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Monmouth County Policy Youth Clients Follow-up Policy

Purpose: To establish a policy for Youth Follow-Up policy as required under WIOA Title I programs, as per NJ WIN 11-16 (A).

Policy: Youth participants are placed in follow up once all achievement objectives are met:

- A. If clients have obtained employment and does not wish to enroll in training/college, they are advised that they are in the follow up phase. At this point, clients should be contacted quarterly for a year to get an update on their employment status and to ensure that they do not need any other supportive services.
- B. If a client enrolls in a training program funded through the One Stop, follow is provided after the completion of the training program. During their follow up period, if they have not secured employment, youth service providers will assist them in doing so. Follow up is provided for a year where client is contacted quarterly to ensure that they are employed and do not need any other supportive service.
- C. If a client enrolls in college, service providers will assist them with the enrollment process. Upon their initial day of classes, they will be placed in the follow up phase. They will be contacted quarterly for a year to ensure that they do not need any supportive services.

Clients are informed about the follow up phase both at intake and after completion of all services. At the completion of their services, they have the option to decline follow up through written communication. After three consecutive failed attempts withing a quarter the clients will be closed due to lack of communication with program staff.

Tracking follow up:

Follow up is tracked through the client's case notes maintained in the Youth Employment services folders. After noting the communication there, the note is then copied into the comments within AOSOS. It will also be noted on the ISS.

Follow up not provided

- A. Clients who have not completed services due to lack of communication with program that led to case closure.
- B. Clients that cannot be located.
- C. Clients that have declined follow up.

Declination of Follow up Services

To whom it may concern,

I have completed the initial phase of the Youth Employment Services program and have decided to decline follow up services. The staff of the program have clearly explained that the follow up service of the program would be beneficial to me as they would be able to support me in goals that I have for myself, which may include employment and college/training, by contacting me on a regular basis for one year. I understand that by declining these services, my case will be completed, and I will not be eligible for any other services moving forward.

Client Signature

Print Name

Staff Signature

Date