

Region 4 Workforce Investment Board  
State Jobs for America's Graduates (JAG)  
Eligibility and Compliance Policy

**PURPOSE:** Region 4 Workforce Board (R4WDB) will provide JAG program in EGR 4 solely utilizing State JAG funds which are provided to include participants in the program who desire, need and can benefit from the program. While participants are not required to meet the (WIOA) criteria to be eligible for State JAG, WIOA eligibility is to be determined for all JAG students.

**REFERENCES:** DWD policy 2009-12

**BACKGROUND:** The Jobs for America's Graduates (JAG) National Model program targets youth who are at-risk of dropping out of high school due to barriers to success. The JAG program follows the same JAG National Model program standards.

- **The number one goal** of the JAG program is for participants to complete their diploma or High School Equivalency Diploma (HSE). Students receive basic skill assessment and remediation where needed.
- **The second goal** is for participants to attain employability skills. Students are taught 37 core competencies with the possibility of 87 total competencies to assure a strong attachment to the labor market. JAG teaches these skills and provides opportunities for students to practice the skills needed to enter the job market.
- **The third goal** is for the JAG graduates to receive 12 months of follow-up services which include case management and supportive services during the critical first year of post-secondary education to secure the student on a successful career pathway. Monthly contact will be maintained with students.

**CONTENT:** Region 4 Service Providers are responsible for understanding and ensuring that JAG National Model program compliance standards, as specified in the handbooks and the JAG Indiana procedures outlined below.

Service providers are required to monitor the data integrity of the JAG Regional program, conduct school site visits on a regular basis and connect the JAG participants to the appropriate WorkOne office.

**Following are the Indiana Department of Workforce Development's JAG Indiana program requirements and procedures. By following these objectives, JAG Indiana will comply with JAG National Model program standards.**

- Student selection and eligibility determination are made through the JAG advisory committee consisting of the JAG program Manager, JAG Specialist, school counselor(s), a school core course teacher (math, science, language, or social studies), a school vocational teacher and a school administrator.
- The JAG 37 Core Competencies, as presented in the JAG Specialist handbook and available curriculum material available on line at [www.jag.org](http://www.jag.org), are taught and additional competencies are completed as needed for each JAG student.
- An Individual Service Strategy (ISS) for each student who is enrolled into WIOA must be completed in accordance with the Regional ISS policy. State JAG only students shall complete the IDP in E-NDMS.
- All daily-recorded JAG national Model program services are identified using the competency codes provided by the JAG National Curriculum in the JAG Specialist Handbook.
- A student-led Career Association and its corresponding activities are scheduled as defined in the JAG Specialist Handbook and detailed in the Career Association handbook.

- Each JAG participant is registered and submits a resume to Indiana Career Connect. All JAG are required to have a resume on Indiana Career Connect and know how to update their resume annually.
- An Employer marketing and Job Development Plan is created, written and implemented by JAG Specialist with assistance from the JAG Program Manager and the student-led Career Association.
- Accurate and timely recording in the electronic JAG Data Management System (E-NDMS) is completed for all students along with monthly data recorded in the ICC Case Management system (WIOA enrolled only). Continuous and effective follow-up services are completed with support from WorkOne staff as needed.
- JAG students who receive funding must be entered into ICC. Those students who are only State JAG must be enrolled into the Generic Grants section and fundable services, accounts, vouchers, documents and case notes must be entered as appropriate for the service.
- All efforts are made for timely and successful follow-up with JAG students. The JAG National goal for “unable to contact” is less than five percent of the total number of students in follow-up. “Unable to contact” is defined in the JAG Specialist Handbook.
- All JAG sites participate in the National Accreditation Review Process with JAG national reviewers at the participating schools.
- Each JAG program sends JAG staff and students to compete in the yearly Career Development Conference and/or the Leadership Development Conference sponsored by the Indiana Department of Workforce Development.
- All JAG staff attends all in-state training offered by the Indiana Department of Workforce Development.
- Service Providers plan a biannual rotating schedule to send their JAG staff to the JAG National Training Seminar at the location designated by JAG National.
- Service Providers are responsible for regularly monitoring data and model compliance. Additional resources and handbooks regarding this process are available for download from [www.jag.org](http://www.jag.org).
- Service Providers annually submit a copy of their JAG budget for their JAG program by July 1<sup>st</sup> of each program year.
- JAG students must visit a WorkOne Center or WorkOne Express office a minimum of two times per year, either individually or as a group. WorkOne staff must be invited at least three times a year to a JAG classroom.
- Monthly follow-up meetings must be scheduled at a WorkOne office with those students in follow-up who are not working or in post-secondary education.
- Twenty percent of JAG classroom activities per school year must include guest speakers and/or field trips with area business.

**Following are the Region 4 Workforce Development Board JAG program requirements and procedures for State JAG only participants:**

- Eligibility
  - Upon identification of students who may need, want, and could benefit from JAG, a Participant Profile must be completed to assist with gathering information; such as, barriers, academic records, attendance records, family dynamics, income status, etc.
  - Participants must provide a social security number for data tracking purposes to participate in the program. If no social security number, must request pseudo from Lyn Helvie
  - Participants must provide proof of age
  - Determine at least 5 JAG barriers
  - Selective service registration, if applicable
  - Target basic skills deficient
  - Target low income
  - Enrollment case note
  - Scan I-9 documents into ICC – any exceptions must be submitted to Regional System Coordinators
  
- State JAG participants who meet WIOA Youth Eligibility requirements will be co-enrolled in the WIOA JAG program. See JAG Policy-WIOA JAG Program.
- Create Wagner-Peyser registration and add State JAG Application and documentation to scanned documents.

**In E-NDMS:**

- Rosters may be created and participant profiles added beginning as early as July 1. All participants must be added to the roster by the time designated by the State JAG Program—usually by September 30<sup>th</sup> of the current school year. Other roster additions may be entered as students deemed eligible and added to the JAG class.
- Model Services must be entered on a daily basis and must include group activities, individual contact, and other significant JAG activities for the participant.
- Enter TABE test scores within the first 60 days of school.
- Enter Pre-JAG test scores within the first month of school year.
- Post-JAG Test Score must be entered by the end of the school year.
- Student with skills deficiencies must have additional TABE testing and scores entered by the end of the school year.
- Graduation dates must be entered upon completion of a degree/diploma.
- Attendance must be recorded mid-year and at the end of the school year.
- Participants in follow-up must be contacted at least monthly to monitor and assist with their progress toward a positive outcome including employment or school. Follow up contacts; placement in job, school, or military must be entered into eNDMS, as they occur.

Effective: July 2017