



MontcoWorks★NOW

RESOURCE GUIDE FOR YOUTH AND FAMILIES



MontcoWorks★NOW
NAVIGATING OPPORTUNITIES IN THE WORKFORCE
A Service of Montgomery County Intermediate Unit

TABLE OF CONTENTS

Welcome	02
Mission	03
Meet Our Staff	04
Expectations	08
MWN Events and Activities	11
Paid Work Experience Pathway	14
Paths to Post-Secondary Education	16
Path to High School Equivalency	17
Paths to Skill Training	18
Path to Employment	19
Exit and Follow-Up	20
Resources	22
Mental Health Resources	23

WELCOME TO MONTCOWORKS NOW!

Dear Participant,

Welcome to MontcoWorks NOW—we're excited to have you join a community focused on your success!

Our mission is to help young adults like you build a clear path toward your future—whether that means entering the workforce, pursuing college, learning a skilled trade, or exploring other opportunities. As a participant, you'll gain access to a **wide range of supportive services** and hands-on experiences designed to prepare you for what's next.

Here's what you can look forward to:

- **Paid Work Experiences:** Gain valuable on-the-job experience with local employers and explore careers that interest you—while earning a paycheck.
- **Workforce Skill Development:** Strengthen your job readiness through innovative tools like Pathful (virtual career exploration) and SkillUp Montgomery (free online training courses).
- **Career & Education Planning:** We'll help you identify your goals and support your next steps, whether it's starting college, enrolling in occupational skills training, or entering community college.
- **One-on-One Support:** You'll be matched with a dedicated career coach who will work closely with you to provide guidance, encouragement, and resources every step of the way.

This program is about **you**—your goals, your growth, and your future. We believe in your potential, and we're here to help you unlock it.

Let's get started!

Sincerely,

Daniel Chominski - Program Administrator for College and Career Readiness |
Montgomery County Intermediate Unit | DChominski@MCIU.org

OUR MISSION

The MontcoWorks NOW program strives to help youth and young adults create a better path for their future by developing important skills and providing real-world workforce experiences. We aim to support our participants by alleviating barriers and working towards their career and educational goals, empowering them to become leaders within their communities.



MEET OUR STAFF



Paula Scott, Youth Workforce Career Counselor

Paula enjoys the opportunity to serve youth in Montgomery County. She was born in Altoona, PA and attended Scotland School for Veterans' Children throughout grade school and high school. She attended Shippensburg University and graduated with a bachelor's degree in social work. She has over twenty – five years of experience working with youth and families ranging from residential work, in home support services and group work with pregnant and parenting individuals.

Paula aspires to continue to assist youth on their journey to adulthood and achieving their educational and career goals. Paula likes to focus on the “whole” person to ensure the health and wellness and success of everyone. She spends her free time with family and friends, enjoys activities like painting, binge watching television and engaging youth in the community she resides in.

Jonathan Haynes, Youth Workforce Career Counselor

Jonathan was born and raised in Philadelphia. He went to college and graduated from Villanova University. After college he went on to play professional basketball for several years. He often volunteered with youth and transitioned to working in roles that support youth at various stages of their life. He had over 20 years of experience assisting youth when he joined our team as a Youth Workforce Career Counselor. He passed his love of sports on to his children and in his spare time, he enjoys traveling to watch them play with their college teams.



MEET OUR STAFF



Danielle DeLuca Wilburn, Youth Workforce Career Counselor

Danielle DeLuca Wilburn has her Master's Degree in Counseling and Student Affairs as well as her Certified Workforce Development Professional (CWDP) credential. She has worked in education and workforce for over a decade serving community college students, Employment, Advancement and Retention Network (EARN) Program & Work Ready participants, as well as youth programming throughout Chester and Montgomery Counties. Growing up in the city of Philadelphia, her passion has always been helping those in need to succeed and reach their goals to become self-sufficient.

Danielle has been a part of the MCIU for over six years working with the MontcoWorks NOW program. She takes on clients from all over Montgomery County and also works with students from The Anderson School.

