

 <p><b>ARIZONA@WORK™</b></p> <p>Innovative Workforce Solutions</p> <p><small>A proud partner of the <a href="#">americanjobcenter</a> network</small></p>	<p align="center"><b>Subject</b></p> <p align="center">Youth Services Adult Mentoring-Program Element #8 Policy ARIZONA@WORK-Yuma County</p>
	<p><b>Original Issue Date</b> November 4, 2020</p>
	<p><b>Authorized by:</b> Yuma County Workforce Development Board</p>

**Background/Purpose:** This policy provides guidance to the Yuma County Local Workforce Development Area (LWDA) on the Youth Program Element #8 – Adult Mentoring for participants enrolled in the WIOA Title IB Youth Program. The LWDA must make the 14 youth program elements available to participants; however The LWDA does not have to provide all 14 program elements with WIOA Title IB funds when resources are leveraged through partner programs that already provide these available resources. The LWDA has the option to partner with other community programs that provide youth program elements at no cost to the LWDA. Service Providers must determine what specific program elements will be provided to each participant based on the objective assessment and individual service strategy. The 14 program elements should not be delivered to youth participants prior to eligibility determination.

**References:** 20 CFR 681.490; 20 CFR 681.460 (b)(c); TEGL 21-16; WIOA State Policy Manual Youth Program Chapter 2-Section 200

**Policy:** The Local Workforce Development Board (LWDB) has established this policy to ensure Program Element #8 – Adult Mentoring is made available to youth participants. Service Providers must adhere to the mentoring recruitment, screening, and matching process as set in place by the LWDB when electing a mentor candidate for youth participants.

Youth Case Managers from the LWDAs may serve as mentors when adult mentors are sparse in the local area, however this must be the last option for Adult Mentoring. Service Providers have the flexibility of collaborating with other community agencies that offer mentoring services that are closely connected and coordinated with the WIOA Title IB youth Program. When partnering with a community agency, Service Providers must ensure provisions mentioned on this policy are met as well as complying with WIOA terms that pertain to Youth Program Element #8-Adult Mentoring.

**I. Youth Program Element #8- Adult Mentoring is defined and consists of the following;**

- a) A formal relationship between a youth participant and an adult mentor that includes structured activities where mentor offers guidance, support, and encouragement to develop the competence and character of the participant;

- b) Must last at least 12 months and occurs during the program year and following exit from the program; and
- c) Matches the youth participant with an individual mentor, an employer, or an employee of an employer with whom the youth interacts on a face-to-face basis. Group mentoring activities and mentoring through electronic means are allowable as part of mentoring activities.

**Qualified Adult Mentoring Activities include the mentioned below, but not limited to;**

- 1) Virtual adult mentoring via e-mail, teleconferencing, video conferencing, or other electronic communication.
- 2) Long term, structured programs that provide encouragement, training, and support for youth to develop their competence and character.
- 3) Adult mentoring programs that foster career awareness; and positive/healthy social behaviors towards school, work, and community.

**Non-Qualified Adult Mentoring Activities include the mentioned below, but not limited to;**

- 1) Programs lasting fewer than 12 months.
- 2) Only supplying self-help materials on positive life skills.
- 3) Any activity that does not include a working relationship and rapport between the youth participant and the mentor.
- 4) Case Management activities.
- 5) Inconsistent or sporadic contact with youth.

## **II. Adult Mentoring Activities**

While group mentoring activities and mentoring through electronic means are allowable as part of the mentoring service; at a minimum Service Providers must match the youth participant with a mentor with whom the youth participant interacts on a face to face basis. Adult Mentoring services must be provided at least once a month, 1 to 2 hours, for at least 12 months during program year and after program exit. The method of contact will be agreed at the initial meeting between the mentor and youth participant. If the mentor or youth participant no longer wishes to be part of the Adult Mentoring Program, they must notify Service Provider staff.

## **III. Recruitment**

The LWDA will announce the ongoing recruitment of new mentors to the community through social media, community events, and using other marketing materials.

## IV. Mentoring Screening Process and Requirements

Mentor applicants must undergo through a screening process as a condition for being accepted into the program. Service Providers must ensure each mentor applicant completes these established screening procedures. The decision to accept an applicant as an adult mentor will be based upon a final assessment done by Service Provider management staff at the completion of the screening process. Service Provider management staff has final approval for an applicant's acceptance into the program.

### A. Eligibility

Individuals who are interested in becoming an adult mentor must meet the defined eligibility criteria and will require management approval before taking part in the adult mentoring program.

- 1) Must be at least 21 years of age;
- 2) Reside within Yuma County limits;
- 3) Complete the Adult Mentor Application approved by the LWDB (*See Attachment A*);
- 4) Possess a Fingerprint Clearance Card Level 1;
- 5) Must go through a background check with Central Registry with AZ Child Safety;
- 6) Must provide 3 personal references;
- 7) Complete a personal interview with youth management staff;
- 8) Attend an initial orientation session; and
- 9) Agree to provide 12 months of Adult Mentoring Services

### B. Application

Application for adult mentoring program will be available throughout the year. Mentor applicants must complete the Mentor Application which consists of identifying their areas of expertise and why they choose to become a mentor. The application along with personal references of the applicant must be reviewed by the Service Provider management staff for potential interview. During the application screening process, Service Provider management staff must ensure copy of Fingerprint Clearance Card Level 1 has been submitted.

