



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

PROGRAMS COMMITTEE MEETING

Wednesday, August 1, 2018

3:00 p.m. - 4:30 p.m.

Human Services Agency (Redwood Room)
855 Partridge Drive, Ventura, Ca.

AGENDA

- 3:00 p.m. **1.0 Call to Order, Introductions, and Agenda Review** Tony Skinner
- 3:02 p.m. **2.0 Public Comments** Tony Skinner
Procedure: The public is welcome to comment. All comments not related to items on the agenda may be made at the beginning of the meeting only.
- 3:05 p.m. **3.0 Consent Items** Tony Skinner
○ Approval of Minutes: June 6, 2018
- 3:10 p.m. **4.0 Presentation**
WIOA Rapid Response
Fred Garcia, Rapid Response Manager
Adult and Family Services Department/ Human Services Agency
- 3:35 p.m. **5.0 ACTION ITEM: WDB Policies Review and Recommendation** Vivian Pettit
Recommendation that the Programs Committee Recommend to the Executive Committee of the Workforce Development Board of Ventura County (WDB) Approval of the Attached New and Revised WDB Policies for WIOA Adult, Dislocated Worker, and Youth Programs
- 4:00 p.m. **6.0 WIOA Workforce Development Planning** Patrick Newburn
a. Predictive Reports / Performance Indicators Discussion
b. Rapid Response – 121 & 122 Reports
c. PY17-18 Committee Year-End Review
d. EDD 85% Program On-site Monitoring / CAP Update
- 4:20 p.m. **7.0 Committee Member Comments** Committee Members
- 4:30 p.m. **8.0 Adjournment** Tony Skinner
Next Meeting:
October 3, 2018 (3:00 p.m. – 4:30 p.m.)
Human Services Agency (Redwood Room)
855 Partridge Drive, Ventura, CA 93003

Individuals who require accommodations for their disabilities (including interpreters and alternate formats) are requested to contact the Workforce Development Board of Ventura County staff at (805) 477-5306 at least five days prior to the meeting. TTY line: 1-800-735-2922.



WDB Programs Committee Meeting
June 6, 2018

MINUTES

Meeting Attendees

Committee Members

Tony Skinner (Chair)*
Jerry Beckerman
Linda Fisher-Helton
Mary Navarro-Aldana
Tressie Nickelberry
Roger Rice*
Tom VanMeeuwen

Guests

Nancy Ambriz (Human Services
Agency)
Diana Fernandez (Boys & Girls
Clubs Greater Oxnard and Port
Hueneme)
Jessica Gallardo (PathPoint)

WDB Staff

Patrick Newburn

**WDB Members*

1.0 Call to Order, Introductions, and Agenda Review

Tony Skinner called the meeting to order at 2:37 p.m.

2.0 Public Comments

None

3.0 Consent Items

- **Approval of Minutes:** May 2, 2018
Motion to Approve: Linda Fisher-Helton
Second: Jerry Beckerman
Motion approved
- **Approval of 2018-2019 Meeting Calendar:**
August 1, 2018, October 3, 2018, December 5, 2018
February 6, 2019, April 3, 2019, June 5, 2019
Motion to Approve: Linda Fisher-Helton
Second: Mary Navarro-Aldana
Motion approved

4.0 AJCC Certification Evaluation Wrap-up: HALLMARKS OF EXCELLENCE

WDB staff Patrick Newburn compiled a summary report and presented all rankings, narrative, and comments received from five members. Committee members thoroughly reviewed each of the eight matrix elements and considered the previous responses and rankings. The members had lively discussion about recommendations for WDB consideration and certification. The committee concluded that all Hallmarks exceeded the minimum ranking score of three, with no corrective action plan warranted. Members concluded their evaluation and agreed that all eight Hallmarks scored four (4) "Significantly meeting the hallmark with room for improvement". Members finalized their narrative recommendations for continuous improvement on each of the eight elements to be included in the Comprehensive AJCC Certification Matrix Hallmarks of Excellence Criteria. Newburn will prepare the finalized Matrix for recommendation at the June 21, 2018 WDB Executive Committee meeting. If approved and certified by the Executive Committee, and accepted by the state, the AJCC certification will become effective July 1, 2018. These reports with attachments are available and may be viewed at [HTTP://WWW.workforceventuracounty.org](http://www.workforceventuracounty.org).

| Summary of Rankings Hallmarks of Excellence AJCC Certification | |
|---|----------------|
| The Hallmarks of Excellence | Ranking |
| 1. The AJCC Physical Location and Facility Enhances the Customer Experience | 4 |
| 2. The AJCC Ensures Universal Access, With An Emphasis of Individuals with Barriers to Employment | 4 |
| 3. The AJCC Actively Supports the One-Stop System Through Effective Partnerships | 4 |
| 4. The AJCC Provides Integrated, Customer-Centered Services | 4 |
| 5. The AJCC is an on-ramp for skill development and the attainment of industry-recognized credentials which meet the needs of targeted regional sectors and pathways. | 4 |
| 6. The AJCC actively engages industry and labor and supports regional sector strategies through an integrated business service strategy that focuses on quality jobs. | 4 |
| 7. The AJCC Has High-Quality, Well-Informed, Cross-Trained Staffing | 4 |
| 8. The AJCC Achieves Business Results Through Data-Driven Continuous Improvement | 4 |
| Total Ranking for Hallmarks of Excellence: | 32 |

Evaluators were thanked by Mr. Newburn and presented with a certificate of appreciation for their 9 month service on behalf of the WDB for the extensive two part AJCC Certification evaluation process. Newburn will email the committee an after action survey to gather comments and critique useful in future AJCC certifications.

5.0 WIOA Workforce Development Planning: 2017-2018 Year End Review (DRAFT)

Committee members reviewed the 2017-2018 Year End Review and were invited to provide insights to be included in the draft document that will be reviewed again at the next meeting August 1, 2018. Patrick Newburn will email the committee the year end review to gather comments for review at next meeting.

6.0 Member Comments

Roger Rice was named Educational Leader of the Year by the Ventura County Leadership Academy. Tony Skinner was named Labor Leader of the Year by the Central Coast Labor Council. Members expressed desire to conduct a committee meeting at youth service providers locations.

7.0 Adjournment

Tony Skinner adjourned the meeting at 4:30 p.m.

Next Meeting

August 1, 2018 (3:00 p.m. – 4:30 p.m.)
Human Services Agency (Redwood Room)
855 Partridge Dr. Ventura, Ca.



