



Hennepin-Carver

Workforce Development Board

WDA 09 WIOA Adult, WIOA Dislocated Worker, MN Dislocated Worker: Career Services Allowable Activities

Summary

This policy outlines the career service activities under the Workforce Innovation and Opportunity Act (WIOA) and Minnesota State Statute 116L.17 programs administered by the Minnesota Department of Employment and Economic Development (DEED).

Relevant Laws, Rules, or Policies

Workforce Innovation and Opportunity Act (WIOA) (42 USC 3101 et seq)

20 Code of Federal Regulations (CFR) Part 680

Training and Employment Guidance Letter (TEGL) 19-16 (March 1, 2017)

Training and Employment Notice (TEN) 23-23 (March 5, 2024)

Minnesota State Statute 116L.17

Effective Date: March 18, 2026

Last Updated:

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Local Policy Required

Local providers must have an updated and current policy on file that includes, at minimum, the information required by this policy. Provider policies must be made available to DEED upon request, either in hard copy or electronic formats. DEED encourages providers to maximize career services within their respective policies as much as practical, within the limits of current requirements (Refer to “Relevant Laws, Rules, or Policies” at the top of this policy). *This local policy adopts that of the MN Department of Employment & Economic Development.*

Programs Covered

This policy includes the following Dislocated Worker and Federal Adult Programs (DWFAP):

- WIOA Adult Program,
- WIOA Dislocated Worker Program,
- State Dislocated Worker Program,
- National Dislocated Worker Grants (DWGs), and,
- Certain special programs such as the:
 - Minnesota Retaining Employment and Talent After Injury/Illness Network (RETAIN) Program, and,
 - Reentry Pilot Program

Note: Terms that are *Italicized* are also defined within the “Dislocated Worker and Federal Adult Programs (DWFAP) Terms and Definitions” document in the “Related Links” at the bottom of this policy.

Policy Summary

This policy outlines the career service activities under the Workforce Innovation and Opportunity Act (WIOA) and Minnesota State Statute 116L.17 programs administered by the Minnesota Department of Employment and Economic Development (DEED).

Career Services:

Career services are those intended to assist participants in obtaining, retaining, and advancing their employment and careers. There are three types of career services: Basic career services, individualized career services, and follow-up services.¹

Basic Career Services:

Basic career services must be made available to all participants seeking employment and training services in at least one comprehensive American Job Center per local area. These services typically involve less staff time and involvement.²

Individualized Career Services:

Individualized career services must be based on the employment needs of the individual as determined jointly by the participants and provider and may be identified through a participant’s Individual Employment Plan (IEP).³

Follow-up Services:

Follow-up services occur after exit and must be provided for participants who are placed in *Unsubsidized Employment*, for up to 12 months after the first day of employment.⁴ See “Table One” below for a selected list of career services which may be provided to program participants. The list is not exhaustive, and it’s meant to provide examples of services.

Table One: Selected List of Career Services

Basic Career Services	<p>Basic career services must include the following:</p> <ul style="list-style-type: none"> · Determinations of whether an individual is eligible to receive assistance from the WIOA Adult, WIOA DW, or State DW programs, · Program outreach, intake, and orientation, · Initial assessment of skill levels including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and supportive services’ needs, · Local job search assistance (self-directed),⁵ · Local job search assistance (staff assisted),⁶ · Career counseling and staff-assisted career guidance,⁷
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	<ul style="list-style-type: none"> · Information, referrals, and associated coordination (and availability) of activities with other programs and services, including support services,⁸ · Assistance establishing eligibility for financial aid, · Information and meaningful assistance applying for unemployment insurance, and, · <i>Job Placement</i> (staff assisted),⁹ <p><u>Also included is providing information on:</u></p> <ul style="list-style-type: none"> · In-demand sectors, occupations, or non-traditional employment,¹⁰ · Performance and program costs for providers of education and training, · Workforce and labor market employment information or statistics, · Job skills necessary to fill vacancies · Job vacancies, and, · Local performance.
Individualized Career Services	<p>Individualized career services must be based on the employment needs of the individual and include the following:</p> <ul style="list-style-type: none"> · Comprehensive and specialized assessments, · Development of the IEP, · Group counseling, · Individual counseling, · Career planning, · Short-term prevocational services, · <i>Work Experiences</i> (including internships and transitional jobs), · Workforce preparation activities, · Financial literacy services, · Out-of-area job search and relocation assistance,¹¹ and, · English-language acquisition and integrated education and training programs. <p>For the purposes of this policy, DWFAP notes that <i>Pre-Apprenticeships</i> may also be considered an individualized career service if such programs are not already considered a training service.¹² Particularly if the training does not lead to an <i>Industry-Recognized Credential</i> or is not approved by Registered Apprentice Program (RAP) sponsors that will prepare students with the skills needed to enter one or more RAP.¹³</p>

Note: See the “Supportive and Follow-Up Services Allowable Activities” policy in the “Related Links” section at the bottom of this policy for additional information on follow-up services.

Transitional Jobs:

Transitional jobs (TJs) are a type of Individualized career service that provide time-limited work experience. TJs can be in the public, private, or non-profit sectors and include work that is:¹⁴

- Wage-paid and subsidized, and,
- *For Individuals with Barriers to Employment* who are chronically unemployed or have *Inconsistent Work History*, as determined by the Local Workforce Development Board (WDB).
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TJs are designed to enable an individual to establish a work history, demonstrate work success in an *Employee-Employer Relationship*, and develop the skills that lead to *Unsubsidized Employment*.¹⁵ TJs must be combined with comprehensive career services (Basic career services, individualized career services, and follow-up services) and *Supportive Services*.¹⁶

Note: See the “WIOA Transitional Jobs Desk Reference” document in the “Related Links” section at the bottom of this policy for additional information on TJs.

Related Links

- Dislocated Worker and Federal Adult Programs (DWFAP) Terms and Definitions
- Supportive and Follow-Up Services Allowable Activities Policy
- WIOA Transitional Jobs Desk Reference

¹ TEGL 19-16 (p. 2)

²TEGL 19-16 (p. 3)

³ TEGL 19-16 (p. 2)

⁴ TEGL 19-16 (p. 3)

⁵ Cannot be an “Out-of-area” job search as that would be considered an Individualized career service. See TEGL 19-16, Attachment II (p. 3)

⁶ 20 CFR 678.430(a)(4)(i) and TEGL 19-16, Attachment II (p. 1). Cannot be “Out-of-area” job search as that would be considered an Individualized career service. See TEGL 19-16, Attachment II (p. 3)

⁷TEGL 19-16, Attachment II (p. 1)

⁸ TEGL 19-16, Attachment II (p. 2)

⁹ 20 CFR 678.430(a)(4)(i) and TEGL 19-16, Attachment II (p. 1)

¹⁰ TEGL 19-16, Attachment II (p. 1)

¹¹ TEGL 19-16, Attachment II (p. 3)

¹² TEN 23-23 (p. 11)

¹³ TEN 23-23 (p. 13)

¹⁴ 20 CFR 680.180