



Youth Workforce Services Ten Program Elements Checklist

Participant Name: _____ SSN (last 4): _____

Program Element	Date of Service	Comments
Tutoring, study skills training, and instruction leading to secondary school completion, including dropout prevention strategies.		
Alternative secondary school offerings , as appropriate.		
Summer employment opportunities for in-school youth must be directly linked to academic and occupational learning.		
Paid and unpaid work experiences , including internships and job shadowing.		
Occupational skill training is the development of primary occupational skills to perform tasks and technical functions required by specific occupational fields.		
Mentoring by appropriate adults for 12 months may occur during both program participation and follow-up.		
Leadership development opportunities encourage responsibility and other positive social behaviors. Activities may include exposure to postsecondary opportunities; community service and service learning projects; peer-centered activities, including peer mentoring and tutoring; organizational and team leadership training; training in decision making, including determining priorities; and citizenship training, including life skills training.		
Supportive services that may include linkages to community services and/or assistance with transportation, child care, housing, referrals to medical services, and the provision of appropriate work attire and work-related tools.		
Comprehensive guidance and counseling , including drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth.		
Follow-up services for at least 12 months after exiting the program to ensure continuity of services and progress towards the performance outcomes.		