



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

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**Type:** Program Policy

**Date Established:** 07/01/2016

**Date Last Revised:**

**Date Posted to Website:** 07/07/2016

**Status:** Final

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

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### 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.

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### 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 these services.

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.

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### Policy Guidelines

#### Basic Career Services

Basic career services are available to Adults or Dislocated Workers through the WorkSource delivery system after a determination has been made of whether the individuals are eligible to receive assistance.

#### 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).

#### Significant Staff Involvement

Enrollment into a WIOA funded program occurs at the point where there is significant staff involvement. Significant staff involvement includes staff's assessment of a participant's skills, education or career objectives to assist the participant in making a decision or accessing information, compared to staff providing a participant with readily available information that does not require an assessment.

*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.*

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## **References**

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Workforce Innovation and Opportunity Act of 2014  
PacMtn Procedures Document # 5005P - Career Services  
PacMtn Policy #5015 - Training Services  
Training and Employment Guidance Letter (TEGL) 17-05  
TEGL 3-15  
20 CFR 680.210  
WorkSource System Policy 1019 R3 & Attachment A - Eligibility Handbook

*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**

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**Direct Inquiries to:**  
**Pacific Mountain Workforce Development Council**  
**1570 Irving Street SW Tumwater, WA 98512**  
**Telephone: (360) 704-3568**  
**Email: [Info@pacmtn.org](mailto:Info@pacmtn.org)**

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