



ADMINISTRATIVE BULLETIN NO. 07A

TO: WIA ADULT CONTRACTING AGENCIES
SUBJECT: CORE SERVICES
EFFECTIVE: JULY 1, 2009

I. BACKGROUND:

The Workforce Investment Act of 1998 established the requirements for delivery of Core Services through the One-Stop Delivery System, as referenced in WIA Sec. 134 (d) (2). The One-Stop system is the basic delivery system for adult services. The One-Stop system in Washington State is called WorkSource. Through this system, adults can access a continuum of services. The services are organized into three levels: core, intensive, and training. This bulletin will cover the requirements for core services.

II. GENERAL POLICY:

Core services for adults must be made available at the WorkSource Centers and WorkSource affiliate sites. Additional self-service core services are to be made available at established self-service sites.

Core services are available to all adults, there are no eligibility requirements. Core services shall include the following:

- a) Determination to receive WIA services;
- b) Outreach, intake, and orientation to information and other services available through the One-Stop delivery system;
- c) Initial assessment of skill levels, aptitudes, abilities, and supportive service needs;
- d) Job search and placement assistance, and where appropriate, career counseling;
- e) Provision of employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including-
 - i.) job vacancy listings in such labor market areas;
 - ii.) information on job skills necessary to obtain the jobs;
 - iii.) information relating to local occupations in demand and the earnings and skill requirements for such occupations
- f) Provision of performance information and program cost information on eligible providers of training services, and eligible providers of youth programs, providers of adult education, providers of postsecondary vocational education, and providers of vocational rehabilitation activities;
- g) Provision of information regarding how the local area is performing on the local performance measures and any additional performance information with respect to the WorkSource system;

- h) Provision of accurate information relating to the availability of supportive services, including child care and transportation, available in the local area, and referral to such services as appropriate;
- i) Provision of information regarding filing claims for unemployment compensation;
- j) Assistance in establishing eligibility for welfare-to-work activities and programs of financial aid assistance for training and education programs, that are not funded under WIA and available in the local area;
- k) Follow-up services, including counseling regarding the workplace, for participants in workforce investment activities authorized under WIA who are placed in unsubsidized employment, for not less than 12 months after the first day of the employment, as appropriate.

The applicable core services may be made available by the provision of appropriate technology at the WorkSource center, by co-locating personnel at the center, cross-training of staff, or through a cost reimbursement or other agreement between service providers at the WorkSource center and as described in the MOU.