

## Career Services for Adult & Dislocated Workers

There are three types of career services available to adult and dislocated workers (DLW) including basic career services, individualized career services, and follow-up services.

### Basic Career Services

Basic career services are universally accessible to all individuals seeking employment and training services. There is no criteria to be met for an individual to receive these services.

### Determinations of whether the individual is eligible to receive assistance from adult, dislocated workers, and youth programs

This includes a referral to the local WIOA career planner to complete an eligibility determination.

#### Required Action

After receiving a referral, career planners will provide an assessment to determine program eligibility.

When an eligibility determination is completed, case note a summary of the conversation/meeting, if the individual will qualify for WIOA, and next steps.

### Outreach, intake, and orientation of information and other services available through the one-stop delivery system

Recruitment is a collaborative effort between the career planner, regional managers, one-stop operator, and other local area staff. Recruitment methods include but are not limited to: presentations at interagency and community group meetings, partner referrals, local chambers and economic development agencies, and referrals from walk-in traffic at the job centers.

Educational materials are available to assist in recruitment efforts. Visit [dol.nebraska.gov](http://dol.nebraska.gov) > WIOA > Local Workforce Development Areas > Local & Regional Plan Documents > Operations Manual & Forms.

Intake and orientation of information and other services may consist of meeting with an individual to discuss their employment needs or can be provided during outreach. During this meeting you can provide information and/ or referrals to partner programs that may be of assistance to the individual.

#### Required Action

Career planners will provide outreach through a variety of methods, listed above. They will provide individuals information on the WIOA program as well as partners programs the individuals may qualify for.

If outreach is provided to individuals registered on NEworks, case note the outreach and any next steps, if applicable.

## Job search assistance and placement

Job search assistance and placement will vary in intensity and duration based on the participant's individual needs. Job search assistance may include, but is not limited to, providing referrals, assistance completing/ submitting job applications, outreach to employers to provide information on the OJT program, job coaching, etc.

### Job Coaching Best Practices

- Plan for emergencies. Consider the first month of work as a possibility of high need and prioritize what the participant should do if something unfavorable happens.
- Walk through the employer's expectations of the employee.
- Provide tips on how to get along with coworkers if the participant is new to the workforce.
- Consider mentors and job coaches, where appropriate.

### Out of Area Job Search/ Relocation

Supportive service funds may be utilized for out of area job interviews and relocation for suitable employment out of the participant's commuting area. The participant must have a bona fide job interview scheduled and verified by the career planner. Supportive services must be arranged and approved prior to the interview.

### Required Action

#### Opening the NEworks Activity

If job search assistance is requested, career planners must open the NEworks activity on the date the participant begins job searching or receiving job search assistance from WIOA. Follow the Opening an NEworks Activity procedures in Section 4 Documentation of this manual. Case note the services provided and open a corresponding IEP/ISS objective.

For out of area job search/ relocation assistance the career planner must approve the funding prior to the interview including completion of an approved SA and NEworks voucher. The SA and NEworks voucher will be funded by supportive service funds.

NEworks Codes & Service, Course or Contract Name		
125	Job Search and Placement Assistance	Job Search/ Placement Assistance
217	Out-of-Area Job Search/ Relocation Assistance	

#### Closing the NEworks Activity

Close the activity and IEP objective on the day the participant begins their employment. Follow the Closing an NEworks Activity procedures in Section 4 Documentation of this manual. Open a basic or individualized career service for one month to ensure the participant is satisfied with their employment and will no longer need WIOA services. If the participant is satisfied with their employment, complete the NEworks Case Closure process in Section 17 Case Closure of this manual. If they are not satisfied with their employment or still need WIOA assistance, continue providing services.

## Resume assistance

Resume assistance and placement will vary in intensity and duration based on the participant's individual needs. Resume assistance may include, but is not limited to, assisting the participant in creating a resume or cover letter, writing a letter of explanation or intent, job matching a resume, etc.

