

CAREER SOLUTIONS WORKFORCE DEVELOPMENT BOARD

YOUTH COUNCIL AGENDA

Tuesday, September 9, 2025 at 3:00 pm

Career Solutions – Guest WiFi: Welcome2CareerSolutions!

Physical Location: CareerForce St. Cloud
1542 Northway Drive, St. Cloud, MN 56303 – Door #2
No parking permit required for this event. Please park in Lot B.

Virtual Meeting: Zoom details are listed within your calendar invite or contact Karen Schlangen (320) 308-5818.

1. Introduction/Roll Call

L. Engel

2. Approve Agenda

ACTION: L. Engel

3. Approve Consent Agenda

ACTION: L. Engel

- A. Approve Meeting Minutes from May 13, 2025 (Attachment 3.A)

4. Presenter – Jacob Kaduk & Phil Ruegamer, Career Solutions, CareerONE Recap

5. Discussion Items

T. Stark

- A. CareerONE VIP Day – July 8, 2025
- B. CareerONE Celebration Video
- C. CareerONE Mock Interview Thank You! (Attachment 5.C.)
- D. Dylan Lindgren Thank You (Attachment 5.D.)
- E. PY 2025 WIOA Youth Formula Grant (Attachment 5.E.)
- F. Career Lab – New Hires
- G. Upcoming Events/Recap (Attachment 5.G.)
 - Welding Discovery Day – 8/28/25
 - CDL Discovery – 8/13/25, 10/22/25, 12/10/25
 - Open House – 9/11/25

6. Information/ Other

L. Engel

- A. Next Youth Council Meeting – October 14, 2025 @ 3:00 pm
- B. From the Floor – EPIC Update?
- C. Upcoming Presentation - TBD
- D. Announcements /Other

7. Adjourn

L. Engel

REASONABLE ACCOMMODATIONS: ALL CAREER SOLUTIONS WORKFORCE DEVELOPMENT BOARD/COMMITTEE MEETINGS ARE ACCESSIBLE TO THE HANDICAPPED. ATTEMPTS WILL BE MADE TO ACCOMMODATE ANY OTHER INDIVIDUAL NEED FOR SPECIAL SERVICES. PLEASE CONTACT ADA/AA COORDINATOR TAMMY STARK AT (320)266-5060 AS EARLY AS POSSIBLE SO NECESSARY ARRANGEMENTS CAN BE MADE. INDIVIDUALS WITH HEARING OR SPEECH DISABILITIES MAY CONTACT US VIA THEIR PREFERRED TELECOMMUNICATIONS RELAY SERVICE. THE WORKFORCE CENTER DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, CREED, RELIGION, NATIONAL ORIGIN, GENDER, MARITAL STATUS, STATUS WITH REGARD TO PUBLIC ASSISTANCE, SEXUAL ORIENTATION, DISABILITY, OR AGE.

CAREER SOLUTIONS YOUTH COUNCIL BOARD MEETING MINUTES

Date May 13, 2025, at 3:00pm
Attendance: **Youth Council Members:** *Cindy Belmont, *Mary Swingle, *Les Engel, *Ken Huling, *Kevin Warzecha, Emily Davis, Caroline Nerhus, Brandon Schauer, Christa Martin, Greg Boelter, Ann Matvick, Susan Jordahl, Melanie Legatt, & Dave Norling.
Career Solutions: *Kari Court, *Jacob Kaduk, *Angela Schmitz, *Trisha Welle, *Nimo Hassan, *Nour Mohamed, Sarah Ware
(* = *In Person*)
Absent: Dylan Lindgren
Presenter: *Samantha Larson

Call the Meeting to Order:

- Engel called the Youth Council meeting to order at 3:00pm and the roll call was performed.

Approval of the Agenda:

Ayes:

Youth Council Motion:

Results: Approved the agenda.

Mover: L. Engel

Second: Huling

Ayes: NA

Nays: NA

Approval of the Consent Agenda:

- A. Meeting Minutes from Brainstorm Session 250114 (Attachment 3.A.)
- B. Approve Application from Kevin Warzecha, Kids Fighting Hunger (Attachment 3.B.)

Youth Council Motion:

Results: Approved the consent agenda.

Mover: Huling

Second: Swingle

Ayes: NA

Nays: NA

Presentation – Samantha Larson, Program Manager at Lutheran Social Service Youth Resource Center

- For over ten years, Larson has worked in community service, and she says that the biggest thing that she has noticed is that every teenager deserves to be seen, heard, and supported. Larson continues by saying that youth aren't in need of rescuing, they need someone to believe in them. Tens of millions of young people experience homelessness each year, WJON recently had an article that stated that there are between 450 and 500 people listed as homeless in Saint Cloud. Larson continues by saying that the definition for youth that are at risk of homelessness is

CAREER SOLUTIONS YOUTH COUNCIL BOARD MEETING MINUTES

hard to define, so, her organization ensures that all youth that come in have at least their necessities as well as giving them the opportunity to learn beneficial skills. Specific services include active case management, resume support, interview preparation, job searching, budgeting, and accessing community resources.

Larson's organization also works hand in hand with other community organizations such as Planned Parenthood and Metro Bus. A nonperishable food pantry alongside basic clothing and personal hygiene items are also available.

- Larson then goes to say that her organization has also hired a mental health professional that offers free therapy sessions for any of the youth that come in. Larson really drives home the fact that mental health is just as important for the homeless clients she helps, and having a mental health professional on staff gives a lot of young people their first opportunity to share some of their struggles. Larson then continues by saying that although many of her clients require the same sort of assistance, all their stories are completely independent and every one of them has different ideas of what success looks like.
- Larson then decides to share a success story about a kid that was staying at Place of Hope, which is a great resource but is in a less than safe area. When he showed up, he was at rock bottom, and Larson's organization offered him a spot in their transitional housing program. Larson says that he was having a ton of problems finding work and was truly at his wits end. After refreshing his resume, he was able to obtain a job and rent an apartment. However, he lost his job relatively soon afterward, but he never stopped trying. At the time of this meeting, he now still has his apartment, has a good job, and has been able to save up a large amount of money thanks to budgeting tips given by Larson's organization. Larson ends by reiterating that a vast majority of homeless youth just need someone to believe in them, someone that has their back when their self-confidence begins to falter. Opportunity, stability, and dignity are what they truly require.
- Schmitz then raises a question on whether Larson's organization still offers help with introductory housing payments.
- Larson responds by saying that her organization's specific grant funding goes more toward training clients on skills they can use long term. However, Larson's organization also works very closely with Good Samaritan, who can offer funding on things like that.
- Larson then goes on to talk about her organization's funding. With about 50% of the funding coming from grants and the other 50% coming from the community.

Discussion –

- **Open House, April 10th, 2025** – Stark started off the discussion section by talking about the open house that occurred on April 10th of 2025, which ended up having a good showing.
- **Reverse Job Fair** – Stark then talks about Career Solutions first Reverse Job Fair, which had ten job seekers sitting in their own individual booths. Instead of job seekers going to the individual booths of companies, companies instead went

CAREER SOLUTIONS YOUTH COUNCIL BOARD MEETING MINUTES

to each individual job seeker booth. The Reverse Job Fair went well, and Career Solutions is looking to do it again sometime in future.

- **CareerONE Update** – Kaduk then gives a CareerONE update, saying that the event is almost here and the first client intake occurred in morning on the day of this meeting. This year's CareerONE has a new CareerONE specialist, in Phil Ruegemer. Ruegemer worked as a CareerONE team leader last year and has since been hired full-time by Career Solutions.
 - Ruegemer then gives a quick update on the number of youths that have signed up for CareerONE. Saying that 25 youth are signed up to attend so far, but over 410 youth in total filled out the application. 50 of the youth that filled out the application were either too old or too young. In the last two days, 170 more youth applicants have been accepted into the program and invited to take part, with about 70 accepting the invite so far.
 - Kaduk then continues by saying that CareerONE is still in need of about 3 more team leaders. He then asks the youth council if they are aware of anyone that needs a job over the summer.
- **New Hires in CareerForce Computer Lab** – Stark then discusses that there were two new hires in the CareerForce computer lab. With two CareerForce staff helping with CareerONE, there was need for more assistance. Biery also discusses the random nature when it comes to what days are busy and slow in the Career Lab.
- **Welding Discovery Day, May 1st** – Stark says that there has recently been some interest from schools asking if it's okay if they bring students to those events, especially seniors.
- **Drive for 5 Training**– Stark then says that the training for the Drive for 5 grant is supposed to start on the day of this meeting. The training was supposed to start awhile ago, but Career Solutions had to be postponed.
 - Stark also discusses the upcoming CDL Discovery Day on June 11th, 2025. CDL Discovery Days have proven a worthwhile resource for clients that have interest in obtaining their CDL. With the Discovery Days offering hands on experience as to what it's like.

Information/Other – Engel caps off the meeting by saying that the next Youth Council Meeting will be CareerONE VIP Day on July 8th, 2025.

Adjournment:

- Engel adjourned the Youth Council meeting at 3:43 pm.
- Thanks for attending our Youth Council meeting!



Outlook

FW: Thank you!

From Tammy Stark <Tammy.Stark@csjobs.org>

Date Tue 7/15/2025 4:50 PM

To Kari Court <Kari.Court@CSJobs.org>

To share at meetings...

Tammy Stark
Executive Director
320.266.5060
Tammy.Stark@CSJobs.org
www.careersolutionsjobs.org



From: Holly Hansen <hhansen@evw.k12.mn.us>

Sent: Tuesday, July 15, 2025 1:44 PM

To: Lisa Brown <lbrown@evw.k12.mn.us>; Jacob Kaduk <Jacob.Kaduk@CSJobs.org>; Tammy Stark <Tammy.Stark@csjobs.org>; Phil Ruegemer <Phil.Ruegemer@CSJobs.org>

Subject: Fwd: Thank you!

