

# **SOUTHWESTERN AREA WORKFORCE DEVELOPMENT BOARD**

## **INDIVIDUAL CAREER SERVICES POLICY 21-01**

### **DATE OF ISSUE**

August 12, 2021

### **EFFECTIVE DATE**

October 1, 2021

### **BACKGROUND**

The Workforce Innovation and Opportunity Act (WIOA) Joint Rule 678.430 “What are Career Services”, (6) provides short-term pre-vocational services including development of learning skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct services to prepare individuals for unsubsidized employment or training. In addition, (8) workforce preparation activities are also included. Under WIOA §203 (17) “Workforce Preparation Activities” is defined as activities, programs, or services designed to help an individual acquire a combination of basic academic skills, critical thinking skills, digital literacy skills, and self-management skills, including competencies in utilizing resources, using information, working with others, understanding systems, and obtaining skills necessary for successful transition into and completion of postsecondary education or training, or employment.

### **ACTION**

Southwestern Area Workforce Development Board Service Providers shall adopt this Individual Careers Services Policy and provide written procedures and forms.

### **DEFINITION**

#### **Individual Career Services**

All eligible participants may be enrolled in individual career services if the Southwestern Area Workforce Development Board Service Providers staff determine that this level of service is necessary for the participant to gain meaningful employment. These services must be available in all Southwest Area locations. Refer to Chapter VII, WIOA Eligibility Certification Process for more information regarding adult and dislocated worker eligibility.

Individual Career Services (ICS) must be designed by each SAWDB Service Provider to meet the unique needs of the participant and their region. These services include:

- A. Comprehensive and specialized assessments of the skill levels and supportive service needs of eligible adults and dislocated workers, which must include:
  - 1) Diagnostic testing and use of other assessment tools; and
  - 2) In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals;

- B. Development of an Individual Employment Plan (IEP) to identify the employment goals, appropriate achievement objectives and appropriate combination of services for the participant to achieve his or her employment goals;
- C. Group and/or individual counseling and mentoring;
- D. Career planning (e.g., case management);
- E. Short-term, pre-vocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct to prepare individuals for unsubsidized employment or training; in some instances pre-apprenticeship programs may be considered as short-term prevocational services;
- F. Internships and work experiences that are linked to careers;
- G. Workforce preparation activities that help an individual acquire a combination of basic academic skills, critical thinking skills, digital literacy skills and self-management skills, including competencies in utilizing resources, using information, working with others, understanding systems, and obtaining skills necessary for successful transition into and completion of post-secondary education, training or employment;
  - 1) Provider staff will enter ICS type of services and any required ICS service provider information while using activity code "220 Workforce Preparation" in the New Mexico Workforce Connection Online System (NMWCOS).
  - 2) ICS is not required to be on the approved Eligible Training Provider List
  - 3) A provision addressing termination for lack of funds or recapture of funds, lack of participant attendance or failure of provider to comply with initial or upgraded employment requirements.
  - 4) A provision for maintaining and providing records for Local Workforce Development Area (LWDA), state, and federal monitoring and review. Monitoring may include on-site visits and phone/email communication with trainee to review the participant's progress in meeting training plan objectives and adherence to WIOA and applicable regulations. Service Provider must ensure all proper documentation is scanned into the New Mexico Workforce Connection Online System (NMWCOS).
- H. Financial literacy services;
- I. Out-of-area job search assistance and relocation assistance; and
- J. English language acquisition and integrated education and training programs.

**Individual Career Services shall not cumulatively exceed \$2,500.00 within a five (5) year period**

**INQUIRIES**

Questions related to this policy may be directed to the Administrative Entity at (575) 744-4857.

**ATTESTED**

This policy was approved through board resolution on August 12, 2021.

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SAWDB Board Chair Signature