"We cannot always build a future for our youth, but we *can* always build our youth for the future."

She goes above and beyond for each client she works with. She assists with getting them their high school equivalency, assists with career exploration and job placement, acts as a mentor to all of her clients, helping them obtain certifications to enhance their resumes as well as getting them prepared for post-secondary education or training. Danielle runs our New Client Orientation and other programming with our career counselors

Megan Hockenbrock, Administrative Assistant

Megan serves as the Administrative Assistant for the MontcoWorks NOW program. She was born and raised in Montgomery County and graduated from West Chester University with her bachelor's of science in chemistry-biology. Prior to joining the MontcoWorks NOW team, Megan worked with youth in her role as a Guest Services Manager at the Elmwood Park Zoo.

Megan holds weekly information sessions for the MWN program and works with potential MWN participants as they start the enrollment process. She works with the team to set up youth participants with training opportunities, incentives and supportive services. Megan helps coordinate programming for the MWN participants such as CPR and Forklift certification. She is grateful for the opportunity to be a part of a team that helps youth and young adults on their career journeys and to celebrate all of their successes along the way.



MEET OUR STAFF



Sara Hudson, Developer of Workforce Partnerships

Sara is the Developer of Workforce Partnerships and works with both employers and participants for paid work experiences (PWE's), employment, and education/community partnerships. Sara has been part of the team since November 2019 and previously worked as a Youth Workforce Career Counselor for MontcoWorks NOW. She graduated from Penn State University with a Bachelor's degree in Human Development and Family Studies and went on to receive her Master's degree from La Salle University in Professional Clinical Counseling.

Sara has previously worked at La Salle University in various Career Services roles and at Mercy Volunteer Corps where she coordinated long-term volunteers and worksites in Philadelphia, New York City and Baltimore. She enjoys spending free time with her family which includes her husband, 2 children, and 4 fur-babies, as well as practicing yoga, traveling, and volunteering.

Daniel Chominski, Program Administrator, College & Career Readiness

Daniel Chominski is a graduate of Kutztown, West Chester and Neumann Universities and has worked in numerous areas of education over the past eighteen years. He started his career working with youth as a 1 to 1 in the summers at Elwyn within the Second Chances Program in 2003. He worked as a school counselor at Franklin Towne Charter High School and Chichester High School and coached multiple sports over the course of eight years. While working as a school counselor he helped students of all backgrounds find their college and career pathway.

Daniel was the inaugural principal of the Chichester Alternative Program and assisted many students in earning their way back into regular education. From there he became the principal of the Western Montgomery Career and Technology Center (WMCTC) where he served the staff and students for three years. Daniel helped to open the Welding and Advanced Manufacturing programs, while overseeing an increase in industry-approved certifications and cooperative education placements each year.

In his current role, he provides guidance and support in the area of college and career readiness and oversees the MontcoWorks NOW workforce development program for youth and young adults in Montgomery County.



MEET OUR STAFF



Kendall Glouner-Zeamer, Assistant Director of Program Development

Kendall Glouner-Zeamer began her career in education as a teacher in York County, Pennsylvania. She earned her Bachelor's in Elementary Education from Millersville and Master's in Educational Leadership and Policy Studies from Temple University. Kendall has held the roles of assistant principal, principal and district level curriculum director in various districts. Currently, she is the Assistant Director for Program Development in the Office of Student Services and dedicates much of her time coordinating office-wide plans and projects to include professional development for staff at all levels and college and career readiness guidance for schools and districts in the area.

Kendall also provides assistance with the administrative oversight of MontcoWorks NOW. She said, Kendall enjoys traveling, being outdoors in the sunshine and values every moment she spends with her husband and three teenage children.

"The MontcoWorks NOW team is an amazing group of people whose dedication and ability to positively affect the lives of the young people they work with is unrivaled. The MontcoWorks NOW program not only offers young people the opportunity to reach career goals they may never have thought possible but also surrounds them with a team and support network of remarkable people who truly care about them and their future."

