**Request for Proposal**

**TANF Youth Development Program Services**

**Wayne County**

**The Pocono Counties Workforce Development Board (WDB) is requesting proposals to provide programs under the Temporary Assistance for Needy Families (TANF) Youth Development Program.**

Program proposals should incorporate the following features.

1. Training program design (if applicable) should be open entry/open exit and provide for Case Management services for selected TANF Youth participants for participants to gain an understanding of careers and work.

2. Program will recruit and refer interested applicants to Workforce Alliance to verify the candidate’s eligibility for program participation. Targeted population to be served by this program are in-school or out-of-school youth between the ages of 12 to 24 who are residents of Wayne County, are part of a TANF eligible household, or who’s individual income falls within the program guidelines of 235% of the LLSI, eligible to work in the U.S., and in compliance with Selective Service Registration requirements (if applicable).

3. Program proposals will be accepted on a rolling basis and should be designed to provide the scheduled services for participants anticipated under this proposal. The successful training provider (if applicable) must be capable of starting the program no later than April 1, 2022. The program proposal will project costs to operate such a program as early as 3/3/2022 through 6/30/2022.

4. Training proposals (if applicable) must include provisions for conducting assessment of applicant’s aptitudes, interests, and basic skill levels to help them achieve the goals of the program design.

5. Programs offered should help stabilize the family by providing opportunities for program participants to engage in pre‐apprenticeship programs, education, career and technical education, career preparation/exploration and workforce training programs. Program design must include (but is not limited to) the following elements:

a. Services that provide career awareness, career counseling, or career exploration services;

b. Service opportunities with local public or private worksites.

c. Participants in career experience activities must do so in compliance with work permit, and child labor law restrictions.

6. The overall objective of the program is to provide opportunities for TANF Youth participants to gain work experience, career awareness, and work maturity skills that will assist them in their preparation for their future employment goals.

7. Training provider (if applicable) should have demonstrated experience in this area of training and a proven success rate. Provider must also be capable of maintaining participant files including attendance, case notes, and documenting outcomes or credentials achieved by program participants.

8. Successful contractors must have systems in place to track, document and report all outcomes, as well as have the capacity to utilize an electronic system of record and maintain physical participants files.

9. A Career Pathways component must be included in all proposals.

10. Funding priority will be placed on proposals that plan to enhance established programs supporting connection to and advancement in employment and/or post‐secondary education. This includes but is not limited to adding or increasing supportive services, incentives, and wages for youth participants.

Questions regarding the RFP should be directed to Helene Mancuso at Workforce Alliance Wayne County at (570) 229-3420 or email at workforce@wpworkforce.org.