



SOUTHEAST LOCAL LABOR DEVELOPMENT BOARD

**POLICY TO GIVE FOLLOW UP TO THE PARTICIPANTS
OF THE YOUTH, ADULT, AND DISLOCATED WORKER PROGRAM**

I. INTRODUCTION

The Workforce Innovation and Opportunity Act (WIOA, for its English acronym) was enacted on July 22, 2014, and took effect on July 1, 2015. It is designed to help people that are searching for a job to access job offers, education, training, and support services in order to succeed in the market labor and that at the same time the employers have access to skilled employees to compete in the global economy. The follow up services have the objective of validating the achievement of the participants' goals, as established in their Individualized Plan for Employment for the Youth Program, and Adult and Dislocated Worker Program. The services will be offered, minimally, during a twelve (12) month period. The service is more than generating a phone call or contacting a resource to make sure than the documentation that will be validated is in order. The services will be validated in the participant's file.

II. LEGAL BASE

Federal Public Law 113-128 of July 22, 2014, Workforce Innovation and Opportunity Act (WIOA, for its English acronym), Chapter 2, Section 129 (c) (2) (I)

Federal Public Law 113-128 of July 22, 2014, Workforce Innovation and Opportunity Act (WIOA, for its English acronym), Chapter 3, Section 134 (c) (2) (xiii)

Federal Regulation of the Workforce Innovation and Opportunity Act (WIOA, for its English acronym), Section 678.430 (c), Section 680.150 (c) and 681.580 (a) (b) and (c)

III. YOUTH PROGRAM FOLLOW UP

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The Follow up Services are critical services that will be offered as of the participant's exit of the program to make sure that the youth is successful in their job and or postsecondary education or training during a minimum of twelve (12) months, unless the participant declines the services or cannot be hired. This will be evidenced in the participant's file. The type of service will be determined by the individual needs of each youth. The follow up services can include but are not limited to:

- a. Support services
- b. Adult mentoring
- c. Financial education and literacy
- d. Services that include information about the market labor, occupations and industry services that are in-demand in the local area, such as career counselling and career exploration
- e. Activities that help the youth to get prepared or transition to the postsecondary education or training.

Some examples of the follow up services can be:

1. Youth that were not placed on a job
 - a. Meetings with the participant to discuss educational or professional options
 - b. Use of technology to explore the resources and facilitate communication
 - c. Development of leadership strategies and support services, as described in the Law
 - d. The services necessary to ensure the success of the participants in the activities of postsecondary education.
2. Youth placed on the job

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- a. Regular contact with the employer, including assistance to attend to situations related to the youth's adaptation
- b. Assistance to ensure that the youth get a better employment with better salary, achieve professional career development, and continue postsecondary education
- c. Participation in support group in pairs related to the employment
- d. Monitoring the youth progress in the employment after the completion of a training

IV. FOLLOW UP OF THE ADULT AND DISLOCATED WORKERS

1. If the client deems that is ready for employment, the job packe services, including referrals to employment and follow up after placement, will be offered. If the participant is placed on a job, follow up will be offered for a period not less than twelve (12) months. If labor reinsertion or retention is not achieved, the Wagner-Peyser personnel will determine what additional services, including support services, would be necessary to achieve a job outcome. The participant could be referred to one of the CGU - AJC System's partners to receive training services, among others, accordingly.
2. Follow up services will be offered, as appropriately, including counselling about the workplace for participants placed on a nonfunded job, as of the first day of employment.
3. Those participants with multiple employment barriers will be offered a bigger number of follow up services based on their needs.
4. Some of the follow up services can be:

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- a. Counselling and career planning
- b. Meetings with the participant's employer, including providing assistance in relation with situations that could arise on the job
- c. Participation in pair groups or support groups
- d. Providing information about educational opportunities and referral to support services available in the community
- e. Other services.

V. FREQUENCY

The abovementioned services will be offered by the Career Planners or other personnel designated to these ends taking into consideration each participant's particular needs. As a minimum, the services described in this policy will be offered once a month. These actions will be consigned in the form designed with this purpose, which will be maintained in the participant's file.

VI. VALIDITY

This policy will take effect immediately after its approval. The Local Board's Executive Director will be responsible of informing its personnel within the five (5) days following its approval.

[Signed]

Rafael H. Aparicio Cesaní
President
Southeast Labor Development Local Board

January 22, 2019
Date