

# WIOA Youth Program Elements Monitoring Checklist

*20 CFR §681.420 (b) states that the local plan must describe how the required 14 program elements are made available within the design framework for youth programs.*

*20 CFR §681.470 states that it is not required for local programs to use funds for each program element. Local programs may leverage partner resources to provide program elements. However, if the program is not funded with WIOA youth funds, the local area must have an agreement in place with a partner organization to ensure that the program element will be offered. If offered by a partner, the program element must be connected and coordinated with the WIOA youth program.*

The checklist is to provide assistance in preparing for monitoring visits or desk reviews. Please fill out the document.

See Appendix A for a quick reference to the table in TEGl 21-16: [https://wdr.doleta.gov/directives/attach/TEGL/TEGL\\_21-16.pdf](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_21-16.pdf) that lists the 14 WIOA youth program elements and corresponding federal regulation citations. TEGl 21-16 also provides a description of each program element. Both the table and descriptions may be helpful to determine consistency of reporting and coding of youth program elements with definitions in the regulations and TEGl.

A fill-in version of the checklist may be found here, [WIOA Youth Program Elements Monitoring Checklist \(Excel Spreadsheet\)](#).



Appendix A –

WIOA Youth Program Element Section 129 (c)(2)	Is the element further described in Final Rule? If so, application citations	Relates to or overlaps with other program element?	Applicable PIRL Data Element Number(s)
1. Tutoring, study skills training, instruction and dropout prevention	No	Program elements 2 and 4	1402
2. Alternative secondary school services or dropout recovery services	No	Program element 1	1403
3. Paid and unpaid work experiences	Yes, 681.600, 681.590, 681.480		
4. Occupational skills training	Yes, 681.540, 681.550	Program element 1	1300, 1302, 1303, 1306, 1307, 1308
5. Education offered concurrently with workforce preparation and training for a specific occupation	Yes, 681.630	Program elements 2, 3, and 4	1407
6. Leadership development opportunities	Yes, 681.520, 681.530		1408
7. Supportive services	Yes, 681.570		1409
8. Adult mentoring	Yes, 681.490		1410
9. Follow-up services	Yes, 681.580	Program elements 7, 8, 11, 13, and 14	1412
10. Comprehensive guidance and counseling	Yes, 681.580		1411
11. Financial literacy education	Yes, 681.500		1206
12. Entrepreneurial skills training	Yes, 681.560		1413
13. Services that provide labor market information	Yes, 651.10		1414
14. Postsecondary preparation and transition activities	No		1415