

**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.

<b>Partner: Manhattan Area Technical College</b>	<input type="checkbox"/>	<b>Topeka WFC</b>	<input checked="" type="checkbox"/>	<b>Manhattan WFC</b>	
<b>Partner Address/Phone/Website: 3136 Dickens Ave. Manhattan, KS 66503 352-7575 785-587-2800 www.manhattantech.edu</b>	<b>800-</b>	<input type="checkbox"/>	<b>Lawrence WFC</b>	<input type="checkbox"/>	<b>Junction City WFC</b>

**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.

<input checked="" type="checkbox"/>	<b>Service</b>	<b>Method of Service Delivery</b>	<input checked="" type="checkbox"/>	<b>Service</b>	<b>Method of Service Delivery</b>
<input checked="" type="checkbox"/>	Outreach, intake and orientation to the information, services, programs, tools and resources available through the local workforce system	1, 3, 5 (website, Canvas)	<input checked="" type="checkbox"/>	Individual counseling and career planning	1, 3, 5 (Student Retention Specialist, Teaching & Learning Center)
<input checked="" type="checkbox"/>	Initial assessment of skill levels, aptitudes, abilities and supportive service needs	1, 3	<input checked="" type="checkbox"/>	Work experience, transitional jobs and internships	5 (technical programs)
<input checked="" type="checkbox"/>	In and out of area job search and placement assistance	1, 3	<input checked="" type="checkbox"/>	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	1, 3, 5 (Teaching & Learning Center, Global Employability course, online curriculum)
<input checked="" type="checkbox"/>	Access to employment opportunity and labor market information	1, 3, 5 (website)	<input checked="" type="checkbox"/>	Post-employment follow-up services and support	1, 3
<input checked="" type="checkbox"/>	Performance information and program costs for eligible providers of training, education and workforce services	1, 3, 5 (website)		Occupational skills training through Individual Training Accounts (ITAs)	

✓	Service	Method of Service Delivery
✓	Information on performance of the local workforce system	1, 3, 5 (website)
✓	Information on the availability of supportive services and referral to such, as appropriate	1, 3, 5 (website)
	Information and meaningful assistance on Unemployment Insurance claim filing	
✓	Determination of potential eligibility for workforce services, programs and referrals	1, 3
✓	Information and assistance in applying for financial aid for training and education programs not provided under WIOA	1, 3, 5 (website)
	Labor Exchange services	
✓	Comprehensive and specialized assessments of skill levels and service needs	1, 3
	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	
✓	Individual and group counseling	1, 3
	Registered apprenticeship training	
✓	Job readiness training	1, 3

✓	Service	Method of Service Delivery
✓	Adult education and literacy activities, including English language acquisition provided in combination with the training services	1, 3, 5 (Canvas)
	On-the-Job Training (OJT)	
	Incumbent worker training	
	Programs which combine workplace training with related instruction which may include cooperative education	
	Training programs operated by the private sector	
	Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training	
	Skill upgrading and retraining	
	Entrepreneurial training	
	Other training services as determined by the workforce partner's governing rules	
✓	Conduct outreach to business regarding services	1, 3, 5 (website, Chamber of Commerce, Board Meetings)
	Provide customized recruitment and job applicant screening, assessment and referral services	

✓	Service	Method of Service Delivery
	Provision of supportive services (child care, child support, medical assistance, SNAP, earned income tax credit, TANF, transportation, etc.)	
✓	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	1, 3, 5 (Canvas, Brainfuse, Teaching & Learning Center)
	Alternative secondary school services or dropout recovery services	
✓	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)	5 (technical programs)
✓	Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors	1, 5 (student organizations)
	Adult mentoring for youth during the participation period and a subsequent period for a total of not less than 12 months	
✓	Activities which help youth prepare for and transition to postsecondary education and training	1, 3, 5 (Teaching & Learning Center seminars)
	Provide information regarding disability awareness	
✓	Provide information regarding assistive technology and communication accommodations	1, 3, 5 (Teaching & Learning Center)

✓	Service	Method of Service Delivery
	Use of WFC facilities for recruiting and interviewing job applicants	
	Attend on-site Rapid Response activities regarding closures and downsizings	
	Post job vacancies in KANSASWORKS	
	Take and fill job orders	
	Conduct job fairs	
<b>Other Services Provided</b>		

✓	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					
✓	Literacy activities related to work readiness	1, 3, 5 (Teaching & Learning Center)				