### Required Action

#### Opening the NEworks Activity

If resume assistance is requested, career planners must open the NEworks activity on the date they provide the resume assistance. Follow the Opening an NEworks Activity procedures in Section 4 Documentation of this manual. Case note the services provided.

NEworks Codes & Service, Course or Contract Name		
115	Resume Preparation Assistance	Resume Preparation Assistance

#### Closing the NEworks Activity

Close the activity on the same day it is opened. Follow the Closing an NEworks Activity procedures in Section 4 Documentation of this manual.

## Labor market information

Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services.

Career counseling, which provides labor market and employment information, is provided by career planners. Through partnership with the Office of Labor Market Information, we have access to updated and historical labor market information (LMI) for our local area and state.

An LMI navigation training can be requested by contacting the administrative entity.

### Required Action

#### Opening the NEworks Activity

If LMI is needed, open the corresponding NEworks activity and IEP objective on the date the participant receives the services. Follow the Opening an NEworks Activity procedures in Section 4 Documentation of this manual. Case note the services provided.

NEworks Code & Service, Course or Contract Name		
107	Provision of Workforce and Labor Market Information	Provision of Labor Market Research

## Closing the NEworks Activity

Close the activity and IEP objective when LMI will no longer be provided. Follow the Closing an NEworks Activity procedures in Section 4 Documentation of this manual.

## Assessment of skills

### NEworks Assessments

The NEworks assessments are utilized to assist participants and career planners in determining careers that will match the participant’s skills, interests, and values.

The assessments can be accessed by the participant by logging into their NEworks account > Career Services > Career Explorer > select each assessment.

### Required Action

Each participant must complete the NEworks Assessments including the ‘match your skills’ (job and personal), and ‘match your work values’ assessments.

The only participant’s not required to complete the NEworks assessments are reverse referral OJT participants.

## Referrals to partner programs

Referrals to partner programs are an imperative service as WIOA is last resort funding. If there is another program, grant, or scholarship that can fund necessary services, they must be exhausted first. It may be applicable to cost share with other service providers.

### Required Action

## Opening the NEworks Activity

If a referral may be of benefit to the participant, open the corresponding NEworks activity on the date the participant receives the referral. Follow the Opening an NEworks Activity procedures in Section 4 Documentation. Case note the referral provided.

NEworks Codes & Service, Course or Contract Name		
<b>206</b>	Referral to Apprenticeship	
<b>207</b>	Referral to Job Corps	
<b>208</b>	Referral to Other Federal (Non-WIOA) Training	
<b>209</b>	Referral to State/Local Training	
<b>210</b>	Referral to Educational Services	
<b>F01</b>	Referral to Community Resources (Use during follow up only)	
<b>F02</b>	Referral to Medical Services (Use during follow up only)	

### Closing the NEworks Activity

Close the activity the same day it is opened. Follow the Closing an NEworks Activity procedures in Section 4 Documentation of this manual.

### Eligible Training Provider program performance and cost information

Participants interested in training should be provided information on the Eligible Training Provider list (ETPL). The ETPL provides detailed information on the estimated program cost and performance to assist participants in selecting a career path. WIOA can only assist individuals with training if the provider and program are both listed on the ETPL. Many providers have numerous locations.

**Note:** if the program is not listed with the correct location you CANNOT assist the participant in paying for that program. You can email the administrative entity or the ETPL contact for that provider and ask the location be included on the list for that specific program. For providers already on the ETPL, this is a simple process they can complete in NEworks.

If a participant is interested in a training program not listed on the ETPL and the program is an H3 career, you can reach out to the provider to provide them information on the ETPL and the process to apply, which can be located [here](#).

### South Dakota’s Eligible Training Provider List

Greater Nebraska (GN) participants may also use [South Dakota’s Eligible Training Provider List](#) for OST. The complete list of approved programs can be found online at <http://dlr.sd.gov>.

