

Follow-up Policy

Policy

1. Follow-up services are available to Adult and Dislocated Workers that entered unsubsidized employment and are required for all Youth participants.
2. Follow-up includes both counseling/assistance and gathering information regarding performance measure requirements.
3. Youth staff who work with the Workforce Innovation and Opportunity Act Title I Youth will contact youth at least on a monthly basis for one (1) year following exit.
 - a. The exit must represent exiting from ALL core program partners that will be coordinated in partner meetings.
 - b. The monthly follow-up contact may be in person, by email, or phone.
 - c. Contacts will be documented in the youth's case file electronically and/or hard copy based on State requirements for case note data.
 - d. If during follow-up interactions, a youth needs additional services steps will be taken to assist.
4. Adults and Dislocated Workers with the Workforce Innovation and Opportunity Act Title I will contact clients at least on a monthly basis for one (1) year following exit.
 - a. Follow-up services do not extend the date of participation.
 - b. Follow-up services will include supportive service assistance, counseling regarding the workplace, retention services, and referrals to community resources.
 - c. Contacts will be documented in the client's case file electronically and/or hard copy based on State requirements for case note data.
5. Information regarding performance measure requirements should be included in the electronic file.

Approval Signature:

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