

GRWDB Youth Clients Follow Up Policy

Purpose: The Greater Raritan Workforce Development Board (GRWDB) approved a Youth Clients Follow Up at its Jan. 28, 2021, meeting. The policy is required under Workforce Innovation and Opportunity Act (WIOA) Title I programs, as per NJWIN 11-16(A).

Background: Youth Clients in the Greater Raritan Local Area are placed into follow up once all achievement objectives are met:

A. If client has obtained employment and does not wish to enroll in training/college, they are advised that they are in the follow up phase. At this point, clients should be contacted quarterly for a year to get an update on their employment status and to ensure that they do not need any other supportive services.*

B. If a client enrolls in a training program funded through the One-Stop, follow up is provided after completion of the training program. During their follow up period, if they have not secured employment, Youth Client service providers will assist them in doing so. Follow up is provided for a year where client is contacted quarterly to ensure that they are employed and do not need any other supportive service.*

C. If a client enrolls in college, services providers will assist them with the enrollment process. Upon their initial day of classes at their school, they will be placed in the follow up phase. They will be contacted quarterly for a year to ensure that they do not need any supportive services.*

Clients are informed about the follow up phase both at intake and after completion of all services. At the completion of their services, they have the option to decline follow up.

*After three consecutive failed attempts within a quarter the client will be closed due to lack of communication with program staff.

Tracking Follow Up

A. Follow up is tracked through the client's case note maintained in Youth Employment Services folders maintained by service providers. After noting the communication there, the note is then copied into the comments within AOSOS. It will also be noted in the ISS.

Follow Up Not Provided

A. Clients who have not completed services due to lack of communication with program that led to case closure.

B. Clients that cannot be located.

C. Clients that have declined follow up.

Declination of Follow Up

To Whom It May Concern,

I have completed the initial phase of the Youth Employment Services program and have decided to decline follow up services. The staff of the program clearly explained that the follow up service of the program would be beneficial to me as they would be able to support me in goals that I have for myself, which may include employment and college/training, by contacting me on a regular basis for one year. I understand that by declining these services, my case will be completed and I will not be eligible for any other services moving forward.

X _____
Client Signature

X _____
Print Name

X _____
Staff Signature

Date