

Delaware County Workforce Development Board
Youth Committee
Thursday, August 28, 2025, 9:00 am

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Agenda and Report

Youth Committee Minutes May 29, 2025

Success Story: Upper Darby Police Department Summer Youth Program

2024-25 Q4 Program Performance

Work Experience Policy Change

Business and Education Partnership-

Call to Action: Host Youth Job Shadow

ARPA Summer Camp

2025 Youth Committee Meeting Dates:

Thursday, November 20, 9 am via Teams

Success Story

DCIU's OPTIONS Program Success

Demetrius worked at Villanova University, where he quickly became an integral part of the dining services team. His responsibilities began with table cleaning, using clean towels to wipe tables, drying chairs, and maintaining cleanliness during and after lunch hours. He then progressed to food preparation. Behind the counter, Demetrius labeled boxes and served students a variety of food items, from yogurts to sandwiches, adapting easily to the day's menu needs.

From the very start, Demetrius demonstrated professionalism, arriving in uniform, beginning tasks promptly, and requiring only minimal support to stay focused. His accuracy, productivity, and independence steadily increased, and he consistently displayed strong social skills by interacting appropriately with staff and students. With time, he began assisting new program participants, offering guidance and support to his peers.

Through targeted instruction and strategies, such as a consistent daily routine, verbal directions paired with modeling, positive encouragement, and repeated practice, Demetrius developed the ability to independently navigate the workplace, gather needed materials, and complete assigned tasks with growing efficiency.

Demetrius's dedication and strong work ethic made a lasting impression on the Villanova dining services staff. As a result, Villanova offered him a position, and he is now proudly employed there, continuing to contribute to the same community where he built his skills.

Demetrius's journey is a testament to the power of hard work, consistent practice, and a supportive training environment. His success at Villanova not only reflects his personal growth but also highlights the real-world impact of the OPTIONS Employability program in conjunction with the TANF grant opportunity. This truly Demetrius transition from training to meaningful employment.

Delaware County Workforce Development Board
Youth Committee Meeting Minutes
Thursday, May 29, 2025, 9:00 am via Teams

Committee Attendance: Cathy Cardillo, Rick Durante, Bill Tyson, Steve Butz, Jason Rode (non-board member), Jazmin Wright (guest), Donna Tutak (staff), Allison Barksdale (staff), Jenn Kacimi (staff), Kate McGeever (staff)

2024-25 Q3 Program Performance

Jenn Kacimi highlighted two programs: CEF's Pharmacy Tech program and EDSI's redesigned program structure. CEF tweaked their Pharmacy Tech program and has had good success with two participants hired as Techs. Under a current Corrective Action Plan, EDSI has redesigned its program to offer three tracks: career placement, carpentry pre-apprenticeship, and ITA/training.

Youth Committee Minutes Feb 29, 2025

Rick Durante motioned to approve the February 29, 2025 minutes, and Jason Rode seconded the motion. All voted to approve the motion.

Business and Education Partnership

Allison Barksdale reviewed the BEP report in the packet. She shared that after the reporting period, the Beyond the Classrooms event was a success. Details will be provided at the next meeting.

ARPA Summer Camp

Donna Tutak reviewed the camp report in the packet. She shared that after the reporting period, an additional camp joined the program to support a family impacted by the Crozer shutdown.

TANF YDP Update

Kate McGeever provided an update that, due to underspending of PY23 TANF YDP funds, DCWDB deobligated \$167,235.30. The underspending was a result of COVID-era underspending that rolled forward, late invoicing by CEF, and general underspending by contractors. To prevent future deobligation, staff are working to cultivate new TANF program providers and increase capacity among existing program providers.

Connecting Delco Businesses to Higher Ed

Kate invited committee members to join the upcoming June 10 event at Williamson College of Trades.

OSY Training Policy Update

Jenn explained that our current ITA policy is missing a phrase for WIOA OSY eligibility- "those living in a High-Poverty Area (HPA)". With committee and board approval, this phrase will be added.

General Committee Comments

Cathy Cardillo would like to include pictures, if possible.

