INDIANA
WORKFORCE
DEVELOPMENT
AND ITS **WorkOne** CENTERS

TO: Indiana's Workforce Investment System

FROM: Teresa L. Voors
Commissioner, Indiana Department of Workforce Development

THROUGH: Gina DelSanto
Senior Deputy Commissioner for Agency Policy and Performance

DATE: May 26, 2010

SUBJECT: DWD Policy 2009-12
Jobs for America's Graduates (JAG) National Model Program's Compliance Standards and Procedures and JAG Indiana Program Requirements

Background
The Jobs for America's Graduates (JAG) National Model program targets youth who are at-risk of dropping out of high school due to barriers to success. The JAG Indiana program follows the same JAG National Model program standards.

The number one goal of the JAG program is for participants *to complete their diploma or General Equivalency Diploma (GED).* Students receive basic skill assessment and remediation where needed.

The second goal is for participants *to attain employability skills.* Students are taught 37 core competencies with the possibility of 87 total competencies to assure a strong attachment to the labor market. JAG teaches these skills and provides opportunities for students to practice the skills needed to enter the job market.

The third goal is for JAG graduates *to remain employed full time after graduation.* Students receive 12 months of follow-up services which provide supportive services during the critical first year of post-secondary education and possible full-time employment.

The JAG Indiana program operates in conjunction with Indiana's two Workforce Investment Boards, the Balance of State Workforce Investment Board (BOS WIB) and the Indianapolis Private Industry Council (IPIC), the Marion County Workforce Investment Board. The BOS WIB's eleven Regional Workforce Boards and their Regional Operators implement the JAG Indiana program through their regional WorkOne staff as does IPIC through its Marion County WorkOne staff.

Purpose
To clarify the Jobs for America's Graduates (JAG) National Model program compliance standards as outlined in the JAG Management Handbook, the JAG Specialist Handbook and Career Association Handbook and to specify the required Workforce Investment System staff involvement in the JAG Indiana program.

Content

The Jobs for America's Graduates' National Model practices, procedures and standards are clearly outlined in the *JAG Specialist Handbook* and the *JAG Management Handbook*, which are available online at the JAG National website: www.jag.org.

Regional Operators and IPIC and their contracted service providers are responsible for understanding and ensuring that JAG National Model program compliance standards, as specified in the handbooks, and the JAG Indiana procedures outlined below, are conducted successfully in their JAG Indiana regional and Marion County schools and designated WorkOne Centers and WorkOne Express sites.

Regional Operators and Marion County Program Managers are required to monitor the data integrity of the JAG Indiana program, conduct school site visits on a regular basis, connect the JAG Indiana program to the appropriate WorkOne office and act as a liaison between the regional workforce boards or IPIC and the schools served.

Following are the Indiana Department of Workforce Development's JAG Indiana program requirements and procedures. By following these objectives, JAG Indiana will comply with JAG National Model program standards.

- Student selection and eligibility determination are made through the JAG advisory committee consisting of the JAG Program Manager, JAG Specialist, school counselor(s), a school core course teacher (math, science, language, or social studies), a school vocational teacher and a school administrator.
- The JAG 37 Core Competencies, as presented in the JAG Specialist Handbook and available curriculum material available on line at www.jag.org, are taught and additional competencies are completed as needed for each JAG student.
- An Individual Development Plan (IDP) or an Individual Service Strategy (ISS) for each student who is eligible for the class is completed.
- All daily-recorded JAG National Model program services are identified using the competency codes provided by the JAG National Curriculum in the JAG Specialist Handbook.
- A student-led Career Association and its corresponding activities are scheduled as defined in the JAG Specialist Handbook and detailed in the Career Association Handbook.
- Each JAG Indiana participant is registered and submits a resume to Indiana Career Connect. All JAG students are required to have a resume on Indiana Career Connect and to know how to update their resume annually.
- An Employer Marketing and Job Development Plan is created, written and implemented by JAG Specialists with assistance from the JAG Program Manager and the student-led Career Association.
- Accurate and timely recording in the electronic JAG Data Management System (eNDMS) is completed along with monthly data recorded in the TrackOne system. Continuous and effective follow-up services are completed with support from WorkOne staff as needed.
- All efforts are made for timely and successful follow-up with JAG Indiana students. The JAG National goal for "unable to contact" is less than five percent of the total number of students in follow-up. "Unable to contact" is defined in the JAG Specialist Handbook.

- All JAG Indiana sites participate in the National Accreditation Review Process with JAG National reviewers at the participating schools.
- Each JAG Indiana program sends JAG Indiana staff and students to compete in the yearly Career Development Conference and/or the Leadership Development Conference sponsored by the Indiana Department of Workforce Development.
- All JAG Indiana staff attends all in-state training offered by the Indiana Department of Workforce Development.
- Regional Operators and IPIC and their contracted service providers plan a biannual rotating schedule to send their JAG Indiana staff to the JAG National Training Seminar at the location designated by JAG National.
- Regional Workforce Boards and IPIC are responsible for regularly monitoring data and model compliance. Oversight will be done by the Indiana Department of Workforce Development and JAG National. Additional resources and handbooks regarding this process are available for download from www.jag.org.
- Regional Operators and IPIC must annually submit a copy of their contract with the service provider in their region to the Indiana Department of Workforce Development, including the budget for their JAG Indiana program by July 1st of each program year. These should be sent to Leslie Crist, Director of Strategic Initiatives, at the address below. Budgets will be reviewed throughout the year and a final expenditure report will be due on August 1.
- JAG Indiana students must visit a WorkOne Center or WorkOne Express office a minimum of two times per year, either individually or as a group. WorkOne staff must be invited at least three times a year to a JAG Indiana classroom. *Regular WorkOne experiences build a lifelong resource with the WorkOne system.* This interaction between WorkOne office staff and JAG Indiana staff and participants will be monitored by the Indiana Department of Workforce Development.
- Monthly follow-up meetings should be scheduled at a WorkOne office with those students in follow-up who are not working or in post-secondary education.
- Twenty percent of JAG Indiana classroom activities per school year must include guest speakers and/or field trips with area businesses.

Review Date
June 1, 2012

Ownership

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Effective Date
Immediately

Action
Regional Workforce Boards and the Indianapolis Private Industry Council shall ensure that the guidance contained within this policy is followed regarding the JAG Indiana program.