

COB - BOSAIR FORM

11/21/2025 9:43 AM (MST)



BOARD OF SUPERVISORS AGENDA ITEM REPORT (BOSAIR)

All fields are required. Enter N/A if not applicable. For number fields, enter 0 if not applicable.

Record Number: PO CWD PO2500036705

Award Type: Contract

Is a Board Meeting Date Requested? Yes

Requested Board Meeting Date: 12/16/2025

Signature Only:

NO

Procurement Director Award / Delegated Award: • N/A

Supplier / Customer / Grantor / Subrecipient: Altar Valley School District

Project Title / Description: Short-Term Work Experience and Basic Education

Purpose: Altar Valley School District will provide Short-term Work Experience with employers offering jobs that may lead to future self-sufficiency and Academic Instruction in reading, writing, math and/or science to Pima County youth and young adults.

Procurement Method: IGAs: This IGA is a non Procurement contract and not subject to Procurement rules.

Procurement Method Additional Info: N/A

Program Goals/Predicted Outcomes: The school will serve up to 30 youth and young adults in the combo Short-Term Work Experience/Basic Education Program. Participants will:

- Successfully complete at least 90% of scheduled work hours.
- Attend at least 90% of scheduled classes.
- Attain at least 80% proficiency in work readiness skills.
- Gain one grade level as measured by pre- and post-program assessment using an educational assessment

Public Benefit and Impact: The benefit of the program is it supports Pima County's economic development by helping to develop a trained and productive labor force that meets employers' needs

Budget Pillar • Improve the quality of life

Support of Prosperity Initiative: • 11. Improve Job Quality for Low-Income Workers

Provide information that explains Prioritize workforce development for low-income job seekers with evidence-based

TO: COB 12/3/25 (1)

DEC02'25PM0331PO

how this activity supports the selected Prosperity Initiatives

case management practices that include apprenticeships, on the job training, and supportive services that prepare participants for jobs with self-sufficient wages and benefits.

Metrics Available to Measure Performance:

Reports on the number of youth and young adults participating in the program, outcome of pre- and post-testing, and completion results.

Retroactive:

NO

Contract / Award Information

Record Number: PO CWD PO2500036705

Document Type: PO

Department Code: CWD

Contract Number: PO2500036705

Commencement Date: 05/01/2026

Termination Date: 06/30/2026

Total Expense Amount:

\$77,756.80

Total Revenue Amount:

\$0.00

Funding Source Name(s) Required: General Funds

Funding from General Fund?

YES

If Yes Provide Total General Funds:

\$77,756.80

Percent General Funds 100

Contract is fully or partially funded with Federal Funds?

NO

Were insurance or indemnity clauses modified?

NO

Vendor is using a Social Security Number?

NO

Department: Community & Workforce Development

Name: Daphanie Conner

Telephone:


5207245724


Add Procurement Department Signatures

No

Add GMI Department Signatures

No

Department Director Signature:  Date: 11/21/25

Deputy County Administrator Signature:  Date: 11/24/2025

County Administrator Signature:  Date: 11/29/2025

**Intergovernmental Agreement
between
Pima County and Altar Valley School District
for
Short-Term Work Experience and Basic Education**

This Intergovernmental Agreement ("IGA") is entered into by and between Pima County, a body politic and corporate of the State of Arizona ("**County**") and Altar Valley School District, ("**District**") a political subdivision of the State of Arizona, pursuant to A.R.S. § 11-952.

1. Background.

- 1.1. County and District may contract for services and enter into agreements with one another for joint or cooperative action pursuant to A.R.S. § 11-951, *et seq.*
- 1.2. County is authorized by A.R.S. § 11-254.04 to appropriate and spend public monies for and in connection with activities that the County Board of Supervisors finds and determines will assist in the creation or retention of jobs or will otherwise improve or enhance the economic welfare of County inhabitants.
- 1.3. District is authorized by A.R.S. § 15-342 to enter into this IGA with County.
- 1.4. Pima County adopted the Prosperity Initiative Board Policy for the purpose of reducing generational poverty and improving community wealth.
- 1.5. County operates a Summer Youth Program (the "Program") that provides internship opportunities for youths and young adults ages 14 to 21 providing them with real-world work experience over the summer.

