



Northwest Arkansas Economic Development District

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Policy Name	Referral Policy
Date Approved by the Board	September 4, 2019

Purpose: Local WDBs must ensure that WIOA youth service providers meet the referral requirements in WIOA sec. 129(c)(3)(A) for all youth participants, including:

- (1) Providing these participants with information about the full array of applicable or appropriate services available through the Local WDBs or other eligible providers, or one-stop partners; and
- (2) Referring these participants to appropriate training and educational programs that have the capacity to serve them either on a sequential or concurrent basis.

Policy:

Local boards must establish linkages with local educational agencies and partners responsible for services to participants as appropriate.

If a youth applies for enrollment in a program of WIOA and either does not meet the enrollment requirements for that program or cannot be served by that program, the eligible training provider of that program must ensure that the youth is referred for further assessment, if necessary, or referred to appropriate programs to meet the **skills** and training needs of the youth.

In order to meet the basic skills and training needs of applicants who do not meet the eligibility requirements of a particular program or who cannot be served by the program, each youth provider must ensure that these youth are referred for further assessment, as necessary; and to appropriate programs.

All referrals must be documented in MIS and/or AJL.

A handwritten signature in blue ink, appearing to read 'John Dyess'.

John Dyess, NW WDB Chair