

Kansas Local Area II Service Delivery

Partners will indicate with a check mark services provided within the Local Area II One-Stop System and describe how those services are accessed throughout the area.

Partner:	<input type="checkbox"/> Topeka WFC	<input type="checkbox"/> Manhattan WFC
Partner Address/Phone/Website:	<input type="checkbox"/> Lawrence WFC	<input type="checkbox"/> Junction City WFC

Service Delivery Methods - 1) Staff delivered on-site; **2)** Staff delivered off-site (please include location); **3)** Brochures/applications provided to WFC with contact information; **4)** Staff delivered remote access via telephone (include phone #); or **5)** Other (please describe). Please use #1 - #5 in the service delivery columns below.

	Service	Method of Service Delivery		Service	Method of Service Delivery
✓	Outreach, intake and orientation to the information, services, programs, tools and resources available through the local workforce system	address groups/individuals through orientation and public addresses	✓	Individual counseling and career planning	
✓	Initial assessment of skill levels, aptitudes, abilities and supportive service needs	ONET assessments via computer and/or paper needs		Work experience, transitional jobs and internships	
✓	In and out of area job search and placement assistance	provide job search assistance with inmates who are out of area but returning to the local area; provide services to inmates in area who are returning to locations out of area	✓	Workforce preparation services (e.g., development of learning skills, punctuality, communication skills, interviewing skills, personal maintenance, literacy skills, financial literacy skills and professional conduct) to prepare individuals for unsubsidized employment or training	provide information about workplace culture; encourage and cultivate pro-social problem solving; financial literacy classes available for clients
	Access to employment opportunity and labor market information		✓	Post-employment follow-up services and support	track outcomes; expect clients to be employed and provide retention services as needed
	Performance information and program costs for eligible providers of training, education and workforce services			Occupational skills training through Individual Training Accounts (ITAs)	

✓	Service	Method of Service Delivery	✓	Service	Method of Service Delivery
	Information on performance of the local workforce system			Adult education and literacy activities, including English language acquisition provided in combination with the training services	
	Information on the availability of supportive services and referral to such, as appropriate			On-the-Job Training (OJT)	
	Information and meaningful assistance on Unemployment Insurance claim filing			Incumbent worker training	
✓	Determination of potential eligibility for workforce services, programs and referrals	prescreen for referrals to determine whether it's a good referral or not; provide info		Programs which combine workplace training with related instruction which may include cooperative education	
	Information and assistance in applying for financial aid for training and education programs not provided under WIOA			Training programs operated by the private sector	
	Labor Exchange services			Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training	
	Comprehensive and specialized assessments of skill levels and service needs			Skill upgrading and retraining	
✓	Development of an individual employability development plan to identify employment goals, appropriate achievement objectives, and appropriate combination of services for the customer to achieve their employment goals	Consideration of career match regarding impact of criminal history		Entrepreneurial training	
	Individual and group counseling			Other training services as determined by the workforce partner's governing rules	
	Registered apprenticeship training			Conduct outreach to business regarding services	
✓	Job readiness training	provide specialized job readiness training for shared clients; co-facilitate job readiness		Provide customized recruitment and job applicant screening, assessment and referral services	

✓	Service	Method of Service Delivery		✓	Service	Method of Service Delivery
	Provision of supportive services (child care, child support, medical assistance, SNAP, earned income tax credit, TANF, transportation, etc.)				Use of WFC facilities for recruiting and interviewing job applicants	
	Tutoring, study skills training, instruction and evidence based dropout prevention and recovery strategies which lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential				Attend on-site Rapid Response activities regarding closures and downsizings	
	Alternative secondary school services or dropout recovery services				Post job vacancies in KANSASWORKS	
	Paid and unpaid work experiences which have as a component academic and occupational education (summer employment, year-round work experience, pre-apprenticeship, internships/job shadowing and OJT)				Take and fill job orders	
	Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors				Conduct job fairs	
	Adult mentoring for youth during the participation period and a subsequent period for a total of not less than 12 months			Other Services Provided		
	Activities which help youth prepare for and transition to postsecondary education and training			✓	Provide consultation on individual cases on people with criminal histories	provide consultation on concerns regarding criminal histories including job restrictions and limitations
	Provide information regarding disability awareness			✓	specialized staff training	provide training to workforce staff on working with special needs of the offender
	Provide information regarding assistive technology and communication accommodations					

✓	Service	Method of Service Delivery		✓	Service	Method of Service Delivery
	Assist with disability and communication accommodations, including job coaches					
✓	Case management for customers seeking training services; referral and placement assistance	for clients with criminal histories				
	Literacy activities related to work readiness					