

THE MISSISSIPPI PARTNERSHIP YOUTH PROGRAMS OPERATIONS MANUAL INTRODUCTION

The Fiscal Agent staff of The Mississippi Partnership Workforce Development Area has prepared this operations manual to assist the staff persons working with all of our Workforce Innovation and Opportunity Act (WIOA) youth programs in our 27-county area. Here are several points that we would like to emphasize:

- ◆ Some of this information is newly developed, but most has been taken from documents that have been distributed previously. We are trying to gather together in one place the information that staff will need to operate the youth programs on a day-to-day basis.
- ◆ Nothing in this information is carved in stone. Almost everything is subject to change, and what we are presenting is the best information that we have at this time.
- ◆ There may be other information that needs to be included that has been omitted. If you have suggestions on additions, please let us know.
- ◆ The Youth Operations Manual is available on the Three Rivers Planning & Development District, Inc. website at <http://trpdd.com/workforce/downloads/>.
- ◆ We will be adding sections and revising information as it is developed. This information will be changing, and we will email new or revised sections as they are completed. Please always keep this information up-to-date.
- ◆ We are especially hopeful that by putting this information together it will help our youth providers to better understand the youth performance standards and goals. Only by each individual program's understanding these requirements will our area as a whole be able to meet its performance measures.

We want to work to help make our Workforce Development Area's youth programs the best system in the entire state, and, through understanding, cooperation, and coordination, this goal can certainly be accomplished.