

Regional Program Standards

Focus: ☐ WorkSource Centers ☒ Youth Program Services
☐ Other:

Topic: Oregon Youth Employment Program

Date: July 1, 2025

☐ New ☒ Revised

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Overview

The Oregon Youth Employment Program (OYEP) is designed to prepare young people for and support them through Occupational Skills Training, Pre-Apprenticeship Training Programs, or Work-Based Training services in one of the following targeted sectors: clean energy; construction, early childhood education; healthcare and manufacturing, and public sector. Other sectors may be permitted with approval from Worksystems staff. Services are designed to help close employment gaps by providing young Oregonians with valuable Training and Work Experience that promotes the development of essential employability skills.

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Eligibility and Documentation Requirements

Contractors must establish processes that prepare potential participants to complete the eligibility and enrollment requirements for the Oregon Youth Employment Program (OYEP) as outlined below.

Eligibility

All OYEP participants must be between the ages of 14 and 24 when they begin receiving OYEP services. Documentation of age is Customer Attestation, the signed *OYEP Program Application* is the documentation of this attestation.

Note: Applicants under the age of 18, Contractor staff must conduct due diligence to obtain parent/guardian signature for enrollment. Where a parent/guardian is absent, an Applicant under the age of 18 may be enrolled without parent/guardian signature. Once confirmed that a parent/guardian is absent, the participant may sign the Application in place of a parent/guardian with a case note entered in I-Trac by the Career Coach to document this.

Enrollment

The following steps must be completed to enroll a participant in the OYEP program:

- The Applicant applies for the program via the online *Program Application*. Completion of this step creates an OYEP record in I-Trac with an Application date. Career Coaches must manually complete fields for “Service Provider” and “Customer Of” and complete the I-Trac Registration Tab.
- The Applicant must sign the OYEP I-Trac *Program Application* before the Applicant can receive any OYEP services. Obtain the Applicant’s signature (or parent or guardian signature) on the *Program Application* utilizing the I-Trac eSignature process. If an eSignature cannot be obtained, print the Application from the I-Trac Customer Documents menu for signature and upload the signed Application to I-Trac.

The Applicant must begin participation in program services within 45 days of the Application date. Participation begins with the first OYEP-funded service entered in I-Trac.

Service Design and Definitions

There are four service provision functions within the PDX OYEP program:

- Program Operators are contracted Service Providers with Worksystems and are responsible for overseeing the *Community Referral Partners* and facilitating access to the larger Worksystems youth workforce development system. *Program Operators* lead the onboarding and training of *Community Referral Partners*, conduct participant OYEP eligibility and program enrollment, I-Trac data entry, secure and manage the [OYEP Site Agreement](#) with the *Community Referral Partner*, and facilitate access to the Stipend pay infrastructure with ongoing Stipend payment support.

Program Operators are responsible for collecting from the *Community Referral Partners* all required program documents for enrollment and service delivery including the [OYEP Training Agreement](#) and [Stipend payment documentation](#).

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- OYEP Community Referral Partners, also referred to as *Program Providers*, are community-based organizations that offer direct participant services. All *Community Referral Partners* are paired with a *Program Operator* and enter into an [OYEP Site Agreement](#) with the *Program Operator*. *Community Referral Partners* are responsible for participant recruitment and implementing required OYEP services. *Community Referral Partners* are also responsible for collecting and submitting to the *Program Operator* all required program documents for enrollment and service delivery including the *OYEP Application*, *Participation and Enrollment Tracker*, [OYEP Training Agreement](#), [Participant Profile](#), [Stipend Documentation](#), [Credential Attainment documentation](#), a [Participant Success Story](#) and [ROI](#).
Community Referral Partners track all participant OYEP services and submit documentation of attendance to the *Program Operator* for payment through the reporting system established by Worksystems. All *Community Referral Partners* must be based in Multnomah or Washington counties as funding allows.
- 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.

Program Services

Program services are activities and services that are provided after enrollment in OYEP and until program Exit. Services are related to the development of competencies and skills, and completion of short- and long-term employment and education goals as reflected in the Individual Career Plan.

All OYEP Participants must complete an [Individual Career Plan](#) and receive a minimum of five (5) weeks of [training](#) and or [work experience](#).

Service Definitions

Engagement in services provided through OYEP is tracked and managed through I-Trac, using supplemental tracking tools to communicate service delivery between the Program Provider and Program Operator. These tracking tools are the *Participation and Enrollment Tracker* and [Participant Profile](#).

When entering service activities in I-Trac, the Program Operator must 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 Learning Opportunities, Secondary Education, and the long-term benefits of Occupational Skills Training and Postsecondary education.

