

Partner Services – Attachment B

Confirmation Form

Contact Name: _____ Email: _____

Partner Organization: _____

Name of Signatory: _____ Email: _____

As a Partner organization we are currently located in: Danville Georgetown Lexington
 Not located in a Career Center

SERVICE IDENTIFIER LIST:

Basic Career Services:

- Outreach, intake and orientation to the information, services, programs, tools and resources available through the local workforce system
- Information on performance of the local workforce system
- Initial assessments of skill level(s), aptitudes, abilities and supportive service needs
- Information on Unemployment Insurance claim filing
- In and out of area job search and placement assistance (including provision of information on in-demand industry sectors and occupations and non-traditional employment)
- Determination of potential eligibility for workforce Partner services, programs, and referral(s)
- Access to employment opportunity and labor market information
- Information and assistance in applying for financial aid for training and education programs not provided under WIOA
- Information on the availability of supportive services and referral to such, as appropriate
- Performance information and program costs for eligible providers of training, education, and workforce services

Individualized Career Services:

- Comprehensive and specialized assessments of skills levels and service needs
- Case management for customers seeking training services; individual in and out of area job search, referral and placement assistance, relocation assistance
- Development of an individual employability development plan to identify employment goals, appropriate achievement objectives, and appropriate combination of services for the customer to achieve the employment goals
- Work experience, transitional jobs, registered apprenticeships, and internships
- Referral to training services
- 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
- Group counseling
- Post-employment follow-up services and support
- Literacy activities related to work readiness
- Individual counseling and career planning

Training Services

- Occupational skills training through Individual Training Accounts (ITAs)
- Adult education and literacy activities, including English language acquisition (ELA), provided in combination with the training services described above
- On-the-Job Training (OJT)
- Incumbent Worker Training
- Programs that combine workplace training with related instruction which may include cooperative education
- Training programs operated by the private sector
- Skill upgrading and retraining
- Entrepreneurial Training
- Customized Training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training
- Other training services as determined by the workforce partner's governing rules

Business Services

- Serve as a single point of contact for businesses, responding to all requests in a timely manner
- Conduct outreach regarding Local workforce system's services and products
- Provide access to labor market information
- Assist with the interpretation of labor market information
- Use of one-stop center facilities for recruiting and interviewing job applicants
- Post job vacancies in the Focus system and take and fill job orders
- Provide information regarding workforce development initiatives and programs
- Provide contact information to officials as it relates to Unemployment Insurance taxes and claims
- Conduct on-site Rapid Response activities regarding closures and downsizings
- Provide customized recruitment and job applicant screening, assessment and referral services
- Conduct job fairs
- Consult on human resources issues
- Provide information regarding disability awareness issues
- Provide information regarding assistive technology and communication accommodations
- Assist with disability and communication accommodations, including job coaches
- Develop On-the-Job Training (OJT) contracts, incumbent worker contracts, or pay-for-performance contract strategies
- Provide employer and industry cluster-driven Occupational Skills Training through Individual Training Accounts with eligible training providers
- Develop customized training opportunities to meet specific employer and/or industry cluster needs
- Coordinate with employers to develop and implement layoff aversion strategies
- Provide incumbent worker upgrade training through various modalities
- Develop, convene, or implement industry or sector partnerships

Youth Services

- Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that 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.
- Paid and unpaid work experiences that have as a component academic and occupational education, which may include: Summer employment opportunities and other employment opportunities available throughout the school year, pre-apprenticeship programs, internships and job shadowing, and on-the-job training opportunities.
- Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.
- Supportive services.
- Follow-up services for not less than 12 months after the completion of participation, as appropriate.
- Financial literacy education.
- Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services.
- Alternative secondary school services, or dropout recovery services, as appropriate.
- Occupational skill training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in the local area involved.
- Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate.
- Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months.
- Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate.
- Entrepreneurial skills training.
- Activities that help youth prepare for and transition to postsecondary education and training.

Other Services

Signature of Responsible Party: _____ Date: _____