

## TITLE: Career Services Policy #2.2.1-R1

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**Type:** Program Policy

**Original Policy Date:** 07/01/2016

**Effective Revision Date:** 04/24/2025

**Status:** Final

**Supersedes:** WIA Procedures in Policies #500R6, 505R2, 515R2, 520R2, & 550R2 and PacMtn Policy # 2.2.1

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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 18 years of age and is enrolled in either the WIOA Adult or Dislocated Worker formula programs. There are three types of career services: basic, individualized, and follow-up. Basic and individualized career services may be provided in any order to meet the individual needs of participants.

Training services are also available when a participant is determined eligible and in need of services beyond career services to obtain or retain employment. If career services are not provided before training, staff must document the justification in accordance with 20 CFR 680.220 and TEGL 19-16.

Follow-up services may only begin after exit and must be offered for up to 12 months unless declined or the individual is unreachable. These services must not extend participation. Refer to WSS Policy 5620-1 and TEGL 10-16, Change 3 for follow-up guidance.

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### 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.*

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## Definitions

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NA

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## References

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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

TEGL 17-05

TEGL 9-16

TEGL 10-16, Change 3

WorkSource System Policy 1019 (Rev12) – Eligibility Policy and Handbook

WIOA Title I-B Policy 5602 (Rev5) – Supportive Services & NRPs

WIOA Title I-B Policy 5620 (Rev1) – Follow-Up Services

PacMtn Policy #2.2.3-R1 - Training Services

PacMtn Procedure #2.2.1-P - 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.*

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**Direct Inquiries to:**  
**Pacific Mountain Workforce Development Council**  
**201 5<sup>th</sup> Ave SW Se. 401**  
**Olympia, WA 98501**  
**Telephone: (360) 515-5134**  
**Email: [Info@pacmtn.org](mailto:Info@pacmtn.org)**

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