YouthBuild Exit Policy and Procedure

**Policy:** It is our policy that all YouthBuild participants will meet most of the following criteria during or within program specific timeframes prior to being considered for exit from the program.

**Exit Criteria**
Prior to exit the participant will:

**Employment**
- Attain specific employment goals set forth in his/her IDP.
- Possess and demonstrate a comprehensive understanding of the employability skills needed for success on the job.
- Have hands on experience completing a minimum of two job applications.
- Complete interview training and at least one mock interview.
- Create a portfolio which demonstrates program and personal accomplishments.

**Education**
- Complete hearing and vision assessment to determine difficulties that may impede the learning process.
- Attain a minimum of one credential, with two credentials optimal.
- Increase a minimum of one EFL in numeracy and/or literacy.
- Research participant specific post secondary opportunities.

**Construction**
- Possess pre-apprentice level skills in basic construction tasks.
- Have a comprehensive understanding of workplace safety.
- Attain OSHA 10 certification.
- Attain CPR and First Aid certification.

**Leadership**
- Complete and document a minimum of 100 hours of community service.
- Present a five minute persuasive speech using PowerPoint or other audiovisual aids.

**Transition Services**
- Be provided with a list of YouthBuild staff contacts and expectations regarding communication and follow up.
- Have a transition plan in place including resources to overcome barriers and provide needed supports.

**Exit Procedure**
1. Recommendations for YouthBuild exit candidates will be made by the YouthBuild staff and WIA youth advisor after a thorough review of the exit criteria.
2. The YouthBuild manager will review exit recommendations and make a final determination regarding appropriateness of exit and exit status.
3. The records clerk will enter the exit into MIS. Additional progress and updates will be entered jointly by the YouthBuild manager or site coordinator.
4. The YouthBuild site coordinator will conduct an exit interview and provide the participant with a list of YouthBuild contacts.
5. Participants will be instructed they must make themselves available for follow-up for 12 months after exit from the program.
6. Participants will be required to complete an information form and provide contact information for a minimum of three people with whom the participant maintains regular contact.
7. Case management will be conducted jointly by the YouthBuild manager, YouthBuild site coordinator, and WIA youth advisor. Exited participant’s cases will be reviewed bi-weekly prior to and upon exit.