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Policy Letter #23

TO: All Staff

FROM: Nedra Clayborne Rodriguez, Director

SUBJECT: Career Services

PURPOSE

To establish the services that may be provided to all customers of the Cumberland County Career Center.

BACKGROUND

The Workforce Innovation and Opportunity Act (WIOA) authorizes “career services” for adults and dislocated workers, according to TEGL No. 3-15, Operating Guidance for the Workforce Innovation and Opportunity Act, dated July 1, 2015. These services replace “core” and “intensive” services as defined under the Workforce Investment Act (WIA).

POLICY

There are three types of “career services,” which may be offered in any sequence.

1. **Basic Career Services** must be made available to all individuals seeking services in the Cumberland County Career Center. These services include eligibility determination, outreach, intake, orientation, initial assessment, labor exchange, referrals to other programs, information on eligible training providers, and the availability of supportive services.
2. **Individual Career Services** are provided to individuals seeking to obtain or retain employment. Individual Services will begin with the administration of the Test for Adult Basic Education (TABE) and other diagnostic testing. An Individual

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Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities

Employment Plan (IEP) will be developed. Short term vocational training will be made available, as well as HRD classes provided by a Community College and other assistance in order to obtain the skills necessary for successful transition into and completion of postsecondary education, training, or employment.

3. **Follow-up Services** must be provided to participants who are placed in unsubsidized employment for up to 12 months after the first day of employment.

Creation Date

August 2015

Revised Date

N/A