

Plan Number: 2020-01

Plan Title: Tuition Assistance Academy

The purpose of this concept plan is to outline the key components of this proposed initiative/activity that supports the scope of work of the parties involved and the four-year plans of the Southwestern Area Workforce Development Board and New Mexico's Combined Workforce Plan. It gives workforce partners and stakeholders with a brief description on the initiative/activity. Following the concept plan, the functional manager will develop a project plan.

Instructions: Please complete each of the sections below and email the plan to Kathleen Mrozek at kmrozek@sccog-nm.com. Kathleen will assign the plan a number and email it back to functional manager who is listed below.

A. What are we wanting to accomplish, who does it benefit, and in what geographic area of the region?

The purpose of Tuition Assistance Academy is to promote and implement Youth/Community partnerships to support sustained youth engagement efforts and strengthen WIOA Youth Programs, through co-enrollment of services and to create awareness on the benefits of enrolling to the WIOA Youth Program for community members and stakeholders. The Tuition Assistance Academy will promote the Individual Training Accounts (ITA's) with the intent to eliminate educational barriers, increase education and career opportunities. The ITA provides a mechanism for the payment of training expenses to eligible training providers for individuals receiving funds from the Workforce Innovation and Opportunity Act. (WIOA) This concept plan benefits the Out-of-School WIOA Youth Program participants ages 16-24 throughout the entire Southwestern Area of New Mexico, which are the counties of Catron, Doña Ana, Grant, Hidalgo, Luna, Sierra, and Socorro.

B. What goal(s) or objective(s) does it support in the [Four-year Plan](#)?

This initiative supports the objectives described on page eight of the Four-year Plan. The Tuition Assistance Academy provides multiple opportunities for Out-of-School Youth within the 14 Program Elements to develop, master, and apply career and job readiness skills meanwhile also promoting community engagement. This Tuition Assistance Academy supports the Four-year Plan by educating about jobs and careers suitable for each participant. While the Southwestern Area Workforce Development Board provides a targeted approach between specific industries and employers for the Career Pathways Plan, the board also supports career pathway opportunities at New Mexico Workforce Connection offices by assessing the needs of individuals and developing an Individual Employment Plan. Each plan consists of steps leading to credential attainment and career opportunities.

C. Where are we now?

Due to the lack of community awareness about the WIOA Youth Program and community barriers such as disabilities, low income, and basic skills deficiencies; we can notice a pattern of lack of

employment and educational skills needed for youth within the community. According to the New Mexico Department of Workforce Solutions Economic Research & Analysis Bureau a total of 16.9% UI claimants are aged 24 years or younger during the global pandemic due to lack of employment opportunities for youth. The Tuition Assistance Academy informs the community that all people have the means to perform beyond their limitations of their experiences and work towards a better self-reflection to overcome their barriers. Furthermore, this project helps community members and stakeholders to rebuild a better view of themselves by allowing them to recognize current and new professional skills needed to become more suitable when searching for employment. *Moskowitz, R (2020). New Mexico Youth during COVID, Southwestern Region.*

D. Who should be involved?

WIOA Youth Program and Community partnerships such as Doña Ana Community College Adult Basic Education Program, Western New Mexico University Adult Basic Education Program, WIOA Adult and Dislocated Workers Program, New Mexico State University, Vista College, Job Corp, New Mexico Youth Challenge Academy, and One Stop Operator.

E. Who will fund it?

The Southwestern Area WIOA Title I Youth Program will fund the Tuition Assistance Academy.

F. How will we get there and by when? (Key milestone objectives)

The goal within the implementation of the Tuition Assistance Academy offers Out-of-School Youth includes a variety of activities centered on the 14 Program Elements. All activities and services are tailored to each community partner's services and opportunities available to youth. This enables co-enrollment and partnership between the WIOA Title I Youth Program and community partners.

1. WIOA Youth Program will organize and implement an open house via Zoom to inform the community about this plan and services available on March 3, 2021
2. WIOA Title I Youth Development Practitioner would start the enrollment process and will identify individuals by March 5, 2021.
3. Assessment/Objective Plan will be complete by March 10, 2021.
4. The participant and assigned Youth Development Practitioner will start looking for educational opportunities to select by April 1, 2021.
5. Youth Development Practitioner will support the participant throughout the process of admissions to ensure basic educational barriers are eliminated by May 31, 2021.
6. The participant would be expected to start college and completion of ITA documentation prior to the start of fall 2021.

G. How will we know that we are there? (Measuring progress and reporting)

1. Upon completion of the open house via Zoom, WIOA Youth Practitioners will meet with each participant to ensure that the minimum qualifications of enrollment are being met.
2. Upon completion of enrollment, the assigned WIOA Youth Practitioner will develop an Objective Assessment Summary and an Individual Employment Plan that would be aligned with the participant's needs.

Southwestern Area Concept Plan

3. WIOA Youth Practitioner will be meeting with each participant on a bi-weekly basis to ensure the completion of the assigned goals and objectives.
4. WIOA Youth Practitioner will meet to inform the participant about the customer choice. A foundation of the WIOA is "informed customer choice" with the ultimate decision resting with the customer within state and local parameters and policy.
5. WIOA Youth Practitioner will enroll the participant in an ITA to their training provider of choice.
6. WIOA Youth Practitioner will maintain contact with participants during training to track performance, attendance, change in status, as well as inform participants of their account status. All contact will be documented in the participant's files in New Mexico Workforce Connection Online System (NMWCOS).

H. Who is the functional manager? (Include name, organization, email, and phone)

Functional Manager:

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Additional Program support:

Mary Gandara, Southwestern WIOA Youth Program Manager
Vanessa Gomez, Business Practitioner