2. Purpose. County and District will provide Short-Term Work Experience ("STWX") and Basic Education ("BE") to Pima County youths and young adults ages 14-21.

- 2.1. **District Responsibilities.** District will provide County with the services described in the attached **Exhibit A: Scope of Services** (7 pages). District will obtain and maintain all applicable licenses, permits, and authority required for its performance under this IGA.
- 2.2. **County Responsibilities.** County will pay District for the services described in **Exhibit A.**

3. Financing. In consideration for the provision of Program Services, County will pay District an amount not to exceed **\$77,756.80** (the "maximum allocated amount") in accordance with the budget in **Exhibit A.** District may not submit requests for payment prior to the end of the first month of Program Services and before District has completed and submitted a W-9 Taxpayer Identification Number form and registered online as a Pima County Vendor through County's Vendor Self Service System. County will only pay for services provided between the commencement date in paragraph 4 and the termination date.

4. Term. This IGA commences on May 1, 2026 and will terminate on June 30, 2026. If the commencement date of the Term is before the date of execution, the parties will, for all purposes, deem the IGA to have been in effect as of the commencement date.

5. Disposal of Property. [OMITTED].

6. **Indemnification.** Each party (as Indemnitor) agrees to indemnify, defend and hold harmless the other party (as Indemnitee) from and against any and all claims, losses, liability, costs or expenses (including reasonable attorney's fees) (hereinafter collectively referred to as "claims") for bodily injury of any person (including death) or property damage, but only to the extent that such injury or damage is caused or alleged to be caused by a negligent or intentionally wrongful act or omission of the Indemnitor, or of any of its officers, officials, agents, employees, or volunteers.
7. **Insurance.** Each party will obtain and maintain at its own expense, during the entire term of this IGA the following type(s) and amounts of insurance:
 - 7.1. Commercial General Liability in the amount of \$2,000,000.00 combined single limit Bodily Injury and Property Damage.
 - 7.2. Commercial or Business automobile liability coverage for owned, non-owned and hired vehicles used in the performance of this IGA with limits in the amount of \$2,000,000.00 combined single limit or \$1,000,000.00 Bodily Injury, \$1,000,000.00 Property Damage.
 - 7.3. If required by law, workers' compensation coverage including employees' liability coverage.
 - 7.4. Each party will provide thirty (30) days written notice to the other party of cancellation, non-renewal or material change of coverage.
 - 7.5. The above requirement may be alternatively met through a self-insurance program under to A.R.S. §§ 11-261 and 11-981 (or if a school district, § 15-382) or participation in an insurance risk pool under A.R.S. § 11.952.01 (if a school district, § 15-382), at no less than the minimum coverage levels set forth in this Section
8. **Compliance with Laws.** The parties will comply with all federal, state and local laws, rules, regulations, standards and Executive Orders. The laws and regulations of the State of Arizona will govern the rights of the parties, the performance of this IGA and any disputes. Any action relating to this IGA will be brought in a court in Pima County.
9. **Non-Discrimination.** The parties will comply with all provisions and requirements of Arizona Executive Order 2009-09, which is hereby incorporated into this IGA, including flow-down of all provisions and requirements to any subcontractors. During the term of this IGA, the parties will not discriminate against any employee, client or any other individual in any way because of that person's age, race, creed, color, religion, sex, disability or national origin.
10. **ADA.** The parties will comply with all applicable provisions of the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. 12101-12213) and all applicable federal regulations under the Act, including 28 CFR Parts 35 and 36.
11. **Conflict of Interest.** This IGA is subject to cancellation for conflict of interest pursuant to A.R.S. § 38-511, the pertinent provisions of which are incorporated herein by reference.
12. **Non-Appropriation.** Notwithstanding any other provision in this IGA, this IGA may be terminated if for any reason the Pima County Board of Supervisors or the [insert governing body of other entity] does not appropriate sufficient monies for the purpose of maintaining this IGA. In the event of such cancellation, the parties will have no further obligations under this IGA other than for payment for services rendered prior to

cancellation.