EXPECTATIONS

- To enroll in the MontcoWorks NOW program, the participant will need to provide original documentation that verifies eligibility. This includes a picture ID (school ID, state ID, driver's license or passport) and birth certificate, and may also include proof of individual and/or family income, diploma if applicable, and selective service registration (males only).
- Each participant is assigned to work with one of the MontcoWorks NOW Career Counselors.
- The participant will work with the Career Counselor to complete their individualized service strategy (ISS) that outlines their goals for the program.
- Participants will meet weekly with their Career Counselor.
- All participants will be required to complete a resume, cover letter, thank you page and reference page.
- All participants will be required to take the SuperStrong assessment and Future Ready assessment before you can receive services.
- Career counselors will assist the participant in completing 3 clearances needed for paid work experiences (PWE's) that may also be needed for direct hire employment: the child abuse clearance, the PA State Police Background Check, and FBI digital fingerprinting through IdentoGo. Clearance costs are covered by the program.
- Some events will be mandatory such as the financial reality fair and new client orientation.
- If a participant is in high school or college during their time in the program, they will need to send their career counselor report cards, transcripts, and/or class schedules for compliance and record keeping.

EXPECTATIONS

- If a participant is working directly for an employer during their time in the program (not a PWE), participants are required to submit an offer letter as well as pay stubs for compliance and record keeping.
- Participants can receive supportive services and incentives throughout their time in the program with a maximum amount of \$500 per a youth. A Career Counselor will ensure a participant signs off either in person or electronically when receiving a gift card incentive or a supportive service.
- The program must follow guidelines set forth through the Workforce Innovation and Opportunity Act as well as MontcoWorks and the Montgomery County Intermediate Unit. This means that not all services will have an immediate impact.
- The Montgomery County Intermediate Unit and all worksites are alcohol, drug and weapon free sites.
- A participant should maintain professional appearance through hygiene and attire during events, at worksites (direct hire and PWE's) and at training providers. If a participant needs assistance with clothing, a Career Counselor can help. Failure to follow this policy may result in the participant being asked to return home to change before they can participate in any activities.
- To be eligible for certifications and work experiences (PWE's, job shadows, etc.) through MontcoWorks NOW funding, a participant needs to actively be engaged with their Career Counselor i.e. attending meetings, responding to outreach, completing any applicable assignments, etc. Failure to do so may result in exit from the program.

EXPECTATIONS

- It is the responsibility of the MontcoWorks NOW participant to be actively engaged in the program. If the Career Counselor finds that a parent or guardian is completing paperwork, replying to a message or completing tasks assigned to the participant, the participant may face consequences, such as a limit to supportive service funding, prevention of receiving a scholarship for training and/or being exited from programming.

MWN EVENTS AND ACTIVITIES



New Client Orientation

Every quarter the MontcoWorks NOW team will host a New Client Orientation. It is required that new participants attend the orientation. The event will be in person at the Montgomery County Intermediate Unit. Transportation will be provided if necessary to all those attending. New client orientation will provide valuable information about the MontcoWorks NOW program to participants. We will cover opportunities and expectations for the program.

Industry Tour

Throughout the program year, the MontcoWorks NOW team will schedule in person or virtual industry tours. Locations will vary depending on where the tour is held. Participants will meet the MWN team at the workplace and will be provided with a tour or experience relating to the workplace. Industry professionals will be available to speak to participants about their company.

What Employers Want Panel Discussion

Our What Employers Want Panel Discussion features representatives from local employers who will answer questions and provide knowledge on best practices when applying for, interviewing for and starting a job. Our Developer of Workforce Partnerships will have a series of questions for the prepared in advance, however participants are encouraged to ask their own questions as well. There will be an informal networking opportunity with the employers following the panel discussion. This event will be held in person at the Montgomery County Intermediate Unit.

MWN EVENTS AND ACTIVITIES

Job Shadow

Job shadows are a half to full day experience at the worksite of the participant's choosing. Our Developer of Workforce Partnerships will meet with participants and their Career Counselors to discuss available worksites. The participant will shadow a workforce professional as they complete any duties during the work day. Each workplace is unique and may have requirements of the participant to visit their facility. The participant will be expected to comply with any expectations set forth by the employer.