### Required Action

#### Opening the NEworks Activity

If ETPL information is requested, open the corresponding NEworks activity on the day the information is provided and case note the service provided. Follow the Opening an NEworks Activity procedures in Section 4 Documentation of this manual.

NEworks Code & Service, Course or Contract Name		
103	Provision of Eligible Provider Performance and Program Cost	Information on Training Providers, Performance Outcomes

### Closing the NEworks Activity

Close the activity the same day it is opened. Follow the Closing an NEworks Activity procedures in Section 4 Documentation of this manual.

### Information and assistance for filing unemployment claims

Career planners are not unemployment specialist and must not answer any questions concerning a participant’s unemployment (UI) eligibility or benefit amount. Career planners should provide meaningful UI assistance, which may include, but is not limited to, directing

participant's to the UI section of NEworks, assisting in activating/ creating their resume, and providing the step-by-step claim instructions located [here](#).

More information on meaningful assistance is located in [TEGL 19-16](#) beginning on page four, Career Services Provided by ES staff.

Career planners may also provide participants a letter to attach with their Approved Training Program application. The application and program details can be located [here](#). The letter should be on Department of Labor letterhead and include the participant's name, most recent work experience, education program, and begin and projected end dates. A sample letter can be found [here](#).

**Required Action**

**Opening the NEworks Activity**

If unemployment assistance is requested, open the corresponding NEworks activity on the day the assistance is provided and case note the service provided. Follow the Opening an NEworks Activity procedures in Section 4 Documentation of this manual.

NEworks Code & Service, Course or Contract Name		
<b>105</b>	Unemployment Compensation Claim Assistance	

**Closing the NEworks Activity**

Close the activity the same day they it is opened. Follow the Closing an NEworks Activity procedures in Section 4 Documentation of this manual.

**Local area performance accountability measures**

Participants can be provided an overview of local area performance accountability measures to give them a better understanding of the WIOA program and how we are held accountable as a local area. Information on local area performance can be found in Section 20 Performance.

**Required Action**

**Opening the NEworks Activity**

If performance information is requested, open the corresponding NEworks activity on the date the information is provided and case note the service provided. Follow the Opening an NEworks Activity procedures in Section 4 Documentation of this manual.

NEworks Code & Service, Course or Contract Name		
<b>108</b>	Provision of Local Area Performance Information	Information on Training Providers, Performance Outcomes

### **Closing the NEworks Activity**

Close the activity the same day it is opened. Follow the Closing an NEworks Activity procedures in Section 4 Documentation of this manual.

### **Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA**

WIOA can only fund education programs listed on the ETP list. However, career planners must assist participants in applying for programs not on the ETP list if requested. Career planners must also assist participants in applying for other grants or scholarships that the participant may qualify for to assist in paying for the program costs.

#### **Required Action**

#### **Opening the NEworks Activity**

If assistance is requested, open the corresponding NEworks activity on the date the assistance is provided and case note the service provided. Follow the Opening an NEworks Activity procedures in Section 4 Documentation of this manual.

<b>NEworks Code &amp; Service, Course or Contract Name</b>	
<b>109</b>	Assistance with Financial Aid Eligibility For Non-WIOA Program

### **Closing the NEworks Activity**

Close the activity the same day it is opened. Follow the Closing an NEworks Activity procedures in Section 4 Documentation of this manual.

### **Individualized Career Services**

Individualized career services must be made available to individuals enrolled in the adult or DLW programs.

### **Determination of Need for Individualized Career Services**

A determination of need for individualized career services must be conducted on each eligible client before they can receive such services. Information for the determination of need case note will be gathered by completing the initial assessment to discuss the participant's needs, barriers, eligibility, etc., the NEworks assessments, and the objective assessment summary (OAS). The determination of need case note will be based on the information gathered through these assessments.