WORKFORCE DEVELOPMENT BOARD

855 Partridge Drive, Ventura, CA 93003

(805) 477-5306

workforceventuracounty.org

TO: PROGRAMS COMMITTEE
FROM: WDB ADMINISTRATION STAFF
DATE: AUGUST 1, 2018
SUBJECT: RECOMMENDATION THAT THE PROGRAMS COMMITTEE RECOMMEND TO THE EXECUTIVE COMMITTEE OF THE WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB) APPROVAL OF THE ATTACHED WDB POLICIES FOR WIOA ADULT, DISLOCATED WORKER, AND YOUTH PROGRAMS:

NEW:

- A. WDB POLICY #18-01 VETERAN AND ADULT PRIORITY OF SERVICE**
- B. WDB POLICY #18-02 FRAUD, PROGRAM ABUSE, CRIMINAL CONDUCT**
- C. WDB POLICY #18-04 FOLLOW-UP SERVICES**
- D. WDB POLICY #18-06 SUPPORTIVE SERVICES – YOUTH**
- E. WDB POLICY #18-07 MONITORING AND OVERSIGHT**
- F. WDB POLICY #18-08 FIREWALL**
- G. WDB POLICY #18-09 INCENTIVES - YOUTH**

REVISED:

- A. WDB POLICY #18-03 SUPPORTIVE SERVICES – ADULT AND DISLOCATED WORKER (THIS POLICY UPDATES AND REPLACES THE WIA POLICY ON SUPPORTIVE SERVICES OF 9/1/15)**
- B. WDB POLICY #18-05 DISLOCATED WORKER ELIGIBILITY (THIS POLICY UPDATES AND REPLACES THE WIA POLICY ON DISLOCATED WORKER ELIGIBILITY OF 7/1/15)**

RECOMMENDATION

Recommendation that the Programs Committee recommend to the Executive Committee of the Workforce Development Board of Ventura County (WDB) approval of the attached WDB policies for WIOA Adult, Dislocated Worker, and Youth Programs:

NEW:

- A. WDB Policy #18-01 Veteran and Adult Priority of Service**
- B. WDB Policy #18-02 Fraud, Program Abuse, Criminal Conduct**
- C. WDB Policy #18-04 Follow-Up Services**
- D. WDB Policy #18-06 Supportive Services – Youth**
- E. WDB Policy #18-07 Monitoring And Oversight**
- F. WDB Policy #18-08 Firewall**
- G. WDB Policy #18-09 Incentives - Youth**

REVISED:

- A. WDB Policy #18-03 Supportive Services – Adult and Dislocated Worker (This policy updates and replaces the WIA Policy on Supportive Services of 9/1/15)**
- B. WDB Policy #18-05 Dislocated Worker Eligibility (This policy updates and replaces the WIA Policy on Dislocated Worker Eligibility of 7/1/15)**

BACKGROUND / DISCUSSION

All WIOA Title I Adult, Dislocated Worker, Rapid Response and Youth program operators in the American Job Center of California (AJCC) AJCC delivery system are required to meet applicable local, state, and federal requirements including negotiated local area performance goals and required state rapid response reporting for a successful and sustainable regional workforce system. WIOA Title I programs for Adults, Dislocated Workers, and Rapid Response are managed by the Human Services Agency, Adult and Family Services Department (AFS); and Youth programs are managed by independent contracts with agencies outside County government. Levels of performance will be determined by the WDBVC on an annual basis.

The WDB has established the Programs Committee as a standing committee, responsible for providing oversight to all WIOA career services. The Programs Committee will review and may recommend new policies and updates to policy that may be required to ensure continuous improvement and alignment with mandated guidance from WIOA law, Federal Register - Code of Federal Regulation (CFR); Department of Labor - Training and Employment Guidance Letters (TEGL); and Employment Development Department directives (WSD).

WDB policies are intended to support the local and regional strategic plans including but not limited to: avoiding fraud and conflicts of interest by using firewalls; expanding access to employment, training, education and supportive services for eligible individuals, particularly those with barriers to employment; veterans priority of service; emphasis on informed customer choice, career services provider performance accountability, and continuous improvement; compliance with WIOA Section 188 and Americans with Disability Act regarding both physical and programmatic accessibility; addressing the needs of the Limited English Proficient population in Ventura County as a workforce; and economic development priority.

Presented for your committee's review are new WDB policies (Policy #18-01; Policy #18-02; Policy #18-04; Policy #18-06; Policy #18-07; Policy #18-08; and Policy #18-09) and revised WDB Policies (Policy #18-03; Policy #18-05) that will comply with current DOL TEGL and EDD directives. WDB administration staff have prepared these policies and procedures in consultation with all youth contractors and the AJCC career services staff. It is recommended that your committee recommend to the Executive Committee their approval of these policies at their August 9, 2018 meeting. The new and revised policies are attached to this action item.

If you have questions or need more information, contact Patrick Newburn at (805) 477-5306, email patrick.newburn@ventura.org.

Attachments:

- 1) WDB Policy #18-01 Veteran and Adult Priority Of Service
- 2) WDB Policy #18-02 Fraud, Program Abuse, Criminal conduct
- 3) WDB Policy #18-03 Supportive Services – Adult And Dislocated Worker
- 4) WDB Policy #18-04 Follow-Up Services
- 5) WDB Policy #18-05 Dislocated Worker Eligibility
- 6) WDB Policy #18-06 Supportive Services – Youth
- 7) WDB Policy #18-07 Monitoring and Oversight
- 8) WDB Policy #18-08 Firewall
- 9) WDB Policy #18-09 Incentives - Youth



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

LOCAL POLICY BULLETIN #2018-01:
VETERAN AND ADULT PRIORITY OF SERVICE
Draft Date: January 10, 2018 Effective Date: TBD

SUBJECT: Veteran and Adult Priority of Service

PURPOSE:

The purpose of this policy is to re-establish priority of service for Veterans within the WIOA and America's Job Center of California systems of Ventura County.

REFERENCES:

WIOA Section 134(c)(3)(E), 3(5), 3(15)(E) & 3(16)(A) and (B)
Training and Employment Guidance Letter (TEGL) 10-09, 22-04 & 19-16
38 U.S.C. 4213.

POLICY:

WIOA establishes a priority requirement with respect to funds allocated to a local area for Adult employment and training activities. One-stop center staff responsible for these funds must give priority to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient in the provision of individualized career services, and training services, priority was required to be given to public assistance recipients and low-income individuals when States and local areas determined that allocated funds were limited. Under WIOA, priority must be provided regardless of the level of funds. WIOA also expanded the priority to include individuals who are basic skills deficient.

Veterans and eligible spouses continue to receive priority of service for all DOL-funded job training programs, which include WIOA programs. However, when programs are statutorily required to provide priority for a particular group of individuals, such as the WIOA priority described above, priority must be provided in the following order:

1. First, to veterans and eligible spouses who also are included in the groups given statutory priority for WIOA adult formula funds. This means that veterans and eligible spouses who also are recipients of public assistance, other low-income individuals*, or individuals who are basic skills deficient would receive first priority for services provided with WIOA adult formula funds.
2. Second, to non-covered persons (individuals who are not veterans or eligible spouses) who are included in the groups given priority for WIOA adult formula funds.
3. Third, to veterans and eligible spouses who are not included in WIOA's priority groups.
4. Fourth, to any other populations identified by the Governor or Local Board for priority.
5. Last, to non-covered persons outside the groups given priority under WIOA.

Note: When past income is an eligibility determinant for Federal employment or training programs, any amounts received as military pay or allowances by any person who served on active duty, and certain other specified benefits must be disregarded for the veteran

and for other individuals for whom those amounts would normally be applied in making an eligibility determination. Military earnings are not to be included when calculating income for veterans or transitioning service members for this priority.

INQUIRIES:

Inquiries regarding this policy can be addressed to the WDB administrative staff: 805-477-5306.

