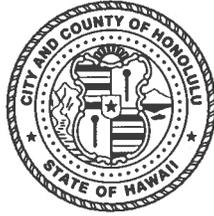


OAHU WORKFORCE DEVELOPMENT BOARD  
**CITY AND COUNTY OF HONOLULU**

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May 24, 2025

**OAHU WORKFORCE DEVELOPMENT BOARD  
WORKFORCE INNOVATION AND OPPORTUNITY ACT  
POLICY #11-25**

**SUBJECT:** ADULT MENTORING

**PURPOSE:**

The purpose of this policy is to provide guidance on the criteria for Adult Mentoring in the WIOA Youth Program

**BACKGROUND:**

Mentoring is one of the 14 program elements for the WIOA youth program. Mentoring is a formal relationship between a youth participant and an adult mentor that includes structured activities where the mentor offers guidance, support, and encouragement to develop the competence and character of the mentee.

**POLICY:**

Adult mentoring is arranged by the WIOA Youth Program service provider Employment/Education specialist. Agreements for adult mentoring will be established for participants on a work experience through the work experience agreement. For mentors beyond those in the worksite, individual agreements will be established with the specific provider to ensure the Adult Mentoring service is being provided. Mentors are not paid positions.

Adult mentoring for youth must:

- Last at least 12 months and may take place both during the program and following exit from the program;
- Be a formal relationship between a youth participant and an adult mentor that includes structured activities where the mentor offers guidance, support, and encouragement to develop the competence and character of the mentee; and
- While group mentoring activities and mentoring through electronic means are allowable as part of the mentoring activities, at a minimum, the local youth program must match the

youth with an individual mentor with whom the youth interacts with on a face-to-face basis.

- Mentoring may include workplace mentoring where the local program matches a youth participant with an employer or employee of a company.
- Adult mentors may be the case manager.

### **ACTION:**

This policy is effective immediately and remains in effect until such time that amendments to this policy are made or a new policy is issued.

### **INQUIRIES:**

For inquiries regarding this policy, please contact Harrison Kuranishi, Executive Director, Oahu Workforce Development Board at 808-768-7790 or [h.kuranishi@honolulu.gov](mailto:h.kuranishi@honolulu.gov)



**Harrison Kuranishi**  
**Executive Director**