

**CATAWBA WIA INSTRUCTION PY07-001**

**TO:** All Catawba WIA One-Stop and Intensive Service Staff  
**SUBJECT:** Catawba WIA Referral Policy for Youth Aging out of Foster Care  
**ISSUANCE DATE:** October 31, 2007  
**EFFECTIVE DATE:** Immediately  
**EXPIRATION DATE:** Indefinite

**PURPOSE:**

To purpose of the instruction is to issue Catawba WIA's referral policy for youth aging out of foster care.

**BACKGROUND:**

The Department of Labor's youth vision focuses upon serving the most in need youth, including those who are in foster care or those aging out of foster care. In order to ensure that this target group is fully aware and have access to the Catawba Workforce Investment Act One-Stop Service Delivery System the referral policy below has been developed.

**POLICY:** When a youth in foster care enters the 11<sup>th</sup> grade or reaches the age of 17 (whichever comes first), DSS staff will refer youth to the appropriate One-Stop Center using the attached Agency Referral Form. The Agency Referral Form should be forwarded to the One-Stop Manager. Following receipt of the Referral Form, the One-Stop staff will contact the youth to arrange an orientation. The One-Stop staff will sign the referral form after the orientation is completed and will forward it back to DSS. When the youth is scheduled for exit from foster care, the DSS staff will refer the youth back to the appropriate One-Stop Center to be considered for WIA registration.

**INQUIRIES:** If you have any questions regarding this instruction, please contact Nicole Lawing or Robert Barber at (803) 327-9041.

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Robert A. Barber, Administrator  
Catawba Workforce Investment Area

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Date

Attachment