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Just thought I would share this with you.

So much positive feedback! Lots of invested community members who are realizing this summer gem exists!

Holly Hansen
Dean of Students/Activities Director
EVWK Cross Country
EVWK Assistant Track & Field

----- Forwarded message -----

From: **Shaver, Todd** <Todd.Shaver@centracare.com>

Date: Tue, Jul 15, 2025 at 1:35 PM

Subject: Thank you!

To: hhansen@evw.k12.mn.us <hhansen@evw.k12.mn.us>

Hi Holly,

I just wanted to express my thanks for the amazing job that you/your group did in putting together the CareerONE Mock Interview sessions (yesterday was mine, today a few teammates from CentraCare were there).

My experience was incredible, and I have heard from the other CentraCare attendees, they also felt it went really well. I speak for myself personally, but I have always enjoyed being a part of events like this. I look back to my early years when I was at this impressionable age & I never found this type of support or education. School was about teaching history, math, etc. but I never had a special program to help prepare me for the job market. The strides you are making with our local youth are very important. I am very appreciative of the organization & the job you are doing. One thing that stood out was how prepared the students were to visit with us. We go to so many job fairs or career events where students are simply there because they were told they had to. A small % of them actually invest in the fair & the resources that are provided. With your group, it was the complete opposite. I met so many students that I felt were WELL on their way towards successful schooling, jobs, or career pathways. Teams like mine with CentraCare truly appreciate the dedication of your organization to make full use of these learning events.

You have some true superstar students that you are working with, and you have a tremendous talent in getting them interested in preparing for their future!

Thank you again for inviting us, keep up this amazing work!

Todd

Todd Shaver, RACR | Recruiter

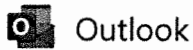
P: 320-251-2700 ext. 50259

Todd.Shaver@centracare.com

jobs.CentraCare.com



Confidentiality Notice: This e-mail and any attachment may contain confidential information that is legally privileged. This information is intended only for the use of the individual or entity named above. The authorized recipient of this information is prohibited from disclosing this information to any other party unless required to do so by law or regulation. If you are not the intended recipient, you are hereby notified any disclosure, copying, distribution or action taken in reliance on the contents of these documents is strictly prohibited. If you have received this transmission in error, please notify the sender immediately, reply to this transmission, or contact the CentraCare Information Systems Network Security staff by calling the IS Help Desk for assistance at 320-251-2700, ext. 54540, and delete these documents.



Fwd: Last Day, Thank you all!

From Tammy Stark <Tammy.Stark@csjobs.org>
Date Fri 8/22/2025 4:58 PM
To Kari Court <Kari.Court@CSJobs.org>

Share with board...

Tammy Stark
Career Solutions
Executive Director

Begin forwarded message:

From: Dylan Lindgren <W.E.Dylan.Lindgren@csjobs.org>
Date: August 22, 2025 at 3:56:57 PM CDT
To: Agency Staff <agencystaff@csjobs.org>
Cc: Kelly.Gerads@state.mn.us, John Neurer <jneurer@mac-v.org>
Subject: **Last Day, Thank you all!**

Hello everyone,

Thank you all so much for the well wishes. It has been an amazing honor working with all of you. I'm excited and nervous for what's to come next, but I'll go at it with absolute confidence, thanks in large part to the support I've received from Career Solutions staff and services. I met Denise H. in December of 2022 while obtaining my GED, and have been able to accomplish much more than I ever thought possible in the time since. Never could I have imagined how wonderful a feeling it is to have been part of the Career Solutions family.

From the bottom of my heart, thank you all so much for what it is you do. I'll be sure to send updates as the months pass.

-Dylan Lindgren

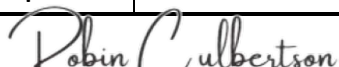
STATE OF MINNESOTA
PROJECT SPECIFIC PLAN (PSP)
ORIGINAL

Master Contract Number: CARSOL2024M
Term of Master Contract: 09/29/2023-06/30/2028
Master SWIFT Contract Number: 234170
Grant ID Number: 5173600

GRANTOR / STATE	GRANTEE
Employment and Training Programs Division MN Department of Employment and Economic Development 180 E. 5 th Street, Suite 1200 St. Paul, MN 55101	Career Solutions 1542 Northway Drive, #2 St. Cloud, MN 56303
GRANT MANAGER CONTACT	GRANTEE CONTACT
Name and Title: Lynn Douma, Program Coordinator Phone: 651-259-7536 Email: Lynn.Douma@state.mn.us	Name and Title: Tammy Stark, Executive Director Phone: 320.308.5702 Email: Tammy.Stark@CSJobs.org

Required Attachments: Attachment 1: Work Plan
Attachment 2: Budget
Attachment 3: Terms and Conditions

COMPLETED BY DEED:

Program Name: PY 2025 WIOA Youth Formula Grant			
Start Date ¹ :	04/01/2025	SWIFT Contract Number:	273826
Execution Date ² :		SWIFT PO Number:	3000611768
End Date:	03/31/2027	SWIFT Vendor Number + Location:	0000214093.001
Amount:	\$ 531,919.00	Procure-It Number:	95387
Match / Leverage Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	NGA Number:	
AFS Signature: 	Encumbrance Date: 07/23/25		

SUBMITTED BY GRANTEE:

I certify that the information contained in the attached Work Plan and Budget, labeled Attachment 1 and Attachment 2, respectively, is true and accurate to the best of my knowledge and I agree that this PSP is subject to all provisions of the Master Grant Contract Agreement which is incorporated by reference. I further certify that I am authorized to submit this PSP on behalf of the Grantee.

Signature:

Date:

Printed Name and Title of Grantee's Authorized Representative: Tammy Stark, Executive Director

APPROVED BY (GRANTOR / STATE)

I have reviewed and approved the attached PSP which is referenced in and incorporated as an amendment to the Master Grant Contract Agreement indicated herein.

Signature:

Date:

Printed Name and Title of State's Authorized Representative: Ama E. Akakpo, Director, Employment and Training Programs Division

¹ [Dept. of Administration and Minnesota Management and Budget Policy 21-01](#): contract and grant encumbrance exception for "A grant which is a pass-through of federal funds, and the federal program authorizes reimbursement of expenses incurred prior to the authorized start of work." Start date is determined by Notice of Award (NOA) Effective Date.

² Execution date is the date the State obtains all required signatures under [Minn. Stat. §16B.98](#), Subd. 5.

ATTACHMENT 1

WORK PLAN

Youth Service Provider Information For PY 2025/SFY 2026

Provide an updated list of all current youth service providers (see below for sample format). The information provided in this chart will be posted on the DEED website. Please be sure that the contact person's name, phone number and e-mail address are entered correctly for each service provider. Add additional rows for additional providers as needed.

Youth Service Provider/Contact	WIOA	MYP																					
Name of Service Provider: Career Solutions Address: 1542 Northway Dr. City, State, ZIP St Cloud, MN 56303 Contact Person: Angela Schmitz Contact Person Phone: 320.260.4219 Contact Person E-Mail: Angela.schmitz@csjobs.org Service Provider Website: Careersolutionsjobs.org	<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>ISY:</td> <td>X</td> <td></td> </tr> <tr> <td>OSY:</td> <td>X</td> <td></td> </tr> </tbody> </table>		Yes	No	ISY:	X		OSY:	X		<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>Summer ONLY:</td> <td></td> <td>X</td> </tr> <tr> <td>Year-Round (incl. summer):</td> <td>X</td> <td></td> </tr> <tr> <td>Outreach to Schools:</td> <td>X</td> <td></td> </tr> </tbody> </table>		Yes	No	Summer ONLY:		X	Year-Round (incl. summer):	X		Outreach to Schools:	X	
	Yes	No																					
ISY:	X																						
OSY:	X																						
	Yes	No																					
Summer ONLY:		X																					
Year-Round (incl. summer):	X																						
Outreach to Schools:	X																						

Attachment 1

Workplan: Youth Program Service Delivery Design (Includes WIOA Young Adult and MYP)

IMPORTANT NOTE: The narrative section covers PY 2025 WIOA Young Adult and SFY 2026 for MYP. Please provide an answer after each question. This information becomes a part of both grant agreements with DEED.

1. Attach a copy of the most recent Request for Proposal(s) (RFP) issued by the WDA for WIOA Young Adult and the Minnesota Youth Program, as appropriate. If the LWDB has determined there is an insufficient number of eligible youth service providers based on Section 123(b) of WIOA law, please include a copy of appropriate board minutes and/or resolution stating as such. ATTACHMENTS A

2. Describe outreach and recruitment of:
 - Out-of-School Youth (“OSY”)
Career Solution’s Eligibility & Outreach Specialist and Youth Career Planners are in regular contact with area High Schools and Adult Basic Education staff for identification of youth who could benefit from WIOA services. Stearns and Benton County Community Corrections and Human Services are contacted regularly along with other youth serving agencies. Communication occurs with Career Solution’s Memorandum of Understanding (MOU) partners and the St. Cloud Area Human Services Council. Marketing materials are made available at local schools, public libraries, and partner agencies. Career Solution’s staff will meet one-on-one or connect by phone with interested youth to answer questions about the WIOA program, provide information regarding ability to benefit, and determine if the youth meet eligibility criteria. If so, the youth is referred for an eligibility screening. Career Solutions adheres to the 75% expenditure requirement under WIOA.
 - For MYP/CareerONE, marketing materials are distributed to promote the summer program to those that meet the eligible criteria. Career solutions staff are also on-site at local schools to meet with students to discuss the offering as well as meeting with school counselors and Principals to help recruit the students. Marketing materials are also distributed to all youth and family servicing agencies and local community partners.