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- 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 Learning Opportunity services.
- Coach participants in the personal and interpersonal (“soft” or “life”) skills required to successfully participate in OYEP services.
- Provide regular check-ins to track participant progress and ensure participants successfully participate in and complete OYEP services.
- Management of the tracking, documentation and reporting requirements of program participation and performance.

Career Exploration

Career Exploration is the process by which the Career Coach helps the participant develop knowledge of the variety of careers and occupations available across a wide range of industry sectors; the skill requirements, working conditions and training prerequisites; and the job opportunities. Useful tools are [Careers NW](#), a Worksystems-sponsored website, and Oregon Employment Department’s [qualityinfo.org](#).

Career Labs

Targeted courses of instruction in workplace skills needed for the participant to be work ready. Community Referral Partners are encouraged to utilize Worksystems-approved Career Lab curriculum. Other tools are permissible if they fulfill the required learning objectives. Refer to the *Knowledge Base* for required learning objectives. Providers may enhance instruction in Career Labs with additional activities and may adapt parts of this curriculum to meet specialized needs of their participants.

Recommended Career Lab topics include:

- Adaptability
- Analysis/Solution Mindset
- Collaboration
- Communication
- Digital Fluency
- Empathy
- Entrepreneurial Mindset
- Resilience
- Self-Awareness
- Understanding Workplace Diversity

Career Mapping

This workshop is the first step of the Career Mapping process. Participants identify their strengths, gifts and capacities, the qualities that enable them to be successful in the work environment and potential jobs. Refer to the *Career Mapping Manual* for additional information and detail.

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Financial Literacy

Activities that teach participants how to create budgets, initiate 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.

Service Providers may consider using the Prosperity Planner (<https://www2.prosperityplanner.org/>) as an additional tool in support of financial literacy activities.

Individual Career Plan

The Individual Career Plan identifies career pathways for the participant that include education and employment goals and appropriate achievement objectives and services. The plan documents short- and long-term education and employment goals.

Prior to plan development, a variety of assessments may be conducted to provide critical information about the participant's career goals, interests, aptitudes, basic academic skill level, occupational skills, work history, work and college readiness, attributes, personal strengths, developmental needs, and support service needs. The analysis and application of this assessment information is critical to guiding and coaching the participant and assisting them to develop a realistic plan to reach their career goals.

The plan is a dynamic document that will change as the participant is provided opportunities to explore optional careers of interest, through meetings in which the participant receives advice and guidance and through a variety of work and community-based experiences exploring a range of occupational areas. The plan must be developed as a professional collaboration between the participant and Career Coach.

The Individual Career Plan must be completed prior to the first OYEP service. The initial plan and subsequent updates are entered in I-Trac as an *Individual Career Plan Development & Review* service.

Sector Learning and Experiences

Understanding how participants are connecting with and learning about In-Demand Occupations in different sectors is important, as these experiences help introduce participants to career opportunities that provide living wage occupations.

Training, Post-Secondary Education & Employment Skills

Occupational Skills Training

An organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate or advanced levels. Such Training should:

- Be instructor-led in either an in-person or virtual format.
- Be outcome-oriented and focused on an occupational goal specified in the Individual Career Plan.
- Be of sufficient duration to impart the skills needed to meet the occupational goal.
- May include workforce preparation such as First Aid/CPR, BLS, Forklift, Flagger and OSHA 10/30.

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Pre-Apprenticeship Training Program

A program designed to prepare participants to enter and succeed in a Registered Apprenticeship Program. Pre-Apprenticeship Training Programs (PATP) are Oregon BOLI registered and should have at least one, if not more, documented partnership(s) with a Registered Apprenticeship Program that will assist in placing participants who complete the PATP into their Registered Apprenticeship Program.

Work Based Training

Work Experience

A Work Experience (WEX) is intended to prepare a participant for future, unsubsidized employment, by matching participants with worksites committed to providing supportive supervision and mentorship in positions aligning with a participant's short- or long-term career goals.

A Work Experience is 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 *Work Experience 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. Refer to the *PDX Youth@Work Regional Program Standards* for the administrative rules for a Work Experience.

Work Readiness Training

Instruction designed to increase a participant's workplace skills that includes positive work behavior and employability soft skills training.

Support Services

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 Contractor 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 OYEP 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).

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Prerequisites

Participants who seek Support Services must be Registered and enrolled in OYEP.

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 are required to be filed with the fiscal documentation.

Fiscal Procedures

Each Service Provider must establish a written process to ensure proper fiscal procedures are followed, including paying from original invoices or childcare logs, 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 Service Provider must establish and follow a process for reconciling pre-purchased Support Services (i.e., bus passes, pre-paid gas cards, retail store vouchers, gift cards, etc.). 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.

