



February 17, 2003

EASTERN CAROLINA LOCAL AREA ISSUANCE NO. 2002-07

SUBJECT: Case Management – A Reference Manual

PURPOSE: To transmit a case management reference manual that could be used as a guidance and technical assistance tool for the program level to assist case managers to offer better service to youth.

BACKGROUND: The manual was developed by youth employment professionals as a training resource guide for front-line staff. It contains lists of bullet points of advice, sample documents, assessments and the like, covering a myriad of topics that relate to casework in youth employment and training.

ACTION: All Workforce Investment Act Youth Providers may use this manual as a tool and reference guide for their WIA Youth Programs.

EFFECTIVE DATE: Immediately

EXPIRATION DATE: Indefinite

CONTACT: Executive Director

DISTRIBUTION: All WIA Youth Providers

Tammy L. Childers, Executive Director

Attachment