 - In-School Youth (“ISY”)
Career Solution’s Eligibility & Outreach Specialist and Youth Career Planners are in regular contact with area High Schools and Adult Basic Education staff for identification of youth who could benefit from WIOA services. Stearns and Benton County Community Corrections and Human Services are contacted regularly along with other youth-serving agencies.
Communication occurs with Career Solution’s Memorandum of Understanding (MOU) partners and the St. Cloud Area Human Services Council. Marketing materials

are made available at local schools, public libraries, and partner agencies. Career Solution's staff will meet one-on-one or connect by phone with interested youth to answer questions about the WIOA program, provide information regarding ability to benefit, and determine if the youth meet eligibility criteria. If so, they are referred for an eligibility screening. Career Solutions adheres to the 75% expenditure requirement under WIOA. For MYP/CareerONE, marketing materials are distributed to promote the summer program to those that meet the eligible criteria. Career solutions staff are also on-site at local schools to meet with students to discuss the offering as well as meeting with school counselors and Principals to help recruit the students. Marketing materials are also distributed to all youth and family servicing agencies and local community partners.

3. Describe eligibility determination process, including the WDA's strategy for use of the "5% window" for all ISY and affected OSY participants whose income exceeds limits (reminder: up to 5% of ISY and OSY participants (who require income eligibility) served by WIOA Young Adult program may be individuals who do not meet the income eligibility requirements, provided they fall within one or more of the categories described in WIOA Sec. 129 (C). See Chapter 2 of the WIOA Youth Administrative Policy.

Career Solutions provides intake services for eligible youth. Youth who express interest in services through the CareerForce system are encouraged to speak one-on-one with Youth Career Planners. A pre-screen of eligibility is determined and information regarding services is given to youth. Youth are scheduled for an intake session with a Youth Career Planner to complete an initial assessment and submit eligibility documentation; the Eligibility & Outreach Specialist determines formal eligibility.

The 5% window will be used on a discretionary basis to serve youth who are within the categories described in Section 129(C) of WIOA or are within the defined sixth criteria.

4. Identify the WDA's definition of "An individual who requires additional assistance to complete an education program or to secure and hold employment." The definition must be reasonable, quantifiable, and based on evidence that the specific characteristic of the participant identified objectively requires additional assistance. See Chapter 2 of the WIOA Youth Administrative Policy.

The LWDB has defined the sixth criteria for youth eligibility under WIOA as "an individual who requires additional assistance to complete an education program or to secure and hold employment and meets one of the following risk factors: performing below peers or needs remedial classes for post-secondary generals; child of a single parent; chemically dependent; child of a drug or alcohol abuser; no parents and /or siblings have successfully completed a post-secondary education; referred to or attends an alternative learning environment; a victim of physical or sexual abuse, homeless in the past 12 months; participated in a diversion program; adopted or non-supported current/former foster child; experienced voluntary or court ordered out-of-home placement; no longer able to reside in the family

household due to age, conflict or family decision; previously attempted and was not successful at post-secondary education or referral received from an educator or school counselor or area non-profit or MOU partner.

Career Solutions follows the WIOA law for these guidelines.

5. Per WIOA Law, Section 3(5) and WIOA Final Rules at 20 CFR 681.290, the U.S. Department of Labor defines an individual as “basic skills deficient” if he or she—
 - a. has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or
 - b. is unable to compute or solve problems, or read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society.

All Minnesota WDAs are required to include the definition of “basic skills deficient” in their local youth plans. Please provide any additional local policy that defines “basic skills deficient” differently from existing federal policy, or indicate if your local policy will mirror existing federal policy as shown above.

Career Solutions definition of “basic skills deficient” is locally defined as an individual that computes or solves problems, reads, writes, or speaks English at or below the eighth-grade level, or is unable to perform these tasks at a level necessary to function on the job, in the person's family, or in society.

6. Describe the objective assessment process used to identify appropriate services and potential career pathways for young adults. Identify the assessment tools used by the WDA for all in-school and out-of-school participants.

Each participant meets one-on-one with a Youth Career Planner who explores with them their educational background, prior work experience, employability, motivation, family situation, budget, etc. Basic skills testing results are either obtained from Adult Basic Education partners or administered by Eligibility Specialist or Youth Career Planner Youth is scheduled for a career assessment, when appropriate, to determine general educational development, aptitudes, and interests in twelve (12) areas. Objective assessment is ongoing, and information is gathered and evaluated at each meeting. Basic skills testing (in partnership with ABE) will be given throughout participation for those youth who are basic skills deficient at pre-test.

CASAS is administered as needed to determine literacy/numeracy levels. If it is determined that the Youth is basic skills deficient, we will evaluate further through our ABE partners. Youth who demonstrate a need for tutoring may be referred to ABE services, use online learning sites, referrals to academic achievement centers. Additional resources are provided as needed.

With CareerONE (MYP), The WorkKeys® Assessment is given at the beginning of CareerONE to determine what math and reading curriculum in KeyTrain should be used for skills gain. Participants complete an assessment packet reviewing their current household, basic needs, educational needs, etc. This information is again reviewed along with their ability to benefit. Objective assessment is ongoing and team leaders will case note weekly on the youth's accomplishments, etc.

-
7. Describe process for developing the Individual Service Strategy (ISS) and use of the Individualized Education Plan (IEP), including provision of wraparound support services. If your WDA/service provider(s) incorporate “Guideposts For Success” with some (or all) of your participants, please discuss when and how it is used.

An Individual Service Strategy (ISS) is developed in cooperation with youth. The ISS focuses on individual skill development toward a career pathway or a specific career/employment goal, including both short-term and long-term goal. The plan is updated as skill attainment goals are met. The youth’s file includes information on budget needs and referrals to local resources are documented through case noting. If a need for additional support is indicated in the ISS, the Career Planner will discuss and contact the appropriate agency to provide those supports. Incentives are earned upon the attainment of a benchmark: i.e., good grades, remaining in school, and completing assigned tasks. When Career Planners learn of housing, medical, food or additional needs of youth, referrals are made to Community Based Organizations (CBO) for assistance. Youth are asked to sign a consent so that information can be shared between CBO and Career Planner to address the specific need.

In the MYP Program, the ISS is developed around the youth’s need for obtaining skills and how the services provided through CareerONE can assist youth in attaining those skills. The youth work toward obtaining employability skills certificates. Examples of these certificates are Youth@Work, Talking Safety, and Money Smart.

8. Describe your strategy for providing integrated experiential learning, work-based learning, and work experience for participants. Discuss to what extent your WDA is adapting these activities due to changes resulting from the pandemic.

Career Solutions will continue to provide opportunities for youth to participate in paid and unpaid on-site work-based experiences. The unpaid work experiences may include job shadowing, internships, business tours, and volunteer opportunities. The paid work experiences may include a youth service team model, individual placement, and workforce preparation. The workforce preparation may include financial literacy, entrepreneurial skills, labor market and employment information about in-demand industry sectors or occupations, and leadership development. The experiences may be coordinated with the participant’s secondary or post-secondary school. Work experiences may be in the private or public sector. The placement tends to be in an industry, which is indicated on the youth’s career assessment. Career Solutions is aware of the 20% expenditure requirement under WIOA.

The experiential learning component in CareerONE is performed in person in a youth service team model. The team is comprised of 8 to 10 youth and an adult team leader. The team is assigned work projects for community organizations and completes them under the supervision of the team leader. These teams are appropriately sized to allow for maximum program effectiveness. Following CareerONE, 14 youth mentors are provided the opportunity to complete 40 hours of mentorship and employability experiences with local employers.

Career Solutions continues to coordinate efforts to provide all area youth with experiential learning opportunities through Outreach to Schools (OTS), Youth-at-Work (YAW), Pre-ETS, Youthbuild, and TANF, as well as out-of-school youth opportunities. Collaborative partners in this effort include Career Solutions, YES Network, Islamic Center, CMCEO, District 742 (St. Cloud), District 47 (Sauk Rapids/Rice), and nine rural school districts in Stearns and Benton Counties. We also have a list of agencies and companies that are willing to be work experience sites, in hopes of accommodating a youth's preference.

9. Describe your strategy for introducing Career Pathways for young adults and process for providing current labor market information on high-growth, in-demand occupations in the region.

Accessing current labor market information for career planning along with teaching youth how to access this independently is the foundation of youth programming. Data from multiple sources are used to ensure youth's employment plan and career paths are using current and projected employer/employment trends including the strategic industries and occupations defined by the LWDB for the workforce service area. Information from community assessments, industry forums, Job Service, and DEED's Regional Labor Market Analyst on locally and regionally targeted economic and employment trends is used to introduce career pathways to youth.

YAW, Youthbuild, Pre-ETS, Career Trek, Discovery Days and Outreach to Schools activities provide additional opportunities for youth to have access to career, targeted industry, and labor market information. Career Solutions collaborates with the school districts and employers in the community to offer job and career fairs, mock interviews, work experience/internships tours, etc.

Youth Career Planners collaborate one-on-one with participants to locate and explore information on different career choices based on the youth's interests and assessment results. Assessment results are reviewed with the LWDB's identified strategic industries, occupations, and labor market information. It focuses on high-growth, in-demand, and career laddering occupations. Occupational information is available in different formats including computer internet sites (MCIS, ONET, and DEED), career videos, and hard copy.

In preparation for employment, LWDB and Career Solutions promote and provide opportunities to develop pre-employment, work maturity, occupational, and retention skills. As part of the process, youth work with a Youth Career Planner to identify and resolve barriers to employment. During CareerONE, youth are exposed to high-growth, in-demand occupations, along with the LWDB's identified strategic industries through a career exploration curriculum.