#### **Example Case Note:**

**DON- Individualized Career Services (case note title):** Conducted an objective assessment summary on Jessica and the results will be utilized in the development of an IEP strategy. Jessica completed the initial assessment and I have determined Jessica to be in need of

individualized career services based on the following information: Jessica is currently not working and has been unemployed since her layoff on February 12, 2019. Her highest level of education is a high school diploma. She is homeless and currently residing at the shelter.

The first two sentences will be included in every DON- Individualized Career Service case note you complete. The rest of the case note will include a summary of the skills, needs, and barriers of the participant discovered while completing the OAS.

The procedures for Determination of Need for Individualized Career Services does not apply to youth participants.

### **Required Action**

Each participant must have a DON-Individualized case note entered, the same day the OAS is completed.

## **Comprehensive skills assessments**

### **Objective Assessment Summary**

An objective assessment (OAS) will be conducted on each participant upon enrollment in WIOA, to provide preliminary information regarding the individual's basic skills, abilities, aptitudes, interests, experience, supportive service needs, and program sustainability.

The information collected by the objective assessment will be utilized to establish objective and attainable employment goals and strategies and to determine if the participant has the ability, aptitude, or motivation to enter and successfully complete a program of training.

Additional comprehensive and specialized assessments of skill levels and service needs may be made to include use of other specialized assessment tools, and in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals.

The information collected through the objective and other assessments will be used by the career planner and participant to develop employment plans and establish employment goals.

### **Required Action**

#### **Opening the NEworks Activity**

The objective assessment summary is required to be completed within 10 days of participation. Career planners must open the OAS on the same day the DON- Individualized Career Services case note is entered and open the corresponding NEworks activity. Follow the Opening an NEworks Activity procedures in Section 4 Documentation of this manual. All objective assessment questions must be addressed. Indicate in the comment boxes where the participant is determined to not be work ready.

If a prior objective assessment was completed in its entirety within the last six months, you may use it. If it is not complete, accurate, or opened later than six months you must complete a new OAS.



The OAS is located on NEworks, expand *Staff Profiles* > expand *Case Management Profile* > select *Plan* > *Objective Assessment Summary*.

NEworks Code & Service, Course or Contract Name		
203	Comprehensive and Specialized Assessments	Assessment/IEP

### Closing the NEworks Activity

The NEworks activity must be closed the same day the participant signs the OAS. The OAS must be printed, signed, and uploaded to ECM indexed under *Assessments*. Follow the Closing an NEworks Activity procedures in Section 4 Documentation of this manual.

### Developing an Individual Employment Plan (IEP)

The individual employment plan is a service strategy developed to assist adults and dislocated workers who are determined eligible to meet their employment goals. The adult and DLW plan is referred to as the Individual Employment Plan (IEP). For youth the plan is called the Individual Service Strategy (ISS).

The plan is jointly developed between the participant and career planner and must identify the individual services the client will require to enable him or her to become successfully employed. It will describe appropriate achievement goals and objectives so career planners are able to measure the client's progress. This effort will assist in making decisions toward successful client employment.

An individual employment plan is a living plan that is comprised of goals and objectives that corresponds to the WIOA activities in NEworks. Any progress attained should be included in the objective with the date the progress or communication was made.

### Example

The career planner opened a supportive service objective for the participant to purchase boots. The career planner would document when the SA was sent to the vendor or the client was aware they could purchase the boots. After the participant purchased the boots, the career planner would document the date the participant purchased the boots and that the client provided them a copy of the receipt or will provide a copy.

### Employment Plan Elements

**Goal:** List the participant's selected employment goal.

### Examples

- To obtain full time employment as a Medical Assistant.
- To obtain full time employment as an Automotive Technician.

**Objective:** The objective tab is made up of any services provided to the participant and steps the participant must take to meet their employment goal.

### **Examples**

- The participant's goal is to complete training and obtain employment as a nurse. The career planner would open an objective to complete their education, any supportive services provided, updating their resume, etc.
- The participant is job searching. The career planner would open a job search objective, any supportive services provided, job readiness services, etc.