Note: Support Service purchases administered with pre-purchased (gift) cards must be allowable under the Federal Cost Principles.

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

Support Service Definitions

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.

Note: Funds may not be used to pay for interest charges, late fees or payment or modification of a debt.

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Books and Fees

Costs associated with required books, school supplies and fees for participants enrolled and officially registered in Post-Secondary Education or Training, including testing fees, or books and fees required for GED, ABE, ESL, Workforce Preparation and Occupational Skill Training.

Required Documentation: The original store receipt, school record or test receipt (for fees) that reflects an itemization of the purchased items.

Child and Dependent Care

Childcare costs are for a child(ren) age 12 and under during the time the participant is engaged in program services — including travel to and from the service delivery site. Due to the high cost and limited resources this support should only be considered on a case-by-case basis.

A spouse, sibling, or other family member residing within the same household may not be paid with Support Service funds to provide childcare for the participant's children. Costs for care of an individual age 13 or over may only be paid if there is a documented disability stating the individual may not be left alone.

Required Documentation: A care log (completed by the participant and signed by the care provider verifying dates, times, and cost) is to be used to track the costs being reimbursed. The log must be retained in the financial documentation for the payment. Payment must be made directly to the childcare provider.

Clothing/Personal Care

Clothing and/or related footwear or incidentals (including grooming and hygiene products) for interview, work or Training. 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 Training provider. Utilize community resources for interview attire whenever possible.

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

Credit Repair

Credit counseling and other services necessary to assist participants with critical skills related to household budgeting, managing money, accessing a personal credit report, and resolving personal credit problems that will contribute to the participants' work readiness. Credit repair services are to assist the participant to be ready to enter Training, job search and/or maintain employment. Whenever possible, community resources should be utilized.

Required Documentation: The original receipt that reflects an itemization of the services provided and associated cost.

Drivers Education Training

Funds may pay the cost for a driver's education course through an ODOT-approved provider (<https://www.whydrivewithed.com/find-a-provider/>) to learn to drive and be able to secure an Oregon Driver's License in order to complete Training, job search, and/or maintain employment.

Required Documentation: Verification that the provider is ODOT-approved, and original invoice for the published fee/rate. Payment must be made to the Training provider.

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Employment Documentation

Payment of fees required to secure or replace documentation required to complete an I-9 with an employer to secure employment after enrollment in the OYEP program.

Required Documentation: 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.

Food

On a limited basis and in certain situations, food may be provided to OYEP participants as a Support Service. Food may be provided only to OYEP participants to enable their engagement in OYEP program services as defined in these *Regional Program Standards* when the service crosses over a mealtime or the service is more than three hours in duration.

Use of OYEP funds for food must be limited to reasonable and necessary purchases. Food is only considered reasonable and necessary when there is adequate documentation for the necessity of engaging in an OYEP program service over a mealtime, or the service is more than three hours in duration.

Food is not permitted for celebrations, such as a graduation ceremony. The payment of food for an individual OYEP participant to purchase groceries is only permitted for participants who are not receiving Supplemental Nutrition Assistance Program (SNAP) assistance.

OYEP providers must coordinate with other programs to ensure that participants who are eligible for the Supplemental Nutrition Assistance Program (SNAP) or other food services are enrolled in such programs.

Required Documentation: Service Providers must have a policy and corresponding procedures that define the use of food as a Support Service. The policy and procedures must meet the requirements of this policy; food purchases will be reviewed and monitored against the provider policy and procedures. Provider policy/procedures must include at minimum:

- A dollar threshold (min. and max.) on how much, in total or per participant, is allowed.
- The requirement that a log be kept that tracks program services supported with food assistance. The log must include:
 - What OYEP program service was provided.
 - Documentation of why the service was required to be delivered over a mealtime or document that the service was more than three hours in duration.
 - A list of participants receiving the service and a participant signature on the log.
- The original store or merchant receipt that reflects an itemization of the purchased items is required.

The policy must be provided to and approved by Worksystems' Youth Services Manager prior to any food purchases. If the policy is revised after approval, the revised version must also be approved before being implemented.

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Housing Assistance

To support and contribute to the participant's readiness to enter Training, education, or employment, assistance with housing costs may be provided.

To be considered for housing assistance support, staff must determine that the situation would impede the participant's ability to conduct an efficient job search, maintain employment or participate in Training without the housing payment assistance, and that the participant has a plan for future payments.

Where community resources are available and the participant eligible, those resources must be used before Support Service payments can be utilized.