10. If applicable, attach a copy of the WDA's policy for developing Individual Training Accounts (ITAs) and indicate the date approved by the LWDB/Youth Committee. Indicate if your WDA will be using Minnesota's waiver to allow use of ITAs for In-School Youth, ages 16-21. *Not applicable*

-
11. Describe follow-up strategies (including provision of supportive services) for the WIOA Young Adult program and discuss any policy relating to extending beyond the statutory requirement of offering follow-up for at least 12 months after exit.

Career Solutions provides follow-up services for at least 12 months after the youth complete the objectives listed on their individual ISS. The strategy for an intensive follow-up is to assist the youth with the transition from their training program, successfully monitor work success and help them with strategies for remaining successful. A Career Planner will assist with job challenges, and labor market information, and make available appropriate support services as needed. Incentives may be used to reinforce and reward keeping a job, providing information at follow-up, and job promotions.

12. Describe the Youth Incentive Policy and attach a copy of the most recent version approved by your LWIB/Youth Committee. Refer to 2 CFR 200.438 and [Chapter 18](#) “WIOA Youth Cost Matrix” for additional background.

Gift cards are not provided for entertainment or food venues. This incentive policy may be utilized with WIOA and MYP participants. ATTACHMENT C

13. Discuss your policy and practices relating to providing supportive services to participants. (Attach a copy of your WDA’s Supportive Service Policy for Youth)
- Career Solutions provides support services through various funding sources. This includes such support services as bus passes, gas cards, clothing allowances, rent or mortgage support and insurance payments.*

Support Services are based on the youth’s budget; a budget worksheet is done with all youth requesting a support service. ATTACHMENT B

14. If applicable, describe how stipends will be used for participants and attach a copy of your WDA’s Stipend Policy.

Career Solutions utilizes stipends primarily for our CareerONE/CareerTWO and Youth at Work programming, participants are compensated for training time, even when they are not engaging in a formal paid work experience. ATTACHMENT D

15. Describe how co-enrollments will be facilitated for youth, including a summary of all funds that are “braided or blended” with participants beyond WIOA Youth Formula Grant funds and MYP funds.

The Career Solution’s Youth Career Planner will assist the youth in addressing their immediate and future needs to be career successful. This includes obtaining consent to share and initiating meetings with other providers as needed to coordinate efforts and ensure non-duplication of services.

Youth enrolled in MYP may also be referred to participate in the WIOA Young Adult and any other youth programs. The WIOA Career Planner will coordinate and oversee this co-enrollment. Youth that are co-enrolled may utilize funds from MYP, WIOA young adult, Youth at Work. They may be co-enrolled in adult programs.

16. Describe local partnerships to serve “opportunity youth” who have significant barriers to employment and/or youth who are under-served and under-represented in the workforce, including:

- Dropouts and potential dropouts
- Youth with language and/or cultural barriers to employment
- Youth in foster care and aging out of foster care
- Homeless youth or runaways
- Youth offenders and at-risk of involvement with the juvenile justice system
- Youth with disabilities
- Teen parents
- Youth of color and other under-served, under-represented youth populations
Recruitment of youth for all listed categories is ongoing through area school districts, community corrections, youth serving agencies, post-secondary schools, public libraries, community education programs, county offices, county human services offices, transitional programs, foster placement agencies, treatment programs, CareerForce partners, MOU partners, and St. Cloud Area Human Service Council partners. Career Solution’s Career Planners attend listed agency staff meetings at least once a year. These recruitment efforts build the needed connections with other agency staff to help bring youth to CareerForce where they are encouraged to inquire about WIOA services. A Youth Career Planner will meet with the youth and perform an interview/assessment to identify immediate needs. Depending on the immediate needs, referrals to community and area organizations/agencies may occur. Services to youth may be provided through a collaborative effort.
- *Career Solutions continues to coordinate efforts to provide all area youth with experiential learning opportunities through Outreach to Schools (OTS), Youth-at-Work (YAW), Pre-ETS, TANF, Youthbuild, and other in-school and out-of-school youth opportunities and other regional assets. Collaborative partners in this effort include Career Solutions, YES Network, Islamic Center, District 742 (St. Cloud), District 47 (Sauk Rapids/Rice), and nine rural school districts in Stearns and Benton Counties. Other efforts to connect youth include the following:*
 - **Youthbuild** - Career Solutions has combined our Youthbuild program with our CareerONE program. Youthbuild provides an opportunity for economically disadvantaged and potential high school dropouts to receive hands-on training in Construction/Manufacturing, Public Safety and Health Care careers. They have worked towards OSHA 10/30, and First Aid/CPR and received credits from SCTCC. CareerTWO has been added to Youthbuild for those interested in furthering their careers in Construction, and Health Care. We will continue to work with Habitat for Humanity, Carpenters/Pipefitters/Electrician Unions, and CentraCare Health.

-
- **Outreach to Schools (OTS)** - activities are provided to complement the work of existing school counselors and provide youth and families with career exploration and career counseling, college information and current labor market information. Youth Career Planners strive to recruit and place interns in area high schools to assist in providing career exploration, career fairs, job search assistance, college information and current labor market information to youth and families. Interns share information about other Career Solutions youth programs to include the WIOA youth program, and CareerONE. Career Solutions provides the interns with a stipend. These efforts are assisting schools in attaining college and career readiness under the World's Best Workforce requirements.
 - **Pre-Employment Transition Services-** along with local schools in Stearns and Benton counties and Vocational Rehabilitation Services (VRS) collaborate and develop strategies to recruit and serve students with disabilities, as defined on their IEP or 504 plan. Strategies include collaborating with the counselors and Special Education departments for referral to the program. Career Planners assist with Career Exploration utilizing tools such as the Minnesota Career Inventory System (MCIS) and Recruitment of youth for all listed categories is ongoing through area school districts, community corrections, youth serving agencies, post-secondary schools, public libraries, community education programs, county offices, county human services offices, transitional programs, foster placement agencies, treatment programs, CareerForce partners, MOU partners, and St. Cloud Area Human Service Council partners. Career Solution's Career Planners attend listed agency staff meetings at least once a year. These recruitment efforts build the needed connections with other agency staff to help bring youth to CareerForce where they are encouraged to inquire about WIOA services. A Youth Career Planner will meet with the youth and perform an interview/assessment to identify immediate needs. Depending on the immediate needs, referrals to community and area organizations/agencies may occur. Services to youth may be provided through a collaborative effort.
 - **Youth at Work (YAW)** - Career Solutions recruits students from both Stearns and Benton counties. We coordinate services when needed with area high schools to offer school credit and career/post-secondary guidance. The students are placed at work experience sites with employers in Stearns and Benton Counties, they receive a competitive wage all while receiving a realistic on-the-job experience. Through YAW, Youth Career Planners partner with District Navigators to ensure students receive needed support to accomplish both employment and educational success.
 - **TANF** -Career Solutions collaborates with students from both Stearns and Benton counties. We coordinate services with area high schools and our local MFIP provider AVIVO. The students are placed at work experience sites with employers in Stearns and Benton Counties, to receive a competitive wage all while receiving a realistic on-the-job experience.
 - **Project Lead the Way (PLTW)** - a pre-engineering/engineering technology curriculum, challenges high school students to consider Science, Technology, Engineering, and Math (STEM) careers. CareerONE and WIOA participants may be referred to this program based on their career interests.
 - **SCRUBS Camp** - is a collaborative effort between the business and industries of the St. Cloud region, St. Cloud Technical & Community College. This is an engaging, interactive, and fun day camp open to any student entering grades 7th-12th in the

fall. Students will spend three days exploring a variety of healthcare careers like nursing, laboratory science, social work, alternative therapies, and others. Students experience these careers through field trips and hands-on activities facilitated by healthcare professionals and college faculty. Students will be provided their own set of scrubs to wear, and meals are included. Career Solutions receives referrals from and refers youth to SCRUBS Camp.

- **Community Outreach** – Career Solutions staff members speaking fluent Somali and English visit local community organizations and adult education facilities to assist with job search options, career exploration, financial literacy, and other resource options.
- **Immigrant Employment and Connections Group** - works to educate employers to overcome real or perceived barriers when hiring the immigrant workforce. The IECG has developed training events and a resource guide for businesses seeking to strengthen their workforce by hiring new Americans, and hosts job fairs specifically tailored to hiring immigrant workers. Special training sessions have been designed and held to ensure immigrant job seekers have a better understanding of the job-search process.
- **Partner for Student Success (PFSS)** - is a community initiative begun by St. Cloud Area School District 742. Its mission is to unite schools and the greater community to collectively impact and improve educational achievement, post-secondary/career readiness, and civic engagement of our children. This partnership originated from concerns about huge challenges facing children in the greater St. Cloud area including increasing poverty, immigration status, and increasing expectations for success. Career Solutions participates in this community initiative. Key partners include Career Solutions, United Way of Central Minnesota, Initiative Foundation, Central Minnesota Community Foundation, Readiness Pipeline, Center for Service Learning & Social Change, University of MN Extension, Milestones, St. Cloud Area School District, and the Greater St. Cloud Area Development Corporation. This team meets regularly to share services, and new developments, identify cooperative ventures and added resources, and measure impact through common goals.
- **Exploring Potential Interests and Careers (EPIC)** – the goal is to create high-quality career exploration tools and programs that effectively bridge education and industry for Central Minnesota high school students, contributing to the fulfillment of the economic and workforce needs of the region. Career Solutions refers and staffs this event.
- **Big Brothers Big Sisters of Central Minnesota (BBBS)** - mission is to create and support one-to-one mentoring relationships that ignite the power and promise of youth. Career Solutions staff sit on this agency's Program Committee. Referrals are made to and from this organization.
- **Place of Hope** - is a multi-faceted outreach to the community and Central Minnesota, people need support and services because of homelessness, poverty, drug addiction, alcoholism, and other crisis. Place of Hope provides hope in the form of a Hospitality Center with food, free medical care, clothing, personal care items, and off-site shelter for those who cannot get into the other shelters in town. People are sheltered at various churches that have been trained by Place of Hope to provide this service. Career Solutions recruits and provides training to these individuals.