### **Best Practices**

- Engage participant during every step of the process when building the plan to get the commitment and ownership of the participant. She or he must make the decisions for their life.
- Help the participant believe they can change and things can get better.
- Help participant identify what they want to accomplish (goal setting).
- The plan states what the participant shall do and what the career planner shall do.
- Identify the skills that need to be developed so that the participant is able to not only get employment, but also keep the job.
- Make participant aware of help and resources that are available. Be sure and consider partner resources.
- Any service provided or steps the participant takes toward their employment goal should coincide with an IEP objective.
- Utilize the SMART (Specific, Measurable, Attainable, Relevant, Trackable) method to create specific, concrete goals and objectives.
- There are three different timelines to choose from when opening an employment goal or objective:
  - Short term- 6 months or less
  - Intermediate term- 6 months- 1 year
  - Long term- 1 year or longer

### **Examples**

Aaron will complete his Associate's Degree at Weber State University by May of 2014. He will provide a copy of his mid-term and end of semester grades within two weeks following the completion of each. Aaron must maintain a 2.0 GPA. Upon completing his degree, Aaron will provide a copy of his Associate's Degree to his employment counselor within two weeks of receipt. Aaron will provide receipts for all book and supply purchases within 30 days of purchase.

Jan needs steel-toe boots in order to complete her OJT. Jan will purchase boots and provide a receipt within 30 days of purchase.

### **Required Action**

Every participant is required to have an active IEP during their program participation. Any service or steps toward the participant's employment goals should be included in their IEP. Any activity the WIOA program is supporting/ funding must be included in the plan. The IEP must include at least one goal and one objective during participation.

### Opening the NEworks Activity & IEP

The IEP is required to be completed within 10 days of participation. Career planners must open the IEP and corresponding NEworks activity after or at the same time the OAS is opened. Follow the Opening an NEworks Activity and Opening an IEP/ISS procedures in Section 4 Documentation of this manual.

If a prior IEP was completed in its entirety within the last six months, you may use it. If it is not complete, accurate, or opened later than six months you must complete a new IEP.

The IEP is located on NEworks, expand *Staff Profiles* > expand *Case Management Profile* > select *Plan* > *Individual Employment Plan/ Service Strategy*.

NEworks Code & Service, Course or Contract Name		
205	Development of IEP/ISS	Assessment/ IEP

### Closing the NEworks Activity & IEP

The NEworks activity must be closed the day the participant signs the IEP. The IEP must be printed, signed, and upload to ECM indexed under *Individual Employment Plan*. Follow the Closing an NEworks Activity and Closing the IEP/ISS procedures in Section 4 Documentation of this manual.

### Counseling (group or individual) and mentoring

Counseling is a service strategy tailored to the participant's individual need and can be provided in an individual or group setting. Counseling can be provided by the career planner or a partner program. Counseling assists the participant in achieving their goals and gain a greater insight into their strengths and weaknesses.

There are three primary goals when providing counseling including:

1. **Motivational:** Participant involvement in the goal setting process can motivate them to accomplish their goals.
2. **Educative:** Setting goals helps participants clarify and target problem behaviors or issues they want to work on and develop realistic, attainable solutions.
3. **Evaluative:** Setting goals enables the participant and career planner to evaluate progress toward their goals.

Counseling may include drug and alcohol abuse counseling, workplace counseling, financial planning, mental health, etc.

### Best Practices

- Listening (most critical). Try to build a relationship with participant to build trust.
- Ask questions that cause participants to think and make their own decisions.
- Confront. Try to get participants to see what they are doing that is not working for them. Focus on behaviors. Ask for the participant's permission to discuss issues that may be standing in the way of their success in reaching goals. Once the permission is given, then deal with uncomfortable issues.

