

TANF Summer Youth Employment Program RFP #02-CY13

Q & A Document

Q1: Regarding Section 3.1, Scope of Work, will career interests and goals be ascertained during the eligibility and Job Readiness/Soft Skills component? If so, what information will the provider receive to assist in matching the youth to an appropriate worksite?

A1: Both career interests and goals will be discussed during the job readiness workshops and all information will be forwarded to the vendor.

Q2: Regarding Section 3.1, Scope of Work, when will the provider know the number of youth that will be participating in the program, as well as the career interests of each youth?

A2: The deadline for TANF Summer Youth Employment Program applications is March 31st. Job readiness classes begin April 10th and run through May 8th. Essays are submitted the week of April 29th, interviews are scheduled for the week of May 6th, and candidates will be referred to the vendor approximately the week of May 13th.

Q3: Regarding Section 3.1, Scope of Work, will JFSCC be assessing educational skill attainment as part of the assessments stated in 3.1 C?

A3: Yes. JFSCC will conduct an assessment that will be used to ascertain educational skill attainment.

Q4: Regarding Section 3.1, Scope of Work, will youth who leave the program prior to August 31st to return to school be considered completers?

A4: Yes. However, this must be documented on the monthly reports.

Q5: When will information regarding the exact amount of funding available to operate the program be available?

A5: As of right now, JFSCC does not have an exact allocation amount for this program. When the allocation letter is provided to JFSCC, the amount will be provided to the successful bidder for this RFP.

Q6: What is the anticipated timeframe for the provider to be able to “ramp up” for service delivery? Can program charges be made during this time frame?

A6: As stated in the response to Question #2 above, youth will be referred to the provider approximately the week of May 13th. Allowable costs cannot be incurred prior to June 1st.

Q7: Will special accommodations be made for youth participating in the Job Readiness/Soft Skills workshops (at the Learning Café) that have an Individualized Education Plan (IEP) from their school?

A7: Yes.

Q8: Do providers have discretion to turn students away if their experience and/or education do not match the provider(s)’s program?

A8: Yes. The students will be referred to another provider, if possible, for placement at another employment site.

Q9: Is JFSCC open to having more than one provider for this program?

A9: Yes.

Q10: Is transportation an allowable cost under this program? Can the provider rent a van for the program period to transport youth to work sites?

A10: Yes.

Q11: What is JFSCC looking for in a proposal?

A11. JFSCC is looking for providers who will provide a wide variety of employment experiences and to meet the demands of the local economy/workforce needs. Successful proposals should be specific as possible and include specific job/position information, employers, and, if possible, position descriptions.

Q12: Will every youth have to participate in the Job Readiness activities at the Learning Cafe?

A12: Yes. The first eligibility component of the program will be for youth to participate in and complete the Job Readiness course at the Learning Café. After the youth complete the program, they will be assessed and referred to the appropriate provider for employment placement.

Q13: Where can youth apply to participate in this program?

A13: Youth can apply on the JFSCC website at <http://www.clarkdjfs.org/workplus/youth-application.html> or at the WorkPlus Center through March 31.

Q14: Is training considered to be an allowable cost for this program?

A14: The written guidance from ODJFS states that “other ancillary services which are offered by the employer to the summer youth employment participants include work related items such as uniforms, tools, licenses or certifications” are allowable costs under this program. If training will be provided to the participating youth, the cost of such training is allowable. Training for staff involved in the program, however, is not allowable.

Q15: Will Job Readiness participants be given a “credential”?

A15: Yes. Participants who successfully complete the Job Readiness course at the Learning Café will be given a certificate of completion or comparable certificate to include on their resumes.

Q16: Who is the contact person for eligibility questions related to this program?

A16: Eligibility questions can be directed to Gracie Hemphill at 327-1744 and Steve Ray at 327-1966 at JFSCC.

Q17: Will the provider be able to seek reimbursement for administrative costs related to this program?

A17: Yes. Although costs considered to be TANF Administration are not allowable under this TANF Summer Youth Employment allocation, JFSCC is allowing the provider to incur and receive reimbursement for such costs under its own TANF Administration allocation. Please see the RFP addendum for more information.