

C. YouthBuild Reporting Requirements and Common Measures

1. What are the Department of Labor's (DOL's) reporting requirements for the YouthBuild program?

Reporting requirements include quarterly submission of the SF-269 (financial status report), a quarterly narrative report, and quarterly MIS performance outcome measures. All reporting is done electronically. DOL utilizes the Common Measures for reporting performance. The Common Measures for Youth are:

- Placement in Employment or Education
- Attainment of a Degree or Certificate
- Literacy and Numeracy Gains

For more information on the Common Measures, please see Training and Employment Guidance Letter (TEGL) No. 17-05 - "Common Measures Policy for the Employment and Training Administration's (ETA) Performance Accountability System and Related Performance Issues, April 11, 2006," which is located at: http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2195#content.

2. Will all YouthBuild participants have to be dual enrolled into the Workforce Investment Act (WIA) Formula program?

No. Dual enrollment is encouraged and allowed, but not required.

3. Will only Common Measures apply? Or, will we need to address all measures until WIA is reauthorized?

We anticipate that the three youth common measures (literacy/numeracy gains, attainment of a degree or certificate, and placement in employment or education) will apply. As well, we believe that retention and recidivism measures are important outcomes for these disadvantaged youth.

4. For YouthBuild participants older than 21, will the adult common measures also apply to these participants?

No, we anticipate that only the youth common measures will apply for YouthBuild participants.

5. Will the Common Measures have opportunities/exceptions for disabled youth i.e., one year educational functioning level (EFL) gains, without GED completion? Some youth may not get a GED but have great placements at exit.

While youth with disabilities will not be excluded from the Common Measures, no common measure is expected to be met by 100% of youth participants. One of the Common Measures is focused on literacy and numeracy gains and for youth with disabilities, it may be more reasonable to focus EFL gains, rather than GED completion. There is an exception for youth with disabilities in terms of the types

of assessment tests that are acceptable for demonstrating EFL gains. For more about this exception, please see pages 17 - 18 of Training and Employment Guidance Letter (TEGL) No. 17-05 - "Common Measures Policy for the Employment and Training Administration's (ETA) Performance Accountability System and Related Performance Issues, April 11, 2006," which is located at: http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2195#content.

6. Will numeracy gains be tracked along with literacy gains?

Yes. All enrolled youth will receive an initial assessment of their basic skills. It is expected that youth whom are basic skills deficient upon their enrollment date will be working to demonstrate numeracy and/or literacy gains (depending on the nature of the deficiency) while enrolled. One of the three youth common measures is literacy and/or numeracy gains for basic skills deficient youth.

7. How will literacy and numeracy gains be measured?

It is expected that the YouthBuild programs will perform an initial assessment of the literacy and numeracy levels of their participants. They will then do a second assessment at the end of one year in order to demonstrate a skills gain. Attachment C of TEGL 17-05 provides further information on what assessment tools are currently acceptable for use with the common measures.

8. Do YouthBuild grantees currently report common measures performance outcomes?

No. These performance measures are not required by HUD.

9. Will documentation be required for performance outcomes?

Yes. Case files and other documentation will be reviewed as part of routine site visits and audits and must be adequate and complete.

10. Will participant reporting go through the Workforce Investment Streamlined Performance Reporting WISPR system requirements, once WISPR becomes active?

No. YouthBuild will report separately from the WISPR system.

11. Will YouthBuild grantees be required to use unemployment insurance (UI) wage records to verify placement in employment?

No. YouthBuild grantees will not be required to utilize wage records to verify employment information.

12. Is there a minimum time requirement for participation if a young person positively achieves outcomes?

Yes, the YouthBuild Transfer Act requires that youth participants are served for at least six months and not more than 24 months (with an additional one year of

follow-up allowed); however, if the youth achieves positive outcomes before this time has passed, service can include continued case management and other supportive services.

13. TEGL 17-05 differentiates between out-of-school and in-school youth. Will this apply to the participants through YouthBuild?

TEGL 17-05 applies to the workforce system in general. For the purpose of the YouthBuild program, all participants will be considered out-of-school youth.