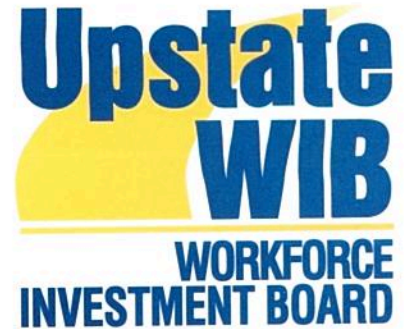


INSTRUCTION LETTER



INSTRUCTION NUMBER: WIA 11-08

TO: All Youth Services Providers

SUBJECT: Participant Follow-up Policy

DATE ISSUED: October 18, 2011 DATE EFFECTIVE: Immediately DATE EXPIRES: October 18, 2011

PURPOSE: The purpose of this instruction letter is to communicate the Upstate Workforce Investment Board's policy regarding youth follow-up activities and requirements.

BACKGROUND: Per the Code of Federal Regulations 20 CFR Part 664 of the Workforce Investment Act; Final Rules, Section 664.450(b): "All youth participants must receive some form of follow-up services for a minimum duration of twelve months." The purpose of conducting follow-up activities is to assist youth participants in obtaining employment or furthering their education.

ACTION: Although all youth services providers have always been responsible for conducting monthly follow-up activities as indicated in their respective Statements of Work (Section 1.9 & 1.9.1), the SC Department of Employment and Workforce has recommended increased monitoring and accountability regarding follow-up services. *All youth services providers should immediately begin following the Youth Services Follow-Up Policy as outlined below:*

POLICY: The Upstate WIB is committed to ensuring that youth follow-up activities occur for every youth participant as required by the Workforce Investment Act of 1998. The Upstate WIB will provide technical assistance to youth service providers regarding follow-up activities and requirements at least annually at the beginning of each program year and as often as requested.

Youth services providers are required to provide the Upstate WIB Youth Services Coordinator with a list of youth participants that have exited each month, *by the 5th of the following month*. The Youth Services Coordinator will compare these lists with ad-hoc reports generated through SC Works Online and provide feedback of any discrepancies to the appropriate youth services provider.

Youth services providers are required to contact or provide a service to former participants at a minimum of once per month to assist participants in obtaining employment or enrolling in school. Youth services providers are required to enter any information obtained during the follow-up activity into SC Works Online.

The Youth Services Coordinator will review monthly ad-hoc reports to continuously monitor follow-up activities. In addition, each programmatic monitoring visit will include review of selected participants currently in follow-up. If for any reason the Upstate WIB or Youth Services Coordinator believes that additional monitoring is required to ensure follow-up activities are being conducted, additional monitoring visits will be scheduled and technical assistance will be provided.

Should a youth services provider's program cease to exist, another program(s) will be required to accept any participants in need of follow-up services into their program(s). The Youth Services Coordinator will assist in negotiating the reallocation of participant files and performance post-exit, re-assigning those cases, and including such activities in the Statement(s) of Work.

INQUIRIES: Any questions regarding this instruction letter and the policy within, should contact Ms. Tameesha Curry, Upstate WIB Youth Services Coordinator at (864) 596-2028 or tcurry@upstatewib.org.


Ann Angermeier, Executive Director

Sources: Code of Federal Regulations 20 CFR Part 664 of the Workforce Investment Act; Final Rules, Section 664.450(b); Statement of Work Section 1.9 & 1.9.1