

January 31, 2007

NEMO WIB Issuance #05-06

To: All Program Operators

From: Sharon Hays, Executive Director

Subject: 12-Month Follow-up Services for WIA Youth Participants

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1. Purpose:

To provide guidance regarding the approval of the waiver request of Section 129 under the Workforce Investment Act (WIA) for eligible providers of Youth activities.

2. Background:

The Workforce Investment Act of 1998, Section 129(c)(2)(I) and 20 CFR 664.450(b) requires that all Youth participants receive some form of follow-up services for a minimum duration of 12 months.

1. Substance:

The Division of Workforce Development attained a waiver from the U.S. Department of Labor to allow any of the 14 Local Workforce Investment Areas the option of determining on a case by case basis waiving the requirements of the 12 month follow up services for youth with extenuating circumstances such as those listed below.

- Incarcerated
- Joined the military
- Deceased
- Have left the area and are not available

Follow-up services that will be provided shall be documented in the youths Individual Services Strategy (ISS). All youth will be provided with a minimum of 12 months of follow up services unless staff is unable to contact them for one of the reasons listed above and documentation is obtained and entered into Toolbox case notes and on the Individual Service Strategy.

It is sometimes difficult to locate a Youth once they have completed WIA services or the Youth has left the area with no forwarding contact information (e.g., the Youth has been incarcerated or has joined the military and will not be available or needing services before the 12 months has elapsed). In those instances a minimum of three (3) contact attempts must be made and clearly documented in Toolbox before a decision can be made to waive the required 12

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month follow-up services. Multiple methods of attempting to locate these youth must be made and those methods documented in Toolbox, i.e., via phone, mail, contact with friends, employers, relatives, or other sources deemed appropriate. Using the same method of contact to the same location for all three (3) contact attempts is not acceptable. The caseworker must demonstrate that all efforts were made in an attempt to contact these individuals.

Follow up services for youth who are deceased will require a case note and other form of documentation indicating the individual is deceased. No additional follow up services will be required for youth who are deceased.

4. Action:

Please distribute this information to your staff to ensure proper procedures are followed. This waiver will be in effect through June 30, 2007.

5. Contact:

If you have any questions, please contact Sharon Hays or Linda Studer at (660) 327-5125.

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Sharon Hays, Executive Director