Stephen Butz shared that because of the Crozer shutdown, DCIU must replace the 3 observation/classroom spaces that had been at Crozer and Taylor hospitals. They are hoping to partner with CHOP, Nemours, or others.

Jazmin Wright shared positive feedback from her experience as an employer at the Beyond the Classroom event.

WIOA Title I Out-of-School Youth Services

Contractor	Employment	Work Experience	Credentials	Measurable Skill Gains	Enrollments	
					Current	Planned
Community Action Agency of Delaware County	2	8	19 - CMAA	17	20	20
Chester Education Foundation	17	22	3 – Pharmacy Technician	18	22	25
EDSI, Inc.	0	5	0	7	50	50
Delaware County Intermediate Unit	0	0	0	0	1	25

TANF Youth Development Program

Contractor	Employment	Work Experience	Credentials	Enrollments	
				Current	Planned
Be Proud Foundation	6	13	11 – H.S. Diploma	13	14
Be Proud Foundation (LIP)	0	18	0	18	25
Chester Education Foundation	9	60	28 – H.S. Diploma	60	40
Upper Darby Police Department	3	21	0	21	20
Delaware County Intermediate Unit	0	14	0	14	15
EDSI, Inc	7	8	9 – H.S. Diploma	20	20

PY 2024 Qtr 4 Performance Report for Title I Youth

REPORTING PERIOD COVERED:

07/01/2024 - 06/30/2025

A. SUMMARY INFORMATION

Performance Items	Received services other than occupational skills training	Received occupational skills training	Total
1. Total Exiters	36	19	55
2. Total Participants Served	52	46	98

B. PARTICIPANT SUMMARY INFORMATION

B.1. SEX

Performance Items	Received services other than occupational skills training	Received occupational skills training	Total
1a. Male	37	16	53
1b. Female	15	30	45
1c. Did Not Self Identify	15	30	45

B.2. ETHNICITY/RACE

Performance Items	Received services other than occupational skills training	Received occupational skills training	Total
2a. Hispanic/Latino	6	5	11
2b. American Indian or Alaska Native	2		2
2c. Asian		1	1
2d. Black or African American	39	38	77
2e. Middle Eastern or North African			
2f. Native Hawaiian or Other Pacific Islander	1		1
2g. White	9	5	14
2h. Multiracial and/or Multiethnic	3	2	5

B.3. OTHER DEMOGRAPHICS

Performance Items	Received services other than occupational skills training	Received occupational skills training	Total
3a. Eligible Veterans			
3b. Individuals with a Disability	8	4	12

3c. Out-of-School Youth	50	46	96
3d. In-School Youth	2		2
3e. Unemployed Individuals	43	31	74

B.4. EDUCATION LEVEL

Performance Items	Received services other than occupational skills training	Received occupational skills training	Total
4a. Secondary School Graduate or Equivalent	43	44	87
4b. Completed 1 or More Years of Postsecondary Education			
4c. Postsecondary Certification, License, or Educational Certificate (Non-Degree)			
4d. Associate's Degree			
4e. Bachelor's Degree or Equivalent	2		2
4f. Not a Secondary School Graduate or Equivalent	7	2	9

C. EMPLOYMENT BARRIER

Performance Items	Received services other than occupational skills training	Received occupational skills training	Total
1. Displaced Homemakers			
2. Low-Income Individuals	45	46	91
4. Ex-Offenders	9	2	11
5. Homeless Individuals or Runaway Youth	5	1	6
6. Current or Former Foster Care Youth		1	1
7. English Language Learners, Individuals With Low Levels of Literacy or Facing Substantial Cultural Barriers	48	45	93
8. Eligible Migrant and Seasonal Farmworkers			
9. Exhausting TANF Within 2 Years (Part A Title IV of the Social Security Act)			

10. Single Parents (Including Single Pregnant Women)	4	8	12
11. Long-Term Unemployed (27 or More Consecutive Weeks)	14	3	17