-
- **Catholic Charities (SAIL, SHY)** - Catholic Charities Support and Advocacy for Independent Living Program (SAIL) helps youth, ages 14 to 21, learn and practice essential life skills. This unique program helps teens transition from adolescence to adulthood primarily through group training in a safe, confidential environment. Career Solutions refers and get referrals from these programs.
 - **Pathways for Youth** – provide services and programs for youth experiencing homelessness or at risk of being homeless in one convenient location. The youth resource center provides services including a food pantry, clothing closet, laundry and shower, hot evening meal, and medical help. Caseworkers are available to meet with guests to help them set goals for career employment and housing. The youth resource center offers a variety of programming opportunities. Local agencies such as Career Solutions hold sessions at Pathways to offer help to youth on a variety of topics. Including job search and interviewing skills.
 - **Yes Network** - The Yes Network is dedicated to creating vibrant, loving, prosperous engagement with youth and families in the neighborhoods in which they live. The Yes Network provides a summer food program, neighborhood enrichment activities, arts, and leadership training. Yes Network, provides leadership training to CareerONE mentors and is used as a community worksite for Y@W participants.
 - **The Ultimate Success Organization (USO)-Islamic Center**- The mission of the USO is to promote and empower future youth leaders, equip them with leadership skills, offer economic opportunities, and provide career development and youth counseling to become productive community leaders and global citizens. The center provides homework assistance and team-building activities for youth. In addition, they collaborate with Career Solutions to provide work experience opportunities to youth who are eligible for YAW, TANF, MYP, and WIOA programs.
 - **Central Minnesota Community Empowerment Organization (CMCEO)** - The mission of the CMCEO is to support and empower Central Minnesota Refugee and Immigrant Communities through service and advocacy. Central Minnesota Community Empowerment Center provides Education Training, Housing Support, Career Advancement, Economic Empowerment, Youth Development & Business Development. Our integrated services are a bedrock of economic wellness, health, and social empowerment that impacts our community.
 - **Central MN ABE Consortium** – a partnership between 31 school districts, including St. Cloud Area School District 742 and Sauk Rapids-Rice Public School District 47. Adult learners in these communities are served at numerous learning sites during daytime and evening class hours throughout the year. Central Minnesota ABE welcomes all adults, 17 or over, who are not currently enrolled in a regular school program. The mission of ABE in Minnesota is to provide adults with educational opportunities to acquire and improve the literacy skills needed to become self-sufficient and to participate effectively as productive workers, family members, and citizens. Career Solutions works together with ABE for aging out and OSY students.
 - **Area School Districts:** Albany Public School District / Bertha-Hewitt Public School District / Braham Public School District / Browerville Public School District / Cambridge-Isanti Public School District / Eden Valley-Watkins School District / Holdingford Public School District / Isle Public School District / Kimball Public School District / Little Falls Public School District / Long Prairie-Grey Eagle School District / Menahga Public School District / Milaca Public School District / Mora Public School

District / Ogilvie Public School District / Onamia Public School District / Pierz Public School District / Pillager Public School District / Princeton Public School District / Rocori Public School District / Royalton Public School District / Sartell-St. Stephen School District / Sauk Rapids-Rice Public Schools / St. Cloud Public School District / Sebeka Public School District / Staples-Motley School District / Swanville Public School District / Upsala Public School District / Verndale Public School District / Wadena Public School District.

- **Boys & Girls Club of Central Minnesota** - mission is to do whatever it takes to empower all youth to reach their full potential. Career Solutions receives referrals from the Boys & Girls clubs in Central Minnesota.
- **St. Cloud Area Family YMCA** - believes that everyone deserves a chance to succeed—no matter their background or income—and that can happen only when we unite to nurture the best in all of us. Career Solutions utilizes the YMCA facilities and programming during CareerONE.

17. Describe how the Work Readiness Indicator will be implemented for youth participants and whether this is used for WIOA participants, MYP participants, or both. If the WDA uses a standardized form for measuring and documenting work readiness skills, please attach a copy.

- Approach to assuring work readiness skill attainment for youth participants
- Approach to assuring that the worksite supervisor evaluates work readiness skills of youth participants, including a process for documenting the employer's evaluation of the youth participant's work readiness skills.

WIOA youth and the Worksite Supervisor receive an orientation to the work program expectations, including the use of a Site Supervisor's Evaluation Worksheet. The supervisor evaluates the youth's skills in dress, hygiene, attendance and punctuality, attitude, behavior, listening and following directions, how well they get along with co-workers and supervisor, responsibility, safety practices, quality of work, and quantity of work. In each skill area, the youth are rated as follows: needs development, competent, proficient, or advanced. They are evaluated in the first, sixth, and twelfth week; a final evaluation is also completed. If more ongoing evaluation is needed, the Career Planner and Site Supervisor will meet with the participant individually. The youth will receive a final evaluation at the end of the work program documenting their competency.

MYP/CareerONE participants all go through an orientation before the CareerONE program begins. The orientation reviews expectations for the participants and how they earn their money. Participants get daily evaluations on attendance, punctuality, dress code, cooperation, safety and teamwork, work quality, and work quantity. The daily evaluations that are performed is how the students earn their money. Based on the evaluations, the team leaders will set goals with each participant on improving for the rest of the program. Team leaders keep a daily journal of these evaluations and give each student a final evaluation before the program is complete.

- Approach to assuring work readiness skill attainment for youth participants

At the time of the youth's evaluation of work readiness skills, goals will be set if the youth need additional skill development; if so, they have evaluated again during the next pay period. If there is a goal set by the supervisor, the Youth Career Planner will review this information and inquire as to what coaching has taken place to enable the youth to achieve and demonstrate the needed skills. If required, corrective feedback will be given.

- Approach to assuring that the worksite supervisor evaluates work readiness skills of youth participants, including a process for documenting the employer's evaluation of the youth participant's work readiness skills.

The Site Supervisor submits the evaluation worksheet to the Youth Career Planner. The Youth Career Planner reviews the worksheet. The Site Supervisor's evaluation worksheets are completed in the first week to set a baseline and with the first pay period. Youth are evaluated at six weeks, twelve weeks and at twenty-four weeks or the conclusion of the placement. The Youth Career Planner and/or Site Supervisor may request additional evaluations. The Site Supervisor submits the evaluation to the Youth Career Planner and the evaluations are kept in the youth's file/EDS. The youth and Site Supervisor keep a copy for their reference. ATTACHMENT E

18. If the WDA is planning to provide Outreach to Schools activities as a component of MYP in SFY 2026, please provide an overview and anticipated goals/objectives.

Career Solutions plans to provide Outreach to Schools activities in SFY 2026 to complement the work of existing school counselors and provide youth and families with career exploration and career counseling, college information and current labor market

information. Examples of Outreach to Schools activities Youth Career Planners facilitate include the following:

- *Recruit and place interns in rural school districts within Stearns and Benton Counties to assist in meeting the World's Best Workforce legislation through assisting schools in providing the following services:*
- *Provide information to individual students and/or groups of students regarding in demand occupations, targeted industries, and current labor market information.*
- *Provide individual students and/or groups of students with career exploration activities and counseling including career assessments, interpretation of assessments, looking at appropriate college options, performing career research, resume preparation and job search assistance as needed.*
- *Assist with setting up and/or supervising college visits, military recruiter visits, job shadows, etc.*
- *Assist students with updating their individual career plans utilizing resources such as MCIS. Provide information to individual students and/or groups of students regarding the college application process, financial aid process, applying for scholarships. Online tools such as MCIS, CAREERwise, onetonline.org, mn.gov/deed/data/, minnesotaworks.net, various college sites, etc. are utilized when working with the students.*
- *Build connections to community and private community resources through regional career fairs, career events, and tours of businesses in strategic industries.*
- *Provide opportunities to directly observe occupations and to interact with local business and industry through job shadowing, tours, and speaker panels*

19. Describe Youth-Focused Innovations/Best Practices, including (but not limited to):

- Attach the Shared Vision for Youth Blueprint to identify local interagency partnerships which serve the neediest youth and address the “opportunity gap”, “achievement gap”, and disparities in the workforce. (See Attachment 3)
- Private sector internships, on-the-job training, mentoring, job shadowing, pre-apprenticeship or apprenticeship training.
- Pre-Employment Transition Services (Pre-ETS) project, if appropriate.
- Strategies implemented during the Disability Employment Initiative including: Integrated Resource Teams (IRTs); expanded collaboration with local partners, including Vocational Rehabilitation Services (VRS); and activities related to the “Guideposts for Success” such as employability skills/work experience, career preparation, leadership development, family engagement, and connecting activities.
- Strategies for coordinating with after-school and out-of-school time programming.
- Connections with MFIP and SNAP partners to assure policy alignment for youth under age 25.

Career Solutions continues to coordinate efforts to provide all area youth with experiential learning opportunities through Outreach to Schools (OTS), Youth-at-Work (YAW), TANF, as well as WIOA In-School and Out-of-School youth opportunities within the region.

Collaborative partners in this effort include Career Solutions, the St. Cloud Area Chamber of Commerce, District 742 (St. Cloud), District 47 (Sauk Rapids/Rice,) and nine rural school districts in Stearns and Benton Counties. Thanks to our Human Resources Networking Group we have a running list of employers, both private and non-profits who are willing to take on a Work Experience participant.

In addition, Career Solutions continues to work with CentraCare Health and United Way to increase the capacity of the CareerONE program. This effort has been extremely successful in expanding services and reaching more youth that need work readiness/employability skills experience.

