



## Local Operating Procedure

<b>SECTION:</b> Operations/Youth Program	<b>PROCEDURE#:</b> LOP05	<b>PAGE</b> 1 of 2
<b>TITLE:</b> WIOA Youth Engagement Group Procedure	<b>EFFECTIVE DATE:</b> March 23, 2022	

**DISTRIBUTION:** CareerSource North Central Florida Staff

**PURPOSE:** To establish guidance and instruction for CareerSource North Central Florida (CSNCFL) staff with the development and implementation of the WIOA Youth Engagement Group (YEG).

**REFERENCE:** CSNCFL adheres to WIOA Sec. 129 (c) (1) (B) and (c) (2); 20 CFR 681.460; 20 CFR 681.430, 440, 540 and 600, and 20 CFR 680.770-840, and WIOA Sec. 134(c)(3)(A).

**POLICY:** 20 CFR 681.420(g) Local WDBs must ensure that parents, youth participants, and other members of the community with experience relating to youth programs are involved in both the design and implementation of its youth programs.

### **Procedure**

**Name:**

WIOA Youth Engagement Group (YEG)

**Members:**

WIOA Youth Program Coordinator (Executive Director or Program Manager if needed and as backup), WIOA Youth Navigators, WIOA Youth Current/former, WIOA Parent current/former, members of the community (local law enforcement, ACPS guidance counselors/GED/ESOL, faith base organization, mentorships programs, resource centers, housing, college staff, etc.) Members should not exceed 14.

WIOA Youth Navigators will refer youth and parents to the WIOA YEG; WIOA Youth Program Coordinator will refer the members of the community. WIOA YEG meets quarterly as a group. Members can serve one year, with the ability to renew for up to 3 years. Members work closely with CSNCFL management team, staff, and community to provide overall recommendations for the WIOA Youth Program.

**Joining:**

CSNCFL staff will contact potential members by phone or email and explain the purpose of the WIOA YEG asking for their participation. Once members have accepted and committed to serving,

an official welcome letter will be emailed.

**Serving:**

Must attend all meetings either virtual or in person with no more than 2 excused absences. Active participation providing suggestions, questions, concerns, and feedback about program policy to advance the WIOA Youth Program is required.

**Leaving:**

A written resignation letter must be submitted to WIOA Youth Coordinator with at least one months' notice. A month notice will provide CSNCFL the time needed to fill the open position.

OFFICIAL SIGNATURE

PHYLLIS MARTY  
Chief Executive Officer