment.

Eligibility

All PDX Youth@Work Participants must be enrolled in either the NextGen or OYEP programs or be between the ages of 16 and 24 when they begin receiving PDX Youth@Work services. Documentation of age is obtained through the signed *Participation and Information Sharing Agreement* form.

Enrollment

The following steps must be completed to enroll a Participant in the PDX Youth@Work program:

- The applicant applies for the program via the online *Program Interest* form. Completion of this step creates a PDX Youth@Work record in I-Trac with an Application Date. Career Coaches must manually complete fields for "Service Provider" and "Customer Of."
- The applicant must attend an orientation. During the orientation, applicants must complete the online *Work-Based Training Application*. Completion of this step updates the record in I-Trac with information from the *Work-Based Training Application* and automatically sets an Orientation Date.
- The applicant must sign the *Participation and Information Sharing Agreement* form. ***This document must be signed and dated within 90 days of the Application Date and before the first Work Based Training Service start date*.** After a signed *Participation and Information Sharing Agreement* form has been received, the Career Coach must complete the Registration Tab in the applicant's I-Trac record.

Note: Applicants under age 18 require a parent or guardian signature on the *Participation and Information Sharing Agreement* form. For homeless and/or runaway youth, Contractor staff must conduct due diligence in confirming applicant attestation of homeless and/or runaway status. Once confirmed, Contractor staff sign the *Participation and Information Sharing Agreement* form in place of a parent/guardian.

Required Disclosures

Provide and discuss the equal opportunity rights (EEO) disclosure to ensure the applicant understands their rights. No copies of the form need be maintained in the applicant file. The applicant acknowledges receipt of this disclosure when they sign the *Participation and Information Sharing Agreement* form.

Enrolled Participant

Once all elements of eligibility determination and documentation have been completed, the applicant must begin participation in program services within 150 days of Registration to be enrolled. Participation begins with the first PDX Youth@Work program service entered into I-Trac.

Transferring Participants

Participants may be transferred from one PDX Youth@Work service provider to another PDX Youth@Work service provider when it is in the best interest of the Participant. When a transfer occurs, the current service provider must:

- Confirm from the Participant that they agree to the transfer and document through a case note in I-Trac. The case note must include the reason for the transfer.
- Obtain approval from the current PDX Youth@Work Program Manager and transferring PDX Youth@Work Program Manager. This is documented in the transfer record in I-Trac on the Outcomes Tab.
- Upload to I-Trac all eligibility and performance documentation obtained prior to the transfer date.
- Enter a transfer record on the Outcomes Tab in the I-Trac record.

All eligibility documentation for the PDX Youth@Work enrollment remains the responsibility of the service provider that collected and validated the documents. If there are eligibility documentation questions that arise during monitoring that lead to questioned or disallowed costs, the service provider that managed the eligibility documentation process is responsible for the questioned/disallowed costs. All performance is the responsibility of the new service provider.

Ineligible Customers

Applicants who do not meet the PDX Youth@Work eligibility requirements for enrollment are to be referred to other programs in the local area that may be available to provide similar services. WorkSource Center services may be reviewed and discussed if the applicant is eligible for these services, with a direct referral to the WorkSource Center most convenient for the applicant and the link to MyWorkSource. Formal referrals to community organizations are not required.

All costs associated with Participants found to be ineligible after receiving program-funded services will be disallowed.

Program Design and Service Delivery

There are seven service provision functions within the PDX Youth@Work program:

- Worksite Development Contractors are responsible for the recruitment and training of worksites, completion of worksite documentation and management of the *Worksite Agreement/Terms and Conditions*.

- Worksite Liaisons are employed by the Worksite Development Contractors and are the primary points of contact for worksites. They are responsible for placing the Participant at a worksite, coordinating with the worksite Supervisor and Career Coach, supporting the workplace relationship between the worksite and Participant and assisting in mediating concerns that may arise throughout the duration of the Work Experience. The Worksite Liaisons verify hours worked for the Employer of Record.

- Youth Coaching Contractors are responsible for providing informational sessions, orientation and support concerning work-based training services including process and timelines for engagement, Participant enrollment, Career Labs, work-based training matching, payroll onboarding and ongoing program support. They coordinate enrollment of prioritized Community Referral Partner Participants and track usage of slot allocations across their Contract.

- Career Coaches are employed by Youth Career Coaching Contractors and are the primary points of contact for Participants. The Career Coach is responsible for supporting Participants through the enrollment and onboarding process, communicating with the Worksite Liaison for appropriate worksite placement decisions, working with the Participant on their work performance, providing necessary support services to the Participant and assisting the Worksite Liaison with Participant performance at the worksite. Career Coaches are responsible for ensuring Participants have received supervisor feedback through the *Worksite Supervisor Intern Evaluation*. Additionally, they assist in developing a post-program “next step” plan with Participants as they exit the program- including referrals to other system services such as NextGen as applicable.

- Community Referral Partners are community-based organizations, school districts, and other youth-serving organizations who sign a *Memorandum of Understanding* outlining a partnership with Worksystems to align resources and services so eligible community Participants have access to the PDX Youth@Work program. All Community Referral Partners are paired with a Career Coaching Contractor who is responsible for supporting the enrollment, opportunity matching and Work-Based Training support for prioritized Participants.

- The Employer of Record is an organization contracted by Worksystems that is the designated employer for the Work Experience and is responsible for the management of payroll, including wages, tax withholding and reporting.

- The Payor of Record is an organization contracted by Worksystems that is responsible for the payment and reporting of stipends.

Service Definitions

Engagement in required services provided through PDX Youth@Work is tracked and managed through I-Trac. When entering service activities in I-Trac, use these definitions to ensure the appropriate service and any corresponding file documentation align with the activities in which the Participant is engaged.

Career Coaching

Career Coaching provides advice and support in helping the Participant make decisions about what education and career path to take. Career Coaching services may include providing information about potential opportunities for Work Experience, Learning Opportunities, Secondary Education, and the long-term benefits of Occupational Skills Training and Postsecondary Education.

- Coach Participants in job search including resume review, interview coaching, and career advising.
- Assist Participants in identifying and securing the resources and supports necessary to succeed in their PDX Youth@Work services.
- Coach Participants in the personal and interpersonal (“soft” or “life”) skills required to successfully participate in PDX Youth@Work services.
- Provide regular check-ins to track Participant progress and ensure Participants successfully participate in and complete PDX Youth@Work services.
- Management of the tracking, documentation and reporting requirements of program participation and performance.

