

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: Kansas DCF Rehabilitation Services	<input checked="" type="checkbox"/> Topeka WFC	<input checked="" type="checkbox"/> Manhattan WFC
Partner Address/Phone/Website: 555 S. Kansas Avenue, Topeka KS 66612	<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	2-5 DCF office locations (Topeka, Manhattan, JC, Lawrence)	✓	Individual counseling and career planning	2-5 DCF office locations (Topeka, Manhattan, JC, Lawrence)
✓	Initial assessment of skill levels, aptitudes, abilities and supportive service needs	2-5 DCF office locations (Topeka, Manhattan, JC, Lawrence)	✓	Work experience, transitional jobs and internships	2-5 DCF office locations (Topeka, Manhattan, JC, Lawrence)
✓	In and out of area job search and placement assistance	2-5 DCF office locations (Topeka, Manhattan, JC, Lawrence)	✓	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	2-5 DCF office locations (Topeka, Manhattan, JC, Lawrence)
✓	Access to employment opportunity and labor market information	2-5 DCF office locations (Topeka, Manhattan, JC, Lawrence)	✓	Post-employment follow-up services and support	2-5 DCF office locations (Topeka, Manhattan, JC, Lawrence)
✓	Performance information and program costs for eligible providers of training, education and workforce services	2-5 DCF office locations (Topeka, Manhattan, JC, Lawrence)		Occupational skills training through Individual Training Accounts (ITAs)	
	Information on performance of the local workforce system			Adult education and literacy activities, including English language acquisition provided in combination with the training services	

✓	Service	Method of Service Delivery
✓	Information on the availability of supportive services and referral to such, as appropriate	2-5 DCF office locations (Topeka, Manhattan, JC, Lawrence)
	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	
	Labor Exchange services	
✓	Comprehensive and specialized assessments of skill levels and service needs	2-5 DCF office locations (Topeka, Manhattan, JC, Lawrence)
✓	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	2-5 DCF office locations (Topeka, Manhattan, JC, Lawrence)
	Individual and group counseling	
	Registered apprenticeship training	
✓	Job readiness training	2-5 DCF office locations (Topeka, Manhattan, JC, Lawrence)
	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	
	Programs which combine workplace training with related instruction which may include cooperative education	
✓	Training programs operated by the private sector	2-5 DCF office locations (Topeka, Manhattan, JC, Lawrence)
✓	Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training	2-5 DCF office locations (Topeka, Manhattan, JC, Lawrence)
✓	Skill upgrading and retraining	2-5 DCF office locations (Topeka, Manhattan, JC, Lawrence)
	Entrepreneurial training	
	Other training services as determined by the workforce partner's governing rules	
	Conduct outreach to business regarding services	
	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	✓	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	2-5 DCF office locations (Topeka, Manhattan, JC, Lawrence)		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)	2-5 DCF office locations (Topeka, Manhattan, JC, Lawrence)		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	2-5 DCF office locations (Topeka, Manhattan, JC, Lawrence)			
✓	Provide information regarding disability awareness	2-5 DCF office locations (Topeka, Manhattan, JC, Lawrence)			
✓	Provide information regarding assistive technology and communication accommodations	2-5 DCF office locations (Topeka, Manhattan, JC, Lawrence)			
✓	Assist with disability and communication accommodations, including job coaches	2-5 DCF office locations (Topeka, Manhattan, JC, Lawrence)			
✓	Case management for customers seeking training services; referral and placement assistance	2-5 DCF office locations (Topeka, Manhattan, JC, Lawrence)			
	Literacy activities related to work readiness				