

**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: <i>SER Corporation, National Farmworker Jobs Program</i>	<input checked="" type="checkbox"/> Topeka WFC	<input type="checkbox"/> Manhattan WFC
Partner Address/Phone/Website: <i>1020 N. Main Wichita, 316-264-5372</i>	<input checked="" type="checkbox"/> Lawrence WFC	<input checked="" 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	<i>2, 3, Agreed upon location between applicant and agent.</i>	✓	Individual counseling and career planning	<i>2, Agreed upon location between applicant and agent.</i>
✓	Initial assessment of skill levels, aptitudes, abilities and supportive service needs	<i>2, Agreed upon location between applicant and agent.</i>		Work experience, transitional jobs and internships	
✓	In and out of area job search and placement assistance	<i>5, Social Media, face book postings, texting, and website. Job Announcements also sent via email.</i>	✓	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	<i>2 Agreed upon location between applicant and agent. One-on-one</i>
✓	Access to employment opportunity and labor market information	<i>2, Agreed upon location between applicant &amp; agent.</i>	✓	Post-employment follow-up services and support	<i>2 &amp; 4 91630-682-0008</i>
✓	Performance information and program costs for eligible providers of training, education and workforce services	<i>5, Information provided on SER website, at time of intake, and through email.</i>		Occupational skills training through Individual Training Accounts (ITAs)	
✓	Information on performance of the local workforce system	<i>5 link to the local provided on SER website.</i>		Adult education and literacy activities, including English language acquisition provided in combination with the training services	

✓	Service	Method of Service Delivery	✓	Service	Method of Service Delivery
✓	Information on the availability of supportive services and referral to such, as appropriate	2 Agreed upon location between applicant & agent	✓	On-the-Job Training (OJT)	5 contract between employer, SEK & applicant
✓	Information and meaningful assistance on Unemployment Insurance claim filing	4 620-682-0008		Incumbent worker training	
✓	Determination of potential eligibility for workforce services, programs and referrals	2 Agreed upon location between applicant & agent		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	2 Agreed upon location between applicant & agent		Training programs operated by the private sector	
✓	Labor Exchange services	2, Provided at time of intake Agreed upon location between applicant and agent		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	2 Agreed upon location between applicant & agent		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	2 Agreed upon location between applicant and agent		Entrepreneurial training	
✓	Individual and group counseling	2 Agreed upon location between applicant and agent		Other training services as determined by the workforce partner's governing rules	
	Registered apprenticeship training		✓	Conduct outreach to business regarding services	5, 3 Cold calls, emails, phone calls
✓	Job readiness training	5 Contract between approved provider, agent & applicant		Provide customized recruitment and job applicant screening, assessment and referral services	
✓	Provision of supportive services (child care, child support, medical assistance, SNAP, earned income tax credit, TANF, transportation, etc.)	2 Agreed upon location between applicant and agent		Use of WFC facilities for recruiting and interviewing job applicants	

✓	Service	Method of Service Delivery	✓	Service	Method of Service Delivery
✓	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	5 Contract tutoring services as need		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 information regarding disability awareness				
	Provide information regarding assistive technology and communication accommodations				
	Assist with disability and communication accommodations, including job coaches				
✓	Case management for customers seeking training services; referral and placement assistance	2 Agreed upon location between applicant & agent			
	Literacy activities related to work readiness				