DRAFT



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

**LOCAL POLICY BULLETIN #2018-02:
REPORTING OF SUSPECTED FRAUD, PROGRAM ABUSE
AND CRIMINAL CONDUCT**

Draft Date: January 10, 2018 Effective Date: TBD

SUBJECT: Reporting of Suspected Fraud, Program Abuse and Criminal Conduct

PURPOSE:

The purpose of this policy is to comply with the procedures for reporting allegations of fraud, program abuse or criminal conduct involving grantees or other entities and subrecipients receiving federal funds from ETA (Employment and Training Administration).

REFERENCES:

20CFR 67.500, 20CFR 667.630

TEGL 2-12, Responsibilities for Reporting Instances of Suspected Fraud, Program Abuse and Criminal Conduct

POLICY:

WIOA Service providers shall become familiar with and review the above policy with all existing and new staff. If a service provider has an existing policy and procedure in place, both the local and DOL processes will be followed.

INQUIRIES:

Inquiries regarding this policy can be addressed to the WDB administrative staff: 805-477-5306.



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

Local policy bulletin #2018-03:
Supportive Services Policy for Adult and Dislocated Worker Programs
Effective Date: January 25, 2018

(This policy updates and replaces the WIA Policy on Supportive Services of 9/1/15)

SUBJECT: Policy on WIOA supportive services.

REFERENCES:

WIOA Sec. 3(59), WIOA Sec. 134 (d)(2)
20 CFR 680.330, 20 CFR parts 680.900, 680.910, 680.930-970, 681.970, 29 CFR 680.140
Training and Employment Guidance Letter (TEGL) 19-16, Section 14
Training and Employment Guidance Letter (TEGL) 21-16, Section 7

PURPOSE:

Supportive services are services that are necessary to enable an individual to participate in activities authorized under WIOA.

POLICY:

Supportive services may include, but are not limited to:

- Linkages to community services;
- Assistance with transportation;
- Assistance with child care and
- Assistance with housing;
- Needs-related payments (training only)
- Assistance with educational testing;
- Reasonable accommodations for individuals with disabilities;
- Referrals to health care;
- Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear;
- Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes;
- Payments and fees for employment and training-related applications, tests, and certification.

Needs-related payments may also be provided to the WIOA-enrolled customers only when participating in training services.

Supportive services only may be provided when they are necessary to enable individuals to participate in career service or training activities.

Individuals who are enrolled in the WIOA Adult and Dislocated Worker programs may receive supportive services when participating in career or training services ONLY and are unable to obtain supportive services through other programs providing such services.

Training-related supportive services such as tools, equipment, supplies or uniforms may not be paid for by WIOA funds if the employer provides these items to all other trainees or employees.

An individual who is receiving follow up services only may not receive supportive services

Supportive services may not be utilized to pay for expenses incurred prior to the participation's enrollment into the WIOA program.

Under no circumstances may supportive services be utilized to pay for expenses such as fines, penalties, late finance charges and interest payments, down payments on real estate properties or automobiles, or refundable deposits.

All other resources must be exhausted before utilizing WIOA funds for providing supportive services.

Providers of WIOA Adult and Dislocated Worker programs for Ventura County are to establish:

- Internal controls that result in equitable treatment;
- policies and procedures to establish eligibility for supportive services, verification of need, justification of need; authorization of supportive services and allowable costs (when applicable) for such services;
- policies and procedures for mandatory data entry into the CalJOBS system (i.e., activity codes, case notes, electronic document management); and
- assurance of coordination with other community resources

Limits may be placed on supportive services including maximum amount of funding, length of time and exceptions of the limits subject to availability of funds.

INQUIRIES:

Inquiries regarding this policy can be addressed to the WDB administrative staff: 805-477-5306.



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

Local Policy Bulletin #2018-04:
Follow-Up Policy for WIOA Title I
Adult and Dislocated Worker and Youth Programs
Draft Date: January 10, 2018 Effective Date: TBD

SUBJECT: Policy on WIOA Follow-Up Services.

REFERENCES:

WIOA sec. 134(c)(2)(A)(xii), WIOA Sec. 129(c)(2)(I)
20 CFR 681.400, 681.420(a), 681.460(a)(9), 681.580, 20 CFR 680.150(c), 20 CFR 678.430
Training and Employment Guidance Letter (TEGL) 19-16,
Training and Employment Guidance Letter (TEGL) 10-16,
Training and Employment Guidance Letter (TEGL) 26-16,

PURPOSE:

This policy provides guidance for follow-up services to enrolled individuals in both the WIOA Title I Youth and Adult and Dislocated Worker programs.

BACKGROUND:

Follow-up services must be provided, as appropriate, including: Counseling regarding the workplace, for participants in adult or dislocated worker workforce investment activities who are placed in unsubsidized employment, for up to 12 months after the first day of employment.

Information obtained and reported during follow-up, such as unsubsidized employment, credential attainment, and supplemental (employment) data shall be utilized for the purpose of improved performance outcomes for WIOA programs.

POLICY:

Adult & Dislocated Worker Programs

Supportive services are not allowed for Title I adults and dislocated workers during follow-up period.

All 4 quarters of follow-up shall be completed and entered in the CalJOBS system.

Follow-up services must be provided for 12 months for all customers exited with unsubsidized employment.

Furthermore, follow-up services must be provided to all participants for a minimum of 12 months unless the participant declines to receive follow-up services or the participant cannot be located or contacted.

The WIOA Service Provider is responsible for establishing a process showing due diligence that efforts were made to maintain communication and/or re-engage customers who are not responsive to the case manager's follow-up efforts.

Youth Programs

Follow-up services are critical services provided following a youth's exit from the program to help ensure the youth is successful in employment and/or postsecondary education and training. Follow-up services may include regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise.

Follow-up services for youth also may include the following program elements:

- Supportive services;
- Adult mentoring;
- Financial literacy education;
- Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and
- Activities that help youth prepare for and transition to postsecondary education and training.
- Incentives that are directly tied to program performance outcomes.

All youth participants must be offered an opportunity to receive follow-up services that align with their individual service strategies.

Furthermore, follow-up services must be provided to all participants for a minimum of 12 months unless the participant declines to receive follow-up services or the participant cannot be located or contacted.

Follow-up services must include more than only a contact attempted or made for securing documentation in order to report a performance outcome.

All 4 quarters of follow-up shall be completed and entered in the CalJOBs system. Employment and wage information are required for 2nd and 4th quarter follow-up, when the participant is exited as employed, whether base wage information is collected at the state level, or supplemental data is gathered and reported..

The WIOA Service Provider is responsible for establishing a process showing due diligence that efforts were made to maintain communication and/or re-engage customers who are not responsive to the case manager's follow-up efforts.

Supplemental Data

While most forms of employment in the State's workforce will be reported via employer tax filings in the UI wage records system, certain types of employers and employees are excluded from these types of employment.

When base wage data is not available for those participants who exit with employment, WIOA service providers should use supplemental employment and wage information from other reliable sources to collect employment-related data necessary for calculating levels of performance.

If supplemental wage information is used to determine both employment status and wages within the same reporting period, then the same supplemental wage information must be used for both wages and employment status. There is no requirement that the same direct wage record

match or supplemental wage information be used across multiple reporting periods, particularly in the event that the individual's employment status changes making the employment and wage verification method initially used not practicable or ideal.