Housing Payment

Grant funds may be used to assist with housing payments (current and arrears) that will contribute to the participants' readiness to enter Training, education, or employment.

Note: Funds may not be used to pay past-due rent or mortgage payment.

Required Documentation: Clear verification (copy of rental agreement, mortgage statement, voucher or detailed receipt) of charges due and participant residency is required. For mortgage assistance the participant must be one of the named borrowers/homeowners on the mortgage statement. For rent assistance, the address on the lease must match the participant I-Trac record if the participant is not named on the lease agreement. Payment must be made to the leaseholder/owner or mortgage holder.

Housing Stability Education

Grant funds may be used to pay the costs associated with community housing stability education services that will contribute to the participants' work readiness through stabilized housing.

Required Documentation: An invoice from the community service provider is required. Payment must be made directly to the education provider.

Housing Moving Costs

Payments for services or items necessary to move into stable housing may be considered and approved. Examples include but may not be limited to: Application and move-in fees, security deposits, motel vouchers for temporary housing, fees for access to Community Warehouse, household items, temporary storage unit costs, U-Haul or similar truck or van rental to move furniture. Whenever possible, community resources such as Goodwill and Community Warehouse should be utilized.

Required Documentation: Direct payment from an invoice to landlord/rental company or itemized receipt from the motel, store or merchant where the purchase was made.

Laptop Computer

Purchase of a basic laptop computer when needed to participate in program services, engage in Training or secure and/or maintain employment (when not provided by the employer or Training provider).

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

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Legal Services

When necessary to assist a participant in expunging a criminal record or to maintain legal to work documentation to secure employment or participate in a Training. Where community resources are available and the participant eligible, those resources must be used before Support Service payments are utilized.

Required Documentation: Itemized invoice that clearly details the services provided and the published rate for the service. Payment must be made to the vendor.

Medical/Dental/Optical

This Includes medical/dental/optical testing/treatment, prescriptions, mental health testing, counseling. Funds may only be used for co-payments and expenses of the participant and cannot be used for costs of family members. Due to the high cost and limited resources, efforts should be made to first utilize Oregon Health Plan, County health care resources, and/or sliding scale fee structures with providers and Support Service should be limited to the minimum required to permit the person to participate in Training, job search, accept employment, or maintain employment.

Note: Participant drug testing is not allowed except where required to participate in a Training, Apprenticeship program or to facilitate the hiring process for the participant.

Required Documentation: Co-payments may be reimbursed to the participant and require a receipt from the health care/service provider showing the date and amount of payment. All other payments must be made directly to the health care/service provider based on an original detailed invoice (no statements).

Professional Test/License/Organization Fees

When professional licenses/certifications/test/test preparation fees or membership/professional event registration are required or necessary to ensure a participant obtain employment or provides increased access to employment opportunities in the associated sector. Support may include the cost for professional licenses; 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)

Relocation

When a participant accepts a job offer at a location out of Multnomah or Washington County and more than 50 miles away, grant funds may be used to share in the cost of moving to that location (e.g., U-Haul costs, etc.).

Required Documentation: A written, bona fide job offer must be documented to qualify for relocation support. Original receipt(s) of all approved relocation expenses must be maintained with the payment record.

Tools

When participants are required to purchase their own tools for employment or Training, 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., industrial equipment, stationery, machinery, safety equipment, etc., may not be paid for with Support Services.

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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. For employment, a bona fide, written job offer that shows the requirement of employees providing their own tools or equipment (must be specific) must be provided prior to the approval of funds.

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.

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Bicycle/Scooter Purchase

When a participant chooses and it is determined that the purchase of a bicycle or a scooter is as, or more, cost effective than other types of transportation assistance, Support Service funds may be used to purchase a bicycle/scooter, 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 child care 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 for reasonable costs. (<https://communitycyclingcenter.org/>)

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). An electric bike or scooter is allowed if the price is comparable to the price of a bike.

Note: 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).

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Public Transportation, Car Share, Fuel

Includes all modes of transportation (e.g., public transportation passes or tickets (including Hop Cards), 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 signed receipt for each instance of a transportation payment can replace a log as long as the tie to services is noted.
- A participant's signature acknowledging receipt of bus passes, bus ticket packages (not individual tickets), and gas card distribution is required. Signature acknowledging receipt can be obtained on the transportation log or through email confirmation from the participant.
- 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.
- Receipts for the total amount of a gas card are required and must show allowable and approved purchases (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 to conduct an efficient job search, maintain employment or participate in Training. This includes past due utility payments, utility deposits, internet cell phones 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 or phone number (in the case of cell phones).