Interview Presentation

MontcoWorks NOW team members have developed a presentation to review important information regarding the interview process. This will be a virtual event held over zoom. All participants are expected to attend once during their time within the program. There will be a brief PowerPoint presentation and homework assignment for the participant.

Mock Interviews

Assisting youth with preparation for an interview is a large part of the MontcoWorks NOW program. One method of preparation that youth can take part in is a mock interview. Mock interviews can be held in person or virtually. The youth will be connected with an MWN team member or local community partner who will ask sample interview questions. Feedback will be provided to the youth.

Financial Literacy Education

One of the fourteen program elements set in the Workforce Innovation and Opportunity Act for youth participants is financial literacy education. Youth are provided with knowledge and skills that they need to achieve long-term financial stability. There will be mandatory lessons for all participants that may include virtual or in person components.

MWN EVENTS AND ACTIVITIES

Paid Work Experience

The paid work experience is a paid internship with one of our worksite partners. Participants can complete up to 600 hours through our paid work experience. They can also connect with multiple worksites. Youth become an employee of the Montgomery County Intermediate Unit and are paid through our funding. However, youth are able to choose a company/position from our list of worksites with guidance from our Developer of Workforce Partnerships. Successful completion of a paid work experience may result in a direct hire opportunity from the worksite when a permanent role is available.



PAID WORK EXPERIENCE PATHWAY

FOR YOUTH INTERESTED IN COMPLETING A PAID WORK EXPERIENCE, FOLLOW THE STEPS LISTED BELOW:

- After completing the SuperStrong and creating your Individual Service Strategy (ISS) with your career counselor, a participant can express interest in a paid work experience (PWE) and industries that are a good fit.
- A participant will review PWE options by industry and location with their career counselor and the Developer of Workforce Partnerships. If there is not a worksite available, the Developer of Workforce Partnerships will reach out to new employers.
- A participant will interview with a PWE worksite. If an offer is made, a start date, end date and schedule will be determined. Most assignments are 3 months in length with the possibility of extension. A participant can work up to 35 hours per week for up to 600 total hours while in the program.
- Before a participant can start a PWE, the participant will complete new hire paperwork through the Frontline database to become a temporary Montgomery County Intermediate Unit employee. The MCIU requires direct deposit for payment.
- A participant will also need to complete 3 clearances with their career counselor (the child abuse clearance, the PA State Police Background check, and the digital FBI fingerprinting clearance through Identogo) before starting a PWE.
- A participant has up to 30 days after starting a PWE to go to Patient First to get a physical and a TB (tuberculosis) test as required by the MCIU. Costs for Patient First and the clearances are covered by MontcoWorks NOW.
- Once a participant starts at a worksite, a worksite binder will be dropped off with timesheets, worker's compensation information, and an emergency contact form. Timesheets are due bi-weekly and a participant is responsible to fill them out and send them to their career counselor. Late timesheets may result in a delayed paycheck.
- MontcoWorks NOW staff will check in periodically with the participant and worksite supervisor to ensure that things are going well.

PAID WORK EXPERIENCE PATHWAY

- If a participant is sick or needs to take time off, the participant needs to notify the worksite supervisor. A participant should treat a PWE like a job: be on time, complete all tasks, and ask questions if one has them.
- Towards the end of the PWE, a career counselor will check with a participant to see if the participant would like to extend at the worksite if an extension is possible. It is not guaranteed but there may be a direct hire position available at the PWE worksite at the end of the experience. If a participant would like to try out a new PWE, this is a possibility once the first PWE is completed.

PATHS TO POST-SECONDARY EDUCATION

Career Exploration

Connect with your Career Counselor to explore different career fields. Complete the SuperStrong assessment and look at different career paths. Attend events such as industry tours and employer panels to explore careers.