INQUIRIES:

Inquiries regarding this policy can be addressed to the WDB administrative staff: 805-477-5306.

DRAFT



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

LOCAL POLICY BULLETIN #2018-05: Policy on the Definition of Eligibility for Dislocated Workers Draft Date: January 10, 2018 Effective Date: TBD

(This policy updates and replaces the WIA Policy #16-02 on the Definition of Eligibility for Dislocated Workers of 7/1/15 & 7/1/10)

SUBJECT: Policy on the Definition of Eligibility for Dislocated Workers

PURPOSE: This policy establishes the criteria for defining eligibility for WIOA Title I Dislocated Worker program services and the types of documentation that are acceptable in the Ventura County Workforce Area.

REFERENCE:

WIOA Section 3(15),3(16)

CFR 680.120, 130 & 140, 680.600 & 680.660

TEGL 19-16

Section 101(d)(1), 991(b) & 101(a)(13)(B) of title 10, United States Code

Section 101(16) of title 38, United States Code

POLICY:

I. Definition of a Dislocated Worker

The term “dislocated worker” means an individual who:

- (A) (i) has been terminated or laid off, or who has received a notice of termination or layoff, from employment;
- (ii) (I) is eligible for or has exhausted entitlement to unemployment compensation; or (II) has been employed for a duration sufficient to demonstrate, to the appropriate entity at a one-stop center, attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law; and
- (iii) is unlikely to return to a previous industry or occupation;
- (B) (i) has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise;
- (ii) is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or
- (iii) for purposes of eligibility to receive services other than training services, career services, or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close;
- (C) was self-employed (including employment as a farmer, a rancher, or a fisherman but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters;
- (D) is a displaced homemaker; or

- (E) (i) is the spouse of a member of the Armed Forces on active duty, and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member; or
- (ii) is the spouse of a member of the Armed Forces on active duty.

The term “displaced homemaker” means an individual who has been providing unpaid services to family members in the home and who—

- (A) (i) has been dependent on the income of another family member but is no longer supported by that income; or
- (ii) is the dependent spouse of a member of the Armed Forces on active duty and whose family income is significantly reduced because of a deployment, a call or order to active duty pursuant to a provision of law referred to in, a permanent change of station, or the service-connected death or disability of the member; and
- (B) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

II. The Criteria for Defining Dislocated Worker

1. Demonstrating sufficient attachment to the workforce:
 - a. An individual who is not eligible for unemployment compensation but was employed for at least 3 consecutive months in the past 12 months
 - b. A seasonal worker who has been employed 30 out of the last 52 weeks
2. Unlikely to return:
 - a. An individual who has worked in a declining industry/occupation as documented by any of the following: State of local Labor Market Information, a quantified publication from a local Chamber of Commerce, local Workforce Development Board or Economic Development Agency publication, or a qualified consultant, educational entity; or
 - b. An individual who worked in an industry/occupation for which there are limited job orders in State (CalJOBS) and/or the local job match system; or
 - c. An individual who is insufficiently education and/or does not have the necessary skills for re-entry into the former industry/occupation, as documented by an assessment of the client's educational achievement level, comprehensive testing or by other suitable means; or
 - d. An individual who has physical or mental problems that would preclude his/her re-entry into the former industry/occupation, as documented by a physician or other applicable professional; or
 - e. An individual whose family, personal or financial circumstances would preclude his/her re-entry into the former industry/occupation, as documented by an applicable professional organization, legal document, financial institution or other legal service.
3. Substantial layoff:

Any reduction in workforce that is not the result of a plant, facility, or enterprise closure that results in an employment loss at a single site of employment in any 30-day period that represents at least one of the following:

 - a. The closure of an entire department
 - b. The elimination of an entire class or occupation(s)

- c. Cessation of production on a product or manufacturing line
- d. The termination of at least 25% of all employees who worked 20 or more hours per week
- e. The termination of at least 50 employees who comprised at least one third of the layoff employer's workforce
- 4. General announcement of plant closing:
 - a. A Federal and/or State WARN Notice
 - b. A published or electronically generated report, publication or article generated from Southern California
 - c. A report or electronic (Internet) report, publication or article from a recognized California employment entity or State or local LMI monthly or quarterly report
- 5. A self-employed individual who is unemployed as a result of general economic conditions in the community in which the individual resides:
 - a. If the Ventura County unemployment rate reaches 7 percent
 - b. If a dominant local industry experiences a downsizing of 500 or more employees
- 6. Unemployment as the result of a natural disaster
An individual who has lost employment as a result of a natural disaster as declared by the Federal Emergency Management Agency (FEMA) or the Governor of the State of California
- 7. Displaced homemaker experiencing difficulty in obtaining or upgrading employment:
An individual who has been providing unpaid services to family members in the home and
 - a. Who has been dependent on the income of another family member but is no longer supported by that family member's income and
 - b. Is unemployed or underemployed and experiencing difficulty in obtaining or upgrading employment
- 8. Trade Adjustment Assistance (TAA) Clients:
All TAA certified individuals will meet the criterion of having been terminated from employment and receiving or determined eligible to receive unemployment compensation, as well as unlikely to return to a previous industry since the company in which they were employed was trade-affected and suffered a substantial layoff or shutdown.
- 9. Unemployment Insurance (UI) Claimants for Reemployment and Eligibility Assessment (REA) Services: those individuals who have
 - a. Been assessed by EDD for their job readiness in relationship to the local labor market and
 - b. Completed a re-employment plan with the goal of seeking retraining and
 - c. Receive a referral to WIOA training with specific documentation for the six elements used to conclude that vocational training is needed (because there is no suitable employment available for the adversely affected worker), as documented by EDD.
- 10. Unemployment Insurance (UI) Profiling

III. Acceptable Sources of Documentation

1. Staff may include the use of Applicant Statements when reasonable efforts on the part of the applicant have failed to obtain necessary documentation to support Dislocated Worker status.
2. The Applicant Statement must be supported by a written narrative from staff explaining the need for the statement.

INQUIRIES:

Inquiries regarding this policy can be addressed to the WDB administrative staff: 805-477-5306.

DRAFT



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

Local Policy Bulletin #2018-06:

Supportive Services Policy for WIOA Youth Programs Services

Draft Date: January 10, 2018 Effective Date: TBD

SUBJECT: Policy on WIOA Supportive Services for Youth Programs Services

REFERENCES:

WIOA Sec. 3(59), WIOA Sec. 134 (d)(2)(3)

2 CFR 200, 20 CFR 680.330, 20 CFR parts 680.900, 680.910, 680.930-970, 681.570, 681.970, 29 CFR 680.140

Training and Employment Guidance Letter (TEGL) 19-16,

Training and Employment Guidance Letter (TEGL) 21-16,

Workforce Services Directive WSD 16-02

PURPOSE:

Supportive services are services that are necessary to enable an individual to participate in activities authorized under WIOA.

This policy establishes guidelines for allowable supportive services for WIOA Youth programs, general limitations and documentation necessary for supportive services.

