



INSTRUCTIONS FOR FORM 360ETV Education Training Voucher - ETV Referral

PURPOSE: The purpose of the Education Training Voucher-ETV Referral is to ensure that eligible youth are connected with Workforce Innovation & Opportunity Act-WIOA 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 WIOA system.

DCFS: Youth Information Section

- Indicate category of youth eligibility by checking the appropriate box:
 - An individual in foster care between the ages of 14-21, or
 - An individual who emancipated from Foster Care after age 18, but is not yet age 26, or
 - An individual adopted or entered guardianship from foster care after age 16, but is not yet age 26
- Enter date of referral
- Enter youth's full name
- Enter youth's client ID (HLCI) Number
- Enter youth's birth date
- 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 WIOA 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 WIOA 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 WIOA 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

Equal Opportunity Employer Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling (801) 526-9240. Individuals with speech and/or hearing impairments may call Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.



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Verification Information Section

If a youth is already being served by the WIOA 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 WIOA 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 WIOA 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 WIOA 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 WIOA youth**
 - * Provide any other important details
- Check the WIOA Approved Educational Providers list located at <https://jobs.utah.gov/jsp/utjobs/seeker/provider-compare>
 - * 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 Crystal Vail, DCFS, and to the appropriate ETV Navigator
- Youth should take the original referral to the eligibility appointment

DWS / WIOA:

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

State Contacts:

Crystal Vail, DCFS - Phone: 385-262-5044

cvail@utah.gov

Amira Mijic, DWS - Phone: 385-207-6374

amijic@utah.gov

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DWS Contact	DWS Economic Service Areas	Counties	DCFS Divisions	DCFS Contact
Pamela Werner 801-626-0333 pwerner@utah.gov	Bear River	Box Elder Cache Rich	Northern	Crystal Coria 801-721-2440 ccoria@utah.gov
	Wasatch Front North	Weber Davis Morgan		
Nycole Tylka 801-971-5450 ngtylka@utah.gov	Wasatch Front South	Salt Lake	Salt Lake Valley	Donna Leighton 801-622-8296 dleighton@utah.gov Beth Adair 801-488-2650 eadair@utah.gov Troy Randall 801-662-8940 trrandal@utah.gov Jason Heideman 801-488-2642 jheidema@utah.gov Danette Larson 435-224-2705 dllarsen@utah.gov
		Davis		
Brian Smith 801-380-9865 briansmith@utah.gov	Mountainland	Summit Wasatch Utah Juab	Western	Terri Sawyer 801-319-3714 tsawyer@utah.gov
Dora Ward 435-986-3529 doraward@utah.gov	Central Utah	Millard Sanpete Sevier Piute Wayne Beaver Iron Garfield Kane Washington	Southwest	Krystal Jones 435-767-8774 kjones@utah.gov
	Southwest			
Toni Ansel 435-722-6510 tansel@utah.gov Nicole Steele 435-636-2319 nsteele@utah.gov Kelly Thornton 435-719-2631 kthornto@utah.gov	Uintah	Duchesne Uintah Daggett Emery Carbon San Juan Grand	Eastern	Jesse Sitterud 435-749-2986 jessesitterud@utah.gov
	Castle Country			
	Southeast			