Career Labs

Targeted courses of instruction in workplace skills needed for the Participant to be work ready. Providers are encouraged to utilize Worksystems approved Career Lab curriculum. Other tools are permissible if they fulfill the required learning objectives, which can be found on the Knowledge Base. Providers may enhance instruction in Career Labs with additional activities and may adapt parts of this curriculum to meet specialized needs of their Participants.

Completion of the following Career Labs are required for all Participants during engagement in PDX Youth@Work with the exception of Participants enrolled in the NextGen or OYEP programs. Participants enrolled in the NextGen or OYEP program complete Career Labs during their engagement in those programs.

- Adaptability
- Analysis/Solution Mindset
- Collaboration
- Communication
- Self-Awareness

Financial Literacy

Activities that teach Participants how to create budgets, initiate checking and savings accounts at financial institutions and make informed financial decisions. Financial literacy education assists Participants in learning how to effectively manage spending, credit and debt, including student loans, consumer credit and credit cards. Activities also include educating Participants on identity theft and ways to protect themselves.

Lesson topics must include Banking Basics, Income and Employment, Budgeting, Consumer Skills, Credit and Debt, Financing Higher Education and Insurance.

Completion of a Financial Literacy service is required during a Participant's engagement in the PDX Youth@Work program. Participants enrolled in the NextGen or OYEP program complete Financial Literacy during their engagement in those programs.

Learning Opportunity

Learning opportunities are a structured and short-term educational engagement with documented learning objectives. Participants can earn stipends for participation in and completion of Learning Opportunities. At scheduled intervals the Career Coach assesses participant progress.

A Learning Opportunity cannot include activities typically done by an employee to the benefit of a business. An employer-employee relationship does not exist with Learning Opportunities. Participants are not working at a worksite and the Learning Opportunity is not considered a Work Experience service. Participants are not paid wages but are paid a stipend for participation in and completion of education or learning activities.

Recommended Learning Opportunities include LinkedIn Learning courses, Metrix Learning courses and early career and job skill exposure activities. Other Learning Opportunities may be permissible at the discretion of the service provider following the *Learning Opportunity Guidance* located on the Worksystems Knowledge Base.

A *Learning Opportunity Training Agreement* is used to establish the expectations and responsibilities of all parties when a Participant is placed in a Learning Opportunity. The Participant and the Career Coach collaboratively determine the goals and expected professional development of the Participant and complete the learning agreement. The agreement must include the type of Learning Opportunity, weekly check-in schedule, learning objectives and the maximum amount of stipend that can be earned. ***<u>The agreement must be signed by the Participant, Career Coach, and Program Supervisor prior to the start date of the Learning Opportunity service.</u>***

Completion of the Learning Opportunity is documented through verified attendance in a training or documentation of completion of the service such as a certificate or Credential. If neither are possible, the Participant can complete a reflection exercise (video or written report) after completion of the activity. All changes to a *Learning Opportunity Training Agreement* must be documented with a case note in I-Trac.

Administrative Requirements

- *Learning Opportunity Agreements* are not to exceed $1,200. Exceptions can be made over $1,200 with approval of Worksystems' Contract Liaison.
- Participants must complete a W-9 unless they request and qualify for an exception by Worksystems.

> - **Note**: Participants who have not been granted an exception and receive more than $599 in stipend payments in one calendar year will be issued a 1099 for tax reporting purposes.

Refer to the Stipend payments section of these Regional Program Standards and the Knowledge Base at https://help.worksystems.org/ for additional guidance.

Orientation

All program applicants must complete an orientation that includes an overview of the PDX Youth@Work program and completion of a *Work-Based Training Application*. Refer to the Knowledge Base at https://help.worksystems.org/ for additional guidance.

Work Experience

A planned, structured short-term learning and training experience that takes place at a worksite and involves work that is defined by a written, signed Training Agreement with the worksite. The *Work Experience Training Agreement* outlines the expectations and responsibilities of all parties and specifies learning objectives and criteria for demonstrating learning and skills gained.

A Work Experience must include academic and workplace skills as identified in the *Work Experience Training Agreement* and must include training on the information necessary to understand and work in specific industries and/or occupations. The worksite may be in the private for-profit, non-profit or public sector.

Work Experiences are an employer-employee relationship with the Participant and a wage is paid. The Internal Revenue Service Fair Labor Standards Act apply. All Participants must complete all Employer of Record-required documents and processes, including but not limited to: W4 (both Federal and State) and Form I-9.

Administrative Rules

- Participants may be at the worksite no more than 40 hours per week (no overtime); weekly work schedule may vary but a 25-to-30-hour work week is recommended.
- Participants in the Work Experience program must receive continuous supervision and comprehensive training in their assigned job duties, safety protocols, and relevant regulations.
- A maximum of 160 hours for the total Work Experience training is allowed unless an extension of hours is approved in writing by Worksystems' Contract Liaison.
- A maximum of 12 weeks for the total Work Experience training is allowed unless an extension is approved in writing by Worksystems' Contract Liaison.
- A maximum of two Work Experience services per Participant is allowed unless an exception is approved in writing by Worksystems' Contract Liaison.
- Participants are paid at or above the current minimum wage for the Portland Metropolitan area. The rate is established by Worksystems. No Work Experience will pay a wage less than the current minimum wage.
- Wages are paid by an Employer of Record contracted by Worksystems and are paid through direct deposit, check, or pay card. check endorsement or direct deposit may be used as the signed receipt.
- Holiday, vacation, and sick leave policies are outlined in the *Employer of Record Policies and Procedures* manual.
- The Work Experience may not displace, replace or cause a reduction of hours for any regular employee of the worksite.
- A worksite may not accept any Participant who is an immediate family member of any worksite supervisor or back up supervisor.

- All required equipment, tools and materials necessary for a Work Experience must be provided by the worksite.
- The following job duties are disallowed or prohibited:
  - Involvement in political lobbying or required religious activities.
  - Unprotected contact with hazardous materials.
  - Job duties that require proximity to dangerous chemicals.
  - Transport of the Participant or others to perform job duties using a personal vehicle.
  - Transport of others to perform job duties using a company vehicle.
  - Work on ladders over 6 feet tall.
  - Lift more than 50 lbs. without assistance.
  - Work on roofs.
  - Work underground.
  - Operate power tools/saws.
  - Work with children or provide homecare in unsupervised situations.