- Self-disclosure is not recommended. Everyone believes their experience is unique and the focus should be on the participant’s story.
- Summarize what has been communicated.
- Teach problem solving. If participants learn to solve problems by themselves, they will be able to overcome obstacles when the career planner is not there. When faced with a problem, they need to learn to consider options, the downsides of each option, and then make a choice.

The Nebraska Department of Health and Human Services, Division of Behavioral Health: Community-Based Services maintains a resource guide on their website: <http://dhhs.ne.gov> to assist in making referrals.

- [Nebraska Network of Care for Behavioral Health](#)
- [211 - The Nebraska Human Services Information Line](#)
- [The Nebraska Family Helpline](#) - 1-888-866-8660
- [Answers 4 Families](#)

**Required Action**

**Opening the NEworks Activity**

If assistance is requested, open the corresponding NEworks activity and IEP objective on the first date services are provided. Follow the Opening an NEworks Activity procedures in Section 4 Documentation of this manual. Case note the service provided.

NEworks Code & Service, Course or Contract Name		
<b>138</b>	Career Counseling	Career Counseling
<b>200</b>	Individual Counseling	Individual Counseling
<b>201</b>	Group Counseling	Comprehensive Guidance and Counseling

**Closing the NEworks Activity**

Close the activity and IEP objective on the last day the services are provided. Follow the Closing an NEworks Activity procedures in Section 4 Documentation of this manual.

**Career planning**

Career planning is an ongoing process available to assist participant in exploring their interests and abilities, creating learning and action plans, setting career goals, etc. Career planning provides direction and makes the participant aware of their current strengths, weaknesses, and skills and what is required for their career goal. Career planning should be tailored to the participant’s individual need.

## Required Action

### Opening the NEworks Activity

If assistance is requested, open the corresponding NEworks activity and IEP objective on the first date services are provided. Follow the Opening an NEworks Activity procedures in Section 4 Documentation of this manual. Case note the service provided.

NEworks Code & Service, Course or Contract Name		
202	Career Planning	Comprehensive Guidance and Counseling

### Closing the NEworks Activity

Close the activity and IEP objective on the last day the services are provided. Follow the Closing an NEworks Activity procedures in Section 4 Documentation of this manual.

### Short-term pre-vocational services (including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct)

Short-term pre-vocational services, also known as soft skills, is a valuable service to assist participants in obtaining the skills necessary to succeed in the workplace setting.

Soft skills are the interpersonal attributes an individual needs to succeed in the workplace and include, but are not limited to:

- **Communication skills:** listening, negotiation, verbal, public speaking
- **Critical thinking:** desire to learn, problem solving, critical observation
- **Positive attitude:** friendliness, honesty, respectfulness
- **Teamwork:** social skills, empathy, accepting feedback
- **Work ethic:** motivation, punctuality, scheduling, time management
- **Personal maintenance:** hygiene, following dress code guidelines

## Required Action

### Opening the NEworks Activity

If short-term pre-vocational skills are requested, open the corresponding NEworks activity and IEP objective on the first date services are provided. Follow the Opening an NEworks Activity procedures in Section 4 Documentation of this manual. Case note the service provided.

NEworks Code & Service, Course or Contract Name		
215	Short-Term Prevocational Services	

### Closing the NEworks Activity

Close the activity and IEP objective on the last day the services are provided. Follow the Closing an NEworks Activity procedures in Section 4 Documentation of this manual.

## Internships and work experiences

A work experience or internship may be a paid or unpaid service strategy. Work experiences and internships will be in positions that correspond with the participant's employment goals.

Work experience/internships are a short-term work assignment with a worksite partner designed to enhance employability of the participant through development of good work habits and basic work skills. This strategy assists the participant in gaining work experience. Worksite partners may be in the public, private, or non-profit sectors.

### Required Action

#### Opening the NEworks Activity

If a work experience or internship is requested, open the corresponding NEworks activity and IEP objective on the start date of the internship. Case note the service provided.