Required Documentation: Clear verification (copy of detailed utility invoice that matches participants address. Cell phone invoice that matches the participant's name or phone number in I-Trac) of charges due. Payment must be made to the vendor.

Stipends

A Stipend is a sum of money paid to a participant to help cover basic costs while they engage in Secondary Education, Occupational Skills Training, Post-Secondary education, employability skills and/or work readiness training. Examples of allowed services include Secondary Education, Tutoring, Learning Opportunities, unsubsidized Work Experience, Occupational Skills Training, Pre-Apprenticeship Program, Entrepreneurial Skills Training, Financial Literacy, Leadership Development, Career Labs and Work Readiness Training.

Stipends may be paid as an hourly amount attached to program engagement or as a total sum based on the length of the service engagement. There must be clear goals and expectations set forth as to what the participant must do to earn a Stipend, as documented in the participant's Individual Career Plan or OYEP Training Agreement. Every Stipend awarded must have a clear connection to a OYEP service tracked in I-Trac.

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The business process for Stipends is posted on the *Knowledge Base* and outlines the requirements to receive Stipends and comply with these *Regional Program Standards*.

Administrative Rules

- To award Stipends, Service Providers must have a policy and corresponding procedures that define how Stipends will be considered and awarded. The policy and procedures must meet the requirements of this policy; individual award payments will be reviewed and monitored against the provider policy and procedures. Provider policy and procedures must include the forms of acceptable documentation to be used to validate the service engagement for which Stipends will be paid.

The policy must be provided to and approved by Worksystems' Youth Services Manager prior to any Stipend awards being planned or paid. If the policy is revised after approval, the revised version must also be approved before being implemented.

- Any participant receiving a Stipend must complete a W-9 form. Participants receiving more than \$599 in Stipend payments in one calendar year will be issued a 1099 for tax reporting purposes.
- 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 confirmation types are possible for a participant in a virtual Training, the participant may provide a screen shot that shows their attendance in the relevant remote classroom. Staff must include a case note in the I-Trac record which outlines why the required documentation is not possible and justifies using the screen shot option. If none of these are possible for a participant in a Learning Opportunity, 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 or direct deposit (see additional details in Support Services) may be used as the signed receipt. Where pay cards are used, 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 Stipend payments to the pay card do not require additional signature.
- Stipend payments must be paid from funds during the program year in which the program engagement occurred.

Performance

Performance Element	Description	I-Trac Data Entry
Minimum Number of Participants Served	Total number of participants receiving a service during the program year.	Registration Tab

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Additional Performance and Data Guidance

Data Entry Requirements

All program information is reported to funders through the I-Trac management information system. To ensure accurate and timely Federal, State and Local reporting, all data is to be entered in the appropriate I-Trac control within five business days of the activity, payment, or receipt of employment information.

Enrolled Participant

An Applicant with a Registration and Participation Date in I-Trac.

Credentials

Credentials are awarded by education institutions, training providers, licensing boards or industry associations in recognition of an individual's performance of measurable technical and/or occupational skills necessary to gain employment or advance within an occupation.

Technical or occupational skills are based on standards developed or endorsed by employers or industry associations; degree or diploma requirements are established or endorsed by the Oregon Department of Education. Training programs depicted on the State and Local ETPL note whether a credential is available upon successful completion of the training or subsequent certification testing. The following credentials are tracked for reporting to funding agencies.

Credential	Additional Definition
High School Diploma	
GED or High School Equivalency Diploma	
Associates Degree	
Bachelor's Degree	
Post Graduate Degree	
Non-DOL Approved Credential	Certificates awarded for Workforce Preparation such as Forklift, Flagger, OSHA, CPR/First Aid.
Other Recognized Diploma, Degree or Certificate	To report in this category the Credential must be awarded from an accredited post-secondary institution. Example: Human Resource Management certificate from Portland State University.
Occupational Certification awarded by a certification body	A Credential awarded <u>by a certification body</u> based on an individual demonstrating through an examination process that they have acquired the designated knowledge, skills, and abilities to perform a specific job. The examination can be either written, oral, or performance based. Examples: Microsoft, Apprenticeship, Security Certifications, Guest Services Gold, Pre-Apprenticeship Certification.
Occupational Skills License awarded by a government agency	A Credential awarded <u>by a government agency</u> that grants legal authority to do a specific job. Licenses are based on some combination of degree or certificate attainment, certifications, assessments, or work experience; are time-limited; and must be renewed periodically. Examples: A license from the Oregon State Board of Nursing to be a practicing RN, LPN, or CNA.