OVERVIEW

The term “Supportive Services” refers to those financial-based or physical accommodations that are reasonable and necessary and/or required for a customer to participate in activities authorized under Title I of the Workforce Innovation and Opportunity Act (WIOA).

Supportive services is one of the 14 youth program elements described in CFR 681 which may be provided in order to support the attainment of a secondary school diploma or its recognized equivalent, entry into postsecondary education, and career readiness for participants. Youth who are enrolled and receiving any of the prescribed 14 elements, including training or follow-up services under WIOA, may be eligible for supportive services if they are unable to obtain assistance from other agencies providing such services.

POLICY:

Supportive services may include, but are not limited to:

- Linkages to community services;
- Assistance with transportation;
- Assistance with child care and dependent care;
- Assistance with housing;
- Needs-related payments (training only)
- Assistance with educational testing;

- Reasonable accommodations for individuals with disabilities;
- Legal aid services;
- Referrals to health care;
- Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear;
- Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes;
- Payments and fees for employment and training-related applications, tests, and certification.

Needs-related payments may also be provided to the WIOA-enrolled customers only when participating in training services.

Supportive services only may be provided when they are necessary to enable individuals to participate in WIOA Youth service and/or training activities.

All efforts to secure supportive services from other sources must be first exhausted and documented in the proper form before expending WIOA funds.

Supportive services may not be utilized to pay for expenses incurred prior to the participation's enrollment into the WIOA program.

The need for supportive services for WIOA-enrolled youth must be noted when developing the Individual Services Strategy (ISS) or Employment Plan (IEP). Therefore, a thorough understanding of the resources and services available from other state, federal or local agencies is pivotal in providing services with WIOA funds.

A WIOA customer shall not be denied supportive services without documented concurrence of a supervisor or manager.

Allowable Costs

Supportive services are available up to a maximum lifetime aggregate amount of \$5,000.00 for WIOA-enrolled customers in individualized services.

Documentation of need does not automatically entitle a customer to WIOA Supportive Services since need could be addressed by non-WIOA resources.

Incentives

Incentives for Youth programs is addressed in Local Policy Bulletin #2015-06: Policy on Incentives for Youth Programs.

An incentive is a one-time or a regular payment, non-cash, to a WIOA Youth participant for the successful participation in, and achievement of, expected milestones, program and

performance outcomes linked to training or work experience. Such incentives could include improvements marked by testing or other successful outcomes.

- Incentives are intended to be used to encourage and motivate WIOA youth to reach specific goals (milestones) and obtain positive outcomes.
- Such awards are not an entitlement and are subject to the availability of WIOA Youth funds.
- As supportive services, such awards must be allowable, necessary for the participant's success in the program and reasonable.
- Program operators have the option of including in their program design those incentives that they deem most appropriate for their participants; but these awards must conform to the guidelines set forth in the WIOA, individual provider contracts and this policy.
- A statement of incentives and a line item in the budget will be a part of the contract of each operator of a Youth program.
- No more than \$1,200 may be allotted for incentives for any one participant. Exceptions to this maximum allotment require the prior approval of the Executive Director of the WDB.
- Incentives are to be carefully distinguished from regular supportive services, tuition, and other similar needs-related payments; and any allotment for incentives is exclusive of these services.
- Incentive payments must be scheduled and documented in each participant's Individual Service Strategy (ISS).

Limitations

Supportive services may not be utilized to pay for expenses such as fines, penalties, late finance charges and interest payments, down payments on real estate properties or automobiles, or refundable deposits.

Under no circumstance may Supportive Services funds be used to pay any legal violations or fines incurred for breaking the law, such as speeding or DUI tickets.

Supportive service funds will not be used to pay for treatment of medical problems, illness or medical co-payments.

Supportive services will not be used to pay for any late fees associated with credit card payments, automobile, rent, or mortgage payments or for a down payment on an automobile or real property.

Special Situations

Individual items must be related to training, placement or follow-up activities, related to the successful completion of such WIOA activities and related to successful performance outcomes. Supportive services are subject to a case-by-case review. The maximum supportive services amount is subject to established limit(s) or item(s) requested. The authorized WIOA program provider, manager or designee must approve all requests.

Follow-Up

Supportive Services may be provided to a youth during follow-up, providing the supportive services are reasonable and necessary and are directly related to the successful outcomes of the WIOA program.

OTHER:

Providers of WIOA Youth program services of Ventura County are to establish:

- Internal controls that result in equitable treatment;
- policies and procedures for verification of need, justification of need; authorization of supportive services and allowable costs (when applicable) for such services;
- policies and procedures for data entry into the CalJOBS system (i.e., activity codes, case notes, electronic document management); and
- assurance of coordination with other community resources

Limits may be placed on supportive services including maximum amount of funding, length of time and exceptions of the limits subject to availability of funds.

ADDITIONAL RESOURCES:

For additional processes, refer to *SSY-01 Supportive Services Policy – WIOA Youth*

INQUIRIES:

Inquiries regarding this policy can be addressed to the WDB administrative staff: 805-477-5306



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

Local Policy Bulletin #2018-07:
Monitoring and Oversight of WIOA Title I
Youth, Adult and Dislocated Worker Programs
Draft Date: January 10, 2018 Effective Date: TBD

SUBJECT: Policy on Monitoring and Oversight of WIOA Title I Programs

REFERENCES:

WIOA Sec. 107(c)8,
WIOA Sec. 129(c),
WIOA Sec. 134,
WIOA Sec. 116
2 CFR part 200, 2900
20 CFR 683.410, 20 CFR 683.210

PURPOSE:

The purpose of this policy is to establish oversight and monitoring system for Ventura County WIOA Title I Youth formula, and Adult and Dislocated Worker programs.

POLICY:

The Workforce Development Board of Ventura County (WDB) will, conduct oversight for Title I youth formula activities, and Adult and Dislocated Worker employment and training activities, Rapid Response, and the one-stop delivery system in Ventura County. WDB will ensure the appropriate use and management of the WIOA funds for workforce development activities. WDB will ensure the appropriate use, management, and investment of funds to maximize State and Federal performance outcomes.

Specifically WDB will:

- a) Ensure that job training opportunities for youth, adults and dislocated workers are accessible through providers of career services who are responsive to the need of all local job seekers;
- b) Ensure that the job training system satisfies the needs of local employers, both large and small, and that the system is driven by the demands of the market and of employers;
- c) Ensure that the local employment and training system is guided by vigorous standards of performance accountability in such areas as rates of job placement, job retention and earnings and customer satisfaction.
- d) Oversee the job training system, that is, the collective activities of partners engaged in WIOA business;
 - i. Select the One-Stop Operator with the agreement of the County's Board of Supervisors;
 - ii. Review annually the operations of the job-training system and, if appropriate, recommend termination for cause of the eligibility of any of the system's partners;