NEworks Codes & Service, Course or Contract Name		
<b>21A</b>	WEX- Internship Unpaid	
<b>21C</b>	WEX- Work Experience Unpaid	
<b>218</b>	WEX- Internship Paid	
<b>219</b>	WEX- Work Experience Paid	

#### Closing the NEworks Activity

Close the activity and IEP objective on the last day the participant attends the internship. Follow the Closing an NEworks Activity procedures in Section 4 Documentation of this manual.

## Transitional Jobs

Transitional jobs are a paid service strategy focused on individuals with high barriers to employment. Similar to work experiences and internships, transitional jobs are short-term work assignments in positions that correspond with the participant's employment goals.

Career Planners should evaluate the circumstances of each individual to determine if a transitional job is a better fit than work experience or internship. Transitional jobs differ from work experience and internships due to limits on funds and duration and are only available to individuals meeting the barrier definitions outlined in policy. Transitional jobs may be up to 40 hours per week, but may not exceed 500 hours or 26 weeks, whichever comes first.

### Required Action

#### Opening the NEworks Activity

If a transitional job is requested, open the corresponding NEworks activity and IEP objective on the start date of the internship. Case note the service provided.

NEworks Codes & Service, Course or Contract Name		
<b>21B</b>	WEX- Transitional Jobs	

### **Closing the NEworks Activity**

Close the activity and IEP objective on the last day the participant attends the internship. Follow the Closing an NEworks Activity procedures in Section 4 Documentation of this manual.

Workforce preparation (basic academic skills, critical thinking skills, digital literacy skills, and self-management skills, including competencies in utilizing resources, using information, working with others, understanding systems, and obtaining skills necessary for successful transition into and completion of postsecondary education, or training, or employment)

Workforce preparation activities are activities designed to help the participant acquire a combination of basic academic skills, critical thinking skills, digital literacy (technology) skills, and self-management skills, including competencies in:

- Utilizing resources
- Using information
- Working with others
- Understanding systems
- Skills necessary for successful transition into and completion of postsecondary education, training, or employment
- Other employability skills that increase an individual's preparation for the workforce

### **Required Action**

If workforce preparation is necessary, open the corresponding NEworks activity and IEP objective on the first date services are provided. Follow the Opening an NEworks Activity procedures in Section 4 Documentation of this manual. Case note the service provided.

NEworks Code & Service, Course or Contract Name	
220	Workforce Preparation

### **Closing the NEworks Activity**

Close the activity and IEP objective on the last day services are provided. Follow the Closing an NEworks Activity procedures in Section 4 Documentation of this manual.

### **Financial literacy**

Financial literacy education supports the ability of participants to create budgets, initiate checking and savings accounts at banks, encourage savings, understand their paycheck and employment paperwork, learn how to effectively manage spending, credit, and debt, and make informed financial decisions. Other sources which may be available in your area can be utilized, or the below resources can be used.

FDIC: [Money Smart](https://www.fdic.gov) is a free service. Visit: <https://www.fdic.gov> for more information. This curriculum should accompany the opening of a checking account for the participant.

[Living Wage Calculator](#) is available for free. It assists individuals, determine a local wage rate that allows individuals to meet minimum standards of living.

[EducationQuest Reality Check](#) is a free resource. Reality check allows individuals to enter their current expenses or desired lifestyle expense and matches them with careers that will allow the individual to afford their desired lifestyle.

## Required Action

### Opening the NEworks Activity

If financial literacy education is needed, provide any necessary referrals or assist the participant in registering in the program. Open the corresponding NEworks activity and IEP objective on the first date services are provided. Follow the Opening an NEworks Activity procedures in Section 4 Documentation of this manual. Case note the services provided, referrals made, partner programs, etc.

NEworks Codes & Service, Course or Contract Name		
213	Financial Literacy	

### Closing the NEworks Activity

Close the activity and IEP objective on the last day the services are provided. Follow the Closing an NEworks Activity procedures in Section 4 Documentation of this manual.

