



STATE OF TENNESSEE
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
DIVISION OF EMPLOYMENT AND WORKFORCE DEVELOPMENT
Employment and Training Section
Davy Crockett Tower
500 James Robertson Pkwy., 12th Floor
Nashville, TN 37245
(615) 741-1031

March 27, 2003

Workforce Investment Act (WIA) Memorandum Number E&T 03-24

Topic: Follow-up Services

Subject: Services Provided during Follow Up to WIA Participants

Purpose: To streamline and to have a uniform procedure for providing follow-up services across the state.

Background: It has come to our attention that follow-up services are provided several ways across LWIAs; several local boards have even developed policies specifying what particular services will be provided. It is our understanding that these services may include monetary support services.

Section 662.240 defines follow-up services as services that include counseling regarding the work place for participants in workforce investment activities that are placed in unsubsidized employments for not less than 12 months. Section 663.150 defines follow-up services the same way. Section 663.805 provides the definition of support services without mentioning follow up as a monetary support service. WIA Section 134 (K) also defines follow-up services as including counseling but does not mention support services as part of these follow-up services.

The intent of this policy is not to over ride policies already established by the local board but to inform and to advise local boards about (1) the limited funds for the WIA Title I programs and (2) the appropriateness of seeking other funding sources to meet the cash needs of individuals who are employed after exit and who are earning self-sufficient wages. Support service funds should be readily available for the unemployed who are in need of support services during their participation in core, intensive or training services.

Instructions: All LWIAs who have developed policies on how follow-up services will be provided must include in their follow-up policies the following items:

1. The services provided during follow up will be included as part of the individuals service strategy/individual employment plan (IEP).
2. The services provided during follow up that include cash or monetary assistance, as well as the duration and the amount to be provided during the 12 months period of follow-up services, shall be included in the IEP. We understand unforeseen circumstances may arise that requires change in the amount of funds planned for a participant's follow-up services. The CMATs system will accommodate these changes. We advise the amounts planned in the IEP and the changes made will be reasonable.
3. The criteria used to provide support services to individuals who are employed and who are earning self-sufficient wages.

Contact: For questions regarding this policy, please contact James M. Roberson, Director for Planning & Policy, at 1-800-255-5872.

Effective Date: Immediately

Expiration Date: Indefinite


Elaine S. Perryman, Interim Director

3-28-03
Date

ESP:RK:RT