### C. Matching Process

The matching process must not take place until mentor applicant has gone through a background check with Central Registry with AZ Child Safety and results have been received. The mentor and youth participant will be matched based on the information supplied on the Adult Mentor Application, and information provided on the Mentee Application (*See Attachment B*) that is completed by the youth participant. Skills, experience, and interests, offered by the mentor will be matched based on the specific areas the youth is seeking support in. It is recommended to match male mentors with male youth participants and female mentors with female youth participants.

The matching process will be undertaken by the Service Provider staff including but not limited to case managers, advisors, managers, and coordinators. Once a match has been identified, Service Provider will contact mentor and participant to discuss the match and confirm suitability. In addition, the first initial orientation session must take place at the Martin Luther King Youth Services Career Center or AWC Downtown Center.

## V. Roles and Responsibilities

**Mentor:** Individuals who take on the role of a mentor assume responsibility for providing and abiding to requirements described under section A through C of Program Element #8 – Adult Mentoring. The mentor must agree to the listed below;

- a) Devote sufficient time to form a successful, non-threatening environment, mentoring partnership, with youth participant in which the participant feels able and willing to express their concerns, ideas, and aspirations.
- b) Share experience and pass on skills to youth participant.
- c) Build youth participant's self-esteem and motivation.
- d) Help set goals and work toward accomplishing them.
- e) Serve as a positive role model with an enthusiastic attitude towards their own work and others.
- f) Provide update to Youth Case Manager on participant's status/progress with the adult mentoring services being provided.

**Youth Participant:** Participants are encouraged to update their case manager of the adult mentoring progress and be open during the mentoring services; however the decision about what information is shared with mentor, if any, will depend on the youth participant. The Youth Participant must agree to the listed below;

- a) Commit to 12 months of adult mentoring services during program participation and following exit of the program.
- b) Attend and participate any scheduled meetings/activities assigned by the mentor.
- c) Be willing to be part of a formal relationship with matched mentor to receive the intended services of the program.

## VI. Supervision and Approved Sites

In-person meetings with an adult mentor and youth participant should only take place at an approved site by the LWDB such as the public library, school, Martin Luther King Youth Services Career Center, AWC Downtown Center, etc. Youth participants under the age of 18 are to be accompanied by parent and or legal guardian when attending scheduled meetings with an adult mentor. At any occasion should the minor be meeting with an adult mentor; authorization and consent of parent and or legal guardian will be required. Parent and or legal guardian should be involved and informed of any scheduled activities, meetings, and events the adult mentor is providing to the youth participant.

## **VII. Documentation In AJC**

The Adult Mentoring Service must be recorded in the Arizona Job Connection (AJC) data entry State system when providing program element #8. Documentation is required on participant's individual service strategy along with program notes indicating Adult Mentoring Services are being delivered to participant.

## **VIII. Confidentiality**

To protect the confidentiality of participants, confidential information discussed during adult mentoring services must not be shared, with the exception of Service Provider management staff, assigned youth case manager, and or parent/legal guardian (*if participant is a minor*) as deemed necessary. Additionally, mentors are required to keep information about the participant and his/her family confidential and not be disclosed outside of the agency. Violation of this will result in terminating and removing individual serving as a mentor to WIOA Title IB Youth participants.

Any confidential documentation related to the participant must be kept separate from participant's file, locked in a separate filing cabinet, and placed in a sealed folder labeled confidential folder. Information collected from the Mentor Application will be held securely by Service Provider management staff for matching purposes only.

Only those involved in the matching process will be able to view the contents of the mentoring application. Archival records or those records of past mentor applicants will be maintained and kept confidential for a period of 3 years after the close of their participation with adult mentoring services. After 3 years, the records will be shredded and discarded with approval from Service Provider management staff and destroyed only by approved staff.

# **Attachment A.**

Name: \_\_\_\_\_

## MENTOR APPLICATION

"Prepare, inspire, and empower Yuma County youth to be self-sufficient by providing academic and career pathways and skills through guidance and encouragement."

Best contact #:	Are you at least 21 years old:
Phone Number & Email:	Years in Yuma:
Business/Organization:	Position:
Education level:	Boards Serving/Civic Involvement:

Do you have any previous experience volunteering or working with youth?
Why do you want to become a mentor?
List your favorite activities and hobbies

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# **Attachment B.**



Name: \_\_\_\_\_

## MENTEE APPLICATION

"Prepare, inspire, and empower Yuma County youth to be self-sufficient by providing academic and career pathways and skills through guidance and encouragement."

Best contact #:	How old are you?:
Phone Number & Email:	Years in Yuma:
Education Level:	Activities/Clubs:
Career Interest:	

Why do you want to participate in the mentoring program?

What are your favorite activities, hobbies and/or interests?

What is one goal you have set for the future?

Signature: \_\_\_\_\_ Date: \_\_\_\_\_