The Work Experience service is entered in the PDX Youth@Work fund and must be copied to other relevant I-Trac funds being used to fund the Work Experience.

Work Experience Development

When developing the Work Experience, the following steps must be completed before the Participant can begin the Work Experience service. ***<u>All forms must be signed and dated prior to the start of the Work Experience service.</u>***

- The Worksite Development Contractor and worksite must complete and sign a *Worksite Agreement*.
- The Worksite Liaison must conduct an onsite visit to the worksite to complete a *Worksite Verification Checklist*, ensure compliance with BOLI regulations, child labor laws when applicable, and appropriateness for Participant placement.
- The Worksite Liaison must complete a *Position Description* which details, at a minimum, worksite name and address, worksite Supervisor name and contact information, desired prerequisite skills, type of work, any other requirements and schedule. The *Position Description* should not replicate an existing job description at the worksite; it should be unique to the Work Experience position.
- If a single worksite intends to offer multiple unique Work Experience opportunities, each must have its own *Position Description* clearly outlining the unique duties and position title.
- The worksite and position must be established with the Employer of Record.
- The Worksite Liaison must train and advise worksite Supervisors on their role and ensure that they know and comply with adult and child labor laws.
- Worksite Liaison ensures that the *Position Description* is reviewed and the *Work Experience Training Agreement* is completed with the Participant. ***<u>The Work Experience Training Agreement must be signed by the Participant, Worksite Supervisor and Worksite Liaison and must be signed and dated prior to the start date of the Work Experience service.</u>***

- Share completed *Work Experience Training Agreement* with assigned coaching agency, Participant, and worksite Supervisor within 10 days of the Work Experience start date. Best practice is to share with all parties upon completion of document.

Work Experience Matching
Work Experience matching utilizes information from multiple sources including, but not limited to evaluation of skill development and learning objectives identified by the Participant, transportation and schedule requirements, and Participant input on existing Work Experience opportunities. This input will be used to prioritize and rank Work Experience matches. Career Coaches are responsible for assisting Participants in reviewing and selecting potential Work Experience placements. The Career Coach will submit requested Work Experience matches to the Worksite Development Contractor for consideration and final placement.

Verification of Work Experience Hours
Throughout the duration of the Work Experience, the Career Coach is responsible for coordinating timesheet submission by the Participant to ensure on-time payment of wages. Worksite Liaisons obtain Supervisor verification of Participant hours worked each pay period. If a Participant fails to submit a timesheet, the Worksite Liaison will coordinate with the Career Coach to ensure the Participant is compensated according to the requisite state and federal laws.

When the worksite is unable to verify Participant hours by the Employer of Record set deadline, the Worksite Liaisons must immediately inform the Employer of Record and Worksystems as they work to secure verification. Worksite Liaisons must continue to connect to Supervisors or other representatives of the worksite through all communication means available (email, phone call, text, onsite visit) until verification of hours is obtained. If hours have been reported by the Participant in error, the Worksite Liaison will work with the Employer of Record to correct the error. ***Unverified hours paid to a Participant in wages may lead to disallowed costs.***

Participants failing to submit accurate, or on-time timesheets are in violation of their *Work Experience Training Agreement* and risk having their Work Experience terminated. Worksites failing to verify Participant hours worked in a timely manner are in violation of their *Worksite Agreement* and risk having their program participation terminated.

Work Experience Monitoring
Throughout the duration of the Work Experience, the Worksite Liaison will regularly monitor the Participant's progress. This requires collecting information from the worksite, the Participant's Career Coach and/or the Participant about the Work Experience. Worksite Liaisons must monitor worksites for compliance with the *Work Experience Training Agreement*, program rules and expectations of providing a safe, secure, and positive work environment conducive to professional growth and development. Any time a Participant expresses concerns about the safety of their worksite environment, injury, OSHA violations or Equal Employment, Americans with Disability Act, and/or Title VII regulations specific to worksites (e.g., hostile work environments, harassment, etc.), the Employer of Record and Worksystems must be notified within 24 hours.

If performance issues arise, the Worksite Liaison will consult with the worksite and coordinate with the Participant's Career Coach to provide feedback to the Participant.

Completing Work Experiences

Worksite Liaisons must track total hours worked for each Participant and notify the Participant and worksite Supervisor when 30 hours remain to prevent the Participant from working more hours than planned and approved. The Worksite Liaison will also administer and collect the *Worksite Supervisor Intern Evaluation* from the worksite on or before the Work Experience service end date and provide a copy to the Career Coach within 10 business days of Work Experience completion. *Worksite Supervisor Intern Evaluations* are required for Work Experience Participants who complete 50% or more of their planned hours.

The Worksite Liaison must notify the Employer of Record regarding any Work Experience completion:

- When a Work Experience end date is planned, a minimum of 24 hours' notice is required.
- When a Work Experience end date is unplanned, notice must be provided to the Employer of Record within 24 hours of the Participant giving notice.

Terminating Worksite Agreements

A *Worksite Agreement* may be revoked at any point if the worksite violates a material term of the agreement such as displacement of an existing employee, nepotism, violation of regulations governing employment of a minor, significant safety violations, failure to adequately supervise the Participant, failure to report worksite accidents or failure to report Participant work hours in a timely and accurate manner.

Any violation of employment law will result in immediate termination of the *Worksite Agreement*. Terminated Worksites may be subject to a one-year minimum sanction from participating in the PDX Youth@Work program.

Participant Termination/Removal from Worksites

Participants violating worksite regulations or not adhering to their responsibilities as outlined in the *Work Experience Training Agreement* may be suspended or terminated.

While worksite Supervisors may suspend or remove a Participant from their worksite for due cause, final termination of Work Experience participation is performed by the Worksite Development Contractor.

Work Experience Transfers

A Work Experience transfer occurs when a Participant must be moved from one worksite or Work Experience to a different worksite or Work Experience position during the course of their original assignment. This is a rare occurrence, but typically happens when:

- A worksite is unable to continue hosting a Work Experience placement.
- The worksite requests/recommends the Participant be assigned to a different position within their worksite.
- The Participant expressed concerns regarding the Work Experience placement, which have been discussed with the worksite and Career Coach without resolution.

