




Employ Milwaukee Administrative Memo		
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Sponsoring Executive	<input checked="" type="checkbox"/> CEO	<input type="checkbox"/> CFO
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**TO:** Employ Milwaukee Staff, Service Provider Staff

**FROM:** Julie Cayo, President and CEO 

**RE:** WIOA Adult and Dislocated Worker Follow-up Services

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**PURPOSE AND DEFINITION:** WIOA sec. 134(c)(2)(A)(xiii) states that follow-up services must be made available for participants who are placed in unsubsidized employment; these services must be made available for at least twelve months to the Adult Program and the Dislocated Worker Program participants following their first day of unsubsidized employment, except for underemployed employment.

The purpose of follow-up services is to increase the likelihood of continued employment, retention, and earnings of a participant that has been placed in unsubsidized employment.<sup>1</sup> Therefore, DWD-DET has determined that "placed in unsubsidized employment" does not include placement in temporary or part-time jobs unless the employment relates to the participant's occupational goals as outlined in their Individualized Employment Plan.

**POLICY:** Appropriate follow-up services include but are not limited to:

- **Participant contact** to identify or address any current employment challenges or opportunities for advancement
- **Referral to support services** (e.g.: housing, public assistance, mental health counseling)
- **Follow-up supportive services** as outlined in the local policy 17.02 Adult and Dislocated Worker Supportive Services.

**REFERENCES:**

- WIOA sec. 134(c)(2)(A)(xiii)
- WIOA Title 1B 8.8 Follow Up Services
- 17.02 Adult and Dislocated Worker Supportive Services

**REVISIONS:** 18.01 Follow Up Services, specific to WIOA Adult and Dislocated Worker

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