13. **Worker's Compensation.** Each party will comply with the notice of A.R.S. § 23-1022 (E). For purposes of A.R.S. § 23-1022, irrespective of the operations protocol in place, each party is solely responsible for the payment of Worker's Compensation benefits for its employees.
14. **No Joint Venture.** It is not intended by this IGA to, and nothing contained in this IGA will be construed to, create any partnership, joint venture or employment relationship between the parties or create any employer-employee relationship between a party and the employees of the other party. Neither party will be liable for any debts, accounts, obligations or other liabilities whatsoever of the other, including (without limitation) the other party's obligation to withhold Social Security and income taxes for itself or any of its employees.
15. **No Third-Party Beneficiaries.** Nothing in this IGA is intended to create duties or obligations to or rights in third parties not parties to this IGA or affect the legal liability of either party to the IGA by imposing any standard of care with respect to the maintenance of public facilities different from the standard of care imposed by law.
16. **Notice.** Any notice required or permitted to be given under this IGA must be in writing and served by delivery or by certified mail upon the other party as follows (or at such other address as may be identified by a party in writing to the other party):

County:

Daniel Sullivan, Director
Pima County Department of
Community & Workforce Development
2797 E. Ajo Way, 3rd Floor
Tucson, AZ 85713

District:

David Dumon, Superintendent
Altar Valley SD
HC 01 Box 130
Tucson, AZ 85736

17. **Amendment.** This IGA may only be modified, amended, altered or changed by written agreement signed by the parties.
18. **Severability.** If any provision of this IGA, or any application of a provision to the parties or any person or circumstance, is found by a court to be invalid, that invalidity will not affect other provisions or applications of this IGA that can be given effect without the invalid provision or application.
19. **Legal Authority.** Neither party warrants to the other its legal authority to enter into this IGA. If a court, at the request of a third person, should declare that either party lacks authority to enter into this IGA, or any part of it, then the IGA, or parts of it affected by such order, will be null and void, and no recovery may be had by either party against the other for lack of performance or otherwise.
20. **Entire Agreement.** This document, and any exhibits attached to it, constitutes the entire agreement between the parties pertaining to the subject matter addressed, and all prior or contemporaneous agreements and understandings, oral or written, are superseded and merged into this IGA. This IGA may not be modified, amended, altered or extended except through a written amendment signed by the parties.

PIMA COUNTY

DISTRICT

Chair
Board of Supervisors



Superintendent

Date

Date

11/20/25

ATTEST

ATTEST

Clerk of the Board

[Title]


Superintendent

Intergovernmental Agreement Determination

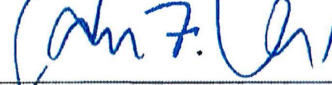
The foregoing Intergovernmental Agreement between Pima County and the District has been reviewed by the undersigned, each of whom has determined that it is in proper form and is within the powers and authority granted under the laws of the State of Arizona to the party he or she represents.

PIMA COUNTY

DISTRICT



Kyle Johnson, Deputy County Attorney



Legal Counsel for the District

Exhibit A (7 Pages)
Scope of Services

PROJECT PURPOSE

Eligible youth and young adults ages 14 to 21 in Pima County will participate in Short-term Work Experience ("STWX") with employers offering jobs that may lead to future self-sufficiency, or In-classroom Academic Instruction ("BE") in reading, writing, math and/or science. County will review employment demographics bi-annually to assess the utilization level of protected classes to ensure non-discrimination in all aspects of employment including recruitment, compensation, selection, training, promotion, benefits, and layoffs. The program benefits the development and needs of young people in our community along with the schools/programs that serve them.

PROJECT ACTIVITIES

1. Program Goals.

- 1.1. Enhance the ability of participants in STWX summer employment to successfully enter and participate in the workforce.
- 1.2. Improve prospects for future employability for all individuals receiving services under this IGA.
- 1.3. Assist in the economic development of Pima County by helping to develop a trained and productive labor force to meet the needs of employers.

