

Individualized Career Services Policy

Policy

1. The Workforce Innovation and Opportunity Act authorizes career services for adults and dislocated workers.
2. There are three (3) types of career services: basic career services, individualized career services, and follow-up services.
3. The Workforce Innovation and Opportunity Act does not require any sequence of service. Services can be provided in any order.
4. Career services are defined in CFR 678.430 and rules governing their provision to adults and dislocated workers are provided in 20 CFR 680.100 through 195.
5. Individualized career services must be provided to participants after enrollment onto the Workforce Innovation and Opportunity Act Title I Adult or Dislocated Worker Program.
6. Individualized career services may be provided by the Workforce Innovation and Opportunity Title I Adult and Dislocated Worker programs.
7. Individualized career services are subject to priority of service requirements.
8. Documentation for individualized career services must be provided in the Individual Employment Plan and in the client case notes as well as in the Maryland Workforce Exchange.
9. Individualized career services include:
 - a. Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers.
 - b. Individual employment plan
 - c. Group and/or individual counseling and mentoring
 - d. Career planning (including case management)
 - e. Short-term pre-vocational services
 - f. Internships and work experiences
 - g. Workforce preparation activities
 - h. Financial literacy services
 - i. Out-of-area job search assistance and relocation assistance
 - j. English language acquisition and integrated education and training programs