

# **Crater Regional Workforce Development Board**

## **LWDA-15**

**Policy Number 2018-06**

**Effective Date: October 19, 2018**

**Title: Youth Follow-Up Services**

### **Background:**

Follow-up services must be provided as appropriate for participants who are placed in unsubsidized employment, for up to 12 months after the first day of employment. Counseling about the work place is an appropriate type of follow-up service. Follow-up services do not extend the date of exit in performance reporting.

### **Purpose**

The purpose of the Youth Follow Up policy is to provide guidance to service providers on the follow up references as required under the Workforce Innovation and Opportunity Act (WIOA) for youth participants exited from program services.

### **Reference**

Workforce Innovation and Opportunity Act, July 22, 2014, sections: 3(59) and 129 (c)(2)(G)  
Workforce Innovation and Opportunity Act Proposed Regulations sections: 681.580; 681.520; 861.570

### **Policy**

Follow-up services are critical services provided following a youth's exit from the program to help ensure the youth is successful in employment and/or post-secondary education and training.

Staff responsible for WIOA funded Youth Services, must ensure follow up services are appropriately provided and documented.

### **Procedures**

All youth will receive 12 months of follow-up services after their exit from WIOA. Monthly, not less than one case note describing the follow-up services that each exited youth has received during the past month will be entered into the Virginia Workforce Connection system (VAWC).

The follow-up services that a youth receives will be based on the individual needs of the youth. Those services may include the following (from WIOA Regulations Sec. 681.580):

1. Leadership development and supportive services listed in WIOA Regulations Sec. 681.520 and Section 681.570 (see Definitions);
2. Regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise;
3. Assistance in securing better paying jobs, career development and further education;
4. Work-related peer support groups;
5. Adult mentoring; and
6. Tracking the progress of youth in employment and training.

All youth participants must receive some form of follow-up services for a minimum duration of 12 months, as required by WIOA Regulations 664.450; and case notes will sufficiently describe the follow-up service provided.

## **Definitions**

Section 681.520 Leadership Development:

Leadership development opportunities are opportunities that encourage responsibility, employability, self-determination, and other positive social behaviors such as:

- (a) Exposure to postsecondary educational opportunities;
- (b) Community and service learning projects;
- (c) Peer-centered activities, including peer mentoring and tutoring;
- (d) Organizational and team work training, including team leadership training;
- (e) Training in decision-making, including determining priorities and problem solving;
- (f) Citizenship training, including life skills training such as parenting, work behavior training;
- (g) Civic engagement activities which promote the quality of life in a community; and
- (h) Other leadership activities that place youth in a leadership role such as serving on youth leadership committees, such as a Standing Youth Committee. [WIOA sec. 129(c)(2)(F)].

Section 681.570 Supportive Services:

Supportive services for youth, as defined in WIOA section 3(59), may include the following:

- (a) Linkages to community services;
- (b) Assistance with transportation;

- (c) Assistance with child care and dependent care;
- (d) Assistance with housing;
- (e) Needs related payments;
- (f) Assistance with educational testing;
- (g) Reasonable accommodations for youth with disabilities;
- (h) Referrals to health services; and
- (i) Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eye glasses and protective eye gear [WIOA sec. 129(c)(2)(G)].