D. WIOA PRIMARY INDICATORS OF PERFORMANCE

Performance Items	Cohort Period	Received services other than occupational skills training	Received occupational skills training	Total
1. Employment Rate (Q2)	07/01/2023 - 06/30/2024	71%	83%	73%
2. Employment Rate (Q4)	01/01/2023 - 12/31/2023	75%	64%	73%
3. Median Earnings	07/01/2023 - 06/30/2024	\$ 4,053	\$ 5,703	\$ 4,124
4. Credential Rate	01/01/2023 - 12/31/2023		86%	67%
5. Measurable Skill Gains	07/01/2024 - 06/30/2025		82%	82%



**Delaware County Workforce
Development Board**

WIOA and TANF Youth
Work Experience Policy

July 2025 (REV)

Purpose:

This Youth Payment Policy summarizes the policies and program design considerations when developing work experience activities and clarifies the different classifications of allowable youth payments and the related regulations.

Reference:

Training and Employment Guidance Letter 8-15 and Training and Employment Guidance Letter 21-16, P.

15

Training and Employment Guidance Letter No. 16-15, Change 1: One-stop Operations
Guidance for The American Job Center® Network.

23 PA C.S. § 6344

Training and Employment

Guidance Letter 9-22 PA

2012 Act 151 – Child Labor

Act Pennsylvania’s Minimum

Wage Act Pennsylvania’s

Equal Pay Law

Pennsylvania’s Unemployment

Compensation Law Pennsylvania’s Workers’

Compensation Act

Policy:

The Workforce Innovation and Opportunity Act (WIOA) and Temporary Assistance for Needy Families Youth Development Program (TANF YDP) prioritize work experiences for youth programs. Funds are allocated to the Delaware County Workforce Development Board (DCWDB) to provide payments to youth, including wages and incentives. Providers are responsible for issuing participant wages and statutory deductions for those wages, to be paid directly to the participants. Work experiences are designed as trainee positions, **and not used to fill the vacancy of an employer’s current, open position for hire**. Wages must not exceed those of entry-level positions. Youth are compensated according to minimum wage standards or the prevailing wage of employees with similar training, experience, and skills for a

similar occupation, following employer standards. If an employer- employee relationship exists, then wages must be paid following the labor standard outlined in the Fair Labor Standards Act (FLSA), and state, and local rules and regulations.

Program Requirements:

All work experience opportunities must meet the following requirements:

- Take place in an approved workplace for **six to ten weeks**, as appropriate for the youth's skill level and employment goals as reflected in the Individual Service Strategy (ISS); OR
- Take place during school breaks, weekends, or after school hours;
- Provide up to a maximum of 40 hours per week, not to exceed a total of 500 hours during participation;
- Be in job categories that are High Priority Occupations in the local area;
- Help gain the competency and experience to meet employer demands;
- Be related to a career choice and provide learning experiences;
- Pay an hourly wage at \$15 an hour and/or market rate for comparable positions;
 - If requesting wage higher than \$15 an hour, the work experience form must be completed and submitted to the DCWDB for approval
- Complete a worksite agreement form and submit to the youth department prior to start-up;

Employer Requirements:

- All employees that supervise minors through an internship, externship, co-operative, work study, or similar program must obtain the following required clearances:
 - Report of criminal history from the Pennsylvania State Police
 - Child Abuse History Clearance from the PA Department of Human Services
 - Fingerprint-based federal crime history submitted through the Pennsylvania State Police or its authorized agent (FBI)
- Clearances must be less than 60 months, or five years, old. **It is the responsibility of the contractor to verify and document this.**
- The employer is responsible for maintaining the documentation and producing it to the LWDB staff upon request and when conducting monitoring.
- Employers are required to post the following notices in a conspicuous place:
 - Abstract of the Pennsylvania Child Labor Act (Form No. LLC-5 & Form No. LLC-5 (ESP))
 - Hours of Work for Minors Under Eighteen (Form No. LLC-17 & Form No. LLC-17 (ESP))
 - Minimum Wage Law Poster and Fact Sheet (Form No. LLC-1)
 - Abstract Law of Equal Pay (Form No. LLC-8 & Form No. LLC-8 (ESP))
 - Unemployment Compensation (Form No. UC-700 & Form No. UC-700 (ESP))
 - Worker's Compensation Insurance Posting (Form No. LIBC-500)

