

**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> Lawrence Adult Education Center	<input type="checkbox"/> Topeka WFC	<input type="checkbox"/> Manhattan WFC
<b>Partner Address/Phone/Website:</b> 2145 Louisiana Street 785 832-5960 Lawrence, KS www.usd497.org	<input type="checkbox"/> Lawrence WFC	<input type="checkbox"/> Junction City WFC

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

✓	Service	Method of Service Delivery	✓	Service	Method of Service Delivery
✓	Information on the availability of supportive services and referral to such, as appropriate	2		On-the-Job Training (OJT)	
	Information and meaningful assistance on Unemployment Insurance claim filing			Incumbent worker training	
	Determination of potential eligibility for workforce services, programs and referrals			Programs which combine workplace training with related instruction which may include cooperative education	
✓	Information and assistance in applying for financial aid for training and education programs not provided under WIOA	2		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			Skill upgrading and retraining	
	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			Entrepreneurial training	
	Individual and group counseling			Other training services as determined by the workforce partner's governing rules	
	Registered apprenticeship training			Conduct outreach to business regarding services	
	Job readiness training			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.)			Use of WFC facilities for recruiting and interviewing job applicants	

✓	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	
	Alternative secondary school services or dropout recovery services	
	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)	
	Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors	
	Adult mentoring for youth during the participation period and a subsequent period for a total of not less than 12 months	
	Activities which help youth prepare for and transition to postsecondary education and training	
	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	
✓	Literacy activities related to work readiness	2

✓	Service	Method of Service Delivery
	Attend on-site Rapid Response activities regarding closures and downsizings	
	Post job vacancies in KANSASWORKS	
	Take and fill job orders	
	Conduct job fairs	
Other Services Provided		