

COMMONWEALTH OF PUERTO RICO
SOUTHWEST LOCAL WORKFORCE DEVELOPMENT BOARD, INC.

**PUBLIC POLICY OF FOLLOW-UP TO THE
PARTICIPANT OF THE YOUTH PROGRAM**

Section 1. The Southwest Local Workforce Development Board, Inc. establishes Public Policy based on Public Law 113-128, which creates the Workforce Innovation and Opportunity Act (WIOA), to establish follow-up with the Youth Program participant.

Section 2. Legal Base

Public Law 113-128 of July 22, 2014 - Workforce Innovation and Opportunity Act, Chapter 2, Section 129 (c) (2) (I) and Chapter 3, Section 134 (c) (2) (xiii).

Workforce Innovation and Opportunity Act (WIOA) Federal Regulations, Sections 680.150 (a), (b) and (c), 680.150 (c), 681.580, 678.430 (c) and TEGL 21.16.

Section 3. Follow-up during the Activity by ALDLS

The follow-up will be coordinated between the contracted Agency and the Local Area. The Program Area through the Case Manager will visit the project during the first week to review the development and performance of the participants and the service provider, using the amended MIS-012 form, which will document at least the following: time and date of the visit, wording of issues discussed, purpose of the visit, discussion of findings, plan of action to be followed, coordination of the next visit. Subsequently, a monthly visit will be conducted until the end of the project and/or as many times as necessary. In addition, monthly evaluations will be made to the participant to detect needs and situations during the development of the project using form AP-047. It will be the responsibility of the Case Manager to give the form to the supervisor of the activity to be completed and discussed with the participant. If there is any particular situation that the supervisor considers pertinent, he/she will notify the Case Manager to meet with the participant, create a plan of action, get the participant to complete the activity and obtain professional growth, which can be applied in the future. The Case Manager will complete the MIS-012 form as stipulated. Upon completion of the activity, the participant begins a 90-day pre-departure follow-up, during which time the Case Manager may re-evaluate and determine additional services, using the MIS-012 form. If the Case Manager after evaluation during this period does not offer any service, he/she will then proceed to exit on the last day of the service evidenced by payroll and will complete the required documentation to evidence the same using the form MIS-034A Exit Sheet, which must be accompanied by the evidence marked in all its parts and will proceed to the 12-month follow-up in the MIS Area by the Placement and Follow-up Technicians available in the aforementioned area.

Section 4. Follow-up after Departure by ALDLS

This follow-up will be offered after the Case Manager determines not to offer any additional services to the participant and as a result decides to exit the program and then enters the follow-up stage offered in the MIS Area by the Placement and Follow-up Technicians. This follow-up will be offered for four (4) quarters after the Exit quarter, using the following means: email, telephone, personal contact, letter and social media.

The Placement and Follow-up Technician will be responsible for completing the AJC-MIS-013 form with the following information: time and date of follow-up, person providing the information, means of communication used to contact the participant, purpose for which contact is made with the participant, taking note of the information requested at the time of the appointment with the participant, agreements made and actions taken.

Section 5. Follow-up by Service Provider

Follow-up Services - are critical services, which will be provided upon the participant's exit from the program to ensure that the youth is successful in employment, post-secondary education or training, for a minimum period of twelve (12) months unless the participant declines services or cannot be contacted. The latter will be evidenced in the participant's file. The type of follow-up will be determined by the individual needs of each youth. Follow-up services may include:

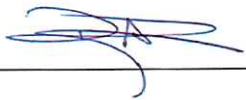
- a. Support Services;
- b. Adult Mentoring;
- c. Financial literacy education;
- d. Services that include labor market information, occupations and industry sectors in demand in the Local Area such as career counseling and career exploration services;
- e. Activities that help the youth prepare for or transition to post-secondary education or training. Some examples of follow-up services may be:
 1. Young people who were not placed in jobs
 - a. Meetings with the participant to discuss educational or career options.
 - b. Use of technology to explore resources and facilitate communication.
 - c. Development of leadership skills and supportive services as described in the Act.
 - d. Services necessary to ensure the success of participants in post-secondary education activities.
 2. Youth placed in employment.
 - a. Regular contact with the employer, including, assistance in addressing situations related to the youth's adjustment.
 - b. Assistance to ensure that the youth obtains a better paying job, achieves career development, and continues post-secondary education.
 - c. Participation in employment-related peer support groups.
 - d. Monitor the youth's progress in employment following completion of training.

Based on Public Policy DDEC-WIOA-02-20 Technical Assistance Guide for the Youth Program Elements, it is established that the provider contracted to offer the 14 elements will be responsible for offering this service, once the activity is completed.

Supporting Documents: AJC-MIS-012 Rev. March 2019, AJC-MIS-013 Rev. March 2019, AJC-AP-047 Rev. March 2017, AJC-MIS-034F Rev. January 2018, AJC-MIS-034A Rev. January 2018, AJC-MIS-022 Rev. January 2018, AJC-MIS-015 Rev. May 2017, AJC-MIS-049 Rev. January 2018, AJC-MIS-034E Rev. January 2018, AJC-MIS-034D Rev. March 2019, AJC-MIS-034C Rev. January, 2018, AJC-MIS-034B Rev. January 2018, AJC-MIS-034G Rev. January 2018.

Section 6. This Public Policy shall become effective immediately upon approval by the Local Board and supersedes the previous one.

In San Germán, Puerto Rico, this 26th day of April 2020.



Roque Abad Ramírez Palermo, WDB Local Board Chairman