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Credential	Additional Definition
Occupational Skills Certificate Awarded by an education institution	A Credential awarded by an <u>educational institution</u> based on completion of all requirements for a program of study, including coursework and test or other performance evaluations. Certificates are typically awarded for life (like a degree). Certificates of attendance or participation in a short-term training (e.g., 1 day) are not in the definitional scope for these certificates. Example: Career Pathways certificate.

Employment Characteristics

Basic Skills Deficient

A participant who has English reading, writing, or computing skills at or below the eighth-grade level on a generally accepted standardized test; or a participant who cannot compute or solve problems, or read, write or speak English at a level necessary to function on the job, in an individual's family or in society.

English Language Barrier

A participant who experiences at least one of the following: Limited Proficiency in English (English is not primary language) or Is learning English because it is not their primary language.

Essential Skills Deficient

A participant who is a High School student who has not yet demonstrated the ability to; read and comprehend a verity of text, write clearly and accurately, apply mathematics in a variety of settings, listen actively and speak clearly and coherently, think critically and analytically, use technology to learn, live and work, demonstrate civic and community engagement, demonstrate global literacy, demonstrate personal management and teamwork skills.

Foster Care

A participant who is currently or was formerly in foster care. Foster care is a temporary living arrangement coordinated through the Department of Human Services for children who need a safe place to live when their parents or guardians cannot safely take care of them.

Free & Reduced Lunch Eligible

A participant who is receiving or eligible to receive free & reduced lunch.

Generational Poverty

A participant who is a member of a family that has faced generational poverty. Generational poverty is a term applied to families who have experienced poverty for at least two generations.

High School Credit Deficient

A participant who is in High School and credit deficient. Credit deficient means a Freshman with less than six credits by the end of their first year, Sophomores with less than 12 credits, Juniors with less than 18, and Seniors with less than 24.

High School Diploma Equivalency or GED Track

A participant who is in High School or alternative program to earn a HS equivalency or GED rather than High School credits.

High School Dropout

A participant who is currently not in High School and has not completed a HS diploma/HS equivalency/GED.

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Homeless/Houseless/Unsheltered

Individuals who lack a fixed, regular, and adequate nighttime residence, including those who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; those who are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals as well as those who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or any public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.

Immigrant, Farm, or Migrant Worker

A participant who self-identifies as an immigrant, refugee, asylum seeker; undocumented person, DACA recipient, “Dreamers”, linguistically diverse; farmworkers, and migrant workers. Participants must not be asked to specify which of these characteristics applies to them.

Justice System Involvement

A participant is or has been involved with the criminal justice system.

LGBTQIA2S+

A Participant who identifies as a member of the LGBTQIA2S+ community.

Person with a Disability

A participant with a physical or mental impairment that substantially limits one or more of the major life activities of such an individual, a record of such an impairment; or being regarded as having such an impairment.

Pregnant/Parenting

The participant is pregnant and/or parenting.

Receiving Other Public Assistance

Examples may include refugee assistance or Oregon Health Plan.

Receiving SNAP

A participant in a family receiving SNAP food assistance.

Receiving TANF

A participant in a family receiving TANF.

Exit / Grant Completion Statuses

Enrolled participants are to be exited from OYEP at the conclusion of services. The Exit date is the end date of the last service in I-Trac.

Exit – Not Completed (Exit for Cause)

Selected when a participant did not finish their program services due to being dismissed. Reasons for dismissal may include behavior, lack of professionalism or excessive tardiness.

Exit – Not Completed (Other Reason)

Selected when a participant did not complete program services due to a reason other than Exit for Cause or Successful Exit. (i.e. was injured, passed away, etc.).

Exit – Not Completed (Successful Exit)

Selected when a participant did not complete program services, however their exit was considered successful in that they exited the program with a purpose. (i.e. acquired a job, vocational training, educational opportunities, relocated, etc.)

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Exit – Completed

Selected when a participant successfully participated in the OYEP program and has completed all services.

Hours and Credits

Academic/Educational Hours

Collection of all participant hours combined, specifically dedicated to advancing educational/academic attainment. This includes academic classroom hours, high school equivalency test practice and test hours, study time specific to vocational certification testing.

Complementary Life Skills Training Hours

Collection of all participant hours combined, specifically dedicated to structured activities designed to enhance participants' interpersonal, psychosocial, and employability skills.

Enrichment/Supplemental Experience Hours

Collection of all participant hours combined, specifically, those that provide intentional enrichment/supplemental experiences for program Participants. May include but not limited to college and business/industry tours, guest speakers and presentations, outdoor recreation experiences, team building, trainings (i.e. money management, nutrition, etc.).

