

Workforce Innovation and Opportunity Act, Title 1 Youth Program – Service Delivery Requirements

Youth services must be documented within the AWIB’s Case Management System. Activities are captured using the forms provided at the states [Youth Resource Page](#). Information captured within the forms must be entered into the AKJobs within Seven (7) days as validation of documentation. Collected documents MUST be scanned into the AKJobs youth case to create an electronic case file.

“If activities are not documented they didn’t happen.”

Following the order of mandatory program functions below will ensure participants are served per WIOA Youth regulations.

Order of Activities

1. Outreach and Recruitment

- Develop equitable and customized outreach plan for reaching target participants.

2. Intake

- Collect eligibility documents per Data Validation Checklist
- Perform Objective Assessment of needs using the Objective Assessment form (note additional assessments may be provided but are not required to meet this requirement.
- Complete application
- Develop Individual Service Strategy (ISS). Co-creation of youth service plan is captured by The Service Agreement form (must be signed by each participant). The actual service plan is entered as the first case note identified as the Advancement Plan. The plan provides an overview of the service strategy put together for the participant based on the needs identified in the assessment.

3. Program Registration

- Enroll participant in AKJobs
- Complete Advancement Plan case note
- Add service information as described below

<i>Service Order</i>	<i>Service Title</i>	<i>AKJobs Service Code</i>
1	Determination of Eligibility	117
2	Objective Assessment	203
3	Development of Individual Service Strategy	406
4	One or more WIOA Youth 14 Basic Service Elements	Varies

NOTE: Services must be added in the order listed above. The services in the order listed, act as a prerequisite for the next service in the order. You will not be able to see a subsequent service if the required request service is not entered prior.

4. Exiting Procedures

- Ensure services are closed and status information selected (successful or unsuccessful)
- Document credentials and placement information (employment, post-education, or training, etc.)
- Create case closure

5. Follow up period- no less than 12 months

- Quarterly case notes of update on participant status