

**Kansas Local Area II Service Delivery**

Partners will indicate with a check mark services provided within the Local Area II One-Stop System and describe how those services are accessed throughout the area.

<b>Partner:</b> HEARTLAND WORKS, INC. - WIOA ADULT, DISLOCATED WORKER AND YOUTH PROGRAMS	✓ <b>Topeka WFC</b>	✓ <b>Manhattan WFC</b>
<b>Partner Address/Phone/Website:</b> Administrative Office - 5020 SW 28th Street, Suite 100 Topeka, KS 66614 785-234-0500 www.heartlandworks.org www.workforcecenters.com	✓ <b>Lawrence WFC</b>	✓ <b>Junction City WFC</b>

**Service Delivery Methods - 1)** Staff delivered on-site; **2)** Staff delivered off-site (please include location); **3)** Brochures/applications provided to WFC with contact information; **4)** Staff delivered remote access via telephone (include phone #); or **5)** Other (please describe). Please use #1 - #5 in the service delivery columns below.

✓	Service	Method of Service Delivery	✓	Service	Method of Service Delivery
✓	Outreach, intake and orientation to the information, services, programs, tools and resources available through the local workforce system	1	✓	Individual counseling and career planning	1, 2 (contracted youth provider locations)
✓	Initial assessment of skill levels, aptitudes, abilities and supportive service needs	1	✓	Work experience, transitional jobs and internships	1, 2 (contracted youth provider locations)
✓	In and out of area job search and placement assistance	1	✓	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	1, 2 (contracted youth provider locations)
✓	Access to employment opportunity and labor market information	1	✓	Post-employment follow-up services and support	1, 2 (contracted youth provider locations)
✓	Performance information and program costs for eligible providers of training, education and workforce services	1	✓	Occupational skills training through Individual Training Accounts (ITAs)	1, 2 (school location)
✓	Information on performance of the local workforce system	1		Adult education and literacy activities, including English language acquisition provided in combination with the training services	

✓	Service	Method of Service Delivery	✓	Service	Method of Service Delivery
✓	Information on the availability of supportive services and referral to such, as appropriate	1	✓	On-the-Job Training (OJT)	1, 2 (employer location)
	Information and meaningful assistance on Unemployment Insurance claim filing			Incumbent worker training	
✓	Determination of potential eligibility for workforce services, programs and referrals	1	✓	Programs which combine workplace training with related instruction which may include cooperative education	1, 2 (contracted youth provider locations)
	Information and assistance in applying for financial aid for training and education programs not provided under WIOA			Training programs operated by the private sector	
	Labor Exchange services			Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training	
✓	Comprehensive and specialized assessments of skill levels and service needs	1	✓	Skill upgrading and retraining	1
✓	Development of an individual employability development plan to identify employment goals, appropriate achievement objectives, and appropriate combination of services for the customer to achieve their employment goals	1	✓	Entrepreneurial training	2 (contracted youth provider locations)
✓	Individual and group counseling	1		Other training services as determined by the workforce partner's governing rules	
✓	Registered apprenticeship training	1	✓	Conduct outreach to business regarding services	1, 2 (employer location)
✓	Job readiness training	1		Provide customized recruitment and job applicant screening, assessment and referral services	
✓	Provision of supportive services (child care, child support, medical assistance, SNAP, earned income tax credit, TANF, transportation, etc.)	1		Use of WFC facilities for recruiting and interviewing job applicants	

✓	Service	Method of Service Delivery	✓	Service	Method of Service Delivery
✓	Tutoring, study skills training, instruction and evidence based dropout prevention and recovery strategies which 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	1, 2 (contracted youth provider locations)	✓	Attend on-site Rapid Response activities regarding closures and downsizings	2 (employer location)
✓	Alternative secondary school services or dropout recovery services	1, 2 (contracted youth provider locations)		Post job vacancies in KANSASWORKS	
✓	Paid and unpaid work experiences which have as a component academic and occupational education (summer employment, year-round work experience, pre-apprenticeship, internships/job shadowing and OJT)	1, 2 (contracted youth provider locations)		Take and fill job orders	
✓	Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors	1, 2 (contracted youth provider locations)		Conduct job fairs	
✓	Adult mentoring for youth during the participation period and a subsequent period for a total of not less than 12 months	1, 2 (contracted youth provider locations)	<b>Other Services Provided</b>		
✓	Activities which help youth prepare for and transition to postsecondary education and training	1, 2 (contracted youth provider locations)			
	Provide information regarding disability awareness				
	Provide information regarding assistive technology and communication accommodations				
	Assist with disability and communication accommodations, including job coaches				
✓	Case management for customers seeking training services; referral and placement assistance	1			
✓	Literacy activities related to work readiness	1, 2			