

West Valley Career Center
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East Valley Career Center
735 N. Gilbert Road, Suite 134
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FOLLOW-UP & RETENTION TRANSITION DATA UPDATE

In order to transition a customer to the Follow-Up/Retention phase, please REVIEW the following with them:

“The Workforce Investment Act (WIA) was established to increase employment and job retention of US workers and assess the effectiveness of state and local areas in achieving continuous improvement. In order to do just that, the Department of Labor requires that follow-up services be conducted for WIA Enrollees at least one year on a quarterly basis for Adults and on a monthly basis for Youth. Your case is now being transitioned to the final phase of the WIA program and in order to provide the highest level of customer service, we require your cooperation in providing updated contact information.

During this review please verify the following:

WIA Participant Name: _____ **Participant ID** _____

Mailing address: _____

Same as Application _____ City _____ State _____ Zip Code _____

Phone number: _____

Same as Application _____ Cell _____ Home _____ Message _____

Email address: _____

Same as Application

Alternate contacts:

Same as Application

(1) Name _____ Phone: _____

Relationship: _____ Email Address: _____

(2) Name _____ Phone: _____

Relationship: _____ Email Address: _____

Career Guidance Specialist (CGS) Signature

Date Review Conducted

*MWC products and services are made available through federal funding provided by the Workforce Investment Act;
Serving employers by aiding job seekers; adults, dislocated workers, and youth.*

Equal Opportunity Employer / Program - Auxiliary aids and services are available upon request to individuals with disabilities