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**DATE:** February 14, 2018  
**TO:** LWDB Executive Directors  
**FROM:** Mike Beene, Director Workforce Services  
**CC:** Workforce Services, Fiscal, CRC  
**RE:** Selection of Youth Service Providers

## Background:

Workforce Innovation Opportunity Act (WIOA) Youth services are designed to help youth access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. WIOA builds on proven practices such as sector strategies, career pathways, regional economic approaches, and work-based training. WIOA makes key investments in serving disconnected youth.

**WIOA Sec. 102(b)(2)(D)(i)(V)** requires the issuance of state guidance for the use of WIOA funds, including the criteria to be used by local boards in awarding grants for Youth workforce activities authorized in section 129.

## Guidance:

In awarding grants/contracts/awards for Youth services, Local Boards must:

- Competitively procure Youth services, except as provided for in §681.400(a) and §681(b)(4)
  - §681.440(a) allows the LWDB to directly provide some or all youth services
  - §681.44(b)(4) allows for sole-source procurement when there is an insufficient number of youth providers in a local area. Please refer to the State Fiscal Policy for sole-source procurement processes.
- Assure all fourteen (14) youth services are available in the local area
- Award contracts (or otherwise provide services as allowed) in such a manner as to have a reasonable assurance a minimum of 75% of the Local Area funds will be spent for services to out-of-school youth
- Award contracts (or otherwise provide services as allowed) in such a manner as to have a reasonable assurance a minimum 20% of the Local Area funds are spent for work-based learning activities to both out-of-school and in-school youth.
- Hold service providers (contracted and/or direct) accountable for meeting the Local Area's negotiated performance measure.

In selecting providers of WIOA Youth services, Local boards must take into consideration:

- The proposed providers experience provided substantially similar services to substantially similar Youth populations
- The proposed provider's established linkages to (and significant work with) key partners; such as local education, social services, court services, housing authority, homeless shelters, etc.
- The proposed providers experience of successful performance, particularly performance that aligns with or matches WIA/WIOA performance measures.

Local Boards are strongly encouraged to formally incorporate these considerations with existing and locally developed evaluation criteria. This would most commonly be demonstrated on proposal evaluation (e.g., evaluators ranking or score card).

This guidance includes minimum additional considerations in the selection and awarding contract for Youth services. This does not mean typical procurement guidance, policies, considerations, processes, etc. applicable to all procurements are not applicable to youth.

Local Boards may add additional reasonable criteria in their respective local policies and procedures.

For questions or additional technical assistance, please email to: [WorkforceSvcs@ks.gov](mailto:WorkforceSvcs@ks.gov)