HEART OF TEXAS WORKFORCE DEVELOPMENT BOARD, INC.

**ADMINISTRATIVE PROCEDURE**

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| **ID NO.:** ADM PRO02-018 |  | **DATE ISSUED:** SEPT. 17, 2018 |
| **PROGRAM:** WIOA |  | **KEYWORD:** FOLLOW UP SERVICES |

**SUBJECT:** Follow Up Services for All WIOA Exiters

Due to the changes in WIOA performance measures, the timeframes in which they are measured and the need to ensure employment through out the 4 quarters after exit; all WIOA exiters will receive Follow Up services through the fourth quarter. Follow Up Services will be provided to ensure continued employment.

**EFFECTIVE DATE:** Immediately

**INQUIRIES:** Kary Kuecker

 HOTWB Contract Manager