

One Stop Career Link Center CORE B SERVICES

Department: Office of Economic & Workforce Development

Effective Date: January 2011

Policy/Procedure #:

Supersedes: July 1, 2008

Purpose

To provide OEWD funded programs guidance on the required Core B Services each One Stop Career Link Center must provide.

Overview

Staff-assisted or Core B services that go beyond self-service and are provided on a one-to-one basis or in small groups with the assistance of a Career Advisor. These services normally are provided after job seekers have utilized self-services, and require additional services. Core B services are tailored to the needs of the job seeker. A job seeker must be determined WIA eligible prior to receiving staff-assisted core services.

Available Services

Core B services will be made available and provided for by a WIA Service Provider (WSP) staff and will include, but not limited to:

- Staff-assisted job search, job referral, and career counseling;
- Job placement assistance
- Staff-assisted job development (working with employers and job seekers)
- Staff-assisted workshops and job clubs

Case Management

Career Advisors are responsible for providing direct assistance to those participants who need more than self directed job search (Universal Services) but less than intensive services (skills training).

Job Development

Many participants simply need some career counseling and basic guidance (resume preparation, interviewing skills, etc.) and then they may be placed right out of Core B services. Career Advisor in conjunction with the Placement Specialist are expected to provide job development and placement services for such participants.

Job Placement

When participants are placed in employment during the Core B period of enrollment, the Career Advisors will utilize the Workforce Central System (WFC) to complete an exit form, attach all of the required documentation (*see Education and Employment Verification procedure*) and submit to OEWD for approval.

Exit

When participants are no longer receiving WIA services within a 90 day period, the Career Advisors will utilize Workforce Central (WFC) to complete an exit form and submit to OEWD for approval.

Referral to Intensive Services

For Job Seekers who are unable to obtain or retain employment that leads to self-sufficiency through staff assisted services, the Core B Staff will make justification for referring participants and complete a Staff Assisted to Intensive Services Determination Form and work with the Assessment Staff to schedule a comprehensive assessment test and review, prior to referral for Intensive Services.

Participants who are or will be in concurrent participation through other Non-WIA funded training programs, such as; Trade Adjustment Act (TAA), are not required to go through an assessment determination prior to referral for Intensive Services.

Data Collection and Record Keeping

Each WIA Service Provider responsible for the funding of the WIA client will be required to utilize WFC in recording enrollment, co-enrollment, status changes and exits. All required support documents need to be submitted on WFC for OEWD's approval.