Essential Employability Skills Development/ Practice Hours

The collection of interpersonal skills necessary to succeed in the workplace beyond those typically learned in academic settings, sometimes referred to as a soft skill. More specifically around the following skills: communication, self-awareness, adaptability, collaboration, and analysis/solution mindset.

High School Credits

Units of academic credit that a high school students earned toward fulfilling the requirements for secondary graduation.

Post-Secondary School Credits

Units of academic credit that students earned toward fulfilling the requirements for post-secondary graduation.

Technical Skill Development/Practice Hours

Educational and workforce skills that require task specific knowledge and execution, sometimes referred to as hard skills.

Work Readiness Instruction / WEX/ Project Hours

Collection of all participant hours combined, specifically dedicated to work specific instruction and project related activities. Does not include enrichment/supplemental experience or academic/educational hours, but does include job specific instructions (i.e. Orientation, resume building, mock interviews, 1:1 coaching and feedback, etc.).

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Narrative Case Notes

Narrative case notes are not a service but may be completed in I-Trac to document additional detail around participation activities; successes and challenges; progress towards Individual Career Plan goals; and skill gains, Credential, employment, or Post-Secondary outcomes. Narrative case notes entered should not repeat information already entered in the I-Trac system, but should expand upon, provide context to or augment service or employment data. A case note is to be completed to document when a Participant cannot be located or contacted. Narrative case notes should not include any medical or treatment information, or personal information that is not relevant to their career plan activities.

Participant Profile

The Participant Profile is completed by the Community Referral Partner for each participant to track program engagement and service delivery. Information included in the Participant Profile is then entered into I-Trac by the Program Operator.

Participation and Enrollment Tracker

The Participation and Enrollment Tracker is the official record of a participant's engagement in completed Stipend-based activities. The Tracker includes documentation of completed enrollment steps, milestone completion, and stipend requests and payments. It corresponds directly to the milestones and activities outlined in the *OYEP Training Agreement*.

Partner Application

The Partner Application is completed by current or prospective *Community Referral Partners* to express interest in becoming an OYEP Service Provider.

Placement

A placement is a participant with a Work Experience service with a status of Started in I-Trac.

Work Based Training Service Statuses

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

Planned: A participant has been matched with a Work Experience and the service has not yet started.

Started: A participant has started the Work Experience.

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.

Transferred: This status is utilized when a participant has started a Work Experience but during the service the Participant transferred to another work experience.

Completed: This status is utilized for Learning Opportunities when the participant has completed 80 percent of the planned activities in their *OYEP 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.

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

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.

Quality Job Standards

Worksystems is committed to advancing access to quality jobs for all participants served by the public workforce system to access careers with living wages, benefits and other job quality characteristics. In partnership with regional workforce boards in SW Washington and Clackamas County, Worksystems launched an initiative to develop and implement a community-based definition of a Quality Job that includes: 1) living wages; 2) worker engagement; 3) predictable hours; 4) comprehensive benefits; 5) accessible hiring and onboarding practices; and 6) training and advancement opportunities.

Using labor market data, Worksystems identified high-growth sectors and targeted occupations that align with our Quality Job definition in (1) advanced manufacturing; (2) clean energy; (3) construction; (4) early childhood education; and (5) healthcare and social assistance. These targeted occupations offer competitive starting wages, employer-sponsored benefits, and opportunities for advancement. Many targeted occupations do not require a degree, and value skills gained through training programs, On-the-Job Training, Registered Apprenticeships, military service and other lived experiences.

Career Coaching services are designed to assist participants in accessing quality job pathways to employment by educating them about Worksystems targeted sectors and targeted occupations. Ongoing guidance and training regarding Career Coaching with an emphasis on job quality and targeted occupations will be provided by Worksystems.

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Contracted services focused on quality jobs include, (but aren't limited to):

- Help job seekers understand what makes a quality job—beyond just wages— and how to job search using the quality jobs framework.
- Help participants evaluate employment opportunities in Worksystems' targeted sectors and develop individualized plans that align with their unique career and education goals and circumstances.
- Help participants recognize when a job only meets some - or none - of the quality job characteristics, while explaining when a role is a useful first step toward a quality job.
- Identify and/or develop training and work experience opportunities that help participants develop essential skills as indicated by industry partners, including adaptability, communication, collaboration, analysis/solution mindset and self-awareness.

The Quality Jobs Framework is a tool to support personalized career planning. Career Coaches should use it to guide conversations about job quality and career goals. Not all job opportunities will meet every standard, but they may represent critical steps toward a quality career. Coaches play a key role in helping participants recognize quality jobs, set long-term goals, and continue progressing on their employment journey.

Additional information and guidance can be found below in the Additional Performance and Data Guidance section.

