



Local Operating Procedure

SECTION: Operations/Youth Program	PROCEDURE#: LOP -Youth 01	PAGE 1 of 2
TITLE: WIOA Youth Career Pathway Support for Disconnected Youth	EFFECTIVE DATE: October 01, 2025	

DISTRIBUTION: This procedure applies to all CareerSource North Central Florida (CSNCFL) staff

PURPOSE: The purpose of this procedure is to provide guidance to CSNCFL staff with identifying and ensuring disconnected youth are provided career pathways to access educational and occupational opportunities which enhance their long-term career goals.

REFERENCE: WIOA Section 168 (a)(4)(B); WIOA Section 231 (e) (5) (A and B)

BACKGROUND: WIOA requires that there is a process in place to ensure disconnected youth are provided career pathways to access educational and occupational opportunities which enhance their long-term career goals. The career pathways established must provide a combination of rigorous and high-quality education, training and other services in a manner that accelerates the educational and career advancement of the youth.

Procedure:

Identification & Outreach

Disconnected youth are identified through a variety of methods, including:

- Review of attendance records (school/WEX/etc.) missed appointments, or inactivity for 30 days or more.
- Direct outreach/feedback to and from partner institutions, such as Santa Fe College (SFC), Project YouthBuild (PYB) and AMIkids Gainesville, to gather updated information on the youth's engagement or current status. In collaboration with partner organizations staff ensure youth are reconnected with services that support their long-term career and education goals
- As part of this process, FERPA guidelines are followed, and records release forms are obtained and kept on file to allow access to relevant information from partners
- Use of alternative contact methods, such as secondary phone numbers or email addresses on file

- When appropriate, staff may utilize systems such as DCF Florida Screens and Employ Florida (EF) to locate current contact information or reach out to relatives (parent/guardian) to re-establish contact with the youth.

Once contact is re-established, staff offer re-engagement support, which include:

- Staff may update the Objective Assessment and revise the ISS to reflect current barriers, interests, and goals, by adding appropriate activities if applicable
- Assisting youth with supervised job searches and resume assistance
- Reviewing CareerClusters - Career Interest Reports to help align career goals with interest and strengths
- Discussing opportunities through the Eligible Training Provider List (ETPL)
- Reviewing Training Occupations List (TOL) options to ensure alignment with in-demand occupations
- Informing participants of any in-house or community job fairs or recruitment events
- Helping youth complete childcare assistance applications through agencies like ELC or ECS4Kids if applicable
- Providing support with FAFSA completion and college or vocational school applications. GED prep or WEX opportunities
- Support services offered to remove barriers in-house or community referrals: Connecting youth with local social service agencies for housing support, including rent, utility, and deposit assistance, as well as access to food, clothing, transportation, or other essential needs as identified by the participant

Ongoing Case Management & Follow-Up:

- Case managers strive to maintain regular contact with youth to ensure progress toward career/educational goals
- Services and the ISS are updated as needed
- Follow-up continues for 12 months after the participant exits the program to ensure employment and/or education retention

OFFICIAL SIGNATURE



PHYLLIS MARTY
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