Support Services

Overview

Support services are financial assistance to offset expenses necessary for a Participant to engage in program activities or to seek or retain employment. Prior to considering support service payments, efforts must be made to identify resources in the community or from other grant resources that may provide the same support and use those available resources first. Processes must be in place at each providers' site for appropriate referrals to such services as food stamps, community-based social services and housing agencies. Staff are responsible for assisting participant exploration of resources from community sources and/or within the participant's personal support system. When other resources are not available, and based on individual assessment and availability of funds, support services may be provided through PDX Youth@Work program services.

Support services are considered payments and do not extend program participation; therefore, every support service should be delivered with an appropriate staff service on the same day (e.g., Career Coaching).

Prerequisites

Participants who seek support services must be enrolled in the PDX Youth@Work program with a Participation Date.

The support service must be necessary to enable the participant to engage in PDX Youth@Work services.

Administrative Requirements

Documentation

All support services are to be tracked in the Participant's I-Trac record on the Payments Tab in the support services control. When a support service is paid directly to the Participant a signature that acknowledges receipt of the support payment must be on file with the back-up payment documentation noted below in Support Service Definitions.

> **Note**: Direct deposit into an account in the Participant's name and the endorsement on a cancelled check are both allowable documentation of this requirement. Direct deposit information must be received directly from the Participant with approval to deposit support service payments to the account.

When a gift card (including a gas card) is provided as the support payment, receipts for the total amount of the gift card that reflect the purchase of allowable and approved items is required with the fiscal documentation file.

> **Note**: Support service purchases administered with pre-purchased (gift) cards must be allowable under the Federal Cost Principles (unless specifically allowed for by a specific grant, which allowability will be outlined in the Regional Program Standards for the grant).

Fiscal Procedures

Each Contractor must establish a written process to ensure proper fiscal procedures are followed, including paying from original invoices, securing original receipts, and appropriate Participant acknowledgment of direct payments made to reimburse Participants. Documentation of support service payments is maintained in the financial records attached to the payment record.

Each Contractor must establish and follow a process for reconciling pre-purchased support services (e.g., bus passes, pre-paid gas cards, retail store vouchers). This reconciliation must occur at least quarterly (monthly preferred), with the documentation maintained on-site and made available during Worksystems or funder monitoring, as requested.

Support service payments/reimbursement must be made from funds during the program year in which they were incurred.

> **Note:** Service provider Contracts may have a variety of funding sources. It is important to check and ensure that the support expenses being covered are allowable to the selected funding sources. **Funding cannot pay for late fees, interest charges or payment or modification of a debt.** But there may be other restrictions on funding that are important to understand.

Support Service Definitions

PDX Youth@Work service providers may provide the following types of support services. If the support is not defined below it is not allowable for payment under this policy, either due to local area restrictions or because the support is not allowable by funding source(s).

Clothing/Personal Care

Clothing and/or related footwear or incidentals for interview (including grooming and hygiene products), or participation in a Work Experience or Learning Opportunity. This may include such items as a uniform/safety attire, or a type of work shoe or protective eye wear required for the job by an employer (and not provided by the employer) or required of trainees by the Learning Opportunity training provider. Utilize community resources for interview attire whenever possible.

<u>Required Documentation</u>: The original store or merchant receipt that reflects an itemization of the purchased items.

Employment Documentation

Payment of fees required to secure or replace documentation required to complete an I-9 with an employer to secure employment.

<u>Required Documentation</u>: Receipts that itemize the fees necessary to obtain the approved document with staff attestation (notation and signature on receipt copy is sufficient) that the identification documentation was secured.

Laptop Computer

Purchase of a basic laptop computer when needed to participate in program services.

<u>Required Documentation</u>: The original store or merchant receipt that reflects an itemization of the purchased items.

Parking

When necessary, to enable the Participant to engage in a Work Experience or Learning Opportunity (e.g., college campus parking fees or metered parking).

> ***Required Documentation:*** Original receipts that reflect a location and time in line with approved service provision (i.e., a class or work schedule).

Professional Test/License/Organization Fees

When membership, professional event registration and/or licenses/certifications/test/test preparation fees are required or necessary to ensure a Participant is prepared for employment or provides increased access to employment opportunities in the associated sector. Support may include the cost for professional licenses (including a state-issued driver's license when required for the job); certifications; test fees and/or test preparation materials, including GED; business, technical and professional organization fees; professional event registration fees, etc.

> ***Required Documentation:*** Original receipt(s).

Tools

When Participants are required to purchase their own tools for a Work Experience or Learning Opportunity, this cost may be covered by support service payments. Examples include mechanic, shop, electrician tools, etc.

Tools or equipment that is supplied by the employer, e.g., desk computers, industrial equipment, stationary, machinery, safety equipment, etc., may not be paid with support services.

> ***Required Documentation:*** Original itemized receipts that reflect the allowable and agreed upon item(s). In addition, for tool purchases for training, documentation from the training provider of the required items is to be maintained in the file.

Transportation

Support services are available to provide transportation assistance to Participants to allow them to engage in services and activities that support training and education, job search, and/or employment. Transportation types (and associated requirements) include:

Auto or Bicycle Repair

Funds may pay for repair and replacement of essential parts and safety equipment to an automobile or bicycle only if it can be verified there is no other reasonable way for the Participant to transport himself/ herself to a training or work site. For Auto Repair, the vehicle must be titled and registered in the Participant's name, be properly insured and there must be written verification by a reputable certified mechanic that the repairs are needed.

> ***Required Documentation***: Original invoices/receipts are required for car and bike repair payments. Quotes or work orders will not be accepted for payment receipts. Auto Repair payment must be made to the invoicing certified mechanic and a copy of the auto registration, documentation of a valid driver's license, and proof of insurance card must be included with the payment record and verified to be the same vehicle on which repairs were made.

Auto Insurance
Support Service payment may be provided for auto insurance coverage required by the State of Oregon or Washington and can only be justified in a situation where, without the insurance, the Participant would not be able to travel to the training site and/or place of employment. The vehicle must be titled and registered in the Participant's name and the Participant must have a valid driver's license in their state of residence.

Required Documentation: The original insurance billing with payment directly to the insurance company is required. In addition, documentation of a valid driver's license, a copy of the auto registration, and proof of insurance card is to be included with the payment record.

Auto Registration
Costs associated with DEQ test fees, title transfer and/or registration or renewal may be paid to allow Participants to register their auto for the purposes of completing training or securing and/or maintaining employment. Note that the Oregon Department of Motor Vehicles may require a valid driver's license and proof of auto insurance attached to the vehicle.

