

## **Policy for Youth Rejection of Follow-Up Services**

Staff may end a Youth's follow up service in less than the twelve (12) months if staff is unable to contact or locate the Youth after a period of 90 days and six (6) attempted contacts. If after six documented failed attempts to contact or locate, the participant will be excluded from Follow-Up services. All failed attempts must be documented in KEES Notes.

Youth participants can also decline to receive Follow-Up services, in which case the Career Manager must record in KEES Notes.