



WIAB 05-00

DATE: November 17, 2000
TO: All Local Workforce Investment Areas
FROM: Cheryl A. Brush, Chief, Workforce Systems Bureau
SUBJECT: Enhancements to Mentoring Activities

Over the course of the last month, a number of revisions and updates have taken place with regard to WIA mentoring opportunities and procedures. These are summarized in this memo.

- 1) Two new forms have been created to assist providers with mentoring activities.
 - “Mentee Agreement” - This is an optional form that providers may find useful.
 - “Agreement for Sharing Mentoring Responsibilities” - This form is designed for situations in which a WIA Provider enters into arrangements with other public organizations to provide on-site supervision of mentoring activities.

WIA Providers should review the WIA-66C carefully and be familiar with their obligations under this agreement prior to engaging in any discussions and arrangements with other public organizations.

The WIA-66C must be signed by an official authorized to bind the organization with which a WIA Provider is collaborating for assumption of liability for the safe conduct of mentoring activities within its physical site in compliance with WIA guidelines. Providers will need to attach a WIA-65 (WIA Mentoring Policies and Procedures) to each agreement.

- 2) Because of the addition of these forms to the existing agreement-related mentoring form, the WIA-66 series will be re-numbered as follows:
 - WIA-66-A - Mentor Agreement - REQUIRED (may not be modified, except to fill in the blanks)
 - WIA-66-B - Mentee Agreement - OPTIONAL (may be modified, as needed)
 - WIA-66-C - Agreement to Share Mentoring Responsibilities - REQUIRED if mentoring meetings will be taking place at sites other than the WIA Provider site - (may not be modified, except to fill in the blanks, and to identify the local policy on gift-giving by crossing out the incorrect policy)

- 3) The process for submitting and obtaining the results of criminal background checks through the Department of Health & Welfare (DHW) has been clarified:
- A) Providers will continue to submit requests for criminal history checks through the DHW Regional Office (or other local DHW office) in the same manner as described in the Mentoring TAG; that is, mentor applicants will need to complete a DHW Criminal History Check Request Authorization and Self-Declaration Form and a fingerprint card. Providers will need to fill out Section B of the form and the upper right corner (receipt block) with “WIA – Cost Center # ” and give the form to the mentor applicant to complete and take to the appropriate DHW office, who will also do the fingerprint card, unless the WIA Provider has made other arrangements.
 - B) When the request has been submitted to the local DHW office, providers need to email George Metzgar (metzgarg@idhw.state.id.us) with the name(s), SSN(s), and Date(s) of Birth of the individual(s) whose names have been submitted, identifying the organization as a WIA Provider and asking to be notified directly when the results are received.
 - C) George will “tag the request,” review the results of the background checks for these individuals against WIA criteria and will then notify the provider by email as to whether a prospective mentor has been cleared when (a) the state-level check is completed (usually 7-10 days) and (b) the federal check is done (4-6 weeks). For hard copies of either, providers should include a mailing address in the email to George and George will send a hard-copy letter when all checks are complete. (The email copy from George’s desk is sufficient for WIA file purposes.)
 - D) The notification a provider receives will indicate only whether the mentor applicant meets or does not meet WIA Mentoring Standards as identified on pages 11-12 of the TAG; it will not identify actual criminal history information.
 - E) Providers may follow up and re-send emails to George if notice has not been received in a reasonable length of time (beyond 10 days for the state check and a month for the federal one).
 - F) Regional DHW offices have been advised that the DHW Central Office will be billing IDOL directly for background checks. If a provider encounters problems with this process locally, DHW local staff should be referred to George for clarification.
 - G) The cost for background checks is now \$28, rather than \$34. The cost is the same whether or not DHW does the fingerprint card, as the fingerprint card is essentially a no-charge service from DHW.
 - H) If a provider gets fingerprints done elsewhere, that provider will have to add that cost to the \$28 budgeted for each check. Even though IDOL will be making the actual payment to DHW for background checks, the cost will be charged to a provider’s grant, so providers will need to budget for them. IDOL does not have the capacity to make direct payments for fingerprinting done elsewhere, so providers will have to pay this and request reimbursement. It is our understanding many law enforcement agencies do background checks for volunteers at no charge or at least at a reduced rate, so providers may want to “shop around” among local law enforcement agencies to get the best price, clarifying that these background checks are for volunteers.

4) Questions and Answers about mentoring:

Can mentoring take place at a local employer's place of business?

For this first year at least, we have limited WIA mentoring activities to site-based public settings. The possibility of allowing mentoring in a business environment raises questions that we haven't had the opportunity to explore yet. Mentoring meetings at local businesses are therefore not allowable, except for approved, supervised group field trips.

Is a city library an acceptable setting for mentoring meetings?

A city library is a public setting in which mentoring could theoretically take place, PROVIDED that an official authorized to commit the organization to the assumption of liability for the activity is willing to sign the WIA-66C. Otherwise, this would not be an acceptable location.

Can we provide supportive services to participants whom we have referred to other mentoring programs in the community that do not meet WIA guidelines?

You can provide supportive services to any registered participant; if, however, you are providing supportive services to directly support the mentoring activity, the mentoring becomes a WIA function and is subject to WIA requirements. Put another way, you may not use WIA funds to financially support mentoring that does not meet WIA policies and procedures.

Are youth whose mentoring relationships continue after program exit into WIA followup still subject to WIA mentoring policies and procedures during that followup period?

The answer here really depends on the circumstances of each situation. If, at the point of program termination, the case manager believes that the mentoring relationship no longer needs WIA support (in the form of funds or staff support beyond standard followup), it may be appropriate to terminate the WIA mentoring relationship, with the proper notifications, using the WIA-68. In this scenario, the post-termination non-WIA-regulated mentoring would still count toward the requirement that mentoring be made available for at least 12 months, but WIA would be backed out of the mentoring relationship and staff would not be involved in supporting the relationship beyond checking in with the terminee in the context of other followup activities.

If the case manager thinks that the relationship needs continued support in any way (in the form of travel reimbursement to the mentor, ongoing support in the form of mentor retention activities, supervision, facilities, etc.), then WIA funds are still involved and it remains a WIA activity, subject to WIA policies and procedures. The 12-month mentoring clock would keep ticking here as well, of course.

The Mentoring Technical Assistance Guide will be modified in December to incorporate these changes. The system will be notified when these revisions are complete.