

WORKFORCE INVESTMENT ACT (WIA) YOUTH PROGRAM INDIVIDUAL SERVICE STRATEGY PROCEDURE

I. Purpose:

The purpose of this document is to put forward guidance and instruction for the development and completion of the NCCC WIA Youth Program Individual Service Strategy form.

II. Background:

The NCCC WIA Youth program design must include an ongoing service strategy jointly developed by the participant and the case manager for each participant enrolled into a WIA youth program. The Workforce Investment Act and the Federal Register require that the individual service strategy include an age appropriate career goal, appropriate services and achievement objectives and the consideration of the assessment results to meet the goal. Additional requirements are the identification of possible barriers and addressing financial aid information if training is being offered.

III. Reference:

WIA Section 129(c)(1)(B)
Title 20, Code of Federal Regulations, Section 664.405(a)(2)
NCCC WIA Contract for Service Provision and One Stop Operation

IV. Instructions:

The instructions for completing this form are as follows:

1. **PARTICIPANT NAME:** Insert the name of participant.
2. **STAFF NAME:** Insert the name of Service Provider staff completing the document.
3. **EMPLOYMENT GOAL:** Please list the participant's employment goal. This may be an age appropriate employment goal.
4. **POSSIBLE CHALLENGES:**
 - a. Please check all challenges that may impact the participant's ability to complete their service strategy;
 - b. If "other" is checked please list;
 - c. For all challenges checked please address the strategy to overcome or lessen the impact of the issue on the participant's plan.

5. **OBJECTIVE ASSESSMENT SUMMARY:** The Objective Assessment Summary is to summarize the results of assessments conducted. The assessment results must be used in the development of the services offered to participants to achieve their goal(s). Two areas are on the form to complete:
 - a. List the participant's aptitudes and interests identified in the objective assessment;
 - b. List the participant's work history and/or occupational skills identified in the objective assessment;
 - c. List any additional assessment results.

6. **SERVICES AND OUTCOMES:**
 - a. **Planned Services:** On separate lines please describe the services that are being provided to the participant. Please describe the actual services that are being provided (i.e. work experience in the medical field, occupational training in welding technology). The WIA activity code does not need to be listed in this area.

 - b. **List the Outcomes:**
For each service please list the outcome of the activity (i.e. work experience ended successfully, occupational training was completed certificate obtained).

7. **FINANCIAL AID INFORMATION:** This area is required if a participant is enrolled in an occupational training activity and financial support is being offered.

Service Providers may choose to add to this document after section #7 to gather local information.