	<b>West Central Region Local Policy</b>	
	<b>Subject:</b> SEAL+ Program	<b>Release Date:</b> 11/17/21
	<b>Reference:</b>	<b>Revision:</b>

The S.E.A.L+ Program is designed for out of school youth, ages 18 to 24, who did not complete high school. The S.E.A.L+ Program is an opportunity for youth to obtain their high school equivalency and an occupational skills certificate at the same time. This program would follow an integrated education and training model.

**Criteria**

Participants must be a WIOA Youth participant who has not completed high school. Potential youth must have been out of school for six months prior to application for the S.E.A.L+ program or provide a letter from school personnel that states all options have been evaluated and that this is the best option. Participants must have at least an 8<sup>th</sup> grade reading level. Participants are tested using the Test of Adult Basic Education (TABE) (minimum reading score of 536 required) or the Workkeys assessments in Workplace Documents and Applied Math.

**Selection**

Participants will complete an application and essay. The essay will detail why they want to be in the S.E.A.L+ program and the determination to study and work towards the goal of obtaining their HSE and an occupational skills certificate at the same time. The WIOA Youth Career Manager will review all applications and essays. Once a participant is selected, they will complete a panel interview. Interviewers would include a mixture Job Center Staff and SFCC AEL staff. Final placement is determined by the interviewer’s objective assessment or overall impression of the candidate to fit within the program.

**Design**


Once accepted into the S.E.A.L+ Program, the participant will attend AEL classes and State Fair Community College. The local AEL service provider and the training provider will work with WIOA staff to ensure the student is given the appropriate materials in order to progress and be successful. Participants will attend AEL classes for fifteen (15) hours per week and an Occupational Skills Training course for the remaining hours in the week. Soft skills (workforce preparation activities) would be part of the program and completed in the last two weeks of the program. Occupational Skills courses in Phlebotomy and Production Technician will be offered. Students will be paid an hourly wage for the hours they attend AEL.

Students who complete the program could transition to work experience, on the job training, or the C.A.N Program.

**Worksite Agreement/Training Plan**

Worksite agreements will be completed by the appropriate staff prior to the placement of a participant. All original worksite agreement forms will be kept in a hard file. Copies of each agreement will be placed in the hard file.

1. A worksite agreement between employer of record and AEL will be used in this activity. A worksite agreement will be required for each individual worksite.
2. The hourly wage for AEL attendance is \$1.00 over the current minimum wage.

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3. Employer of record will provide worker’s compensation coverage to the participant.
4. WIOA participants will only be paid for AEL classroom hours actually attended. No pay will be given for lunch breaks, holidays, absences, or occupational skills training classroom hours.

Worksite agreement must be signed by the Employer/Authorized Representative and Youth Career manager before it is valid. General assurances will be reviewed with the employer prior to signature of the document.

**Work Experience Training Plan**

A joint analysis between the AEL instructor and WIOA Youth Career Manager must be completed for each participant. Each skill to be developed must be listed on the Training Plan. Skills listed should items that will enhance the participant’s Educational Functioning Levels (EFLs), work history, and assist them in becoming more employable. The training plan will be completed by the WIOA Youth Career Manager in collaboration with the employer prior to the start date of the activity. The original will be placed in the participant’s file. Copies will be given to the participant and AEL instructor.

Participant Handbook: The Participant Handbook will be provided to each participant and reviewed with the Youth Career Manager as an orientation to the S.E.A.L+ Program. Signature page must be completed and placed in the participant file.

**I-9 Documentation/ State and Federal W-4**

The Youth Career Manager must complete the I-9 before the start of the assignment. The I-9, with copies of the supporting documentation, will be placed in the participant file after E-Verify is complete. E-Verify must be completed within (3) business days of the start of the S.E.A.L. program. Participants must complete and sign both the MO W-4 and the Federal W-4.

Participants will be paid \$1.00 over minimum wage per hour and will complete a timesheet per pay period. All time and attendance records must be completed in ink and do not allow for the use of “liquid paper,” “white out,” correction tape or other types of correction materials. To record changes, the entry must be struck out with a single line, and the supervisor and the participant must initial the change being entered. Changes by the WIOA Youth Career Managers during their review will be noted by staff and a telephone notification made to the supervisor and participant as to the change. As described in the assurances, the participant shall not be paid for lunch breaks, holidays, and absences. The youth must enter the day and month, actual date, the specific times, and the number of hours worked that date. Supervisor must review the time sheet for accuracy. The time sheet must be signed and dated by the participant, worksite supervisor and approved by the WIOA Youth Career Manager. Payroll checks for hours worked are only to be issued from the approved time sheet.

**Supportive Services**

Supportive services will be available to eligible participants. This may include HSE testing fees, approved clothing purchases, supplies, and other items deemed necessary for participation in the WIOA activity.