

**INSTRUCTIONS FOR FORM 360ETV
Employment Training Voucher—ETV Referral**

Purpose: The purpose of the Education Training Voucher—ETV Referral is to ensure that eligible youth are connected with Workforce Investment Act—WIOA services, and to provide verification of eligibility for ETV.

Note: Please encourage youth to register and apply for training services on-line with the Department of Workforce Services before their ETV/eligibility appointment.

Preparation: Form 360ETV will be used to refer ETV eligible youth from Division of Child and Family Services—DCFS to the WIOA system.

DCFS: Youth Information Section

- ◇ Indicate category of youth eligibility by checking the appropriate box:
 - Individual in foster care who has not yet attained 21 years of age, or
 - Individual no longer in foster care, but who received 12 months of Transition to Adult Living services after the age of 14 while in foster care, and the court terminated reunification, or
 - Individual adopted from foster care after reaching 16 years of age and who has not yet attained 21 years of age, or
 - Individual who exited foster care at age 18, but has not yet reached 21 years of age.
- ◇ Enter date of referral
- ◇ Enter youth's full name
- ◇ Enter youth's HLCI (PID) number (if known)
- ◇ Enter youth's complete address
- ◇ Enter phone number
- ◇ Enter alternate phone number (if applicable)
- ◇ Enter youth's e mail address

Referral Information Section

- ◇ Use the ETV Contact List at the bottom of these instructions to identify the appropriate WIOA Youth Provider Contact
 - This may be the contact person in the community where the youth currently resides, or in the community where the youth intends to reside while attending school
 - The location for the WIOA eligibility appointment should be scheduled for the convenience of the youth
- ◇ Call the contact person to schedule an appointment for the youth
- ◇ Enter the DWS Employment Center where the WIOA eligibility appointment is scheduled
- ◇ Enter the address
- ◇ Enter the name of the person with whom the appointment is scheduled
- ◇ Enter the phone number
- ◇ Enter the appointment day, date, and time

Verification Information Section

If a youth is already being served by the WIOA youth program, ignore the instructions in this section and move to Comments section,

- ◇ Assist the youth as much as possible with collecting and copying required verifications for the WIOA eligibility appointment (legible copies of verification documents are sufficient)
- ◇ Check the boxes next to the verification documents the youth will need to take to the WIOA eligibility appointment
 - Birth Certificate

- ❑ Verification of school admission application
- ❑ Verification of application/approval of financial aid
- ❑ Verification of income in the past six months. (This verification is required for youth who are no longer in state sponsored foster care. Youth who are currently in foster care are categorically income eligible for WIOA services, and will not need verification of income.)

Comments Section

- ◇ Enter comments
 - ❑ If youth will not have required verifications for the eligibility appointment, note the documents that will be missing and actions taken to get them (only for youth who are not already being served by WIOA youth)
 - ❑ Provide any other important details
- ◇ Check the WIOA Approved Educational Providers list located at <http://jobs.utah.gov/services/etpl.pdf> for the list of approved providers
 - ❑ Make every effort to assist the youth with selecting an educational institution from the list
 - ❑ If a youth plans to attend an out-of-state school, or a school not on the list, please state you agree with the customer's choice
- ◇ Print your name, enter your e-mail address, sign the form, enter your phone number and the date
- ◇ Fax or scan and e-mail a copy of the form to the worker with whom the appointment is scheduled, to Jennifer Larson, DCFS, and to the appropriate ETV Navigator
- ◇ Youth should take the original referral to the eligibility appointment

- DWS/WIOA**
- ◇ Complete the WIOA eligibility appointment as scheduled
 - ◇ Use UWORKS to calculate ETV eligibility, unmet need and service priority
 - ◇ ETV youth move into WIOA service regardless of the number of barriers required

State Contacts:

Crystal Vail, DCFS - Phone: 385-262-5044 cvail@utah.gov

Kimber Burks, DWS - Phone: 801-814-1222 kburks@utah.gov

DWS Contact	Counties Served	DCFS Contact	Educational Navigator Contact
Pamela Werner 801-626-0333 pwerner@utah.gov	Box Elder Cache Rich Weber Davis Morgan	Crystal Coria 801-721-2440 ccoria@utah.gov	Christy Beem 385-626-5055 christbeem@utah.gov Andrea Eggett 435-799-5617 aeggett@utah.gov
Nycole Tylka 801-971-5450 ngtylka@utah.gov	Salt Lake Tooele	Danette Larson 435-224-2705 dllarsen@utah.gov Donna Leighton 801-622-8296 dleighton@utah.gov Troy Randall 801-662-8940 tdrandal@utah.gov Jason Heidman 801-488-2642 jheidema@utah.gov Beth Adair 801-488-2650 eadair@utah.gov	Britton Meyer 801-755-4370 brittonmeyer@utah.gov Lateesha Clark 801-783-9376 lateeshaclark@utah.gov Rob Luckau 385-242-5378 rluckau@utah.gov
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