

Technical Assistance Guidance

TAG 24-2018

Issued Date: **September 17, 2018**

Subject:

Local Workforce Development Board (LWDB) - Workforce Connections (WC)

Policy Implementation Revision(s) & Update(s)

WIOA Title I Program, Services and Activities

Purpose

To announce the publication and effective date for implementation of revisions/updates made to the following policy:

YTH-040-02 Youth Program Design

Background

Follow-up services are critical services provided following a youth's exit from the program for no less than 12 months to help ensure the youth is successful in employment and/or post-secondary education and training.

The youth service provider must establish and implement procedures to ensure that follow-up services are conducted and documented in the most efficient way. This includes the implementation of procedures to document and record when a participant cannot be located or contacted.

Modifications:

Sec. III (N) Revised in its entirety and includes **Follow-up services additional guidance.**

Key Points:

- Tracking follow-up services/activities,
- Recording performance outcomes,
- Documenting detailed case notes in MIS, and
- Continuous contact (12-month duration).

Action:

Management must review and share Policy YTH 040-02 with all staff and train as appropriate to meet policy guideline.

After review if further guidance is needed, please request from Workforce Connections additional technical assistance.

WC policies can be located at: <http://nvworkforceconnections.org>