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Date: August 7, 2019

To: Program Managers, SETA-Funded Youth Service Providers,
Site Supervisors, and SETA Workforce Development Staff

From: Kathy Kossick, SETA Executive Director

Re: Youth Program Enrollment Levels

WIOA Directive WDD 19-9

Purpose:

The purpose of this directive is to provide guidance on contract enrollments.

Enrollment Level

It is the policy of the Sacramento Works Youth Committee that all sub-grantees operating Workforce Innovation and Opportunity Act (WIOA) Youth Programs maintain an enrollment level equal to the number of slots stated in their Subgrant.

All WIOA Youth Providers must meet contract enrollment numbers by January 28.

If any exits occur prior to January 28, providers must backfill the slots. Youth who have not completed the required activities, require additional services, and/or have not attained performance goals by June 30, may be carried over to the next program year.

Providers must document that appropriate levels of service were provided to the youth to maintain enrollment in the program.

If you have any questions about this policy, please contact:

- o Terri Carpenter, Workforce Development Manager
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