Career Solutions has combined our Youthbuild program with our CareerONE/TWO program. Youthbuild provides an opportunity for economically disadvantaged and potential high school dropouts to receive hands-on training in Construction/Manufacturing, Public Safety, and Health Care careers. They have worked towards OSHA 10/30, and First Aid/CPR and received credits from SCTCC.

CareerTWO has been added to Youthbuild for those interested in furthering their careers in Construction and Health Care. We will continue to work with Habitat for Humanity, Carpenters/Pipefitters/Electricians Unions ,and CentraCare Health Centers.

Best Practices:

Open House: *Career Solutions was recognized by the Minnesota Association of Workforce Boards (MAWB) with a Promising Practices award for creating Open House events held at CareerForce St. Cloud. These events showcase the services offered by CareerForce, offer training on job search related topics and LinkedIn profile pictures and act as a recruitment tool for Career Solutions programs.*

Discovery Day: *Career Solutions was recognized by the Minnesota Association of Workforce Boards (MAWB) with a Promising Practices award for their Discovery Days provided to job seekers. Career Solutions has partnered with the St. Cloud Technical & Community College and local businesses to develop four 3-hour, bi-monthly Discovery Day workshops. Discovery days include Health Care, Transportation/CDL, Welding and Construction. Job Seekers can “try a career” for the day and get all their questions answered about their career of interest. Discovery Day workshops are comprised of two parts which include local labor market information from employers and hands-on career activities with program instructors. They have an employer panel so the job seekers can get all their questions answered from those who work in these positions as well as hands-on activities. During these Discovery Day workshops, job seekers can learn about, job openings, great wages, company benefits and advice from these local employee/employers. Discovery days are available to current clients and the public.*

To strengthen school connections, Youth Career Planners are provided space and access to youth in local high schools. Youth Career Planners provide program information, recruitment, and continues with enrollment processes when appropriate. Youth Career Planners meet with currently enrolled youth to monitor progress, assess needs, and provide ongoing support. Youth Career Planner have a dedicated space at 2 Adult Education sites. Career Solutions along with local schools and VRS are collaborating and developing strategies to recruit and affect students with disabilities. Strategies include, collaborating with the counselors and Special Education department utilizing the Minnesota Career Inventory System (MCIS). Career Planners meet with students both in person and by Zoom to discuss Career Exploration strategies. We also include these students in CareerONE and in a special project with SCSU.

As needed, Youth Career Planners will coordinate with local Boys & Girls Clubs, the COP house (Community Outpost), the Islamic Center, YES Network, and other youth serving agencies to connect with interested youth to provide program information, recruitment, and proceed with enrollment processes when appropriate.

Youth Career Planners work with our MFIP/SNAP providers AVIVO to screen applicants and provide services to eligible youth.

20. Describe the WDA's approach to making each of the 14 required youth Program Elements available to participants in WIOA [P.L 113-128, Sec 129(c)(2) and individually defined and discussed in the final rules at 20 CFR 681.460] by completing the WIOA Youth Program Elements Checklist below. Also respond to the following for each of the 14 required elements:
- a. If the element is provided by another agency (or agencies) describe how the WDA ensures participants are receiving appropriate service levels.
 - b. Summarize whether or not WIOA youth funds are used, and/or other funding sources are braided or blended to offset some (or all) of the cost of delivering that particular service.
 - c. Summarize how the required program element is delivered to participants and any "best practices" associated with that element.
 - i. Program Element 1: Tutoring, study skills training, instruction, and dropout prevention services Career Solutions, ABE, CAS, and various other resources provide program elements. A memo of understanding includes the school districts, several post-secondary institutions, ABE, and local nonprofit organizations. WIOA funds are used, or partners offer other services.
 - ii. Program Element 2: Alternative secondary school services or dropout recovery services Services provided Adult Basic Education, GED, Credit Recovery, Adult Diploma, Hybrid Diploma and Area Learning Center. A memo of understanding includes the school districts, several post-secondary institutions, ABE, and local non-profit organizations. WIOA funds are used, or partners offer other services. Career Solutions staff have dedicated office space at ABE.
 - iii. Program Element 3: Paid and unpaid work experience Local business partners (public and private companies) as well as educational institutions and other local non-profits. Work experience sites are recruited based on the need of the client. WIOA funds are used to develop work sites, staff time and wages for participants.
 - iv. Program Element 4: Occupational skill training Local post-secondary institutions (MOU partners) provide occupational skills training. WIOA youth and adult funds are used to provide participants with tuition and supplies.

-
- v. v. Program Element 5: Education offered concurrently with workforce preparation and training for a specific occupation Career Solutions and other partners provide the services. Sources of funding are WIOA and other private foundational support. Best Practice: Learn & Earn, (although sidelined this year due the pandemic) program goals are to prepare individuals who face English language barriers and have “aged out” of high school and are unemployed or underemployed, with the skills needed to fill positions in the state’s manufacturing/construction industries. This program has four components including literacy/adult diploma program, job preparation & training, mentoring, and work-based learning. Their day consisted of literacy education and on the job training at the worksite.
 - vi. vi. Program Element 6: Leadership development opportunities Leadership Development services are provided by the St. Cloud YMCA after a “Request for Proposals” was issued. Each of the fourteen activities required under WIOA are available to all eligible youth participants served through Career Solutions. After the assessment phase is completed at enrollment, the participant will be placed into at least one of the fourteen required WIOA activities, based on the Individualized Service Strategy (ISS). Partner agencies include the YMCA, local Military personnel, consultants, and MOU partners.
 - vii. vii. Program Element 7: Supportive services Career Solutions provides support services through various funding sources. This includes such support services as bus passes, gas, clothing allowances, rent or mortgage support and insurance payments.
 - viii. viii. Program Element 8: Adult mentoring Mentoring is received from Career Planners, Summer Staff for CareerONE, Work site supervisor, ABE instructors, school counselors, TRIO staff and the staff at the YMCA.
 - ix. ix. Program Element 9: Follow-up services Career Solutions provides follow-up services for 12 months after the youth complete the objectives listed on their individual ISS. The strategy for an intensive follow-up is to assist the youth with the transition from their training program, successfully monitor work success and help them with strategies for remaining successful. A Career Planner will assist with job challenges, labor market information, and make available appropriate support services as needed. Incentives may be used to reinforce and reward keeping a job, returning survey information, and job promotions. Funding sources used are from WIOA from support services and incentives.
 - x. x. Program Element 10: Comprehensive guidance and counseling Career Solutions Career Planners refer clients to local service providers and agencies. WIOA funds will be provided if necessary, however, most of these services would be provided under health insurance.

-
- xi. xi. Program Element 11: Financial literacy education Career Solutions utilizes FDIC Money Smart curriculum with MYP participants and Catholic Charities provides financial literacy education for other youth participants. ATTACHMENT G
WIOA funding is used to provide these services.
 - xii. Program Element 12: Entrepreneurial skills training Referrals to clients include the following providers: The Small Business Development Center, Small Business Administration, and the book "How to Start a Business in Minnesota."
 - xiii. xiii. Program Element 13: Services that provide labor market information
Accessing current labor market information for career planning along with teaching youth how to access this independently is the foundation of youth programming. Data from multiple sources are used to ensure youth's employment plan and career paths are using current and projected employer/employment trends including the strategic industries and occupations defined by the LWDB for the workforce service area. Information from community assessments, industry forums, Job Service, and DEED's Regional Labor Market Analyst on locally and regionally targeted economic and employment trends is used to introduce career pathways to youth. Youth Career Planners work one-on-one with participants to locate and explore information on different career choices based on the youth's interests and assessment results. Assessment results are reviewed in conjunction with the LWDB's identified strategic industries, occupations, and labor market information focusing on high-growth, in-demand, and career ladder occupations. Occupational information is available in different formats including computer internet sites (MCIS, ONET, and DEED), career videos, and hard copy. In preparation for employment, LWDB and Career Solutions promote and provide opportunities to develop pre-employment, work maturity, occupational, and retention skills. As part of the process, youth work with a Youth Career Planner to identify and resolve barriers to employment. During CareerONE, youth are exposed to high-growth, in-demand occupations, along with the LWDB's identified strategic industries through a career exploration curriculum. Best Practice: Career Solutions provides Career Trek and Career Trek for Teens. This is a 3-day, 9-hour (the hours were reduced due to the pandemic) program designed to help participants identify strengths and skills, explore careers, and begin setting goals for their employment future. Best Practice: Career Solutions was recognized by the Minnesota Association of Workforce Boards (MAWB) with a Promising Practices award for their Discovery Days provided to job seekers. Career Solutions has partnered with the St. Cloud Technical & Community College and local businesses to develop

four 3-hour, bi-monthly Discovery Day workshops. Discovery days include Health Care, Transportation/CDL, Welding and Construction. Job Seekers can “try a career” for the day and get all their questions answered about their career of interest. Discovery Day workshops are comprised of two parts which include local labor market information from employers and hands-on career activities with program instructors. They have an employer panel so the job seekers can get all their questions answered from those who work in these positions as well as hands-on activities. During these Discovery Day workshops, job seekers can learn about, job openings, great wages, company benefits and advice from these local employee/employers. Discovery days are available to current clients and the public.