## English language acquisition and integration education

English language acquisition programs are programs of instruction designed to help eligible individuals who are English language learners (ELL) achieve competence in reading, writing, speaking, and comprehension of the English language; and that leads to attainment of the secondary school diploma or its recognized equivalent.

English language learner (ELL) is defined as an adult or OSY who has limited ability in speaking, reading, writing, or understanding the English language, and whose native language is a language other than English, or who lives in a family or community environment where a language other than English is the dominant language.

Participants seeking English language acquisition services should be referred to one of the following **Adult Education Partners**:



<p><b>Grand Island</b> Central Community College 308-398-7433 <a href="mailto:jessicaigo@cccneb.edu">jessicaigo@cccneb.edu</a></p>	<p><b>Hastings</b> Central Community College 308-463-7323 <a href="mailto:annecannon@cccneb.edu">annecannon@cccneb.edu</a></p>
<p><b>Kearney</b> Central Community College 308-338-4009 <a href="mailto:lvolpe@cccneb.edu">lvolpe@cccneb.edu</a></p>	<p><b>Norfolk</b> Northeast Community College 402-844-7253 <a href="mailto:adulthoodeducation@northeast.edu">adulthoodeducation@northeast.edu</a></p>
<p><b>Fremont</b> Metropolitan Community College 531-622-4060 <a href="mailto:awhitfield@mccneb.edu">awhitfield@mccneb.edu</a></p>	<p><b>Columbus</b> Central Community College 402-562-1432 <a href="mailto:marywiegand@cccneb.edu">marywiegand@cccneb.edu</a></p>
<p><b>Beatrice</b> Southeast Community College 402-437-2719 <a href="mailto:lsaffer@southeast.edu">lsaffer@southeast.edu</a></p>	<p><b>Nebraska City</b> Southeast Community College 402-437-2719 <a href="mailto:lsaffer@southeast.edu">lsaffer@southeast.edu</a></p>
<p><b>York</b> Southeast Community College 402-437-2719 <a href="mailto:lsaffer@southeast.edu">lsaffer@southeast.edu</a></p>	<p><b>South Sioux City</b> Northeast Community College 402-844-7253 <a href="mailto:adulthoodeducation@northeast.edu">adulthoodeducation@northeast.edu</a></p>
<p><b>Sidney</b> Western Nebraska Community College 308-635-6769 <a href="mailto:adulthoodeducation@wncc.edu">adulthoodeducation@wncc.edu</a></p>	<p><b>Scottsbluff</b> Western Nebraska Community College 308-635-6769 <a href="mailto:adulthoodeducation@wncc.edu">adulthoodeducation@wncc.edu</a></p>
<p><b>North Platte</b> Mid-Plains Community College 308-535-3637 <a href="mailto:rankin@mpcc.edu">rankin@mpcc.edu</a></p>	<p><b>Lexington</b> Central Community College 308-324-8483 <a href="mailto:mhersh@cccneb.edu">mhersh@cccneb.edu</a></p>
<p><b>Alliance</b> Western Nebraska Community College 308-635-6769 <a href="mailto:adulthoodeducation@wncc.edu">adulthoodeducation@wncc.edu</a></p>	<p><b>McCook</b> Mid-Plains Community College 308-345-8133 <a href="mailto:vrbase@mpcc.edu">vrbase@mpcc.edu</a></p>

**Required Action**

**Opening the NEworks Activity**

If assistance is requested, open the corresponding NEworks activity and IEP objective on the first date services are provided. Follow the Opening an NEworks Activity procedures in Section 4 Documentation of this manual. Case note the service provided.

NEworks Code & Service, Course or Contract Name	
222	English Language Acquisition

**Closing the NEworks Activity**

Close the activity and IEP objective on the last day the services are provided. Follow the Closing an NEworks Activity procedures in Section 4 Documentation of this manual.