Required Documentation: The original registration/transfer/test receipt(s) and a photocopy of the new title and/or registration in Participant's name must be collected and maintained in the Support Service financial file.

Bicycle Purchase
When a Participant chooses and it is determined that the purchase of a bicycle is as, or more, cost effective then other types of transportation assistance, support service funds may be used to purchase a bicycle, including an appropriate bike helmet if the Participant does not own one. If appropriate staff may require the Participant engage in a bicycle safety class or may purchase a child's helmet or seat if the bicycle transportation is being used to drop children at school or childcare to allow Participant to work or attend training, and this cost may also be covered through support service payment.

Service providers should develop a relationship with Community Cycling Center where consultation assistance on the decision and purchase, education and repair options are available (https://communitycyclingcenter.org/) for reasonable costs.

Staff due diligence is required to determine and document:

- Using a bicycle as a means of transportation to and from the Participant's job, school or training location is reasonable and, over time, more cost effective and convenient than other forms of transportation. Staff determine reasonableness by evaluating with the Participant things like distance, times, work schedule, long-term viability.
- The Participant does not currently own a bicycle or have other modes of transportation available.
- The purchase price is reasonable based on some form of price comparison documentation (price quotes, including refurbished when available) for the type of bicycle being purchased.
- The type of bicycle being purchased is appropriate for the intended use (e.g., distance, night riding).

Once purchased no other forms of Transportation assistance may be provided via support services.

Required Documentation: The itemized receipt for the purchase and documentation of price comparisons to support the final selection decision are to be maintained in the financial file. Written attestation from the Participant that they are choosing a bicycle for their transportation, they understand they will not be provided with other forms of transportation assistance once a bike is purchased, they do not currently own a bicycle, and justification that a bicycle is a reasonable mode of transportation for the purposes of getting to/from school, training and/or employment is to be maintained in the Participant file.

Parking

When necessary, to enable the Participant to engage in career services or training activities (e.g., college campus parking fees).

Required Documentation: Original receipts that reflect a location and time in line with approved service provision (i.e., a class schedule).

Public Transportation, Car Share, Fuel

Includes all modes of transportation (e.g., public transportation passes or tickets, gas for a personal vehicle, car share service, Uber/Lyft/taxi service, bicycle/scooter share service) to help Participants engage in services and activities that support training and education, job search and/or employment.

Staff are required to determine that assistance provided is not duplicated, such as a bus pass for a month and gas purchase during the same month. Additionally, funds should not pay for the monthly cost of share vehicle services but can reimburse for the month(s) that the Participant uses the service for allowable activities. This should be managed through verification of attendance logs and communication with the Participant documented in file.

Required Documentation: A log must be kept that tracks activities supported with transportation assistance. A signature on the log for bus passes, bus ticket packages (not individual tickets), and gas card distribution to Participants that includes the Participant's signature acknowledging receipt can be used as documentation. For other types of transportation, a detailed receipt showing date and time must support reimbursement payment and must align with activities noted in the log. A signed receipt for each instance of transportation support payment in the file can replace a log as long as the tie to services is noted. Receipts are required for gas cards and must show allowable and approved purchase (i.e. gasoline and not items from the mini mart).

Utilities

Utility assistance may be provided to assist a Participant in stabilizing their living situation and engage in services and activities that support a Work Experience or Learning Opportunity. This includes past due utility payments, utility deposits, internet and cell phone bills (but does not include any sort of television/cable expenses). Prepaid cell phone service may be paid for with Support Services funding.

The original bill must be provided before payment can be approved, with verification that the utilities/phone are for the Participant's personal residence or in the Participant's name (in the case of cell phones). WIOA funds may not be used to pay interest charges or late fees associated with past due utility expense.

Required Documentation: Clear verification (copy of detailed utility invoice that matches Participants address in I-Trac) of charges due. Payment must be made to the vendor.

Stipend Payments

A stipend is a payment made to Participants to help cover basic costs while they engage in PDX Youth@Work Career Lab, Financial Literacy, and Learning Opportunity services. Every stipend awarded must have a clear connection to a PDX Youth@Work I-Trac service. There must be clear goals and expectations set forth as to what the Participant must do to earn a stipend, as documented in their *Training Agreement*. The business process for Learning Opportunities is posted on the Knowledge Base and outlines the requirements to receive the stipend and comply with these Regional Program Standards.

Administrative Rules

Service providers must establish a written process for paying stipends to ensure proper and consistent application of policy and that fiscal procedures are followed. At minimum, these procedures must address the following requirements:

- Service providers must follow business processes and procedures established by Worksystems for stipend-allowable activities and related stipend amounts.

- Each stipend payment must include a record of the Participant's engagement such as confirmation from the training provider of attendance, a certificate of training completion or Credential. If none of these are possible, the Participant can complete a reflection exercise (video or written report) after completion of the Learning Opportunity.

- Stipend payments are to be paid by check payable to the Participant, direct deposit into an account in the Participant's name or via pay card through a payment system where a specific pay card is assigned to a Participant. Gift cards, gift certificates or retail vouchers cannot be used as stipend payment.

- Participants are required to sign an acknowledgment of receipt of the stipend. Check endorsement, direct deposit or pay card signature may be used as the signed receipt.
    - Where pay cards are distributed through the Payor or Record, the signature is to be captured at the point the pay card is given to the Participant by the Youth Coaching Contractor, with the number/card ID noted. Electronic signatures are allowed utilizing tools such as DocuSign and Adobe Sign. Further stipend payments to the pay card do not require additional signature as it's treated as a direct deposit.
    - Where pay cards are distributed through the Employer of Record, the Employer of Record shall follow their fiscal policy for card distribution.

- Participants receiving a stipend must complete a W-9 form, unless they request and qualify for an exception by Worksystems. Participants who have not been granted an exception and receive more than $599 in stipend payments in one calendar year will be issued a 1099 for tax reporting purposes.

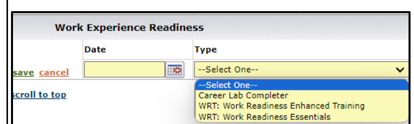
- Stipend payments must be paid from funds during the program year in which the program engagement occurred.

