	<b>West Central Region Local Policy</b>	
	<b>Subject:</b> S.E.A.L Program Policy	<b>Release Date:</b> 11/16/2022
	<b>Reference:</b>	<b>Revision:</b> 6

The S.E.A.L program is designed for out of school youth, ages 16 to 24, who did not complete high school. The S.E.A.L program is an opportunity in which the “job” of the youth is to work toward and obtain a High School Equivalency (HSE) credential in 12 weeks.

### **Criteria**

Participants must be a WIOA youth participant who has not completed high school. Potential youth must have been out of school 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) or the WorkKeys assessments in Workplace Documents and Applied Math. Participants must attain a score of 536 on the TABE for reading.

### **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 the HSE. The WIOA Youth Career Manager will review all applications, essays, and selections. Once a participant is selected, they will complete a panel interview. 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 must participate in the local AEL program or the online option, MO Learns. The local AEL service provider and MO Learns will work in conjunction with the WIOA service provider to ensure the participant is given the appropriate materials in order to progress and be successful. Participants will attend sessions that will include five (5) weeks of AEL instruction and one (1) week of job readiness. Participants will attend AEL classes for a set number of hours, depending on site location, per week for five (5) weeks. Participants will attend classes for a minimum of fifteen (15) hours per week. During the sixth (6<sup>th</sup>) week, the participant will be engaged in soft skills training (Skills to Pay the Bills), entrepreneurial training (Young Entrepreneur activity), and Resume and Interview workshops.

Participants will attend two sessions with the end goal of obtaining their HSE in twelve weeks or less. During the 12<sup>th</sup> week, participants will complete testing for their HSE and also explore post-secondary opportunities. Participants who need more than 12 weeks will be evaluated on a case-by-case basis by the WIOA Youth Career Manager.

A performance review must be conducted after 30 days of participation in the S.E.A.L program. The performance review will cover attendance, personal motivation and attitude, appearance, communication skills, focus, and overall progress in the program. Once the evaluation is completed, the

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WIOA case manager will determine if participant is staying on track or if training plan needs amended, to allow for more time to complete program.

**Worksite Agreement/Training Plan**

Worksite Agreements will be completed by the appropriate staff prior to the placement of the participant. All **original** Worksite Agreement forms will be maintained in a separate file. Copies of each agreement will be placed in the participant file.

1. A Worksite Agreement between the program operator and the S.E.A.L Program employer will be used in this activity. A worksite Agreement is required for each individual worksite.
2. The hourly wage will be \$1.00 above minimum wage.
3. Program Operator will be considered the employer of record and will provide worker’s compensation coverage to the participant.
4. WIOA participants will be paid only for actual hours worked. No pay will be given for lunch breaks, holidays or absences. Overtime is prohibited.


Worksite Agreement must be signed by the Employer/Authorized Representative and sub-contractor’s authorized representative 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/MO Learns Instructor and WIOA Youth Career Manager must be completed for each participant placed in the activity. Each skill to be developed must be listed on the Training Plan signed by the employer. Skills listed should be attainments that will enhance the client’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 AEL instructor and the participant. Training plans must be completed and signed by both the participant and the employer prior to the start date of the activity. The original will be placed in the participant file. Copies will be given to the participant and the employer.

**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.

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**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 an hour above minimum wage 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.

Participants who do not attend minimum required hours will be subject to disciplinary action to include:

- |   |   |
|---|---|
| 1 <sup>st</sup> offense – Verbal Warning        | 2 <sup>nd</sup> offense – Written Warning |
| 3 <sup>rd</sup> offense – Final Written Warning | 4 <sup>th</sup> offense – Termination     |

**Incentives**

Participants will be eligible to receive based on funding availability:

- |          |  |
|----------|--|
| \$100.00 | 100% attendance per session of S.E.A.L Program |
| \$100.00 | HSE attainment                                 |
| \$250.00 | HSE attainment in 12 weeks or less             |

**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.