

**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—WIA services, and to provide verification of eligibility for ETV.

Note: Please encourage youth to register 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 WIA 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
- ◇ Enter youth's complete address
- ◇ Enter phone number
- ◇ Enter alternate phone number

Referral Information Section

- ◇ Use the ETV Contact List at the bottom of these instructions to identify the appropriate WIA Youth Provider Contact
 - ❑ This may be the contact person in the community where the youth currently reside, or in the community where the youth intends to reside while attending school
 - ❑ The location for the WIA 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 WIA 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 WIA 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 WIA eligibility appointment (original documents are preferred, but copies of verification documents are sufficient)
- ◇ Check the boxes next to the verification documents the youth will need to take to the WIA eligibility appointment
 - ❑ Birth Certificate
 - ❑ Verification of identity

- ❑ 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 WIA 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 WIA youth)
 - ❑ Provide any other important details
- ◇ Check the WIA Approved Educational Providers list located at <http://jobs.utah.gov/services/wiaapproved.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/WIA

- ◇ Complete the WIA eligibility appointment as scheduled
- ◇ Use UWORKS to calculate ETV eligibility, unmet need and service priority
- ◇ ETV youth move into WIA service regardless of other service priority points

State Contacts:

Jennifer Larson, DCFS - Phone: 801 707-9734 jblarson@utah.gov

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

ETV Navigators:

Kayce Coker - 801 834-3956 kcoker@utah.gov

Ashlie Deuel - 435-272-7421 adeuel@utah.gov

DWS Contact	DWS Economic Service Areas	Counties	DCFS Divisions	DCFS Contact	ETV Navigator					
Whitney Roberts 435 792-0534 WhitneyRoberts@utah.gov	Bear River	Box Elder	Northern	Crystal Vail 801 395-5956 cvail@utah.gov						
		Cache								
Lesnie Foster 801 529-4751 lrfoster@utah.gov	Wasatch Front North	Rich								
		Weber								
		Davis								
	Wasatch Front South	Morgan	Salt Lake Valley	Deena Ott 801 755-7667 dott@utah.gov Linh Tran Phone: 801-468-0057 Fax: 801-488-2648 ltran@utah.gov Trena Adams Office: 801-662-9179 tmadams@utah.gov Troy Randall Office: 801 662-8940 tdrandal@utah.gov Jason Heideman Office: 801 488-2642 jheidema@utah.gov Danette Larson Office: 435 224-2705 dlarsen@utah.gov		Kayce Coker 801 834-3956 kcoker@utah.gov				
		Zenaida Martinez 801 616-2553 zmartinez@utah.gov					Mountainland	Summit	Western	Michael Blakey 801 372-2885 mblakey@utah.gov Callie Gallacher 801 368-3216 cgallach@utah.gov
								Wasatch		
								Utah		
		Brandon Street 435 893-0019 bstreet@utah.gov					Central Utah	Juab	Southwest	Mike Beacco 435 652-2960 MBEACCO@utah.gov
Millard										
Sanpete										
Sevier										
Southwest	Piute									
	Wayne									
	Beaver									
	Iron									
	Garfield									
Peggy Killian 435 722-6526 PKILLIAN@utah.gov	Uintah	Kane	Eastern	Jordan Witbeck 435-781-4268 Fax: 435-481-4270 jwitbeck@utah.gov						
		Washington								
		Duchesne								
	Castle Country	Uintah								
		Daggett								
	Southeast	Emery								
Carbon										
		San Juan								
		Grand								