

## TRIDENT

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### Trident Workforce Investment Board Workforce Investment Act

#### FOLLOW-UP POLICY-YOUTH

**TO:** SC Works Trident Operators and Youth Contractors

**ISSUANCE DATE:** May 15, 2012

**EFFECTIVE DATE:** May 15, 2012

**SUPERCEDES:** June 30, 2008, September 27, 2005

**SUBJECT:** Youth Follow-up Policy

**PURPOSE:**

The purpose of this policy is to establish guidelines that will enable staff to place and track youth customers in accordance with performance measures set forth by WIA.

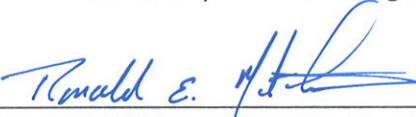
**POLICY:**

In accordance with WIA policies and procedures, all youth transitioning out of direct services will receive follow up services for a period of one year to include the three months waiting for soft exit.

All WIA youth customers will be placed in "follow-up" status to receive services upon completion of their program.

**PROCEDURES:**

- All youth must receive follow-up services
- Services must be for a minimum of twelve months, which include the 90 days waiting to soft exit
- Services Provider will document follow-up services in the SCWOS file
- At a minimum, the Service Provider will conduct follow-up by phone or in person for each participant once per month.
- Service Providers will obtain employment verification quarterly for all employed youth. The employment verification must be obtained for each quarter following exit through the third quarter following exit.

  
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Ronald E. Mitchum, Executive Director  
BCDCOG

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May 15, 2012  
Date