Research

Once you determine a career or major, you determine what level of education you need. Research schools to see what is the best fit, who has the best program, what works logistically for you. Take a college tour if needed.

Financial Aid

It is important to think about and discuss how you will pay for post-secondary education. Your career counselor can help you navigate the FASFA and PHEAA. Do you need to look for grants? What school is the best fit for you financially?

Application

Submit applications for the schools that you are interested in. Are your school choices affiliated with the common application? Do you need to take the SAT/ACT or other placement tests?

School

Once accepted, make sure that you are prepared for school. Check in with your Career Counselor to see how MontcoWorks NOW can assist.

PATH TO EARN YOUR COMMONWEALTH DIPLOMA

Class Registration

Connect with one of Montgomery County's Title II Education Partners. Find a class that meets your needs (in person, virtual, nighttime, daytime, etc). Go through the program's registration process.

Barrier Discussion

What is preventing you from getting your diploma? How might MWN be able to assist you? Do you need transportation to class? Do you need supplies (pencils/notebook)? Do you have the proper technology for class (laptop)?

Attend Class

Now that you are ready to start, take any pre-assessments required by the program. This will help determine what education you will need in order to pass the GED or HiSET exams. Attend classes in order to prepare for these exams.

Check-In

Your Career Counselor will check in with your teachers to monitor your progress. Do you need additional support? MWN can help with student materials. Consider taking practice exams to check on your progress.

Earn Your Diploma

Take your subject tests when you are ready. Connect with your Career Counselor to schedule exams. MWN can pay the fees for each subject test. When you receive your commonwealth diploma, send to MWN for an incentive.

PATH TO SKILL TRAINING

Exploration

Meet with your Career Counselor to discuss training opportunities. What programs are you interested in? What barriers might prevent you from attending/completing these programs?

Funding

Is there a cost to the training? Can MWN provide funding for the training? What other resources might be available to assist? Do you need to complete the FASFA, PHEAA or look for grants?

Assessment

For some trainings, you are required to take assessments before starting the training including the Key Train and Work Keys exam. Many trainings have registration deadlines, so be sure to complete any requirements your Career Counselor outlines.

Registration

Complete any registration needs for the class. Do you need to sign an Individualized Training Agreement? Do you need to attend orientation?

Class

Attend class and send progress reports to your Career Counselor. Once the class is complete, send over your certification to MWN to receive an incentive. We can assist you with searching for employment if needed.

PATH TO EMPLOYMENT

Career Exploration

- Complete your Super Strong and Future Ready Assessments
- Attend MWN activities such as industry tours and employer panels
- Use online platforms to explore jobs you are interested in

Marketing Packet

- Create or update your resume
- Write a cover letter
- Develop a follow up letter template to use after interviews
- Put together a reference page

Build your Skills

- Attend trainings like CPR and Osha
- Consider an apprenticeship or on the job training
- Complete a Paid Work Experience to gain employability skills
- Gain experience with job shadows, volunteering and entry level jobs

Job Search and Interview Prep

- Search reputable websites such as PA Career Link for job postings
- Update your resume and cover letter to reflect the jobs you are applying to
- Review practice interview questions and consider a mock interview
- Make sure you have the correct attire and are prepared for your interview

Follow-Up

- Now that you have a job, what additional support do you need
- Set yourself up for success on the job- get help with work attire and transportation

EXIT AND FOLLOW-UP

What Does Exit and Follow-Up Mean?

Participants will be exited from the program when they reach the goals developed in their Individualized Service Strategy (ISS). The career counselor will make every effort to inform participants that they are being exited from the program.

Participants may face automatic exit from the program when:

- The participant is inactive in the program for 30 or more consecutive days.
- The participant violates expectations put in place by their career counselor.

