

TRAINING AND EMPLOYMENT NOTICE	NO. 32-12
	DATE April 29, 2013

TO: DOL ETA REGIONAL ADMINISTRATORS
 ALL STATE WORKFORCE ADMINISTRATORS
 ALL STATE AND LOCAL WORKFORCE AGENCIES
 ALL WORKFORCE INVESTMENT BOARD (WIB) AGENCIES
 ALL STATE WIB EXECUTIVE DIRECTORS
 ALL LOCALWIB EXECUTIVE DIRECTORS

FROM: JANE OATES /s/
 Assistant Secretary
 Employment and Training Administration

KATHLEEN MARTINEZ /s/
 Assistant Secretary
 Office of Disability Employment Policy

SUBJECT: Administration of the Survey of Workforce Investment Act Services Provided to Youth with Disabilities for Local Workforce Investment Board Executive Directors

1. Purpose. To alert State Workforce Agencies and Local Workforce Investment Board (LWIB) Executive Directors about a study being conducted on services to youth with disabilities in the public workforce system, and to encourage voluntary responses to the *Survey of Workforce Investment Act Services Provided to Youth with Disabilities* (Youth with Disabilities Survey). A combined effort of the Department of Labor's (Department) Employment and Training Administration (ETA) and Office of Disability Employment Policy, the primary purpose of the Youth with Disabilities Survey is to get an analytical overview of services provided by local workforce agencies to this population. The responses to the survey will be analyzed and used to gain a better understanding of how young people with disabilities are being served within the workforce system and to identify mechanisms for enhancing these efforts.

2. Reference.

- Training and Employment Guidance Letter (TEGL) No. 31-10, *Increasing and Improving Services to Youth with Disabilities*.

3. Background. The Youth with Disabilities Survey is one component of a study being conducted by Abt Associates, Inc. to help policy makers and practitioners use and adopt the recommendations issued in TEGL No. 31-10, and will be used to gather information to be used to improve services for the clients of the public workforce investment system.

LWIB Executive Directors will respond to seven sections about current practices related to:

- **Services to Youth with Disabilities:** General questions about the characteristics of youth with disabilities and the types of organizations that provide services for youth with disabilities.
- **Organizational Emphasis on Serving Youth with Disabilities:** Questions about the organizational emphasis on and use of resources for serving youth with disabilities.
- **Partnerships and Integration of Resources:** Questions about the structure of partnerships for recruiting, assessing, and serving youth with disabilities; procuring, blending and braiding resources; and potential barriers for partnerships and leveraging funds.
- **Use of Customized Assessment Tools:** Questions about how the disability status of youth is identified, what customized assessment tools are used, and the kinds of accommodations provided.
- **Work Experience and Employment Opportunities:** Questions about employment-related services and employment opportunity for youth with disabilities.
- **Community Service Opportunities:** Questions about access to and the percentage of youth with disabilities engaged in community service.
- **Staff Development and Training:** Questions related to staff capacity-building efforts in the local area.

4. Benefits of this Study to the Public Workforce System. After collecting all completed questionnaires, the results will be reviewed and analyzed. The results of the survey and additional information gathered will be included in a final report. The final report will highlight the survey results, include workforce system data, and identify promising practices and/or policies that demonstrate improvements to serving youth with disabilities.

The Department anticipates sharing highlights from the final report in a comprehensive briefing in the summer of 2013. Upon approval for public dissemination, we will post the final report and an abstract of this publication on the ETA Research Publication Database Web site at: <http://wdr.doleta.gov/research/keyword.cfm>.

3. Survey Description. The Youth with Disabilities Survey is approved by the Office of Management and Budget under the Paperwork Reduction Act (control number 1205-0436), and will be accessible electronically on an Internet-based survey platform called FluidSurveys. The link to the FluidSurveys will be made available to LWIB Executive Directors, the intended respondents for the Youth with Disabilities Survey, via a direct e-mail.

To complete the survey, support from other staff members, or program providers that work directly with youth and youth services, may be needed. This survey addresses two key program components: 1) state and local workforce policies, and 2) Workforce Investment Act services for youth with disabilities. The survey is estimated to take 40 to 60 minutes to complete but completion time may vary. Each LWIB will have one month to complete their survey from the date it is received.

4. Action Requested. LWIB Executive Directors are encouraged to respond to the Survey of Workforce Investment Act Services Provided to Youth with Disabilities.

5. Inquiries. For questions specific to completing the survey, please contact Abt Associates, via e-mail at dolyouthwia@abtassoc.com or call 1-855-295-5528 (toll free). For more information about the youth with disabilities study, please contact Gloria Salas-Kos in ETA's Office of Policy Development and Research at 202-693-3596 or salas-kos.gloria@dol.gov.