Work Experience Program Element:

Work experience is a planned, structured learning experience that occurs in a workplace for a limited time period. Work experiences may be paid or unpaid, as appropriate. Work experience may occur in the private for-profit sector, non-profit sector, or public sector. Work experiences must include academic and occupational education. The types of work experiences include the following categories:

- Summer employment opportunities and other employment opportunities available throughout the year;
- Pre-apprenticeship programs;
- Internships and job shadowing; and
- On-the-job training opportunities

NOTE: Employers must agree to provide qualified personnel who possess all applicable required clearances to the youth assigned to the site supervisor, maintain a copy of the clearances at the worksite, and make documents available for review upon request.

Academic and Occupational Education:

Work experiences must include an academic and occupational education component, which:

- Refers to contextual learning that accompanies a work experience;
- May occur concurrently or sequentially with the work experience;
- May occur inside or outside the work site;
- Includes information needed to understand and work in specific industries or occupations; and
- Can be provided by the employer or provided separately in the classroom or through other means

Wages

A wage is a payment for services rendered where an employer/employee relationship exists. This type of compensation is usually paid through a payroll system and is subject to the taxes applicable to the employer of record and participants. Paying a wage usually indicates that a program views youth as employees or trainees. Paid work experiences and internships fall under the Fair Labor Standards Act (FLSA). The FLSA implemented by the U.S. Department of Labor's Wage and Hour Division requires that individuals are compensated under the law for the services they perform for an employer. Wages associated with paid work experience must be paid based on agreed-upon hourly rates above the minimum wage rate and prescribed by the Workforce Development Board. Providing incorrect wage payments will result in disallowed costs for the provider.

Documentation

Providers are responsible for documenting the participant activity with timesheets and copies of the youth's paystub attached to validate these activities and expenses bi-weekly. In addition, all youth payments must be aligned with federal, state, and local regulations and follow the cost requirements contained in 2 CFR Part 200.

20% Expenditure Rate

Providers must spend a minimum of 20 percent on work experience. Program expenditures on the program element include more than just wages paid to youth. Allowable expenditures that may count toward the work experience expenditure requirement include the following:

- Wages paid for participation in work experience;
- Staff time working to identify and develop a work experience opportunity, including staff time spent working with employers to identify and develop work experience;
- Staff time working with employers to ensure a successful work experience, including staff time spent managing the work experience;
- Staff time spent evaluating the work experience;
- Participant work experience orientation sessions;
- Employer work experience orientation sessions;
- Classroom training or the required academic education component directly related to the work experience;
- Employability skills or job readiness training to prepare youth for a work experience
- Supportive services that enable WIOA participants to participate in work experiences can count towards work experience expenditure requirement

Business Education Partnership (BEP) Grant

- Beyond the Classroom (event) - 139 students attended this career exposure event
- Youth Opportunity Young Adult Job Fair (event) - 50 young adults
- Virtual career development workshop for Agora Cyber Charter School – 15 students
- Participated in Career Night at Penn Wood High School – 40 students
- Assisted Chichester High School with career development and next step graduation planning – 20 students
- Attendance at PACL Media for After School Hours programing – 2 youth
- Attendance at PACL Chester for After Hours programing – 3 youth



ARPA Summer Camp Program

Total registered for Summer 2025

11 Camps
61 Caregivers
88 Campers

Caregiver demographics:

1 American Indian
2 Asian
29 Black or African American
2 Other
5 Prefer not to say
20 White

46 Not Hispanic
2 Hispanic
7 Prefer not to say
4 Other

Impact Survey results Aug 14, 2025:

61 caregivers surveyed

9 caregivers responded by Aug 14

67% searched for jobs online

67% secured interviews

56% registered in PA CareerLink®

44% returned to full-time work

11% returned to part-time work