

# Core Service Documentation Form

Client Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

The New River/Mount Rogers Workforce Investment Board requires that all customers receive at least one core service listed below before they can be referred for WIA intensive services. If your agency has provided any of the ten (10) core services listed below please document the specific core services provided, as well as the date the services were provided and initial.

## Core Services

Date	Staff Initial	
_____	_____	(1) Outreach, intake and orientation to labor market information and other services available through the one-stop delivery system;
_____	_____	(2) Initial assessment of skill levels, aptitude, abilities and supportive service needs;
_____	_____	(3) Provision of employment statistics information, including the provision of accurate information relating to local, regional and national labor market areas, including: <ul style="list-style-type: none"> <li>(a) Job vacancy listings in such labor market areas;</li> <li>(b) Information on job skill necessary to obtain the listed jobs; and</li> <li>(c) Information relating to local occupations in demand and the earnings and skill requirements for such occupations;</li> </ul>
_____	_____	(4) Provision of performance information and program cost information on: <ul style="list-style-type: none"> <li>(a) Eligible providers of WIA training services;</li> <li>(b) Eligible providers of WIA youth activities;</li> <li>(c) Providers of adult education described in title II;</li> <li>(d) Providers of postsecondary vocational education activities and vocational education activities available to school dropouts under the Carl D. Perkins Vocational and Applied Technology Education Act; and</li> <li>(e) Providers of vocational rehabilitation program activities described in the Rehabilitation Act of 1973;</li> </ul>
_____	_____	(5) Provision of information regarding filing claims for unemployment compensation;
_____	_____	(6) Provision of accurate information relating to the availability of supportive services, including child care and transportation, available in the local area and referral to such services, as appropriate;
_____	_____	(7) Provision of information regarding how the local area is performing on the local performance measures and any additional performance information with respect to the one-stop delivery system in the local area;
_____	_____	(8) Information and assistance in applying for: <ul style="list-style-type: none"> <li>(a) Welfare-to-work activities, and</li> <li>(b) Financial aid assistance for training and education programs that are not funded under this Act and are available in the local area;</li> </ul>
_____	_____	(9) Self-help job search and placement assistance: <ul style="list-style-type: none"> <li>(a) Individual or group instruction on how to conduct a job search using self-service resources of a career center and</li> <li>(b) Make referrals that are informational in nature or referrals to labor exchange; and</li> </ul>
_____	_____	(10) Access to the core services and information about all programs of required partner agencies.

This document indicates that core services have been provided by the \_\_\_\_\_.  
 At this time, our agency has been unsuccessful in securing employment for the above named individuals. Our agency is of the opinion that additional core services will not result in employment. We are therefore referring the named individual to intensive services under WIA.

\_\_\_\_\_

Agency Representative Signature

Date