**Form 4 – PY2023-24 WorkSource Center Service Plan**

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| --- | --- |
| Contractor: |  |

Collaboration is essential to the work being performed under this Agreement. Some of these collaborations will be formalized through financial agreements, such as MOU’s or Resource Sharing Agreements, with the WorkSource Center.

**WIOA WSC Customer Service Table Subcontractor/Collaborator/Contractor**

| Services To Be Provided | Provided By (Name)   1. Subcontractor 2. Collaborator 3. Contractor 4. Affiliated Full-Service WS Center | Financial Agreement  (Check if “Yes”) | Co-location  (Check if “Yes”) | Electronic Access  (Check if “Yes”) | Virtual /  Remote Access  (Check if “Yes”) |
| --- | --- | --- | --- | --- | --- |
| **BASIC CAREER SERVICES** |  |  |  |  |  |
| Outreach |  | ☐ | ☐ | ☐ | ☐ |
| Resource Room/Resource Center |  | ☐ | ☐ | ☐ | ☐ |
| Orientation to Services Available at WSC and Partner Services |  | ☐ | ☐ | ☐ | ☐ |
| Labor Market Information: Job Listings, Skills needed, Occupational Demand |  | ☐ | ☐ | ☐ | ☐ |
| Information on Eligible Training Providers List (ETPL): Performance and Cost Data |  | ☐ | ☐ | ☐ | ☐ |
| Information on Filing for Unemployment Insurance Claims |  | ☐ | ☐ | ☐ | ☐ |
| Assist in establishing Eligibility for additional programs of financial aid and assistance |  | ☐ | ☐ | ☐ | ☐ |
| Intake/Application |  | ☐ | ☐ | ☐ | ☐ |
| WIOA Basic Eligibility Determination |  | ☐ | ☐ | ☐ | ☐ |
| Initial assessment of skills, aptitudes, abilities, and supportive services |  | ☐ | ☐ | ☐ | ☐ |
| **INDIVIDUALIZED CAREER SERVICES** | |  |  |  |  |
| Staff Assistant Job  Development |  | ☐ | ☐ | ☐ | ☐ |
| Staff Assisted Job Search, Placement and Career Counseling |  | ☐ | ☐ | ☐ | ☐ |
| Staff Assisted Referrals |  | ☐ | ☐ | ☐ | ☐ |
| Staff Assisted Workshops, Job Clubs |  | ☐ | ☐ | ☐ | ☐ |
| Follow-Up Services, Counseling |  | ☐ | ☐ | ☐ | ☐ |
| Supportive Services and Needs-Based Payments |  | ☐ | ☐ | ☐ | ☐ |
| Case Management |  | ☐ | ☐ | ☐ | ☐ |
| Comprehensive Objective and Specialized Assessment |  | ☐ | ☐ | ☐ | ☐ |
| Development of the Individual Employment Plan (IEP) |  | ☐ | ☐ | ☐ | ☐ |
| Literacy Activities (Related to Job Readiness) |  | ☐ | ☐ | ☐ | ☐ |
| Group Counseling |  | ☐ | ☐ | ☐ | ☐ |
| Work Experience (Paid or Unpaid) |  | ☐ | ☐ | ☐ | ☐ |
| Individual Counseling and Career Planning |  | ☐ | ☐ | ☐ | ☐ |
| Out of Area Job Search |  | ☐ | ☐ | ☐ | ☐ |
| Relocation Assistance |  | ☐ | ☐ | ☐ | ☐ |
| Short Term Prevocational Services |  | ☐ | ☐ | ☐ | ☐ |
| Internships (Paid or Unpaid) |  | ☐ | ☐ | ☐ | ☐ |
| **TRAINING SERVICES** |  |  |  |  |  |
| Adult Education |  | ☐ | ☐ | ☐ | ☐ |
| Customized Training |  | ☐ | ☐ | ☐ | ☐ |
| Entrepreneurial Training |  | ☐ | ☐ | ☐ | ☐ |
| Job Readiness Training |  | ☐ | ☐ | ☐ | ☐ |
| Occupational Skills Training |  | ☐ | ☐ | ☐ | ☐ |
| On-the-Job Training (OJT) |  | ☐ | ☐ | ☐ | ☐ |
| Training programs operated by the Private Sector |  | ☐ | ☐ | ☐ | ☐ |
| Skill Upgrade and Retraining |  | ☐ | ☐ | ☐ | ☐ |
| Individual Training Accounts |  | ☐ | ☐ | ☐ | ☐ |
| Workplace Training and Coop. Education |  | ☐ | ☐ | ☐ | ☐ |
| **BUSINESS SERVICES** |  |  |  |  |  |
| Develop Job Description |  | ☐ | ☐ | ☐ | ☐ |
| Filling Job Order via Candidate Screening and Resume Referrals |  | ☐ | ☐ | ☐ | ☐ |
| Filling a Job Order via Customized Recruitment |  | ☐ | ☐ | ☐ | ☐ |
| Placement/Hire |  | ☐ | ☐ | ☐ | ☐ |
| Job Fairs |  | ☐ | ☐ | ☐ | ☐ |
| Resource Center Use |  | ☐ | ☐ | ☐ | ☐ |
| Employment Analysis |  | ☐ | ☐ | ☐ | ☐ |
| New Employee Retention Workshop |  | ☐ | ☐ | ☐ | ☐ |
| Industry Focus Group |  | ☐ | ☐ | ☐ | ☐ |
| Research |  | ☐ | ☐ | ☐ | ☐ |
| Speaker Series |  | ☐ | ☐ | ☐ | ☐ |
| Employer Forum |  | ☐ | ☐ | ☐ | ☐ |
| Planning |  | ☐ | ☐ | ☐ | ☐ |
| Layoff Aversion |  | ☐ | ☐ | ☐ | ☐ |
| Rapid Response |  | ☐ | ☐ | ☐ | ☐ |
| On-the-Job Training (OJT) |  | ☐ | ☐ | ☐ | ☐ |
| Industry Career Ladder |  | ☐ | ☐ | ☐ | ☐ |
| Labor Market Information (LMI) |  | ☐ | ☐ | ☐ | ☐ |
| Industry Sector Workshop |  | ☐ | ☐ | ☐ | ☐ |
| Human Resource Referrals |  | ☐ | ☐ | ☐ | ☐ |
| Referrals to Community Resources |  | ☐ | ☐ | ☐ | ☐ |
| Assistance on Hiring People with Disabilities |  | ☐ | ☐ | ☐ | ☐ |
| Assistance on Hiring Veterans |  | ☐ | ☐ | ☐ | ☐ |
| Assistance on Hiring Ex-Offenders |  | ☐ | ☐ | ☐ | ☐ |
| Joint Venture with Academic Institutions |  | ☐ | ☐ | ☐ | ☐ |
| Implement Customized Incumbent Worker Training Project |  | ☐ | ☐ | ☐ | ☐ |