2. Workforce Development Services – General.

- 2.1. District must ensure that staff involved in job placement activities do not place a participant for employment:
 - 2.1.1. On the construction, operation, or maintenance of any facility used or to be used for sectarian instruction or as a place for religious worship; or
 - 2.1.2. In activities that are not covered under the Occupational Safety and Health Act of 1970, participants are not required or permitted to work, be trained, or receive services in buildings or surroundings under which working conditions are unsanitary, hazardous or dangerous to the participants' health or safety.
- 2.2. If the District's staff has relative(s) eligible for the services provided under this IGA, The District must ensure that the relative(s) apply for the services with another contracted agency.
- 2.3. District will provide title(s), name(s), phone number(s), and email address(es) of the supervisors of personnel providing services pursuant to this IGA.
- 2.4. Grievances: District will:
 - 2.4.1. Have and follow a written grievance process to provide all applicants and participants with the opportunity for a fair hearing to redress grievances arising from the delivery of contracted services, including, but not limited to:
 - 2.4.1.1. Ineligibility determination;
 - 2.4.1.2. Reduction in services;
 - 2.4.1.3. Suspension or termination from program participation; or
 - 2.4.1.4. Quality of service.
 - 2.4.2. Ensure that all applicants and participants are advised of their right to present any grievances to County or to the State.

2.5. District will ensure that staff:

- 2.5.1. Receive training to successfully perform the obligations set forth in this IGA. Training is available through federal, state and local sources;
- 2.5.2. Have written job descriptions consistent with District's proposal for funding. Each job description must be acknowledged and signed by the individual and retained in that individual's personnel file;
- 2.5.3. Are familiar with Pima County ARIZONA@WORK policies, procedures and programs; and
- 2.5.4. Refuse remuneration of any kind from participants, participating employers, training vendors or any other person or entity.

3. **Program Activities – District.**

- 3.1. **Level of Service.** District will place individuals referred or approved by County in workplace or training opportunities from May 1, 2026 through June 30, 2026.-

Activity	Total Program Hours Per Participant	Projected Number of Youth Served
STWX/BE-combo	120	30
Program Totals:	3,600	30

*This is a Combo Program where 30 youth participants are in STWX and BE for a total of 120 hours per participant (60 hours of BE and 60 hours of STWX).

- 3.2. **Staffing.** District will:

3.2.1. Provide staff at the following levels:

FTE	Title/Responsibility	Program Participants	Location
One (1)	Workforce Coordinator ("WC")	STWX participants	District's facility
One (1)	BE Instructor	BE participants	District's facility

- 3.2.2. Provide all assigned staff set forth above with the support and guidance required to successfully perform the obligations set forth in this IGA.

3.2.3. Provide County with:

- 3.2.3.1. The names of all assigned staff;
- 3.2.3.2. A valid fingerprint clearance card for each staff person; and
- 3.2.3.3. Proof that each person's name was submitted to the Central Registry.

NOTE: If a current fingerprint clearance card and Central Registration proof is on file with County, additional documentation is not required.

3.3. **STWX Program.**

- 3.3.1. **Worksite recruitment and development.** WC(s) assigned by the District will:

- 3.3.1.1. Recruit businesses to provide appropriate, positive and meaningful work experience to participants.
- 3.3.1.2. For each business that agrees to participate ("worksite"):
 - 3.3.1.2.1. Obtain a **written job description** for each position to be filled by a Participant. Ensure the description complies with child labor laws and any other laws, policies and safety

guidelines applicable to the participant's age.

3.3.1.2.2. Execute a **Worksite Agreement** that commits the employer to:

3.3.1.2.2.1. Supervise each Participant placed at the worksite at all times;

3.3.1.2.2.2. Provide no less than one (1) supervisor for every four (4) Participants;

3.3.1.2.2.3. Only assign tasks to a participant that are consistent with the job description provided;

3.3.1.2.2.4. Adhere to child labor laws and any other laws, policies and safety guidelines applicable to the participant's age and the funding source requirements;

3.3.1.2.2.5. Assume liability for any participant's injury or damage to participant's property that occurs at the worksite; and

3.3.1.2.2.6. Ensure that work experience arrangements do not unfavorably impact current employees and do not impair existing contracts for services or collective bargaining agreements.

