

## CALIFORNIA YOUTH SERVICE ELIGIBLE PROVIDER LIST (YSEPL)

### User Line Item Instructions

The following are line item instructions for completing the Youth Service Eligible Provider List (YSEPL) Application Form. These instructions are intended to assist local workforce investment areas with completion of this form.

### **SECTION I - MARK APPROPRIATE BOX (Mandatory)**

- [ ] New Provider: Complete entire YSEPL form. Place an "X" in the appropriate box(s) youth contract service(s).
- [ ] Modification: Identify changes or revisions by *italicizing* and *underlining* the appropriate data.
- [ ] Delete: Identify appropriate data in **BOLD** for State Deletion.

### **SECTION II - LWIB INFORMATION (Mandatory)**

LWIB: Record your agency name.

Point of Contact: Record the name of individual responsible for this action.

Telephone: Record the phone number of the point of contact.

### **SECTION III - YOUTH SERVICE PROVIDER INFORMATION (Mandatory)**

|   |                                    |  |
|---|------------------------------------|--|
| 1 | YOUTH SERVICE<br>ELIGIBLE PROVIDER | Record the name of the approved Youth Service Eligible Provider to be included on the State List.<br><br>a. Provider Name<br>b. Street Address<br>c. City, State, Zip Code<br>d. Contact Person followed by phone number<br>e. E-mail address followed by a fax number |
| 2 | AGREEMENT BEGIN<br>DATE (MM/DD/YY) | Record vertically the beginning date of local agreement made between the Eligible Youth Provider and the LWIB.   |
| 3 | AGREEMENT END<br>DATE (MM/DD/YY)   | Record vertically the beginning date of local agreement made between the Eligible Youth Provider and the LWIB.   |
| 4 | DATE SUBMITTED TO<br>STATE         | Record vertically the actual date the application form is submitted to the State (either email or flat disk).  |

**SECTION IV - CONTRACT YOUTH SERVICES (Mandatory)**

The WIA federal regulations 20 CFR 664.410 require that all youth service must be made available to youth participants by the local WIA program. It doesn't mean that you must provide all service to every youth you serve. The particular service provided to an individual participant is determined based on the results of that youth's objective assessment and individual service strategy. All service, except for summer employment opportunities, are to be made available year-round to all youth whenever they enter the program.

Place an "X" in the appropriate box to indicate Youth service(s) that the Youth contractor provides.

|   |   |   |
|---|---|---|
| A | OBJECTIVE ASSESSMENT  | X |
| B | DEVELOP SERVICE STRATEGIES  | X |
| C | PREPARATION FOR POST SECONDARY EDUCATIONAL OPPORTUNITIES  | X |
| D | TUTORING, STUDY SKILLS TRAINING AND INSTRUCTIONS  | X |
| E | ALTERNATIVE SECONDARY SCHOOL SERVICE  | X |
| F | SUMMER EMPLOYMENT OPPORTUNITIES   | X |
| G | PAID & UNPAID WORK EXPERIENCES  | X |
| H | OCCUPATIONAL SKILL TRAINING   | X |
| I | LEADERSHIP DEVELOPMENT OPPORTUNITIES  | X |
| J | SUPPORTIVE SERVICE  | X |
| K | ADULT MENTORING   | X |
| L | FOLLOW-UP SERVICE FOR NOT LESS THAN 12 MONTHS AFTER THE COMPLETION OF PARTICIPATION, AS APPROPRIATE | X |
| M | COMPREHENSIVE GUIDANCE AND COUNSELING   | X |
| N | INFORMATION AND REFERRALS   | X |
| O | APPLICANTS NOT MEETING ENROLLMENT REQUIREMENTS  | X |
| P | INVOLVEMENT IN DESIGN AND IMPLEMENTATION  | X |