Exited participants can still receive assistance through follow up services:

- Leadership development and supportive service activities
- Your career counselor can remain in regular contact with your employer and provide assistance including addressing work-related problems that arise
- Assistance in securing better paying jobs, career development and further education
- Work-related peer support group
- Adult mentoring
- Your career counselor can track the progress of your employment and/or postsecondary education
- Financial literacy education
- Services that provide labor market and employment information about in demand industry sectors or occupations available in the local area, such as career awareness, career counseling and career exploration services
- Activities that help youth prepare for and transition to postsecondary education and training
- Linkages to community services
- Assistance with transportation
- Assistance with child care and dependent care
- Assistance with housing
- Referral to medical services
- Assistance with uniforms or other appropriate work attire and work-related tool costs, including such items as eyeglasses and protective eye gear
- Youth stipend
- Assistance with educational testing
- Reasonable accommodations for youth with disabilities

EXIT AND FOLLOW-UP

Participants can reach out to their Career Counselors for assistance. The Career Counselor will assist within the parameters of exit and may recommend a community program to provide additional support as well.

RESOURCES

MontcoWork NOW Career Acquisition Toolkit:

<https://docs.google.com/document/d/1kCjbN8Yz7a-OqoBFJ-abdKEpqYkAcbnPzHdY5ggcn1s/edit?usp=sharing>

PA CareerLink:

https://www.pacareerlink.pa.gov/jponline/Admin/Common/PortalLogin.aspx?PbH5DM1rjl1csrskHthR@SjKGkWDxLqyNvs8m_hEJMy4US9KfYTEZwLzq_cLnK0sQe1vpjkKczkxinQb62dJpYbnsxy@CoG@lO3vvfGa9Y4-9F0BFJCsR_vpHgQ6hzdlBoe@_dl4s8m4dJ7qPAN2oDGebh4SB@Fl

Job Shadow Request Form:

<https://forms.gle/8oZdB3BptztucrKe6>

Mock Interview Request Form:

<https://forms.gle/vna9CsfM2NtTWV1t5>

Pathful Explore:

<https://www.virtualjobshadow.com/login/84203A/picker/?login-portal=false>

Paid Work Experience Orientation:

https://drive.google.com/file/d/13JQWw3RV5z4R9-rHzJ48dRelgg-iq_-O/view?usp=sharing

MENTAL HEALTH RESOURCES

Medical Assistance

<https://www.montgomerycountypa.gov/1219/Mental-Health>

All children and adolescents who have been diagnosed with developmental disabilities, emotional disorders, behavioral disorders, and/or medical conditions, are eligible for health insurance through Medical Assistance (MA). When children with a disability or mental health diagnosis apply for MA, their parents' income is not considered to determine eligibility.

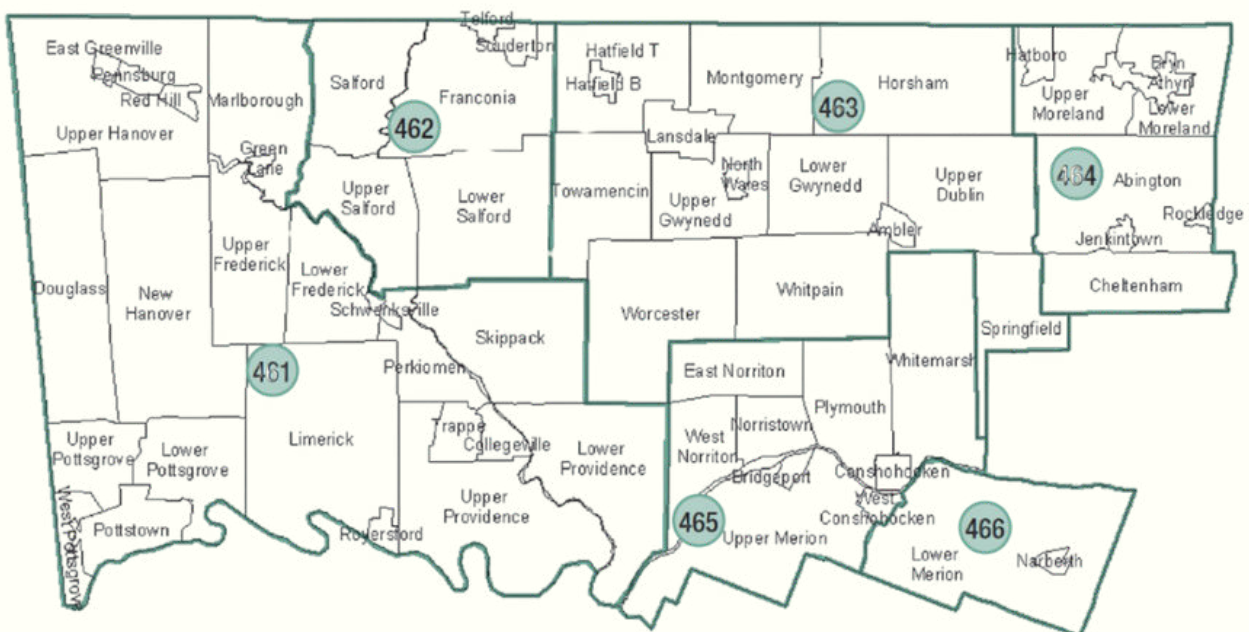
Need information, connect with the Montgomery County Assistance Office by calling 610-270-3500 or visiting in person at 1931 New Hope Street, Norristown, PA 19401.