Performance

Worksite Development Performance

Performance Element	Description	I-Trac Data Entry
Minimum number of Work Experience Placements	Number of Participants with a Work Experience service with a status of Started, Completed-Hired, Completed-Not Hired, Not Completed-Fired, Not Completed-Quit.	Services Tab – Work Based Training Control
Worksite Supervisor Intern Evaluation Obtained Rate	**Denominator** Number of Work Experience services with a status of Completed-Hired, Completed-Not Hired, Not Completed-Quit, or Not Completed Fired *and* the Evaluation record in I-Trac in the Work Based Training control does not equal “Not applicable to service type”. **Numerator** Number of Participants with an Evaluation record of yes or no in I-Trac in the Work Based Training control.	Services Tab – Work-Based Training Control
Worksite Approval Rating	**Denominator** Number of worksite responses to the annual satisfaction survey. **Numerator** Number of "Sometimes” or “Always” responses on rating of Liaison engagement and coordination with worksite.	NA

Career Coaching Performance

Performance Element	Description	I-Trac Data Entry
Number of Participants placed in a Work Experience or Learning Opportunity (data point)	Number of Participants with a Work Experience or Learning Opportunity service with a status of Started, Completed, Completed-Hired, Completed-Not Hired, Not Completed, Not Completed-Fired, Not Completed-Quit.	Services Tab – Work Based Training Control
Career Lab Completer (data point)	Number of Participants with the Type of: Career Lab Completer; WRT: Work Readiness Enhanced Training; or WRT: Work Readiness Essentials in the Work Experience Readiness Control on the Assessment Tab. See *Work Experience Readiness* definition below in *Additional Performance Definitions.*	Assessment Tab – Work Experience Readiness Control 
Work Experience Successful Completion Rate	**Denominator** Number of Work Experiences with a service end date and a status of Started, Completed-Hired, Completed-Not Hired, Not Completed-Fired, Not Completed-Quit. **Numerator** Number of Work Experiences that have a status of Completed-Hired or Completed-Not Hired in the Work Experience service in I-Trac.	Services Tab – Work Based Training Control-Work Experience Service Start of Work Experience = Entry of all data fields. End of Work Experience = Update of Status and Completed Hours.
Youth Survey	**Denominator** All Participants that have a Work Experience service end date and status of Completed-Hired, Completed-Not Hired. **Numerator** The number of Participants who have responded to the Youth Survey.	Services Tab – Work Based Training Control

Additional Performance Definitions

Evaluation

Worksite Supervisor satisfaction with Participant performance is collected on the *Worksite Supervisor Intern Evaluation* in the form of a Yes or No checkbox**.**

The Evaluation field in the Work Based Training control in I-Trac is updated under the following conditions:

Yes. This status is utilized when the Supervisor is satisfied with the overall performance of the Participant.

No. This status is utilized when the Supervisor is not satisfied with the overall performance of the Participant.

Unable to Contact. This status is utilized when the Supervisor did not complete a *Worksite Supervisor Intern Evaluation*.

Not Applicable to Service Type. This status is utilized for Learning Opportunity services and all Work Experiences that complete less than 50% of their planned hours.

Exit

Enrolled Participants are to be exited from PDX Youth@Work at the conclusion of services during each program year (June 1 through May 31). The Exit date is the end date of the last service in I-Trac.

Work Experiences and Learning Opportunities *that cross into a new program year (June 1)* may continue without re-applying to PDX Youth@Work. However, the Participant enrollment must be exited at the conclusion of the Work Experience or Learning Opportunity. Subsequent Work Experience and Learning Opportunities will require a new application.

Note: Enrolled NextGen or OYEP Participants may use the same PDX Youth@Work fund enrollment for the duration of their NextGen or OYEP participation.

Participant

An applicant with a Registration and Participation date in I-Trac plus at least one service after Orientation.

Placement

A placement is a Participant with a Work Experience or Learning Opportunity service start date in I-Trac (excludes planned status).

Slot Allocation

Community Referral Partners and Worksystems Youth Coaching Contractors are assigned slots for Work Experience and Learning Opportunities. A slot is one 160-hour Work Experience or one $1,200 Learning Opportunity. Slots may be used fractionally and are to always round up to the nearest .25. Worksystems will monitor data to track the impacts of fractional Work Experiences and Learning Opportunities.

- Year-round slots must have a Work Experience or Learning Opportunity I-Trac service Start Date between October 1 and May 31.
- SummerWorks slots must have a Work Experience or Learning Opportunity I-Trac service Start Date between June 1 and September 30.

Work Experience and Learning Opportunity Service Statuses

A service status is entered in the Work Experience or Learning Opportunity service in I-Trac under the following conditions:

Work Experience and Learning Opportunities

Planned. A Participant has been matched with a Work Experience or Learning Opportunity and the service has not yet started.

Started. A Participant has started the Work Experience or Learning Opportunity.

Transferred. This status is utilized when a Participant has started a Work Experience or Learning Opportunity, but during the service the Participant transferred to another Work Experience or Learning Opportunity.

Learning Opportunities Only

Completed. This status is utilized for Learning Opportunities only when the Participant has completed 80 percent of the planned activities in their *Learning Opportunity Training Agreement*. A Learning Opportunity may also be defined as completed without reaching the 80 percent completion rate if the Participant:

- Transitions to unsubsidized employment.
- Transitions to a Secondary, Post-Secondary or Occupational Skills Training program.
- Has an identified medical necessity that precludes them from participating in the Learning Opportunity.

Not Completed. This status is utilized for Learning Opportunities when the Participant has not completed 80 percent of their *Learning Opportunity Training Agreement*.

Work Experiences Only

Completed – Hired. This status is utilized when a Participant has started and completed a Work Experience and was hired by the worksite. This status is utilized for Work Experiences only when the Participant has completed 80 percent of their planned Work Experience hours. A Work Experience may also be defined as *Completed-Hired* without reaching the 80 percent rate if the Participant transitions to unsubsidized employment at their worksite.

Completed – Not Hired. This status is utilized when a Participant has started and completed a Work Experience and the Participant was not hired by the worksite. This status is utilized for Work Experiences only when the Participant has completed 80 percent of their planned Work Experience hours. A Work Experience may also be defined as Completed without reaching the 80 percent rate if the Participant:

- Transitions to unsubsidized employment.
- Transitions to a Secondary, Post-Secondary or Occupational Skills Training program.
- Has an identified medical necessity that precludes them from participating in the Work Experience.

Not Completed – Fired. This status is utilized when a Participant has started a Work Experience, but during the service, the Participant was terminated from their placement.

