



## **2014 FOSTER SUMMER YOUTH EMPLOYMENT GUIDANCE & REFERRAL INSTRUCTIONS FOR WAYNE COUNTY DHS/ PAFC AGENCIES**

We are pleased to announce that the Wayne County Education Planners will be coordinating the 2014 DHS SUMMER FOSTER YOUTH EMPLOYMENT PROGRAM (SYEP) which is funded through the State of Michigan Department of Human Services and coordinated with The State of Michigan Workforce Development Agency and Michigan Works Agencies (MWA): Detroit Employment Solutions Corporation (DESC) and Southeast Michigan Community Alliance (SEMCA)

### **ELIGIBILITY GUIDELINES**

- The Foster SYEP is available for YIT eligible foster youth with an open case, ages 14-21.
- The Foster Care Specialist/ Supervisor confirms the youth's participation is suitable based on their assessment of the youth's stability to function given mental hygiene/ disability , behavioral, and AWOL status, etc. Youth will only have a referral submitted, with Foster Care Specialist/Supervisor approval.
- While foster youth may have trauma issues, youth referred are expected to be stable and willing to participate in workforce readiness training and to learn employment skills on a community work site and to be able to gain from such an experience.

### **HOW TO REFER FOSTER YOUTH FOR PARTICIPATION**

- For 2014, the DHS Wayne County Educational Planners will assist with reviewing the list of all youth ages 14-21 in Wayne County.
- The Educational Planning Specialist will meet/contact the assigned foster care specialist to confirm the Foster Care Specialist approval for the appropriateness of the youth to be referred to Michigan Works Agencies.
- The Planners will in addition, verify the case information as listed in SWSS-FAJ to confirm the placement information, addresses, contact number and back up numbers where the youth/caregiver may be reached. Educational Planning will also verify the current school information, grade level and youth graduation status for 2014.
- The Education Planning Specialist will complete the DHS-348 form for DHS Offices and obtain the Foster Care Specialist signature, as consent to refer the youth to Michigan Works agencies. Youth signature for DHS/PAFC cases will be obtained at time of hire by Michigan Works.
- ***PAFC's may mail their forms to the attention of: Tracy McCullough, Program Manager ~Wayne County Youth Support at 3040 W. Grand Blvd #5-300 Detroit, MI 48202 or contact a Wayne County Educational Planner to drop off referrals. The original DHS-348 form is needed, however no youth signature required.***
- Educational Planners will call all youth/caregivers to advise that the Foster Care Specialist has referred to SYEP and to verify that the information for the youth is current. Planners will confirm youth interest in participating in the 2014 employment program.

**\*Please note:** Youth may not want to participate as they may already have part-time employment that will continue during the summer months. Youth may not participate in both their current employment and Foster SYEP. However, in lieu of their current employment, they may choose to be referred to participate specifically in the foster youth employment program.

#### **DHS-348 REFERRAL TO MICHIGAN WORKS**

Foster youth will have the DHS-348 forwarded directly from the Wayne County Educational Planning Program to the following MWA's based on residence at the time of referral:

- **Foster youth residing in the City of Detroit:** *Detroit Employment Solutions Corporation located at: 440 E. Congress, Detroit, MI 48226, 4th Floor*
- **Foster youth residing in Wayne County cities outside of the city of Detroit Boundaries (Redford, Highland Park, Hamtramck, Dearborn, Livonia, Garden City etc.):** *Southeast Michigan Community Alliance (SEMCA) located: 25363 Eureka Rd, Taylor, MI 48180*
- **Foster youth from Wayne County residing in Macomb County (Warren, Eastpointe, St Clair Shores, Sterling Heights, etc.):** *Michigan Works 21885 Dunham, Suite 11 Clinton Tw., MI 48036*

#### **ADDITIONAL PARTICIPTION GUIDELINES:**

- Educational Planners will submit all original DHS-348's to MI Works on DHS/PAFC's behalf. Referrals not submitted through the Educational Planners will not be accepted by Michigan Works.
- Selection of the youth for participation will be determined by the Michigan Works agencies.
- Michigan Works agencies will contact youth and make assessment to participate in Workforce readiness training and employment assignments, based on worksite availability and job assignments criteria as matched in the foster youth work pool.
- DHS Foster Care Specialist who monitor Purchase of Service cases, and who receive inquiries from PAFC /residential providers, please direct to the appropriate District Educational Planner.
- Not every youth referred will be guaranteed participation. The MWA programs will notify the assigned worker with worksite information of selected youth. Educational Planners will receive list of youth program status.
- Wayne County Education Planners will be attending the Employment Orientation Sessions (SEMCA and Detroit) to inform the youth about educational services and sign them up for the various College Tours.

#### **PROGRAM COMMENCEMENT**

- The Foster Youth Summer Youth Employment Program will be open for acceptance of referrals, and workforce readiness training and worksite employment effective: April 1, 2014- August 1, 2014.
- The Educational Planners will process youth referrals during the month of March 1- 31, 2014 for early submission to the Michigan Works agencies. This process of early engagement will allow the Michigan Works programs to begin workforce readiness training to youth and to facilitate youth participation in employment in June, 2014.

**DHS WAYNE COUNTY EDUCATIONAL PLANNING TEAM CONTACTS:**

**Tracy McCullough, DHS Foster Care Program Manager**

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**While this is a guideline to answer immediate concerns regarding the referral process, all questions and inquires may be made through the Wayne County DHS Educational Planners.**

**\*Youth ages 14-21 meeting eligibility and who are confirmed by the Direct DHS and PAFC Foster Care Specialist for participation, will be referred for the summer hiring pool and selected based on their availability and response to the Michigan Works Agencies to call for training and participation.**