

Approved Date: February 14, 2025

Effective Date: February 14, 2025

Subject: Adult Mentoring for Youth Policy

Purpose

1. The purpose of this policy is to provide guidance on Adult Mentoring for Youth in the Workforce Innovation and Opportunity Act (WIOA) Title I Youth Program.
2. Adult Mentoring for Youth involves a structured, formal, and long-term relationship between a youth participant and an adult mentor. Through guided activities, the mentor provides guidance, encouragement, and support to help the youth develop their skills, competence, and character. This service may also include workplace mentoring, where the local program facilitates a match between a youth participant and an employer or employee of a business to enhance professional growth and career exploration.

Background

1. Adult Mentoring for Youth is a mandatory component of the 14 required youth program elements under the Workforce Innovation and Opportunity Act (WIOA) Title I Youth Program. This service must be provided to participants for a minimum of 12 months, encompassing the program participation period and continuing beyond program exit, as necessary.
2. Mentoring serves as a critical component of youth development within the WIOA Title I Youth Program, addressing the following key objectives:
 - Educational/Academic Support: Assists youth in improving academic performance and achieving educational goals.
 - Career Development: Guides youth in building the skills necessary for career entry or advancement and may include matching participants with employers or employees for workplace mentoring opportunities.
 - Personal Development: Provides support during periods of personal or social challenges and offers guidance to promote sound decision-making and overall well-being.

Options/Process

1. Mentoring through electronic means is an allowable component of the Adult Mentoring activity. However, each youth participant must be matched with an individual mentor for face-to-face interactions. It is recommended that the mentor be someone other than the Career Planner.

2. Adult Mentoring for Youth is arranged by Career Planner, and all mentors must pass a background check conducted through their respective organizations. Mentors serve in unpaid positions. The following guidelines apply:

- **Work Experience Agreements:** Adult Mentoring may be included as part of a participant's work experience agreement.
- **Community Partnerships:** When mentors are not part of the worksite, individual agreements with community partners should be established to provide Adult Mentoring services, if available.
- **Career Planner as Mentor:** In areas where adult mentors are scarce, Career Planners may serve as mentors. Efforts to identify a suitable community-based mentor must first be documented in the participant's case notes.

If no suitable community-based mentor is available, the Career Planner may fulfill this role to ensure the youth receives the required mentoring support.

Equal Opportunity Program / Employer – Auxiliary aids and services available upon request for individuals with disabilities