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| <b>MARICOPA COUNTY</b><br><br>HUMAN SERVICES DEPARTMENT<br>Workforce Development Division | <b>SECTION/REFERENCE</b><br>Federal Register - §664.410<br>PL 105-220 | <b>PAGE 1 OF 1</b>                  |
|  | <b>ORIGINAL ISSUE DATE</b><br>June 2008                               | <b>REVISION DATE</b><br>August 2010 |
|  | <b>AUTHORIZED BY:</b> Patrick Burkhart, Assistant Director            |                                     |
| <b>SUBJECT:</b><br>MWC Career Center Youth Program Orientation   |   | <b>ADDENDA:</b><br>N/A              |

**Background:**

Program orientation includes a detailed explanation of the MWC WIA youth program and services. The orientation will be conducted by youth provider staff to youth individually or in groups. The orientation will provide an overview of the WIA youth program and will include enrollment process, eligibility requirements, assessments, training programs, attendance requirements while in training, and information regarding financial aid and support services.

**Process Description:**

The goal of the Program Orientation is to provide each applicant with a clear understanding of services available, program rules, program limitations, participant rights and responsibilities, commitment, and the progression of events that will occur throughout enrollment. If applicants feel their needs cannot be met through WIA participation, provider staff will make an appropriate referral.

The Program Orientation may include the following:

- Distribution of brochures and/or informational packets about the MWC youth program services
- Staff presentations
- Tour of facilities
- Introduction to Provider Staff
- Overview of Services to include Assessment, Basic Education, Career Exploration, Career Counseling, Occupational Skills Training, Support Services, Job Development, Follow-up, rules and regulations concerning conduct, attendance, appearance, safety and other policies
- Questions and Answers