**Youth Program Design Best Practice Template**

When sharing a best practice for another Workforce Board to follow, please describe *how*to do it along with *what* it is. Please use the elements that relate to the best practice and delete or add others as needed. This is merely a template to help guide you in providing others the elements needed to replicate your success. Thank you.

1. What it is the best practice or provide the title:
2. How/Details/Program Component that makes it a success:
3. I make or have contact with:
4. I plan outreach by:
	1. I hold an event X days prior to or after X contact's event:
	2. I partner with:
5. Costs involved/Procurement/Sole Source/Contract:
6. Venue needed and how I make contact/contracts/cost comparison:
7. Do you follow a local and/or state policy? Hours/Salary/Evaluations include?
8. Is there a pandemic or other emergency plan? *Note: this can be COVID specific.*
	1. What happens if a work experience site gets shut down due to pandemic (or other disaster)?
	2. What happens if someone gets sick and cannot come to work or they get quarantined because a family member gets sick?
9. How does the best practice impact WIOA performance?

Example:

If performance is 2Q – 80%, 4Q – 75%, Credential – 65%

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|   | Budgeted | Actual | Performance Target | Variance (#) | Current Performance |
| Enrollments | 100 | 80 | 100% | -20 | 80% |
| 2Q after Exit | 80 | 40 | 80% | -40 | 50% |
| 4Q after Exit | 75 | 30 | 75% | -45 | 40% |
| Credentials | 65 | 20 | 65% | -50 | 31% |

1. What went well, what did not work, what can be corrected?

1. Do you have a survey/feedback portion for the:
2. participant, the WEX Site/Employer/Career Fair/Library/Other,
3. the provider, and/or
4. the partner?

Although, feedback may not be given, it is always good to ask.