- iii. Establish and maintain through the agency of the One-Stop Operator(s) at least one full-service Job and Career Center (a physical site) that provides job seekers with integrated employment, education, training and job search services and with information on the filing for unemployment compensation and disability benefits and offers comprehensive workforce-related business service;
- e) WDB will conduct an independent and objective evaluation of the America's Job Center of California (AJCC) in Ventura County once every three years using criteria and procedures established by the California Workforce Development Board (State Board)
- f) Following State Board policy and the policy direction of the State Plan, WDB will be responsible for ensuring that AJCC MOUs require a baseline level of WIOA core program and mandatory One-Stop partner participation in the AJCCs that meets federal requirements such that program services are coordinated, and when appropriate, integrated in ways that make customizable services available to clients on the basis of their particular individual needs.
- g) Lead efforts in the local area to identify and promote proven and promising strategies and initiatives for meeting the needs of employers, and workers and jobseekers (including individuals with barriers to employment) in the local workforce development system, including providing physical and programmatic accessibility, in accordance with section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.), to the one-stop delivery system.
- h) WDB will annually monitor all service providers, including all one-stop centers within the local area and eligible training providers, for compliance with Section 188 of the WIOA and 29 CFR Part 38. WDB will keep copies of compliance monitoring efforts and reports on file.
- i) WDB, in order to maintain compliance with State and Federal law, and ensure accountability and transparency, will appoint an oversight committee (Programs Committee) that will oversee and report back to the WDB, the development, operation and evaluation of all WIOA-funded programs involving enrolled clients and employers: Youth, Adult, Dislocated Worker, and Rapid Response, the entire continuum of client engagement. WDB may appoint non-WDB members to three year terms upon recommendation by the Membership Committee, to ensure independent and objective evaluation and to benefit from their appropriate experience and expertise and also to promote additional community engagement where needed,

INQUIRIES:

Inquiries regarding this policy can be addressed to the WDB administrative staff: 805-477-5306.



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

Local Policy Bulletin #2018-08

Firewall Policy:

WDBVC Adult, Dislocated Worker and Youth Programs, One-Stop Operator, and
Career Services Provider

Draft Date: July 6, 2018

Effective Date: TBD

SUBJECT: Policy on Workforce Development Board Firewall

PURPOSE: The purpose of this policy is to provide guidance in the commitment of the Workforce Development Board of Ventura County (WDBVC) to the highest level of system integrity and the appropriate oversight of the Workforce Innovation and Opportunity Act (WIOA) and America's Job Center of California (AJCC), in order to comply with federal, state, and local laws and regulations. In addition, the purpose of the policy is to establish a "firewall" in the event of a conflict of interest.

REFERENCES:

- Workforce Innovation and Opportunity Act (WIOA) Public Law (113-128)
- Title 2 Code of Federal Regulations (CFR) Part 200: "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" (Uniform Guidance)
- Title 2 CFR § 200.318
- Title 2 CFR Part 2900: "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" (Department of Labor Exceptions)
- Title 20 CFR WIOA, "Department of Labor; Final Rule"
- Title 34 CFR WIOA, "Point Rule for Unified and Combined State Plans Performance Accountability, and the One-Stop System Joint Provisions; Final Rule"
- WIOA Title I, 20 CFR § 679.420 and § 679.370
- Training and Employment Guidance Letter WIOA NO. 21-16 Operating Guidance For The Workforce Innovation And Opportunity Act
- State of California Employment Development Department Workforce Services Directive WSD16-14
- America's Job Center of California Memorandum of Understanding (MOU) Phase I & II
- County of Ventura Human Services Agency Conflict of Interest and Code of Conduct outlined in the Contracts & Grants Purchase Order Procedures and RFP Contract Procedures.

DEFINITIONS:

Conflict of Interest - an employee, officer, agent, or any member of the organization that has an interest in a financial gain or tangible benefit and who participates in the selection, award, or administration of a contract supported by a federal award.

Firewall — an established policy or procedure that acts as a barrier or protection against an undesirable influence, outcome, or authority. Examples of firewalls include but are not limited to organizational arrangements that provide clear separation of duties and responsibilities, reporting hierarchy of managers and staff that provide clear separation between job duties and responsibilities, and conflict of interest/confidentiality/disclosure agreements.

POLICY:

- I. The WDBVC Staff and Members, AJCC Operators ("Operators"), Service Providers and Fiscal Agent must act solely in the best interest of the community without regard to personal interest and must not participate in matters in which they have a disqualifying financial interest.

II. Firewall Guidelines.

- A. The appropriate role of fiscal agent is limited to accounting and funds management functions rather than policy or service delivery as per Title 2 CFR § 679.420.
- B. Providers delivering Title I, Dislocated Worker and Adult Services and Title I, Youth Direct Services will report any concerns or issues relating to conflicts of interest with Operators directly to WDBVC staff and bypass the Operators.
- C. Operators will report any concerns or issues relating to conflicts of interest with the Title I, Dislocated Worker and Adult Services and Title I, Youth Direct Service Providers directly to the WDBVC staff and bypass the Direct Services agency.
- D. WDBVC will be responsible for all conflicts of interest oversight and monitoring activities including but not limited to imposing separation of duties and/or functions among individuals and entities party to this policy and restriction of access to physical and electronic information. WDBVC will be required to recuse themselves from any vote where a conflict of interest exists. In the event of a conflict of interest with WDBVC staff, such person will not be involved in any selection process, meetings or discussions. All conflicts will be shared with the WDBVC Executive Director (or designee) and WDBVC Chair. In the event that the conflict involves the WDBVC ED, the WDBVC Chair will communicate with the County Human Services Agency Director, who provides oversight to the WDBVC Executive Director position. In the event that the conflict involves the WDBVC Chair, the WDBVC Executive Director will communicate with the WDBVC Vice-Chair or other WDBVC Executive Committee member. Access to information is protected from WDBVC members due to files being stored at the County of Ventura Human Services Agency office. When a conflict involves WDBVC staff, files will be kept in a locked cabinet and saved in a password protected file within the County's server.
- E. In the event that a WDBVC member recuses themselves from a vote at a public board meeting, causing a quorum vote to not be met, the item will be tabled until a future meeting. If this occurs at a WDBVC Executive Committee meeting, the item will be included on the WDBVC agenda at a subsequent meeting. If there is an instance where the WDBVC does not have a quorum vote due a recusal then the item will be tabled and added to a future agenda for further discussion and vote.
- F. Members of WDBVC shall comply with County of Ventura Human Services Agency Conflict of Interest and Code of Conduct outlined in the Contracts & Grants Purchase Order Procedures and RFP Contract Procedures.

III. AJCC (One-Stop) Operators:

- A. Local Boards must select their AJCC Operator through a competitive process at least once every four years (WIOA Section 121[d][2][A]). According to EDD Directive WSD16-14 December 19, 2016: As part of that competitive process, Local Boards are required to clearly articulate the expected role(s) and responsibilities of the AJCC Operator (Title 20 CFR Section 678.620[a]).
- B. When selecting an AJCC Operator, Local Boards are required to fully adhere to the federal procurement standards outlined in Uniform Guidance Sections 200.318-200.326, as well as their local procurement policies.