Not Completed – Quit. This status is utilized when a Participant has started a Work Experience, but during the service the Participant voluntarily ended their participation without completing 80 percent of their planned hours.

Cancelled. This status is utilized when a Participant was matched with a worksite but did not start the Work Experience due to either Participant or worksite choice.

Work Experience Readiness

The following data points are entered in the Work Experience Readiness control on the Assessment Tab:

- Career Lab Completer – Defined as a Participant who completes four of the six following services: Career Lab-Adaptability; Career Lab-Analysis/Solution Mindset; Career Lab-Collaboration; Career Lab-Communication; Career-Lab-Self-Awareness; Financial Literacy.

- WRT: Work Readiness Essentials – This service includes all five required Career Labs provided by NextGen and OYEP Contractors. Topics must include Adaptability; Analysis/Solution Mindset, Collaboration, Communication and Self-Awareness.

- WRT: Work Readiness Enhanced Training – This service includes the five additional Career Labs provided by NextGen and OYEP Contractors. Topics must include Digital Literacy; Empathy; Entrepreneurial Mindset; Resilience; and Understanding Workplace Diversity/Culturally Responsiveness.

Work Experience Readiness control on the Assessments Tab auto-populates when a Participant completes four out of six Career Labs or Financial Literacy services prior to or during enrollment in PDX Youth@Work.

In cases where Participants are exempt from Career Labs because they completed approved Work Readiness Training or Career Labs services prior to enrollment in an eligible fund such as NextGen or OYEP, a Career Coach may manually enter the corresponding Work Experience Readiness Type in the Assessments Tab if the data point does not auto populate. A completed service in a NextGen or OYEP record on the Services Tab can be used to verify this manual entry.

All manual entries require a case note explaining the original completion date and program in which the Work Readiness Training or Career Lab services were completed.

Worksite Approval Rating

Refers to the measure that reflects the level of satisfaction expressed by each worksite participating in the program.

Worksite Satisfaction Survey

A questionnaire designed to gather feedback from worksites regarding their experiences with the program. This survey aims to assess the worksite's perspective, gathering insights and opinions to evaluate the effectiveness, benefits, and areas for improvement within the program from the worksite's point of view.

File Documentation Requirements

Participant file documentation may be paper located in a physical file (to be kept in a secure [locked] file location); may be kept in a secure electronic file (secure means limited access/access requiring system permissions and is not in a folder accessible by all staff and with no security built in); or maintained in I-Trac.

Worksite Development File Documentation

The following standard forms will be used.

Requirement	Detail	Location
Worksite Verification Checklist	Used to ensure that all aspects of the program have been reviewed with the worksite, including compliance with BOLI and workplace safety assurances. Completion of this document requires a visual inspection of the worksite. The worksite verification checklist must be signed and submitted to the Employer of Record **before the start date of a Work Experience service.**	Worksite Development File
Position Description	Should minimally include but is not limited to: Worksite name and address, worksite supervisor name and contact information, desired skills, type of work, any other requirements and schedule.	Worksite Development File
Worksite Agreement	Signed by the worksite company/organization and the Worksite Development Contractor representative. These agreements are non-financial and outline the requirements and program responsibilities of the various parties involved in the Work Experience (worksite, Worksite Development Contractor, Employer of Record). A single *Worksite Agreement* may be signed by organizations with multiple worksite locations. The worksite agreement must be signed and submitted to the Employer of Record **before the start date of a Work Experience service**.	Worksite Development File
Work Experience Training Agreement	Participant training agreement that outlines the details concerning the tasks the Participant is expected to complete and learning goals for the Work Experience. It also details the work schedule and contact information. The Work Experience Training Agreement **must be signed on or before the start date of the Work Experience service**. A copy of the *Work Experience Training Agreement* is sent to the career coach using the I-Trac secure File Exchange within 10 days of the Work Experience start date.	Worksite Development File

Requirement	Detail	Location
Worksite Supervisor Intern Evaluation	This is the tool for a worksite to provide an assessment to the Participant regarding their demonstration of necessary workplace skills needed for success in any work environment. The Worksite Liaison is responsible for collecting the *Worksite Supervisor Intern Evaluation* from the worksite. The Career Coach is responsible for reviewing the evaluation with the Participant. A copy of the *Worksite Supervisor Intern Evaluation* is sent to the Career Coach using the I-Trac secure File Exchange within 10 days of the Work Experience start date.	Worksite Development File

Youth Coaching Contractor File Documentation

Requirement	Detail	Location
Online Program Interest Form	The Participant expresses interest for the program via the online program interest form. Completion of this step creates a PDX Youth@Work record in I-Trac with an Application date.	I-Trac
Participation and Information Sharing Agreement	All Participants must review and sign this form **before I-Trac Registration can be completed and before a Participant can engage in any PDX Youth@Work services**. For Participants under the age of 18 the form must also be signed by a parent or legal guardian **before Registration and before a Participant can engage in any PDX Youth@Work services**. The Agreement is uploaded to the Participant's I-Trac record utilizing the I-Trac Customer Document Upload Tool.	I-Trac Customer Documents
Work-Based Training Application	The Participant completes the online Work-Based Training Application. Completion of this step updates the Participant record in I-Trac with information from the work-based training Application and automatically sets an Orientation date.	I-Trac
Stipend Forms	**Federal Form W-9** Any Participant receiving a stipend must complete a W-9 form unless they request and qualify for an exception by Worksystems. Submitted through the Payor of Record. No copies should be retained in the Participant file.	Payor of Record
Work Experience Forms	**Form W4 – Federal and State** Submitted through the Employer of Record. No copies should be retained in the Participant file. **Form I-9 and Verification** Submitted through the Employer of Record. No copies should be retained in the Participant file.	Employer of Record File Employer of Record File

