



## American Job Center

### **FOLLOW UP POLICY FOR THE PARTICIPANTS OF THE YOUTH, ADULTS, AND DISPLACED WORKERS PROGRAM**

#### **I. INTRODUCTION**

The Workforce Innovation and Opportunity Act (WIOA), was subscribed the 22<sup>nd</sup> of July of 2014, effective the 1st of July of 2015. It is design to help the person searching for a job, to provide

access to job offers, education, training, and support services to succeed in the labor market and in turn to enable the employers to have access to candidates with the necessary skills to compete in the global economy. The follow-up services have the objective of validating that the participants meet their goals, as established in their Individual Employability Plan, within the Programs for Youth, Adults, and Displaced Workers. They will be offered for a period Twelve {12} months, minimum. These services go beyond the attempt to contact or a contact to make sure that the documentation to validate the execution is in order.

#### **II. LEGAL BASIS**

Federal Public Law 113-128 of 22<sup>nd</sup> of July of 2014. The Workforce Innovation and Opportunity Act, Chapter two, Section 129 (c) (two) (I),

Federal Public Law 113-128 the 22<sup>nd</sup> of July of 2014. The Workforce Innovation and Opportunity Act, Chapter 3, Section 134 (c) (two) (xiii).

Federal Regulation of the Workforce Innovation and Opportunity Act, (WIOA per its English acronym) Section 681,580 (a) (b) and (c),

Federal Regulation of The Workforce Innovation and Opportunity Act, (WIOA per

### **III. FOLLOW UP FOR THE YOUTH PROGRAM**

Follow up Services - These are critical services, which will be offered after the participant leaves the program to enhance the youth success in the employment, and/or post-secondary education or training, for a minimum period of twelve (12) months unless the participant declines to receive the services or cannot be contacted. If this happens, this fact needs to be evidenced in the participant's file. The type of service is determined according to the needs of each individual. The follow-up services may include:

- a. Support Services.
- b. Mentoring of Adults.
- c. Education on financial literacy.
- d. Services that include information on the labor market, occupations, such as career counseling, and career exploration services and identification of industry sectors in demand within the local area.
- e. Activities that help youth prepare for or transition to post-secondary education or employment.

Some examples of the follow up services can be:

1. Youth not yet placed on a job:
  - a. Meetings with the participant to discuss educational or professionals' options.
  - b. Use of technology to explore resources and to enhance communication skills.
  - c. Development of leadership skills and support services as described within the Law.
  - d. The necessary services to ensure the success of the participants on the activities of post-secondary education.

2. Youth placed on a job

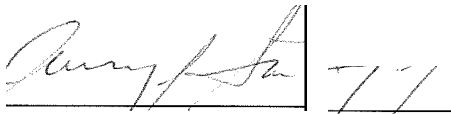
- a. Regular contact with the employer, including, help to handle situations related to the youth adaptation.
- b. Assistance to ensure that the youth obtains a better job with better salary, achieves personal growth, pursues a professional career, and continues to a post-secondary education.
- c. Participates on work support peer groups pertaining to their job.
- d. Monitor youth progress on the job, after the training is completed.

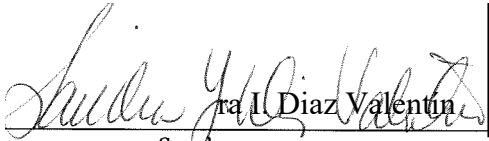
**IV. FOLLOW UP PROGRAM FOR ADULTS AND DISPLACED WORKERS**

1. If the client is considered ready for employment, the program provides a work package or kit , including job referrals and follow-up services after placement. If the participant is placed in a job, the follow up service will be offered for a period of no less than 12 months. If the labor insertion or the job retention, is not achieved, the Wagner–Peysen personnel will determine what additional services, including support services, may be necessary to achieve a satisfactory job placement outcome. The participant may be referred to one of the partners of the CGU -AJC System for training services offer, or other services, as may apply.
2. Follow-up services will be offered, as appropriate, including counseling on workplace, for participants placed in unsubsidized employment, available since the first day of employment.

**v. APPROVAL AND VALIDITY**

This public policy will be effective immediately after its approval. It is the responsibility of the Executive Director to inform the personnel within five (5) days of its approval.

  
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Presidente  
ANGEL MIGUEL HERNANDEZ  
Local Board for  
Labor Development

  
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Sandra I. Diaz Valentin  
Secretary Local Board for  
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