- C. Local Boards who use a third party to conduct the competitive process must create a firewall in its procurement policy that only allows the Local Board to contribute the necessary and relevant federal, state, and local procurement requirements to the third party for them to conduct the competitive process.
- D. Operators are selected through a competitive procurement process and either be a single agency or a consortium that includes, at a minimum, three or more AJCC partners.
- E. When a single entity operates in more than one of the following roles including but not limited to local fiscal agent, WDB staff, one-stop operator, or direct service provider, it is required that such agency adhere to the policy set forth in this document.
- F. The AJCC Operators and the Adult and Dislocated Worker Career Services Providers fulfill two distinct and separate roles within the local AJCC system. These roles may be filled by the same entity or different entities based on what the Local Board determines is best for meeting the needs of its customers and demographic area, but, the roles must be clearly articulated as part of the competitive procurement and selection processes.
- G. The role of the AJCC Operator includes the following:
 - 1. Coordinating the service delivery of required AJCC partners and service providers.
 - 2. Ensuring the implementation of partner responsibilities and contributions agreed upon in Memorandums of Understanding - Phase I and Phase II.
- H. Operators responsibilities include:
 - 1. Coordinating the service delivery of required AJCC partners and service providers.
 - 2. Ensuring all partners are in compliance with AJCC Memorandum of Understanding (MOU) Phase I & II.
 - 3. Provide reports to the WDBVC on operations, performance and continuous quality improvement recommendations. Operators may be asked to take on additional tasks as directed by the WDBVC.
 - 4. Implement local WDBVC policies.
 - 5. Adhere to all applicable federal and state guidance.
- I. Operators must adhere to the following:
 - 1. Disclose any potential conflicts of interest arising from the relations of the AJCC Operator with particular training service providers or other service providers in accordance with Uniform Guidance General Procurement Standard as per Title 2 CFR §200.318.
 - 2. Will not establish practices that create disincentives to providing services to individuals with barriers to employment who may require longer-term services, such as intensive employment, training, and education services.
 - 3. Comply with the federal regulations and procurement policies relating to the calculation and use of profits outlined in Uniform Guidance.
 - 4. Adhere to WIOA Title I subtitle E § 679.430 to ensure appropriate firewalls within a single entity performing multiple functions, including when a fiscal agent also functions as a provider of services.

IV. **Title I, Dislocated Worker and Adult Services Providers**

- A. Title I, Dislocated Worker and Adult Services Providers are provided through the County of Ventura Human Services Agency's Adult and Family Services Department.
- B. According to EDD Directive WSD16-14 December 19, 2016: Local Boards are responsible for identifying eligible Adult and Dislocated Worker Career Services Providers. If an AJCC Operator wishes to also serve as the Adult and Dislocated Worker Career Services Provider they must have appropriate firewalls in place between the staff providing

services, the staff responsible for oversight and monitoring of services, and the Local Board. The firewalls must conform to Title 20 CFR Section 679.430 for demonstrating internal controls and preventing conflicts of interests.

- C. Title I, Dislocated Worker and Adult Services Provider will recruit, provide orientation, conduct comprehensive assessments, screening and determine WIOA eligibility for a minimum number of eligible participants to be enrolled and ensure that participants are on track to achieve program outcomes as outlined in WIOA (Public Law 113-128); and EDD Directive WSD16-21 June 12, 2017.
- D. The AJCC Operators and the Adult and Dislocated Worker Career Services Providers fulfill two distinct and separate roles within the local AJCC system. These roles may be filled by the same entity or different entities based on what the Local Board determines is best for meeting the needs of its customers and demographic area, but, the roles must be clearly articulated as part of the competitive procurement and selection processes.
- E. The role of the Title I Adult and Dislocated Worker Career Services Provider includes the following:
 - 1. Providing basic career services including but not limited to participant intake, orientations, initial assessments, employment services, and referrals to other partners and services.
 - 2. Providing individualized career services including but not limited to comprehensive and specialized assessments, case management, individual employment plans, training, and career planning.
 - 3. Manage the hours of operation for AJCC's
 - 4. Managing the daily operations in coordination with local fiscal agents for the lease, utilities and other property activities in support of the AJCC premises.
 - 5. Report to the WDBVC on operations, performance and continuous improvement recommendations
 - 6. Adhere to all applicable federal and state guidance

V. **Title I, Youth Service Providers**

- A. Title I, Youth Service Providers are selected through a competitive procurement process.
- B. Title I, Youth Service Providers responsibilities include:
 - 1. Recruit, provide orientation, conduct comprehensive assessments, screening and determine WIOA eligibility for a minimum number of eligible youth to be enrolled and ensure that enrolled youth are on track to achieve program outcomes as outlined in WIOA (Public Law 113-128) Section 129(a)(1); Training and Employment Guidance Letter (TEGL) 21-16, Third WIOA Title I Youth Formula Program Guidance (March 2, 2017); and EDD Directives WSD17-07 January 16, 2018 and WSD16-21 June 12, 2017.. Program activities must comply with WDB contract and with associated guidance from the Department of Labor, State EDD Workforce Services Department and County of Ventura.
 - 2. Local area youth service providers are required to provide at least one of the 14 program elements for initial enrollment / participation into the WIOA Youth services program. Contractors must make available, but are not required to provide all 14 elements to each youth participant. Each youth is to receive all services directly relevant to his/her needs. Local area youth service providers have the flexibility to determine what specific services a youth will receive based upon the youth's assessment and service strategy.
- C. Performance:

1. The Contractor will engage youth in allowable activities in order to meet the areas of evaluation for program/contract accountability as established by the WDB and/or the WDB's Programs Committee.
2. Applicable areas of evaluation reporting will conform to the State-approved automation system.
3. Performance at levels below those identified may require Contractor to submit a corrective action to WDB Administrative staff. The WDB retains the right to terminate the contract should performance fall below acceptable levels.
4. CONTRACTOR is obligated to utilize 100% of the funds of this contract in a timely manner, indicating on each monthly invoice both accrued and paid expenditures.

VI. **Fiscal Agent**

- A. The County of Ventura Human Services Agency (HSA) acts as the fiscal agent, as appointed by the Ventura County Board of Supervisors.
- B. Per 2 CFR § 679.420, the Fiscal Agent responsibilities include:
 1. Receive funds.
 2. Ensure sustained fiscal integrity and accountability for expenditures of funds in accordance with Office of Management and Budget circulars, WIOA and the corresponding Federal Regulations and State policies.
 3. Respond to audit financial findings.
 4. Maintain proper accounting records and adequate documentation.
 5. Prepare financial reports.
 6. Provide technical assistance to sub recipients regarding fiscal issues.

In Ventura County, the fiscal agent also:

1. Enters into contracts with sub-recipients and works with WDBVC to establish the scope of services aligning with requirements set forth in WIOA law and local policies set by the WDBVC.
2. HSA manages monitoring of all sub-recipients and issues monitoring reports.
3. HSA processes monthly invoices, payments and is responsible to draw funds down from the State of California.

VII. **WDBVC Administrative Staff**

Per 2 CFR § 679.370, the Local Workforce Development Board, through the WDBVC Administrative staff, responsibilities include:

1. WDBVC staff coordinates between the WDBVC and partners to the workforce system in Ventura County.
2. WDBVC staff acts a liaison between the WDBVC and America's Job Center of California.
3. WDBVC staffs all WDBVC board meetings; taking minutes, developing agendas, and writing reports.
4. WDBVC staff coordinates efforts between education, industry, economic development, labor unions and community-based organizations.
5. WDBVC staff writes grant applications, state reports, local and regional plans, and any necessary document that is required by the California Workforce Development Board.
6. WDBVC staff ensures that all necessary local policies are updated and circulated

to all partners.

