



## Policy: Local Youth Follow-Up Policy

Effective Date: 05/19/2026

Last Reviewed Date: 05/19/2026

---

### Summary

This policy defines appropriate follow-up duration, services, and reporting requirements for the WIOA Youth Program in WDA 09.

### Relevant Laws, Rules, or Policies

29 U.S.C. § 3164(c)(2)(I)

20 C.F.R. § 681.580

TEGL 21-16

TEGL 10-16, Change 1

TEGL 14-18

DEED's Office of Youth Development Policies

### Background

Follow-up services support WIOA Youth participants' continued success in employment, education, or training. Follow-up Services are an essential WIOA Youth program element aimed at creating smooth and supportive transitions for youth and preventing regression after program exit.

### Policy

#### Program Exit

The exit date is determined when the participant has not received services in the Youth program or any other DOL-funded program in which the participant is co-enrolled for 90 days and no additional services are scheduled. At that point, the date of exit is applied retroactively to the last date of service. Once 90 days of no services, other than follow-up services, self-service, and information-only services and activities, has elapsed and the participant has an official exit date applied retroactively to the last date of service, the program continues to provide follow-up services for the remaining 275 days of the 12-month follow-up requirement. The 12-month follow-up requirement is completed upon one year from the date of exit.

#### Duration and Frequency of Follow-Up Services

For WIOA Youth participants, follow-up services must be offered for no less than 12 months after the participant is exited from the program. Follow-up services may begin immediately following the last expected date of service in the WIOA Youth program without triggering re-enrollment or causing the participant's exit date to change. Follow-up services may be provided beyond 12 months at the providers' discretion and with the approval of the Hennepin County Youth Programs Manager.

#### Allowable Follow-Up Services

The following program elements (as defined in [DEED's Ch. 11 Program Elements Policy](#)) may be provided during the 12-month follow-up period, in alignment with the goals and activities established in the participant's Individual Service Strategy (ISS):

- 1) Supportive Services (monetary and non-monetary)
- 2) Adult Mentoring
- 3) Financial Literacy Education
- 4) Services that provide Labor Market Information
- 5) Post-Secondary Preparation and Transition Activities

### Documenting Follow-Up Contact

All follow-up contact attempts with WIOA Youth participants must be detailed in the Workforce One (WF1) case notes. Successful quarterly contact should be recorded under the “Follow-Up” tab in WF1, including any information collected pertaining to the participant’s employment status, occupation, wages, enrollment in post-secondary training or education, or ongoing service needs.

### Documenting Performance Measures

WIOA Youth service providers must ensure the accurate and timely reporting of the following performance measures in WF1 during the four quarters after a participant is system exited from WF1. Documentation supporting the successful achievement of these performance measures, including pay stubs, transcripts, enrollment records, offer letters, etc., must be uploaded to WF1 Electronic Document Storage (EDS).

- 1) Entered unsubsidized employment or enrolled in post-secondary education or training during the 2<sup>nd</sup> and 4<sup>th</sup> quarters after exit:
  - a. Defined as the percentage of individuals who are in unsubsidized employment during the 2<sup>nd</sup> and 4<sup>th</sup> quarters after exit.
  - b. For the WIOA Youth program, this indicator also includes young adults actively enrolled in education or training activities in addition to those who obtained unsubsidized employment 2<sup>nd</sup> and 4<sup>th</sup> quarters after exit.
  - c. If employment is related to training the individual received while enrolled in the WIOA Title I program, service providers must indicate this in WF1.
  - d. Individuals are not required to provide evidence of continued, uninterrupted employment or training during the entire 12 months after exit. Rather, DOL performance reporting requirements limit the verification of an individual’s employment or training status to any time during the 2<sup>nd</sup> and 4<sup>th</sup> quarter after exit.
  - e. The optimal time to collect employment and wage information, and training information for young adults, is any time during the 2<sup>nd</sup> and 4<sup>th</sup> quarters after exit or as soon as possible following the close of the 2<sup>nd</sup> and 4<sup>th</sup> full quarters after exit, however, this information may be collected at any point during the 12 months after exit.
- 2) Credentials earned 2<sup>nd</sup> and 4<sup>th</sup> quarters after exit:
  - a. Defined as the percentage of participants enrolled in an education or training program (excluding those in on-the-job training and customized raining) who obtained a recognized post-secondary credential or secondary school diploma, or its recognized equivalent, during participation in or within one year after exit from the program.
    - i. Note: A participant who has attained a secondary school diploma or its recognized equivalent is included in the percentage of participants who have attained a secondary school diploma or its recognized equivalent only if the participant is also employed or is enrolled in an education or training program leading to a recognized post-secondary credential within one year after exit from the program
  - b. The following are reportable credentials:
    - i. Secondary school diploma or its equivalence
    - ii. AA or AS diploma/degree
    - iii. BA or BS diploma/degree
    - iv. Occupational licensure
    - v. Occupational certification
    - vi. Other recognized diploma, degree, or certificate
  - c. Credentials earned may be collected at any time during the 12 months after exit.

### Sample Reporting Quarters

The following table provides an illustration of when the reportable “four quarters after exit” begins for an individual who received their last participation-level service on December 1, 2025:

<b>Exit Quarter (Exited 12/1/2025)</b>	<b>1<sup>st</sup> Quarter After Exit</b>	<b>2<sup>nd</sup> Quarter after Exit</b>	<b>3<sup>rd</sup> Quarter after Exit</b>	<b>4<sup>th</sup> Quarter after Exit</b>
October – December 2025	January – March 2026	April – June 2026 Reportable Quarter	July – September 2026	October – December 2026 Reportable Quarter

# Contact

Hennepin County, Disparity Elimination  
Department of Workforce Development

Youth Programs Manager  
Brianna Zaiss  
[Brianna.Zaiss@hennepin.us](mailto:Brianna.Zaiss@hennepin.us)

Hennepin-Carver Workforce Development Board Director  
Erik Aamoeth  
[Erik.Aamoeth@hennepin.us](mailto:Erik.Aamoeth@hennepin.us)