3.3.1.3. Provide orientation for worksite supervisors that includes, at a minimum:

3.3.1.3.1. A review of the Worksite Agreement;

3.3.1.3.2. Job and worksite safety issues; and

3.3.1.3.3. Child labor laws.

3.3.1.4. Monitor worksites to ensure compliance with child labor laws, safety regulations and applicable employment policies.

3.3.2. Participant placement, training and performance – STWX. For each Participant in STWX, the District will:

3.3.2.1. Review participant's interests and abilities and determine appropriate job and worksite placement.

3.3.2.2. Review file and prepare an **Attachment A-1 Individual Service Strategy ("ISS")** (2 pages).

3.3.2.3. Provide orientation that covers, at a minimum:

3.3.2.3.1. Attendance requirements;

3.3.2.3.2. Timekeeping procedures;

3.3.2.3.3. Work and training schedules;

3.3.2.3.4. Payroll schedules;

3.3.2.3.5. Program and performance expectations; and

3.3.2.3.6. Completion of necessary paperwork.

3.3.2.4. Ensure that Participant has had, or receives, training on, at a minimum, the following topics:

3.3.2.4.1. Opportunities in the labor market;

- 3.3.2.4.2. Completing a job application;
- 3.3.2.4.3. Writing a résumé;
- 3.3.2.4.4. Interview techniques;
- 3.3.2.4.5. Making appropriate career decisions;
- 3.3.2.4.6. Skills to keep a job; and
- 3.3.2.4.7. Survival skills for successful daily living.
- 3.3.2.5. Visit each worksite and monitor performance at least weekly to ensure Participant is performing the duties outlined in the applicable job description.
- 3.3.2.6. Every other week, obtain evaluations from worksite supervisor of Participant's work-readiness and abilities to perform the duties and tasks set forth in the job description.
- 3.3.2.7. When a problem arises:
 - 3.3.2.7.1. Intervene and work with Participant and the worksite supervisors to help Participant maintain the job; and
 - 3.3.2.7.2. Take other appropriate action, including referring Participant to additional services.
- 3.3.2.8. If a Workforce Development Specialist ("WDS") referred the Participant:
 - 3.3.2.8.1. Notify WDS of milestone completions;
 - 3.3.2.8.2. Notify WDS if supportive services are needed for the Participant;
 - 3.3.2.8.3. Notify WDS of other problems, not associated with the worksite, arise;
 - 3.3.2.8.4. Discuss any disciplinary issues with WDS; and
 - 3.3.2.8.5. Refer to WDS upon completion of, or dropping out from, the Program.
- 3.3.3. Participant remuneration.
 - 3.3.3.1. District will pay each Participant for actual work experience at least the prevailing minimum wage plus required fringe benefits for each hour worked at the assigned worksite.
 - 3.3.3.2. Stipend requests must be submitted one week prior to implementation of virtual instruction and approved by the County's Youth Program Manager.

3.4. **BE Program.** District will:

- 3.4.1. Provide BE to students whose assessment scores show performance below two grade-levels or who lack credits needed to graduate.
- 3.4.2. Review file and prepare an **Attachment A-1 Individual Service Strategy ("ISS")** (2 pages).
- 3.4.3. Provide orientation that covers, at a minimum:
 - 3.4.3.1. Timekeeping procedures;
 - 3.4.3.2. Work and training schedules;

- 3.4.3.3. Payroll schedules;
- 3.4.3.4. Program and performance expectations; and
- 3.4.3.5. Completion of necessary paperwork.
- 3.4.4. Review each Participant's academic performance and, based on identified needs of the Participant, provide employability skills as set forth in **Attachment A-2 Work Readiness Skills Form** (1 page) and either one or both of the following:
 - 3.4.4.1. Remedial math; and/or
 - 3.4.4.2. Remedial reading.
- 3.4.5. At the completion of coursework, administer an educational assessment to each Participant.
- 3.4.6. Document the academic or credit deficiency and academic gain or credit attainment (if any) obtained during the program for each youth.
- 3.4.7. Ensure and document that each youth is on schedule to graduate.
- 3.4.8. Participant remuneration. District will pay each Participant in the BE Program, an achievement incentive/stipend for each hour of instruction attended.