You can also apply for services here: <https://www.compass.dhs.pa.gov/home/#/>.

The county has 6 community behavioral health centers. They provide assessment, blended case management, administrative case management, treatment and medication management.

MENTAL HEALTH RESOURCES

Region	Agency Name	Address	Phone Number
Abington (#464)	Central Behavioral Health (adult services only)	2500 Maryland Road Willow Grove, PA 19090	(267) 818-2220
	Child & Family Focus (children's services only)	304 Easton Rd. Willow Grove PA 19090	(267) 818-6190
Franconia /Salford (#462)	Penn Foundation	807 Lawn Ave. Sellersville, PA 18960	(215) 257-65551
Lansdale (#463)	Merakey (formerly NHS)	2506 North Broad St. Colmar , PA 18915	(267) 695-1040 (For adults) (215) 368-2022 (For Children)
Lower Merion (#466)	Lower Merion Counseling and Mobile Services	850 West Lancaster Ave. Ardmore, PA 19010	(610) 520-1510
Norristown (#465)	Central Behavioral Health	1100 Powell St. Norristown, PA 19401	(610) 277-4600 (For Adults) (610) 272-3042 (For Children)
Western (#461)	Central Health Services	11 Robison St. Pottstown, PA 19464	(484) 941-0500



MENTAL HEALTH RESOURCES

The Montgomery County Mobile Crisis team is available 24 hours a day, 7 days a week. The services are free of charge to anyone currently in Montgomery County.

For crisis situations, call **1-855-634-4673** or dial **988**.

Before a crisis:

Youth can contact the Montgomery County Teen Talk Line at 866-825-5856 or text 215-703-8411. Support is available 7 days a week, 1 pm to 9 pm.

Adults can contact the Montgomery County Peer Support Talk Line at 855-715-8255. Support is available 7 days a week, 1 pm to 9 pm.

Montgomery County Emergency Services:

<https://docs.google.com/document/d/1kCjbN8Yz7a-OqoBFJabdKEpqYkAcbnPzHdY5ggcn1s/edit?usp=sharing>

NAMI Montgomery County:

<https://docs.google.com/document/d/1kCjbN8Yz7a-OqoBFJabdKEpqYkAcbnPzHdY5ggcn1s/edit?usp=sharing>

Community Connections Navicate Program

Do you need support and aren't sure where to turn for help? Consider reaching out to the Community Connections Navicate Program. A trained professional will be able to connect you with resources and services in Montgomery County.

Call **610-278-3522** for support

Visit one of the four main Community Connections offices in Montgomery County

Lansdale:

421 West Main Street
Lansdale, PA 19446

Pottstown:

364 East King Street
Pottstown, PA 19464

Norristown:

Montgomery County Human Services Center
1430 DeKalb Street
1st Floor
Norristown, PA 19401

Willow Grove:

102 North York Road
Willow Grove, PA 19090