

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Child and Family Services Agency



Administrative Issuance: CFSA-06-19

TO: All CFSA Staff

FROM: Audrey L. Sutton, Deputy Director for Program Operations

DATE: November 13, 2006

RE: Job Readiness Services

This administrative issuance outlines the process and requirements for job readiness services. Job readiness is the process utilized by the Child and Family Services Agency (CFSA) for preparing youth ages 15 ½ -20 for self-sufficiency through employment. It provides a continuum of services, which gives youth an opportunity of having a life-long vocation as they prepare for adulthood. The CFSA Office of Youth Development has developed services to assist youth to plan for their futures and make a successful transition to adulthood. CFSA is committed to preparing youth with basic employability skills; employment experience that shows a progression of complexity, required skills and responsibility; at least one identified career of interest; and an employment mentor and/or knowledge of where to go for assistance in expanding employment options or changing jobs. All youth are eligible for job readiness services.

This administrative issuance outlines the requirements and procedures for job readiness services. If you have any questions about this administrative issuance please contact the Administrator for the Office of Youth Development.

The legal authority for this administrative issuance is the Child and Family Services Agency Establishment Amendment Act of 2000, effective April 4, 2001, D.C. Law 13-277; Title IVB and IVE of the Social Security Act and especially the John H. Chafee Foster Care Independence Program, 42 USC §677.

Definitions

In this administrative issuance, the following terms have the meanings indicated:

- A. **Career Portfolio** – A packet of information compiled to assist the youth in preparation for employment. The portfolio may include: a cover letter, resume, writing samples, references, school transcripts, credentials, etc.
- B. **Center of Keys for Life (CKL)** – The CFSA Chafee Foster Care Independence Program
- C. **Department of Employment Services (DOES)** – The District agency that plans develops and administers employment-related services.
- D. **Life skills reassessment** – A tool used to provide an indication of a youth's aptitude for daily functioning, and ability to live independently.

- E. **Passport-to-Work Summer Youth Employment Program (SYEP)** – A program of the District of Columbia Department of Employment Services (DOES) which offers youth an opportunity to gain practical work experience during a six-week temporary job readiness and academic enrichment program enabling youth to make a smooth transition into the workforce.
- F. **Social/cultural development** – A life skills and workforce preparation program
- G. **Vocational school** – A postsecondary vocational institution as defined in 34 CFR 600.6

General Scope of Services

There are four (4) phases of job readiness services. The first phase (youth ages 15 ½ - 16) focuses on cultivating interests and skills and relating them to future employment. The second phase (youth age 16) focuses on developing the youth's job readiness. The third phase (ages 17-18) focuses on preparing the youth for post secondary vocational services. The forth and final phase (youth aged 18 or in possession of a high school diploma or GED) emphasizes the enrollment into a vocational school for youth who are interested. The ages are general guidelines.

Note: Youth will be assessed individually at the end of each phase to determine if they can move to the next phase of job readiness services. Youth who come into care after the age of 16 will be assessed individually to determine the phase of job readiness services in which they should participate.

Youth Ages 15 ½ -16

In order to cultivate career interests CFSA may

1. explore youth's employment and/or vocational interests;
2. begin to develop youth's employment skills;
3. engage youth in job shadowing and/or volunteer activities; and
4. assist the youth in obtaining work experience (possibly through the summer youth employment program).

Job readiness services for youth 15 ½ - 16 may include

1. social/Cultural development;
2. referral to the Passport-to-Work Summer Youth Employment Program (SYEP); and
3. life skills re-assessment.

Youth Age 16

At this phase, youth may start Career Portfolios, create their first résumés, apply for jobs, and practice interviewing. They may also visit a variety of work settings where employees with diverse racial and cultural backgrounds can model successful employment. Therefore, job readiness services for youth aged 16 may include

1. Referral to Department of Employment Services (DOES);*
2. Referral to the Passport-to-Work Summer Youth Employment Program (SYEP); and
3. Life skills reassessment.

**Generally, youth need to complete the Social/Cultural Development program before being referred to DOES. OYD may make exceptions based on the youth's skill level.*

Youth Ages 17-18 (or still in high school)

Youth may update their Career Portfolios, enhance job readiness skills, and remain employed (for example, after-school and summer jobs). Job readiness services available to youth ages 17-18 may include

1. Internships;
2. Apprenticeships;
3. Comprehensive vocational assessment for youth who have applied to vocational schools as funds are available (spring of youth's junior year); and
4. Referral to the Passport-to-Work Summer Youth Employment Program (SYEP).

Youth Ages 18-21 (or possessing a GED or high school diploma)

The fourth and final phase (youth ages 18 - 21 or in possession of a high school diploma or GED) focuses on the enrollment into a vocational school or continued skill development that will increase the youth's earning potential. Job readiness services offered to youth ages 18-21 may include

1. Enrollment into a vocational school; and
2. Referral to the Passport-to-Work Summer Youth Employment Program (SYEP).