

Region VI Workforce Development Board 17 Middletown Road White Hall, WV 26554	Classification: Discontinuing Youth Follow Up Service
	Date: September 22,2020

Region VI Guidance Letter 29-20

Purpose: To establish a policy on the requirements of providing an opt-out of or choosing to discontinue follow-up services option for youth, establishing a time frame for discontinuing follow-up services where the youth cannot be located or contacted, and the documentation required to backup these actions for the youth case files.

References: 20 CFR 681.580 (c), and Department of Labor Employment and Training Administration TEGL 21-16.

Background: The Region VI Workforce Development Board (WDB) is responsible for developing local policy on the provision of services for youth. Follow-up is a service that youth participants can opt to not participate in or discontinue at any point during the program or during the 12 months following exit. Follow-up may also be discontinued due to lack of contact or failure to locate a youth by the youth staff.

Policy: At the time of enrollment, youth will be made aware that follow-up services will be provided for 12 months following exit from the program. If at any point in time during the program or during the 12 months following exit the youth requests to opt out of follow-up services, they may do so. The request may be made verbally to a youth staff person or in writing through text, email, or a handwritten letter to a youth staff person. The youth staff person who received the request must enter a case note into the MACC system for that youth, and place a copy of the case note in the youth's file. The case note must identify the method of the request (verbal or written), the date of the request, and if possible, the reason for the decision. The written request, if that is the method the request came in, also needs to be put in the youth file. Additionally, an outcome form needs to be sent to Shelly McCauley notifying her of the youth's decision to opt out of follow-up.

In the case of youth staff being unable to locate or contact a youth for a period of 3 consecutive months, the youth staff person must document by case note in the MACC that follow-up services will be discontinued for the youth, the date follow-up will be discontinued, and the reason for the discontinuance of the follow-up services. A copy of the case note must be placed in the youth file. Additionally, an outcome form needs to be sent to Shelly McCauley notifying her of the youth's decision to opt out of follow-up.

Expiration Date: Effective until rescinded or modified by the Region VI Workforce Development Board.