

October 30, 2006

DWD ISSUANCE 10-06

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

- 1. Purpose:** To provide information regarding 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.
- 3. 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, whether a Youth required some form of follow-up services for the minimum requirement of 12 months. This waiver will help minimize paperwork and unnecessary program follow-up if the situation arises that it is in the best interest of the Youth and/or business to cease follow-up services.

Each region will document the follow-up services that will be provided to an individual Youth in their Individual Service Strategy (ISS). The benefits of having this waiver option is to increase efficiency of staff time; those Youth needing more follow-up services will be provided those services; Youth whose scope of follow-up services is less intensive will not need the full 12 month duration. Documenting the justification will be made on the ISS.

It is sometimes difficult or unnecessary 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 lapsed). After several attempts, the case manager will have the option of closing the file and discontinuing the follow-up activities. Staff must provide case notes as documentation of failed attempts to follow up.

4. **Action:** This information will be distributed to appropriate staff. This waiver will be in effect through June 30, 2007.
5. **Contact:** If you have any questions regarding this Issuance, please contact Randy Cottrell, Manager, Adult and Youth Programs, at (573) 526-8242.
6. **Reference:** Workforce Investment Act of 1998, Section 129(c)(2)(I) and 20 CFR 664.450(b).



Roderick Nunn, Director

RN/RC/DP

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