- xiv. . Program Element 14: Postsecondary preparation and transition activities Best Practice: Career Solutions provides Career Trek and Career Trek for Teens. This is a 3-day, 9-hour (the hours were reduced due to the pandemic) program designed to help participants identify strengths and skills, explore careers, and begin setting goals for their employment future. Best Practice: Discovery Days: Career Solutions was recognized by the Minnesota Association of Workforce Boards (MAWB) with a Promising Practices award for their Discovery Days provided to job seekers. Career Solutions has partnered with the St. Cloud Technical & Community College and local businesses to develop four 3-hour, bi-monthly Discovery Day workshops. Discovery days include Health Care, Transportation/CDL, Welding and Construction. Job Seekers can “try a career” for the day and get all their questions answered about their career of interest. Discovery Day workshops are comprised of two parts which include local labor market information from employers and hands-on career activities with program instructors. They have an employer panel so the job seekers can get all their questions answered from those who work in these positions as well as hands-on activities. During these Discovery Day workshops, job seekers can learn about, job openings, great wages, company benefits and advice from these local employee/employers. Discovery days are available to current clients and the public. Best practice: Career Quest (Pre-ETS): a program, funded by the Minnesota Department of Vocational Rehabilitation Services, designed to help high school students prepare for life after graduation. This provides students with career exploration and training options, obtain work skills, and learn how to be successful after high school. Career Solutions collaborates with multiple school districts in Stearns and Benton counties.

WIOA Youth Program Elements Checklist

Program Element	How Each Program Element is Offered							How program element is coded and entered in MIS
	In House	Partner Agreement			Provider Name(s)	Supporting Documentation	Notes	
		Contract	MOU	Other				
1. Tutoring, study skills training, instruction, and dropout prevention	X				Career Solutions, ABE, Center for Academic Success, Districts 742,	Case notes, Career Trek, ISS		Training counseling & Guidance
2. Alternative secondary school services or dropout recovery services			X		ABE, Area Learning Center,	Case notes, Document Summary, MOU		ABE/Alternative Secondary School Services/GED, diploma counseling
3. Paid and unpaid work experiences	X				CMCEO, Yes Network, Career Solutions	Case notes, ISS, Work Experience paperwork		Work Experiences
4. Occupational skill training			X		SCTCC, SCSU, Rasmussen, CLC,	MSG, credential document summary, ISS, MOU		Occupational Skills Training
5. Education offered concurrently with workforce preparation for a specific occupation	X				Career Solutions-Career One/Two, Discovery Days,	Case notes, ISS, Training Authorization		Training Activity, Work Readiness
6. Leadership development opportunities	X				YMCA, local military, Career Solutions	Case notes, ISS		Career Trek, Leadership, Community
7. Supportive services	X				Career Solutions, CMCEO, TriCap, MFIP,	Case notes, Vouchers, SS tab in WF1, ISS		Support Services and Case notes
8. Adult mentoring	X				Career Solutions staff,	Case notes		Mentoring, Guidance

					Career One staff, District 742,			
9. Follow-up services	X				Career Solutions	Case notes, Follow up tab in WF1		Follow Up and Case notes
10. Comprehensive guidance and counseling	X				Career Solutions, Catholic Charities, Tri Cap	Case notes, referral, consent, document summary		Counseling & Guidance
11. Financial literacy education	X				Career Solutions/Career One using FDIC Money Smart curriculum	Case notes		Financial Literacy, Money Smart
12. Entrepreneurial skills training				X	Small Business Development Center, Small Business Administration,	Case notes, document summary		Small Business training
13. Services that provide labor market information	X				Career Solutions through Career Trek, Job Service, DEED,	Case notes, Job Guidance worksheet using DEED, ISS		LMI from DEED
14. Post-secondary preparation and transition activities	X		X		Career Solutions through Career Trek, SCTCC, ABE	Case notes, certificates, MOU		Transition, Career Counseling & Guidance

WIOA Youth Program Element Section 129 (c)(2)	Is the element further described in Final Rule? If so, application citations	Relates to or overlaps with other program element?	Applicable PIRL Data Element Number(s)
1. Tutoring, study skills training, instruction and dropout prevention	No	Program elements 2 and 4	1402
2. Alternative secondary school services or dropout recovery services	No	Program element 1	1403
3. Paid and unpaid work experiences	Yes, 681.600, 681.590, 681.480		
4. Occupational skills training	Yes, 681.540, 681.550	Program element 1	1300, 1302, 1303, 1306, 1307, 1308

5. Education offered concurrently with workforce preparation and training for a specific occupation	Yes, 681.630	Program elements 2, 3, and 4	1407
6. Leadership development opportunities	Yes, 681.520, 681.530		1408
7. Supportive services	Yes, 681.570		1409
8. Adult mentoring	Yes, 681.490		1410
9. Follow-up services	Yes, 681.580	Program elements 7, 8, 11, 13, and 14	1412
10. Comprehensive guidance and counseling	Yes, 681.580		1411
11. Financial literacy education	Yes, 681.500		1206
12. Entrepreneurial skills training	Yes, 681.560		1413
13. Services that provide labor market information	Yes, 651.10		1414
14. Postsecondary preparation and transition activities	No		1415

ATTACHMENT 2

BUDGET

PY 2025 Budget Information Summary: WIOA Youth Formula Grant Program

WDA Number and Contact:	Angela Schmitz/ angela.schmitz@csjobs.org/ 320-260-4219
E-Mail Address/Phone No:	Jacob Kaduk/jacob.kaduk@csjobs.org/320-250-5964
Date Submitted (or Modified):	6/23/2025

Planned Percentage of NEW WIOA Funds Expended on Out-of-School Youth (Must be at least 75 percent):	94.9%
Planned Percentage of NEW WIOA Funds Expended on Work Experience (Must be at least 20 percent):	20.0%
Planned Percentage of NEW WIOA Funds Expended on Administration (Cannot Exceed 10 percent of total):	10.0%
Estimated number of youth served with PY25 WIOA funds:	80

Definitions of Cost Categories

(WIOA and MYP) Administration – Costs are defined by federal Uniform Guidance (2 CFR, Section 200) and are generally associated with the expenditures related to the overall operation of the employment and training system. Administrative costs are associated with functions not related to the direct provision of services to program participants. These costs can be both personnel and non-personnel and both direct and indirect.

Specifically, the following functions are considered “administrative”:

- Accounting, budgeting, financial and cash management functions;
- Procurement and purchasing functions;
- Property management functions;
- Personnel management functions;
- Payroll functions;
- Audit functions
- Incident reports response functions;
- General legal service functions;
- Costs of goods and services required for the administrative functions of the program including such items as rental/purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space;
- Systems and procedures required to carry out the above administrative functions including necessary monitoring and oversight; and,
- Travel costs incurred for official business related to the above administrative functions.

(WIOA and MYP) Youth Participant Wages and Fringe Benefits – Wages and benefits paid directly to youth participants while engaged in program activities. **Fringe benefits should include expenses related to participants' use of Earned Sick and Safe Time (ESST) for which they may be eligible.** For WIOA Youth budgeting and reporting only, these expenses are itemized separately on the monthly Reimbursement Payment Request (RPR) form/Financial Status Report (FSR) form for In-School Youth (ISY) and Out-of-School Youth (OSY).

(WIOA Youth ONLY) Youth Work Experience Staff/Support Services Costs – Costs associated with staff recruiting, training and/or monitoring worksites where WIOA Youth work experience participants are placed. Staff wages and fringe should be allocated on a pro-rated basis (as appropriate), with the remaining portion of staff wages and fringe allocated to “Direct Services to Youth” category. **Also include in this category support services costs that are necessary for the participant to take part in work experience activities.** This category applies to WIOA Youth funds ONLY; these expenses are itemized separately on the monthly Reimbursement Payment Request (RPR) form/Financial Status Report (FSR) form for In-School Youth (ISY) and Out-of-School Youth (OSY).

(WIOA and MYP) Direct Services to Youth – Costs associated with providing direct service to youth, EXCLUDING costs of youth participant wages and fringe benefits, support services and (WIOA Youth funds only) Individual Training Accounts for OSY or ISY. Wages and fringe benefits for staff who provide direct services to youth participants should be included in this cost category. Stipends provided to participants for educational activities should be included in this cost category. For WIOA Youth budgeting and reporting only, these expenses are itemized separately on the monthly Reimbursement Payment Request (RPR) form/Financial Status Report (FSR) form for In-School Youth (ISY) and Out-of-School Youth (OSY).

IMPORTANT NOTE: The definition of Direct Services to Youth also applies for those WDAs choosing to operate an “Outreach to Schools (OTS) Initiative” under MYP. At the discretion of the WDA, up to 20 percent of the MYP allocation may be used for Outreach to Schools activities. (See below for further discussion of OTS.)

(WIOA and MYP) Support Services – Items that are necessary for a youth to participate in WIOA or MYP, such as transportation, clothing, tools, child care, housing/rental assistance, school-related expenses, etc. These expenses may be paid directly to the youth or to a third-party vendor. For WIOA Youth budgeting and reporting only, these expenses are itemized separately on the monthly Reimbursement Payment Request (RPR) form/Financial Status Report (FSR) form for In-School Youth (ISY) and Out-of-School Youth (OSY). **For WIOA Youth only, do not include in this category support services that are necessary for a youth to participate in work experience or training. Those support services should be included in the Work Experience Staff/Support Services or Training and Training-Related Support Services categories as appropriate.**

(WIOA Youth ONLY) Other Services – This category should be used only for reporting program expenditures that otherwise do not necessarily fit in one of the other categories. WDAs using this category should be prepared to summarize and explain how these funds are being used. This category applies to WIOA Youth funds ONLY; these expenses are itemized separately on the monthly Reimbursement Payment Request (RPR) form/Financial Status Report (FSR) form for In-School Youth (ISY) and Out-of-School Youth (OSY).

