

FAIR FUTURES FAIR FUTURES PROGRAM MANUAL

SECTION 16

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Some young people may not choose to participate in coaching, but still want to receive assistance with specific services (e.g., applying for a job, renewing financial aid, etc.).

If this is the case, the young person can be referred to the relevant **Specialist**. The Specialist will follow up with the young person to schedule a meeting and assist the young person with the service he/she requested.

When possible, staff should first help the young person fully understand how they could benefit from coaching instead of just receiving a specific service. For example, a young person may request assistance with applying to a job or college and say they do not need or want a Coach. However, it is likely that young person will need support to persist and succeed in that job or in college, and to plan for the next step.

Staff should outline how receiving longer-term coaching would help them, using very specific examples:

- **In the case of a young person who wants a job**, the Coach will help them keep that job and prepare for a higher-paid position in the future.
- **In the case of a young person who needs assistance applying to college**, the Coach will also help them during the semester if/when college feels overwhelming and provide assistance every year with reapplying to financial aid and ensure they are getting the most funding possible.

Targeted services can be tracked on the Online Platform.

The staff/Specialist providing the service can add a Targeted Service Form, check off the service provided, and add any notes. There are three Targeted Service Forms - Academic, Career Development, and Housing/Independent Living (coming soon).



EXAMPLES OF TARGETED ACADEMIC SERVICES

HIGH SCHOOL/GED

- Help student obtain tutor
- Provide educational advocacy service
- Help disconnected youth enroll in a high school/GED program
- Help youth transfer to a better-fit high school
- Other

COLLEGE

- College application assistance
- College enrollment assistance
- College financial aid/funding assistance
- Assistance enrolling in CUNY Start or Math Start
- College persistence support
- Assist with transferring college
- Other

POST-SECONDARY EXPLORATION

- College exposure/exploration
- Vocational or other post-secondary exploration

See [Fair Futures Program Manual Section 22](#) for information about applying to other post-secondary programs.

EXAMPLES OF TARGETED CAREER DEVELOPMENT SERVICES

EXPLORATION/JOB-READINESS

- Assist youth with career exploration/exposure
- Have a conversation around career aspirations and what type of career development experience(s) could be a good fit this year, based on interests, academic situation, etc.
- Assist youth with obtaining working papers
- Assist with creating/updating resume
- Provide other job-readiness support (e.g., cover letter, interview preparation, etc.)

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INTERNSHIPS, EMPLOYMENT, AND ENROLLMENT IN PROGRAMS

- Assist youth with enrolling in:
 - On-site, agency-based program.
 - Summer internship program (e.g., Summer Youth Employment Program)
 - An external internship (school-year or year-round)
 - An extracurricular, community service, or youth development program
 - An external workforce development program (e.g., The Door, Co-Op Tech)
 - ACCES-VR
 - An accredited vocational, sector-based training, or apprenticeship program
- Assist youth with taking a civil service exam
- Assist youth with obtaining a part-time/seasonal job, full-time job, or living wage job.
- Provide persistence support (e.g., help youth persist in program/job)