Quality Jobs Framework

Worksystems, in partnership with workforce boards in SW Washington and Clackamas County, launched an initiative to define what makes a *Quality Job* based on community input. The resulting framework highlights the following key standards:

- **Living Wages**
Jobs that pay enough to meet basic needs, considering location and family size. Wages alone do not indicate Quality Jobs; other standards must be considered alongside.
- **Worker Engagement**
Jobs that include worker voice through internal channels or union representation.
- **Predictable Hours**
Jobs offering clear, reliable scheduling—whether part-time, full-time, flexible, seasonal, or with overtime options.
- **Comprehensive Benefits**
Jobs with employer-supported benefits like healthcare, paid leave, and retirement plans, ideally with employer cost-sharing.
- **Accessible Hiring and Onboarding**
Jobs that value diverse experiences, including military service, caregiving, apprenticeships, and on-the-job training.
- **Training and Advancement**
Jobs with clear career pathways and/or access to structured learning such as apprenticeships.

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Other Quality Job Indicators

- Labor Representation - Unionized jobs typically offer higher wages, better benefits, and stronger worker voice.
- [B Corp Certification](#) - Third-party verified companies meet high standards for worker well-being, transparency, and accountability.
- [Benefit Corporation](#) - Legally commit to purpose, accountability, and transparency—often a step toward B Corp certification.
- [Employee Stock Option Program \(ESOPS\)](#) - Employee-owned participants have larger retirement account balances than comparable workers nationwide and have better job security.
- [Partners in Diversity](#) - Employers aligned with this network show a commitment to equitable hiring.
- [Apprenticeships](#) – Employers who participate in Registered Apprenticeships Provide structured, paid training and career progression for job seekers.

I-Trac Data Entry and 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.

The following standard forms will be used and are provided as forms by Worksystems.

Element	Detail	File Documentation Location
Program Application	A completed and signed <i>OYEP Program Application</i> is required. Obtain an eSignature through I-Trac or print the Application from the Customer Documents link once all Registration data is entered, secure Applicant signature and upload to I-Trac.	I-Trac
OYEP Training Agreement	Participant training agreement that outlines the expectations and responsibilities of all parties when a participant is placed in a Learning Opportunity. The agreement is developed by <i>Community Referral Partner</i> staff and the participant and must be signed prior to the start date of the Learning Opportunity service by the participant, <i>Community Referral Partner</i> program supervisor, and <i>Program Operator</i> Coach. The <i>Program Operator</i> is responsible for collecting this document from the <i>Community Referral Partner</i> .	Participant File
Individual Career Plan	The Individual Career Plan identifies career pathways for the participant that include education and employment goals and appropriate achievement objectives and services.	Participant File

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Credits & Hours	I-Trac Outcomes Tab <ul style="list-style-type: none"> Credits & Hours Control 	I-Trac
Credential Attainment	I-Trac Outcomes Tab <ul style="list-style-type: none"> Credential Control 	I-Trac and Copy of Credential, Transcript, or Follow Up Survey uploaded to I-Trac
After Participation Employment Confirmation	Outcomes Tab <ul style="list-style-type: none"> Employment Information Employment Confirmation 	I-Trac
Pay Card Receipt Signature	<p>Where a pay card is distributed by the <i>Program Operator</i>, 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.</p> <p>_____</p> <p>Where the card is distributed by the <i>Employer of Record</i> the <i>Employer of Record</i> will follow their fiscal policy for card distribution.</p>	<p>Participant File</p> <p>_____</p> <p>Employer of Record File</p>
Support Service Payments Receipt Signature	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. See Support Service Policy	I-Trac & Participant File
Stipend Documentation	Each Stipend payment must include a record of the participant's engagement. The <i>Community Referral Partner</i> submits documentation to the Program Operator on the Participation and Enrollment Tracker .	Participant File
OYEP Site Agreement	The <i>OYEP Site Agreement</i> outlines the roles and responsibilities of the <i>Program Operator</i> and the <i>Community Referral Partner</i> in carrying out activities and services under the OYEP program and is signed by the <i>Community Referral Partner</i> and <i>Program Operator</i> Contractor representative. These agreements are non-financial and outline the requirements and program responsibilities of the parties involved in providing OYEP services. A single <i>OYEP Site Agreement</i> may be signed by municipalities and community-based organizations with multiple learning site locations. Agreements	Program Operator- Partner File

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	must be signed prior to the start date of any OYEP services with the <i>Community Referral Partner</i> .	
(OYEP) Photo, Story, and Survey Release Form for Participant Success Story	For participant success stories only.	Participant File and submit with Quarterly Report