(WIOA Youth ONLY) Training and Training-Related Support Services – This line item should consider all costs for training, including, but not limited to tuition, fees, books, tools, transportation, other supportive services to enable participation in training, etc., as applicable. All forms of training, as defined in guidance, must be accounted for, **with the exception of Youth On-the-Job training (OJT), as OJT is considered a work experience and not considered training in the WIOA Youth program. In addition, please note that entrepreneurial skills training, job readiness training, and Adult Basic Education/English as a Second Language are not considered training services for the WIOA Youth program and expenditures associated with such services must not be included.** Pre-apprenticeship is reported as both work experience and training; therefore, costs associated with the training portion of pre-apprenticeship should be included in training expenditures. Stipends provided to participants for training activities should be included in this cost category. **Funds used for Individual Training Accounts (ITAs) by those WDAs using ITAs for youth should also be included.** This category applies to WIOA Youth funds ONLY; these expenses are itemized separately on the monthly Reimbursement Payment Request (RPR) form/Financial Status Report (FSR) form for Out-of-School Youth (OSY).

(MYP ONLY) Outreach to Schools Activities – Outreach to Schools (OTS) activities complement the work of existing school counselors and provide youth and families with career exploration and career counseling, college information and current labor market information. Examples of Outreach to Schools activities that have been implemented include (but are not limited to):

- Providing information to individuals and groups regarding occupations and industries in demand and with the highest growth throughout the region using current labor market information, including providing opportunities for students to directly experience occupations through job shadowing, mentoring and business tours.
- Providing workshops to classes on planning for post-secondary training, including accessing financial aid and selecting an appropriate program, as well as other career planning topics such as goal setting and navigating business culture. Providing opportunities to interact with local business and industry including tours, organizing business and industry speaker panels, job shadowing, and mentoring.
- Providing individual counseling and career exploration including career assessments, resume preparation and job search assistance, and mock interviews.
- Tours of CareerForce locations and information about the resources available and how to access and utilize the resources.
- Connections to community and private sector resources through a local career fair, career event, and tours of businesses in strategic industries.
- Group and individual counseling including instruction and presentations on ISEEK, labor market information and strategic industries and demand occupations.
- Individualized counseling including career exploration and career assessments, resume preparation, mock interviews, and job search assistance.

TERMS & CONDITIONS

DEPARTMENT OF EMPLOYMENT & ECONOMIC DEVELOPMENT (DEED) – EMPLOYMENT & TRAINING PROGRAMS (ETP) DIVISION PY25 WIOA YOUTH FORMULA GRANT

This attachment provides the 1) Contacts, 2) Funding Information and Limitations, 3) Items Required During the Grant Period, 4) Special Administrative Provision Required, and 5) Annual Items, sent on first award of fiscal year as known at the time the contract is issued.

1) CONTACTS:

Program Contacts

Cory Schmid
(651) 259-7541
Cory.Schmid@state.mn.us

Lynn Douma
(651) 259-7536
Lynn.Douma@state.mn.us

Ahmed Mohidin
(651) 259-7515
Ahmed.Mohidin@state.mn.us

Monitor/Fiscal Contacts

Shannon Rolf (monitoring)
Shannon.Rolf@state.mn.us

Jill Roberts (fiscal)
Jill.Roberts@state.mn.us

Finance Contacts

RPR or FSR Submittal Address:

Email

DEED.FSR@State.mn.us

CAPR Submittal Address (if applicable):

DEED.FSR@state.mn.us

Colleen Schwab

Colleen.Schwab@state.mn.us

Workforce One Contacts for Program Related Issues:

Cory Schmid
Cory.Schmid@state.mn.us

Lynn Douma
Lynn.Douma@state.mn.us

Ahmed Mohidin
Ahmed.Mohidin@state.mn.us

Workforce One website for submitting service desk ticket:

[Workforce One \(mnworkforceone.com\)](https://mnworkforceone.com) (click on link for WF1 help desk ticket at the bottom of the page)

2) FUNDING INFORMATION AND LIMITATIONS:

Research and Development (R & D): Not applicable

Federal Award ID Number (FAIN): 25A55AY000132

Federal Funding Accountability and Transparency Act (FFATA) Description: Not applicable

Notice of Award (NOA) Federal Award Signed Date (the date when the federal NOA was signed by the authorizing official of the federal awarding agency): 7/22/2025

Catalog of Federal Domestic Assistance (CFDA) Number: 17.259

Unique Entity ID (UEI): Grantee must be registered and current with <https://sam.gov/content/duns-uei>

Uniform Guidance §200.331 - Requirements for grantees:

- (1) A requirement that the grantee permit the state agency and auditors to have access to the grantee's records and financial statements as necessary for the pass-through entity to meet the requirements of this part; and
- (2) Appropriate terms and conditions concerning closeout of the subaward.

Cost Category Definitions: See Planning Instructions

Administrative Cost Limit: No more than ten percent (10%) may be expended for administration. Grantee administrative costs must be necessary and reasonable.

Federal Appropriations Conditions - Requirement to Provide Certain Information in Public Communications:

Pursuant to P.L. 116-260, Division H, Title V, Section 505, when issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all non-Federal entities receiving Federal funds shall clearly state:

1. The percentage of the total costs of the program or project which will be financed with Federal money;
2. The dollar amount of Federal funds for the project or program; and
3. The percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

Example acknowledgement for a program funded only with Federal dollars:

"This program is supported by the US Department of Labor's Employment and Training Administration (DOL/ETA) as part of an award totaling \$XXX,XXX with 0% financed with non-governmental sources."
(where the amount is the fiscal year allocation for the local area)

In addition, the following language must be on all workforce products developed in whole or in part with grant funds:

"This workforce product was funded by a grant awarded by the U.S. Department of Labor (DOL)'s Employment and Training Administration. The product was created by the recipient and does not necessarily reflect the official position of DOL. DOL makes no guarantees, warranties, or assurances of

any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it."

3) ITEMS REQUIRED DURING THE GRANT PERIOD:

Grant Program Monitoring Guide – Complete and return to program monitor when instructed to do so.

As applicable, Monthly Financial Status Report (FSR) or Reimbursement Payment Request (RPR) – Template (for completion) – Due no later than the 20th of the month following the preceding month end (i.e. October, 2025 FSR or RPR is due November 20, 2025). Report accrued monthly expenditures. Source documentation, including detailed receipts or invoices; payroll records and general ledger records must be provided to DEED upon request.

Cash Advance Payment Request (CAPR) for grantees submitting FSRs – see attached Grant/Subgrant Cash Management and Cash Request policy.

Progress Report – as requested by the Department.

4) SPECIAL ADMINISTRATIVE PROVISIONS REQUIRED:

Monitoring - Grantees must conduct at least one monitoring visit and complete a financial reconciliation of expenditures for their subrecipients receiving over \$50,000 in State funds. The monitoring and financial reconciliation must be completed before final payment is made ([Policy Number: 08-10, Policy on Grant Monitoring, rev. 2016](#)). The Code of Federal Regulations (CFR) outlines monitoring and auditing requirements for subrecipients of Federal awards ([2CFR 200.331](#)). Grantees are responsible for review, interpretation, and application of these regulations.

Grantee Contact Information – As required by [MN Statutes 16B.98 subd. 5\(d\)](#), grantees must clearly post on the grantee's website the names of and contact information for the organization's leadership and the employee or other person who directly manages and oversees this grant on behalf of the grantee.

Termination for Insufficient Funding - In the event of temporary lack of funding or appropriation, the State may pause its obligations under this Project Specific Plan without terminating it. This pause will be for the duration of the lack of funding or appropriation and shall not be considered a termination of the Project Specific Plan. The Grantee will be notified in writing of the temporary pause, and the Grantee's ability to provide services may be temporarily suspended during this period. The State will provide reasonable notice to the Grantee of the lack of funding or appropriation and shall notify the Grantee once funding is restored or appropriated, at which point the provision of services under the Project Specific Plan may resume.

5) ANNUAL ITEMS, SENT ON FIRST AWARD OF FISCAL YEAR:

If you have multiple grants with DEED Employment and Training, these items are only required to be submitted by the organization once per fiscal year, regardless of the number of grants. You will be notified in the email with your grant package if these items must be completed.

ATTACHMENT 3

Fiscal Monitoring Guide – Complete and return to WSCD.Notifications@state.mn.us within 30 days from receipt of grant package.

EO ADA Annual Assessment - Complete and return to WSCD.Notifications@state.mn.us within 30 days from receipt of grant package.



WELDING DISCOVERY DAY 2025

March 20th OR August 28th

4:00pm-7:00pm

Learn about the high-demand, world of welding in this FREE 3-hour information session held at SCTCC in St. Cloud. Connect with local welding employers and test out welding tools & equipment!



See if Welding is the right career fit for you!

Contact Us

320.761.1860 Register today!

Kim.Randall@csjobs.org

CareerForce
It's your state of success





CDL

DISCOVERY DAY 2025

Aug 13, Oct 22 OR Dec 10

1:00-4:00 P.M.

Learn what it takes to be a CDL Driver in this FREE 3-hour information session held at Career Solutions in St. Cloud. Connect with local transportation employers, learn about CDL requirements, pre-trip inspections and more!



See if Driving is the right career fit for you!

Contact Us

320.761.3370 Register today!

Tom.Hickey@csjobs.org

CareerForce
It's your state of success

PERFORMANCE
FOODSERVICE





Job Seekers Open House

Thurs, September 11th, 2025

10:30 AM - 1 PM

**Celebrating
Workforce
Development
Month!**

At CareerForce - St. Cloud

1542 Northway Drive, St. Cloud
Lot B, Door 2, 320-308-5320

FREE ACTIVITIES:

- 10:30 AM Job Club/Networking
- 11 AM-1 PM Job Fair:
 - Visit with Employers!
- Resume Review & Tips
- Interview Coaching
- Learn about FREE Career Training
- LinkedIn Headshot Photos
- FREE Career books, mugs, & other giveaways! (while supplies last)
- Refreshments



www.CareerSolutionsJobs.com