4. Program Activities – County. County will:

- 4.1. Recruit and determine eligibility of youth to participate in STWX or BE;
- 4.2. Assess each Participant's education level; and
- 4.3. Refer Participants to available supportive services.

5. Outcomes.

- 5.1. District will achieve the following outcomes:

Program	Youth Participants	
	Served	Completed
STWX/BE	30	27

- 5.2. A STWX/BE Participant is "completed" when the following levels of participation are met:

5.2.1. STWX:

- 5.2.1.1. Work at least 90% of scheduled work hours; and
- 5.2.1.2. Attain at least 80% proficiency in work readiness skills set forth in Attachment A-2 Work Readiness Skills Form (1 page).

5.2.2. BE:

- 5.2.2.1. Attend at least 90% of scheduled classes;
- 5.2.2.2. Gain one (1) grade level as measured by pre- and post-program assessment using an educational assessment; and
- 5.2.2.3. Attain at least 80% proficiency in work readiness skills set forth in Attachment A-2 Work Readiness Skills Form (1 page).

- 6. BUDGET.** For services provided May 1, 2026 through June 30, 2026, County will pay District as follows:

Budget Line Item	Amount allocated
3 FTE - Salary and Fringe (No overtime)	\$24,504.00
Travel \$0.70/mile @ 200 miles for (1) Certified Staff for worksite visits	\$140.00
STWX participant payments (\$16.32/hour plus 7.7% fringe=\$17.58) X 30 participants x 60 hours)	\$31,644.00
BE-stipend - 30 participants x 60 hours x \$8.00/hour	\$14,400.00
Total Program Cost:	\$70,688.00
Administration Cost (not to exceed 10 % of total program cost)	\$7,068.80
TOTAL ALLOCATED AMOUNT	\$77,756.80

REPORTS AND DEADLINES

1. **Reporting.** No later than the 15th of each month, District will provide the following reports to County's Youth Program Manager:

- 1.1. **Individual Participant reports:**

- 1.1.1. **STWX Participants:**

- 1.1.1.1 Completion results and completion certificates;
- 1.1.1.2 Outcome of pre- and post-testing for work readiness and basic skills; and
- 1.1.1.3 Participant's worksite agreement.

- 1.1.2. **BE Participants:**

- 7.1.2.1. Enrollment and attendance records; and
- 7.1.2.2. Pre- and post-educational results.

- 1.2. **Summary Report.** Report must include, but is not limited to:

- 1.2.1. Number of Participants enrolled in WEX and/or BE Instruction including demographic breakdown.
- 1.2.2. Number of students that completed STWX;
- 1.2.3. Worksites where STWX Participants were placed;
- 1.2.4. Types of work performed by STWX Participants;
- 1.2.5. Highlights of STWX program; and
- 1.2.6. Recommendations for program and service delivery improvement.

END OF EXHIBIT A

Attachment A-1 Individual Service Strategy (2 Pages)

ARIZONA@WORK: PIMA COUNTY ONE STOP CAREER CENTER

Individual Service Strategy (ISS)

This ISS has been designed to outline and support the participant's strategy for occupational growth and development into a career pathway within a high demand occupational area

Name: _____ Part ID: _____

Funding: _____

Career Goal: _____

Work History/ Experience:

Education:

- ☐ Currently in High School -grade: _____ ☐ High School Dropout-highest grade completed: _____
- ☐ High School Diploma/ GED ☐ Occupational Skills License/ Certification or Vocational Degree
- ☐ Some College ☐ Associate's Degree ☐ Bachelor's Degree ☐ Post Grad ☐ Other _____

Barriers to Employment:

Service/ Resource/ Referred to Agency:
(Barrier Removal Plan)

Initial:

<input type="checkbox"/> Child Care		
<input type="checkbox"/> Transportation <input type="checkbox"/> Housing <input type="checkbox"/> Clothing		
<input type="checkbox"/> Legal		
<input type="checkbox"/> Limited English		
<input type="checkbox"/> Lack Training/Credential/ Skills		
<input type="checkbox"/> Limited Work History		
<input type="checkbox"/> Basic Skills Deficient		
<input type="checkbox"/> Employment Docs (ID, DL, SSC)		
<input type="checkbox"/> Counseling		
<input type="checkbox"/> Other		

WIOA Partner/ Other Program Agencies/ Workshops:

Financial Literacy <input type="checkbox"/> Leadership Development <input type="checkbox"/>	Employability Skills <input type="checkbox"/> Entrepreneurship <input type="checkbox"/>

Assessment:

TABE Score: _____ Math TABE Score: _____ (if applicable) Date Administered: _____

Referred to: _____

Updated TABE Score: _____ Updated TABE Score: _____ Date Administered: _____

Action Plan

Goal #1		□
Goal #2		□
Goal #3		□

Training Program (Occupational Skills, On-the-Job Training, Apprenticeship)

Training Program			
Training Provider			
Projected Start Date		Projected End Date	
Other:			

Measurable Skill Gain Attained ☐

Support Services:

List supportive services that WIOA will provide:

Date	Service	Provider	Amount

Other Services/ Additional Information:

Customer Agreement/ Signature

I have assisted in the development of this plan and agree with it. I understand the established goals and will actively participate in my program(s). My plan can be updated periodically or modified to meet my needs. I understand the development of this plan does not establish a right to bring action to obtain services. I further understand that a lack of commitment, participation, or follow-through on my part may result in my exit from Pima County One-Stop/ ARIZONA@WORK programs.

Customer Signature: _____ **Date:** _____

CWS Signature: _____ **Date:** _____

	Date	CWS Initials	Customer Initials
1st ISS Review/ Revision	_____	_____	_____
2nd ISS Review/ Revision	_____	_____	_____
3rd ISS Review/ Revision	_____	_____	_____
Exit	_____	_____	_____

Attachment A-2 Work Readiness Skills Form (1 Page)

PARTICIPANT'S NAME:				SOC. SEC. NO.		REGISTRATION DATE:					
TRAINING SITE				TRAINING SITE (Skills 6-11)							
POINT OF DETERMINATION (Skills 1-5)				POINT OF DETERMINATION (Skills 6-11)							
SKILL	Name of Assessment	(2) Proficiency Requirement	Pre-Test Score	Date Goal Set In SS	IN NEED OF TRAINING		(3) Training Provided	Post-Test Score	Date Goal Achieved	(4) Skill Attained	
					Yes	No				Yes	No
1. Making Career Decisions	EST	80%	%				IN CLASSROOM E.S.T.	%			
2. Using Labor Market Information	EST	80%	%				IN CLASSROOM E.S.T.	%			
3. Preparing Resumes	EST	80%	%				IN CLASSROOM E.S.T.	%			
4. Completing Application	EST	80%	%				IN CLASSROOM E.S.T.	%			
5. Interview/Writing Follow-Up Letters	EST	80%	%				IN CLASSROOM E.S.T.	%			
6. Maintaining Regular Attendance	EST	90%	P/N				WEX	%			
7. Being Consistently Punctual	EST	90%	P/N				WEX	%			
8. Exhibiting Appropriate Attitude/Behaviors	EST	80%	P/N				WEX	%			
9. Presenting Appropriate Appearance	EST	80%	P/N				WEX	%			
10. Demonstrating Good Interpersonal Relations	EST	80%	P/N				WEX	%			
11. Completing Tasks Effectively	EST	90%	P/N				WEX	%			
TOTAL IN NEED OF							TOTAL SKILLS				
TRAINING					ATTAINED						

(Minimum 5 of 11 Core Skills needed for attainment of Youth Work Readiness Skill)

(1) Enter the stage in the process where the pre-assessment was made (intake, assessment, orientation, etc.)

(2) Enter the program activity(ies) where training occurred.

(3) Enter LWIA-approved level of achievement (benchmark) for each skill.

(4) Participant must demonstrate proficiency at the required benchmark in all Work Readiness Skills.

LEVEL ATTAINED