



TITLE: WIOA Adult & Dislocated Worker Career Services Policy # 5005

Type: Program Policy

Date Established: 07/01/2016

Date Last Revised: 06/07/2019

Date Posted to Website: 07/07/2016

Status: Final

Supersedes: WIA Procedures in Policies # 500R6,
505R2, 515R2, 530R2, & 550R2

Purpose

This policy provides guidance regarding the eligibility of Adult and Dislocated Workers for Career Services. The WIOA Adult and Dislocated Worker formula programs, in coordination with the Wagner-Peyser (WP) Employment Services (ES), are pivotal pieces of the one-stop delivery system, which is the foundation of the workforce system. The system provides universal access to career services to meet the diverse needs of Adults and Dislocated Workers.

Policy

Adults and Dislocated Workers are eligible to receive career services if the individual is at least eighteen (18) years of age and is enrolled in either the WIOA Adult or Dislocated Worker formula programs. There are three (3) types of career services: basic, individualized, and follow-up. There is no sequence requirement for basic and individualized which can be provided in any order to provide flexibility in targeting services to the needs of the customer. Follow-up, however, can only be provided after exit.

Training services are also available if determined eligible and in need of additional service beyond career services to obtain or retain employment. However, if career services are not provided before training, WorkSource system staff must document the circumstances justifying their course of action.

Policy Guidelines

Basic Career Services

Basic career services are available to individuals determined eligible for and enrolled in an Adult or Dislocated Worker program.

Individualized Career Services

Individualized career services are available to individuals once qualified staff has determined the service is needed for the individual to obtain or retain employment.

Follow-up Services

Follow-up services can only be provided to WIOA Title I Adult and Dislocated Worker program participants who are placed in unsubsidized employment and have system-exited.

Follow-up services, if requested by exited individuals and determined by staff to be appropriate for those individuals, must be provided for a period of up to 12 months (i.e., not more than 12 months).

Any discrepancies arising between PacMtn policy and or procedures with federal and state provisions due to current or future revisions will default to the current minimum federal and state regulations and guidance available. PacMtn policy and or procedures may set forth stricter requirements than provided by federal and state guidance, but in no case will PacMtn policy and or procedures not meet minimum federal and state policy.

References

Workforce Innovation and Opportunity Act of 2014

WIOA Final Rule; 20 CFR Parts 676,677, and 678; Federal Register, Vol. 81, No. 161, August 19, 2016

WIOA Final Rule; 20 CFR Parts 603, 651, 652, et al; Federal Register, Vol. 81, No. 161, August 19, 2016

Training and Employment Guidance Letter (TEGL) 17-05, 19-16

WorkSource System Policy 1019 R4 & Attachment A - Eligibility Handbook

PacMtn Policy #5015 - Training Services

PacMtn Procedure #5005P - Career Services

Compliance with the state's eligibility policy will be based on the version of the handbook in effect at the time of the action or activity that may be at issue.

DATE APPROVED: June 4, 2016, 6/13/2019

Direct Inquiries to:

Pacific Mountain Workforce Development Council

1570 Irving Street SW Tumwater, WA 98512

Telephone: (360) 704-3568

Email: Info@pacmtn.org

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