

**Schedule A: JVS Services**

**a. Goals and Objectives:** Deliver Adult Basic Education and vocational training services to approximately 2000 adults in multiple cities across the Commonwealth, enabling successful transitions to employment, higher wages or higher education through four distinct program tracks.

**b. Service Delivery**

**i. Staffing Model:** JVS will ensure appropriate levels of staffing for the contracted services. Staff will include lead instructors, instructors, coaches, career navigators, support staff, managers and directors.

**ii. Service Area:** Services will be delivered in Boston and the surrounding region, with specific locations to be determined by JVS.

**iii. Service Delivery Approach:**

Program Track (Total Enrolled Participants with a PFS Identifier)	Rapid Employment (RE, 360-450)
<b>Description</b>	Vocational English for Speakers of Other Languages integrated with job readiness, job search assistance and skills development activities with an emphasis on customer service, succeeding in the American workplace, and interviewing preparation.
<b>Target Population</b>	Recent immigrants and refugees with low English language skills, limited education and work experience in this country.
<b>Outreach and Referral Sources</b>	<ul style="list-style-type: none"> <li>• Referrals from Voluntary Resettlement Agencies and Department of Transitional Assistance will be the primary recruitment source.</li> <li>• Referrals from former clients and client family members.</li> </ul>
<b>Assessment</b>	JVS will conduct an intake interview to confirm required documentation and assess English level.
<b>Service Model</b>	<ul style="list-style-type: none"> <li>• <b>Classroom Instruction:</b> high intensity daily open entry, open exit classes attended on average 4-12 weeks. Instruction includes contextualized language development, job readiness training, and basic computer applications.</li> <li>• <b>Other:</b> Other program supports include job development, job placement support, case management and post-placement supports to be determined based on the individual needs of the client.</li> </ul>

Program Track (Total Enrolled Participants with a PFS Identifier in the Treatment Group)	English for Advancement (EFA, 1000-1200)
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<b>Description</b>	Multi-level Vocational English for Speakers of Other Languages classes attended for 2-12 months. Classes will focus on language acquisition with the simultaneous emphasis on preparing students to enter and succeed in the American workplace, or start an occupational training
<b>Target Population</b>	Individuals with low- to intermediate English language skills who are unemployed, hold work authorization, working in lower-skilled, or part-time jobs that offer little opportunity for higher paying positions.
<b>Outreach and Referral Sources</b>	<ul style="list-style-type: none"> <li>• Referral partners and partner organizations with knowledge of and connection to the immigrant communities in which they are located.</li> <li>• Outreach partners may conduct outreach through language-based radio and print media, and at local libraries, schools, housing developments, churches and businesses in target neighborhoods.</li> </ul>
<b>Assessment</b>	JVS will conduct an initial screening in which eligibility, employment authorization documentation, English comprehension and financial and personal readiness will be determined and assessed. JVS will use a standardized assessment process and English comprehension tests.
<b>Service Model</b>	<ul style="list-style-type: none"> <li>• <b>Classroom Instruction:</b> Classroom-based Vocational English for Speakers of Other Languages offered at multiple sites within the target geography. Classes will be offered in the day, evening or both at the discretion of JVS.</li> <li>• <b>Other:</b> Other program supports include job development, job placement support, case management and post-placement supports to be determined based on the individual needs of the client.</li> </ul>

<b>Program Track</b> (Total Enrolled Participants with a PFS Identifier)	<b>Occupational Skills Training (Skills, ~230)</b>
<b>Description</b>	Provide contextualized English, reading and math instruction that integrates industry-specific vocabulary, skills and content. Curriculum combines language instruction, computer literacy and job readiness. Experiential learning and skill development incorporated into the short-term training.
<b>Target Population</b>	Intermediate English participants who have a documented work history in this country, but lack the language and vocational skills needed to obtain their desired position.
<b>Outreach and Referral Sources</b>	<ul style="list-style-type: none"> <li>• Referral partners and partner organizations with knowledge of and connection to the immigrant communities in which they are located.</li> <li>• JVS and BEST Corp may conduct outreach through language-based radio and print media, and at local libraries, schools, housing developments, churches and businesses in target neighborhoods.</li> </ul>

<b>Assessment</b>	JVS and BEST Corp will conduct a multi-step process which determines and assesses eligibility, English comprehension and personal and financial readiness. Multiple documents are requested along with in-depth interviews to determine and assess client fit and readiness.
<b>Service Model</b>	<ul style="list-style-type: none"> <li>• <b>Classroom Instruction:</b> 6-14 weeks of classroom instruction in contextualized Vocational English for Speakers of Other Languages instruction, computer training, customer service skills, working with the public, interviewing, and resume writing. Clients receive hands-on training of vocational skills and specific career coaching aimed at ensuring graduates are well-equipped to compete for vacancies with participating employers.</li> <li>• <b>Other:</b> Other program supports include job development and job placement support, case management and post-placement supports to be determined based on the individual needs of the client.</li> </ul>

<b>Program Track</b> (Total Enrolled Participants with a PFS Identifier)	<b>Bridges to College</b> (Bridges, ~120)
<b>Description</b>	An intensive 23 week college preparation curriculum (English, math, science and computer skills) that helps students develop the skills they need to succeed in college.
<b>Target Population</b>	Individuals with higher level English skills and at least a high school credential whose English, math, science and computer skills are below the level needed to enter college at a credit-bearing level. Specifically, students need a high school diploma or its equivalent, the ability to qualify for financial aid, and qualifying scores on academic assessment tools used by JVS to meet the entry criteria for the program.
<b>Outreach and Referral Sources</b>	<ul style="list-style-type: none"> <li>• Referral partners with knowledge of and connection to the immigrant communities in which they are located, including Bunker Hill Community College, Quincy College, and their existing network of feeder organizations.</li> </ul>
<b>Assessment</b>	JVS will conduct an initial screening in which eligibility, motivation, personal and financial readiness will be determined and assessed. JVS will use its standardized assessment process and English comprehension tests.
<b>Classroom Instruction</b>	<ul style="list-style-type: none"> <li>• <b>Classroom Instruction:</b> JVS will provide pre-college English. Math and Study Skills with material contextualized to targeted college programs at Quincy College and Bunker Hill Community College.</li> <li>• <b>Other:</b> Other program supports may include case management, scholarship support, individual academic coaching, tutoring and post-graduation coaching, to be determined based on the individual needs of the client.</li> </ul>