

<b>18.6 Off Campus Employment Program in a Youth Development Center</b>	
<b>Application:</b> To All Department of Children's Services Youth Development Center Employees and Youth	
<b>Authority:</b> TCA 37-5-105 (3), 37-5-106, 50-5-106; Fair Labor Standards Act (FLSA); 29 CFR, Part 570	<b>Standards: COA:</b> PA-JJR 5.03, PA-JJR11.01-11.04, PA-JJR 11.05, PA-JJR 11.06, PA-JJR 13.03
<b>Commissioner:</b>	<b>Date:</b>
Original Effective Date: 07/01/16 Current Effective Date: 10/29/18	Supersedes: 07/01/16 Last Review Date: 10/29/18
<b>Glossary:</b> None	

## Policy Statement:

Age appropriate youth housed in a Youth Development Center (YDC) will be allowed employment opportunities in the community based on defined eligibility requirements, age appropriate job training and in compliance with State and Federal regulations.

## Purpose:

To provide youth housed in a Youth Development Center the opportunity to gain job skills and experience appropriate to their needs.

## Procedures:

### A. Eligibility Criteria

Youth who have graduated from high school, are preparing for the HiSet Exam® or have passed the HiSet Exam® may participate in the Off Campus Employment Program (OCEP) during regular school hours. Other youth may participate in the OCEP after regular school hours or on the weekends. Youth eligible for referral into the OCEP meet the following criteria:

- a) 17 years of age;
- b) High school graduate or GED/HISET recipient;
  - ◆ For more information on the HiSET® Program, see [\*ETS® HiSet for States and Educators\*](#)

- c) Agree to program requirements by signing forms listed in sections C.3 and F.1 below.
- d) Meet the following anticipated length of stay required for an OCEP placement:
  - ♦ At least one month in an employment placement if the youth lives in the area of the worksite;
  - ♦ Three months in an employment placement if the youth does not live in the area of the worksite; or
  - ♦ One semester or one quarter in an educational placement if the placement can be adapted to his home or community.
- e) Have not been found guilty of the following infractions within 45 days prior to the OCEP referral:
  - ♦ Assault on staff;
  - ♦ Escape;
  - ♦ Introduction of drugs and/or weapons to campus;
  - ♦ Trafficking in drugs and/or weapons to campus;
  - ♦ Participation in a riot; or
  - ♦ Sexual misconduct.
- f) Are not considered a security risk by the treatment team;
- g) Participate in and cooperate with treatment program; and
- h) Have completed a minimum of six (6) weeks in a YDC placement when transferred from another placement outside of a YDC.

## **B. Youth application and referral process**

1. Youth completes and submits form **CS-1072, Youth Work Application** to the treatment team for review.
2. A Child and Family Team Meeting (CFTM) is held to decide if youth can participate in the OCEP:
  - a) The Child and Family Team (CFT) review the application and determine approval based on eligibility criteria and the youth's Individual Program Plan (IPP).
  - b) Specific goals and objectives are added to youth's IPP related to the work program expectations.
3. Youth approved for the OCEP enter into the Career Readiness Program

## **C. Career Readiness program**

1. The Juvenile Justice Executive Director reviews and approves all Career Readiness Programs in the YDC. Youth approved to participate in OCEP are required to

complete a career readiness program, which includes the following training with pre/post assessments:

- a) Resume development;
  - b) Successful interviewing;
  - c) Proper dress and etiquette skills; and d) Job readiness skills.
2. The CFT signs and approve form **CS-1072 Youth Work Application** (pending), then provides it to the senior manager team for review two weeks prior to the youth completing the career readiness program.
  3. Upon successful completion of the career readiness program and approval of senior management, participants receive job placement assistance.

#### **D. Community placement approval**

The Superintendent and senior management team of the YDC convene and complete the following actions:

- a) Review the form **CS-1072, Youth Work Application** received from the CFT within five (5) working days to examine for accuracy, and to ensure all documents are completed;
- b) Members of the team interview the youth;
- c) Determine whether the youth qualifies to receive job placement in the community; and
- d) Provide a response to the Residential Case Manager (RCM) for approval/denial at the bottom of form **CS-1072, Youth Work Application**.

**Note:** The RCM notifies the youth's Juvenile Service Worker (JSW) once approval for off campus employment is obtained. The JSW notifies the court of the youth's participation in the program.

#### **E. Employment requirements**

1. The designated senior manager meets with a potential employer to discuss and review the following information:
  - a) Applicable policies and procedures of the Department of Children's Services;
  - b) The OCEP and the custody status of the youth;
  - c) The emergency contact list, specific to the YDC; and
  - d) Details of form **CS-1068, Youth Community Employment Contract**, which is signed by the employer and youth.
2. Youth are paid at least the prevailing minimum wage by the employer and the money earned by the youth is deposited into their trust fund account.

3. Potential employers are required to abide by the following guidelines for the youth employed:
  - a) Adequate on-site supervision of youth. If youth are not at the assigned area, there is not enough work at the work site or youth are not needed, the employer uses the emergency contact list to notify the facility.
  - b) Youth are not allowed to leave the grounds of the employer. Youth are required to eat the sack lunch provided by the facility at the company during their lunch break.
  - c) The employer agrees to random calls and on-site visits by Youth Development Center staff.
  - d) Upon hire, youth are supervised at all times by the employer.
  - e) Share progress of youth regularly on form **CS-1071, Youth Work Performance Evaluation** (pending) for youth assigned to their area.
  - f) Overtime is allowed at the discretion of the Superintendent.

**Forms:**

[\*\*CS-1068, Youth Community Employment Contract\*\*](#)

[\*\*CS-1071, Youth Work Performance Evaluation\*\*](#)

[\*\*CS-1072, Youth Work Application\*\*](#)

**Collateral Documents:**

[\*\*Protocol for Youth Work Restrictions\*\*](#)