

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: Washburn University / Washburn Tech	<input checked="" type="checkbox"/> Topeka WFC	<input type="checkbox"/> Manhattan WFC
Partner Address/Phone/Website: 5724 SW Huntoon; Topeka, KS 66604 www.washburntech.edu	<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		✓	Individual counseling and career planning	1
✓	Initial assessment of skill levels, aptitudes, abilities and supportive service needs	1		Work experience, transitional jobs and internships	
	In and out of area job search and placement assistance		✓	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
	Access to employment opportunity and labor market information			Post-employment follow-up services and support	
	Performance information and program costs for eligible providers of training, education and workforce services		✓	Occupational skills training through Individual Training Accounts (ITAs)	1
	Information on performance of the local workforce system		✓	Adult education and literacy activities, including English language acquisition provided in combination with the training services	1

✓	Service	Method of Service Delivery
	Information on the availability of supportive services and referral to such, as appropriate	
	Information and meaningful assistance on Unemployment Insurance claim filing	
	Determination of potential eligibility for workforce services, programs and referrals	
✓	Information and assistance in applying for financial aid for training and education programs not provided under WIOA	1
	Labor Exchange services	
	Comprehensive and specialized assessments of skill levels and service needs	
	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	
	Registered apprenticeship training	
	Job readiness training	
	Provision of supportive services (child care, child support, medical assistance, SNAP, earned income tax credit, TANF, transportation, etc.)	

✓	Service	Method of Service Delivery
	On-the-Job Training (OJT)	
✓	Incumbent worker training	1
✓	Programs which combine workplace training with related instruction which may include cooperative education	1
	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	1
✓	Skill upgrading and retraining	1
	Entrepreneurial training	
	Other training services as determined by the workforce partner's governing rules	
✓	Conduct outreach to business regarding services	1
	Provide customized recruitment and job applicant screening, assessment and referral services	
	Use of WFC facilities for recruiting and interviewing job applicants	

✓	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	1
	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)	1
✓	Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors	1
	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	
	Provide information regarding disability awareness	
✓	Provide information regarding assistive technology and communication accommodations	1
✓	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	

✓	Service	Method of Service Delivery
	Attend on-site Rapid Response activities regarding closures and downsizings	
	Post job vacancies in KANSASWORKS	
	Take and fill job orders	
✓	Conduct job fairs	1
Other Services Provided		