Requirement	Detail	Location
Work Experience Training Agreement **Work Experience Participants Only**	Participant training agreement that outlines the details concerning the tasks the Participant is expected to complete and learning goals for the Work Experience. It also details the work schedule and contact information. The *Work Experience Training Agreemen*t must be signed **on or before the start date for a Work Experience service**. A copy of the *Work Experience Training Agreement* is sent to the career coach using the I-Trac secure File Exchange within 10 days of the Work Experience start date. The agreement is to be filed in the PDX Youth@Work, NextGen, and OYEP participant files as applicable.	Participant File
Learning Opportunity Training Agreement **Learning Opportunity Participants Only**	Participant training agreement that outlines the expectations and responsibilities of all parties when a Participant is placed in a Learning Opportunity. The agreement must be completed **on or before the start date of the Learning Opportunity service** and is developed by provider staff and the Participant. This agreement documents the type of Learning Opportunity, weekly check-in schedule, program participation requirements and the maximum amount of stipend that can be earned. Career Coach is responsible for updating the agreement as individual training activities are completed. A copy of the Learning Opportunity Training Agreement is uploaded to the Participant's I-Trac record utilizing the I-Trac Customer Document Upload Tool.	I-Trac Customer Documents
Stipend Payment Documentation	Each stipend payment for a Learning Opportunity must include a record of the Participant's engagement such as confirmation from the training provider of attendance, a certificate of training completion or credential. If none of these are possible, the Participant can complete a reflection exercise (video or written report) after completion of the Learning Opportunity. Stipend Payment Documentation is uploaded to the Participant's I-Trac record utilizing the I-Trac Customer Document Upload Tool.	I-Trac Customer Documents

Requirement	Detail	Location
Worksite Supervisor Intern Evaluation **Work Experience Participants Only**	This is the tool for a worksite to provide an assessment to the Participant regarding their demonstration of necessary workplace skills needed for success in any work environment. The Worksite Liaison is responsible for collecting the *Worksite Supervisor Intern Evaluation* from the worksite. The Career Coach is responsible for reviewing the evaluation with the Participant. A copy of the *Worksite Supervisor Intern Evaluation* is sent to the Career Coach using the I-Trac secure File Exchange within 10 days of the Work Experience start date. The agreement is to be filed in the PDX Youth@Work, NextGen, and OYEP Participant files as applicable.	Participant File
Pay Card Receipt Signature	Where a pay card is distributed by the Youth Coaching Contractor, Participants are required to sign an acknowledgement of receipt of the pay card. The signature is to be captured at the point the pay card is given to the Participant, with the number/card ID noted. Electronic signatures are allowed utilizing tools such as DocuSign and Adobe Sign. Further payments to the pay card do not require additional signature as it is treated as a direct deposit. ________ Where the card is distributed by the Employer of Record the Employer of Record will follow their fiscal policy for card distribution.	Participant File ________ Employer of Record File

Criminal Background Requirements

PDX Youth@Work providers must verify that each of the provider's employees and volunteers and subcontractor employees and volunteers (referred to in these Regional Program Standards as Affected Employees and Volunteers), as a condition of working directly with PDX Youth@Work Participants, has not been convicted of any of the following crimes:

- Child or elder abuse
- Offenses against persons
- Sexual offenses
- Child neglect
- Any other offense bearing a substantial relation to the employee/volunteer's qualifications, functions or duties

Offenses against persons means crimes that have as an element the use, attempted use or threatened use of physical force or other abuse of a person and includes, but is not limited to, homicide; assault; kidnapping; false imprisonment; reckless endangerment; robbery; rape; sexual assault, molestation, exploitation, contact, or prostitution; and other sexual offenses.

"Substantial relation" means the crime for which the person has been convicted of involves conduct by the person that relates to the functions the person may perform for the Contractor or places the person in a position to gain access to a Participant or a Participant's personal information to place the employee/volunteer in a position to cause harm to the Participant. An example – a person who has been convicted of fraud may not be permitted to work in a position that might allow them access to confidential personally identifiable information (PII) such as social security number and date of birth.

Affected Employees and Volunteers

Employees/Volunteers that directly provide PDX Youth@Work services or manage a PDX Youth@Work program including but not limited to:

- Direct service staff (may include but is not limited to Career Coaches).
- Managers of PDX Youth@Work programs/employees.
- Contractor volunteers that provide PDX Youth@Work services.

Allowable Background Reports

One of these required and allowable background report types are to be completed prior to the new employee or volunteer providing PDX Youth@Work services to PDX Youth@Work enrolled Participants:

- Fingerprint-based national criminal records check from a local Oregon State Police office.
- Fingerprint-based background check provided within the last two years, by a Federal or State of Oregon agency, to demonstrate the employee or volunteer's fitness to provide services.
- Third-party vendor accredited by the Professional Background Screeners Association. The third-party vendor must provide a national criminal records report that includes review of criminal history from each state the individual has lived, studied or worked in and the National Sex Offender Public Website.

Criminal Background Check Policy

Contractors must develop a criminal background check policy that includes:

- Securing an allowable criminal background check utilizing one of the Allowable Background Reports listed above.
- Review of the criminal background check to determine if the background includes any of the above-listed crimes.
- If the background includes one of the above listed crimes a review of the following to determine if the applicant/volunteer's background possess a risk to working safely with PDX Youth@Work Participants:
    - The severity and nature of the crime.
    - The number of criminal offenses.
    - The time elapsed since commission of the crime.
    - The circumstances surrounding the crime.
    - The subject individual's participation in counseling, therapy, education or employment evidencing rehabilitation or a change in behavior; and
    - The police or arrest report confirming the subject individual's explanation of the crime.

If a decision to hire is made when the applicant/volunteer has a criminal background, a written justification to hire must be completed and maintained in the personnel file. The written justification must outline the reasons for allowing the applicant/volunteer to be hired into the role and perform PDX Youth@Work services. The reasons must address how the applicant/volunteer is presently suitable or able to work with PDX Youth@Work Participants in a safe and trustworthy manner.

Criminal Background Check Procedures

1. Prior to hire, secure one of the Allowable Background Reports on the applicant/potential volunteer. An applicant/potential volunteer may not be placed in a position working with PDX Youth@Work enrolled Participants until the full background check process has been completed.
2. Determine if any of the convictions listed in the Background Requirements are on the report.
3. If yes – the Contractor determines if they want to hire the applicant/volunteer into the Affected Employees/Volunteer position.
    - Where the decision to hire is No – nothing more is required.
    - Where the decision to hire is Yes – the Contractor must complete a written justification on the Worksystems *State New Background Justification Form* outlining the reasons for allowing the applicant/volunteer to be hired into the role and perform PDX Youth@Work services. The State New Background Justification Form can be found on the Knowledge Base.
    - The State New Background Justification Form and a copy of the background report must be placed in the employee/volunteer personnel file.
    - Contractor will support all Worksystems annual program monitoring activities on compliance with these criminal background check procedures.