

# ***FAIR FUTURES PROGRAM MANUAL***

## ***SECTION 16***

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### ***TABLE OF CONTENTS***

SECTION 16. PROVIDING TARGETED SERVICES

69

## SECTION 16. PROVIDING TARGETED SERVICES

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, participating in an onsite internship program, 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.

The **Outreach Coordinator** (or relevant 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 Outreach Coordinator can tell them that a 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 Outreach Coordinator can tell them that a 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.



### EXAMPLES OF TARGETED ACADEMIC SERVICES

#### HIGH SCHOOL/HSE

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

#### POST-SECONDARY EXPLORATION

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

#### 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

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.)

## **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)

## **HOUSING/INDEPENDENT LIVING SERVICES**

### **APPLYING TO HOUSING**

- Assistance with applying to NYCHA
- Assistance with applying to supportive housing (NY/NY 3, NYC 15)
- Assistance with applying to other supportive housing residence program (e.g., Harlem Dowling, McLaughlin East Harlem Residence, etc.)
- Assistance with applying to Section 8 Housing while in foster care
- Assistance with applying to ACS Housing Subsidy
- Assistance with exploring other stable living arrangement
- Assistance with applying to the NYC Affordable Housing Market

### **OBTAINING HOUSING (AFTER APPLYING)**

- Assistance with obtaining NYCHA housing
- Assistance with obtaining supportive housing (NY/NY 3, NYC 15)
- Assistance with obtaining other supportive housing residence program (e.g., Harlem Dowling, McLaughlin East Harlem Residence, etc.)
- Assistance obtaining Section 8 Housing
- Assistance with using a portable Section 8 voucher to transition from temporary to permanent housing
- Assistance with obtaining the NYC Affordable Housing Market
- Assistance with transitioning into market-rate housing
- Other

### **MAINTAINING HOUSING & INDEPENDENT LIVING SKILLS**

- Assistance with maintaining housing
- Assistance with gaining Independent Living skills
- Other