7. WDBVC staff assists in policy development.
8. Per 2 CFR § 679.370, WDBVC staff engage in the monitoring of service delivery contracts and sub-awards and approve invoices to ensure funds are used in accordance with regulations and approved contract budget.
9. In partnership with the Chief Elected Official:
 - a. Conduct oversight of youth workforce investment activities authorized under WIOA sec. 129(c), adult and dislocated worker employment and training activities under WIOA secs. 134(c) and (d), and the entire one-stop delivery system in the local area.
 - b. Ensure the appropriate use and management of the funds provided under WIOA subtitle B for the youth, adult, and dislocated worker activities and one-stop delivery system in the local area.
 - c. Ensure the appropriate use management, and investment of funds to maximize performance outcomes under WIOA sec. 116.
 - d. Support the competitive bidding process for providers of the youth workforce investment activities, training services, career services and One-Stop Operator(s).

INQUIRIES: The WDB Administration staff can be reached at 805-477-5306 and will answer questions regarding this policy, which will be revised as need arises.



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

Local Policy Bulletin #2018-09:
Incentives for WIOA Youth Programs
WIOA Youth Programs
Draft Date: July 24, 2018 Effective Date: TBD

SUBJECT: Policy on Incentives for WIOA Youth Programs

PURPOSE:

This policy makes provision for granting incentives awards to youth enrolled in the Title I WIOA Youth program.

REFERENCE:

Title 20 CFR Section 681.640
2 CFR part 200

POLICY:

An incentive is a one-time or a regular payment, either cash or non-cash, to a WIOA Youth participant for recognition and achievement of, expected program and performance outcomes linked to training activities and work experiences.

Incentives are intended to be used to encourage and motivate WIOA youth to reach specific goals and obtain positive outcomes. If / when tied to WIOA Youth program elements, they must be utilized for the purpose of WIOA performance outcomes.

Such awards are not an entitlement and are subject to the availability of WIOA Youth funds.

If incentives are used as a supportive service, such awards must be allowable, reasonable and necessary for the participant's success in the program and must comply with the WDBVC's policy on supportive services.

Program operators have the option of including in their program design those incentives that they deem most appropriate for their participants; but these awards must conform to the guidelines set forth in the WIOA and this policy.

A statement of incentives and a line item in the budget will be a part of the contract of each operator of a Youth program.

No more than \$1,200 may be allotted for incentives for any one participant. Exceptions to this maximum allotment require the prior approval of the Executive Director (or designee) of the WDB.

Incentives are to be carefully distinguished from supportive services, tuition, and other similar needs-related payments; and any allotment for incentives is exclusive of these services.

Incentive payments must be scheduled and documented in each youth participant's Individual Service Strategy (ISS).

Incentive payments must not be spent on entertainment costs – they do not include items such as movie or sporting event tickets or gift cards to movie theaters or other venues whose sole purpose is entertainment

INQUIRIES:

Questions regarding this policy should be directed to the WDB administrative staff in charge of contracts for Youth services: 805-477-5306.



Workforce Development Board of Ventura County

PREDICTIVE PERFORMANCE REPORT

Program Year 2017 – 2018: Fourth Quarter (Q4) July 1, 2017 to June 30, 2018

WIOA PERFORMANCE INDICATORS

DISCLAIMER: These reports are presented for the WDB Programs Committee as a “snapshot” for review in their oversight of WIOA programs. CalJOBS Predictive Reports (Performance Data) shown herein is not considered final and may change up through July 30, 2018. Final State Reports will be available after October 1, 2018. (Date Report Generated: 7.24.18)

ADULT AND FAMILY SERVICES / HUMAN SERVICES AGENCY

| | Employment Rate 2nd Quarter After Exit | | | | Employment Rate 4th Quarter After Exit | | | | Credential Attainment Within 4 Quarters After Exit | | | |
|--------------|--|--------|---------------|---------|--|--------|---------------|---------|--|--------|--------------|---------|
| | Goal | Actual | Success Rate | Clients | Goal | Actual | Success Rate | Clients | Goal | Actual | Success Rate | Clients |
| ADULT | 60.0% | 86.0% | 143% | 80/93 | 60.0% | 69.8% | 116.3% | 21/43 | 53.0% | 95.8% | 180% | 23/24 |
| DW | 71.0% | 82.7% | 116.5% | 105/127 | 69.5% | 85.9% | 123.6% | 61/71 | 63.0% | 94% | 149% | 47/50 |

| | Median Earnings 2nd Quarter After Exit | | | | Measureable Skills Gain (Goal Not Established) | | | |
|--------------|--|--------|--------------|---------|---|--------|--------------|---------|
| | Goal | Actual | Success Rate | Clients | Goal | Actual | Success Rate | Clients |
| ADULT | \$4,800 | NA | NA | NA | NA | 66.3% | NA | 71/112 |
| DW | \$7,523 | NA | NA | NA | NA | 68.8% | NA | 104/151 |

YOUTH CONTRACTED SERVICE PROVIDERS

| Employment Or Education Placement Rate 2nd Quarter After Exit | | | | | Employment Or Education Placement Rate 4th Quarter After Exit | | | | Credential Attainment within 4 Quarters After Exit | | | |
|---|-------|--------|---------------|---------|---|--------|---------------|---------|--|--------|--------------|---------|
| | Goal | Actual | Success Rate | Clients | Goal | Actual | Success Rate | Clients | Goal | Actual | Success Rate | Clients |
| BGCOP | 65.4% | 73.6% | 112.5% | 53/72 | 67.2% | 75.0% | 111.6% | 3/4 | 58.0% | NA | NA | NA |
| PPT | 65.4% | 77.8% | 119.0% | 49/63 | 67.2% | 65.2% | 97.0% | 15/23 | 58.0% | .6.2% | 10.6% | 1/16 |

| | Median Earnings 2nd Quarter After Exit | | | | Measureable Skills Gain (Goal Not Established) | | | |
|--------------|--|--------|--------------|---------|---|--------|--------------|---------|
| | Goal | Actual | Success Rate | Clients | Goal | Actual | Success Rate | Clients |
| BGCOP | \$ | NA | NA | NA | NA | 78.5% | NA | 33/42 |
| PPT | \$ | NA | NA | NA | NA | 61.9% | NA | 39/63 |

LEGEND

PPT: PathPoint

BGC: Boys & Girls Clubs of Oxnard and Port Hueneme

Goal: LWIA Final Performance Levels for PY 2017-2018

Success Rate: Actual performance divided by goal.

Clients: Numerator = only clients with a positive outcome. Denominator = All clients included in the outcome

NA: Not Available

ENROLLMENTS and EXPENDITURES REPORTS

| WIOA TOTAL ENROLLMENTS PY 17-18 | | | | | |
|---------------------------------|--|------------|--------------------|--|------------|
| Adult & Family Services | | | Youth | | |
| Adult | | 130 | BGCOP | | 107 |
| Dislocated Workers | | 195 | PathPoint | | 110 |
| Total AFS | | 325 | Total Youth | | 217 |
| TOTAL WIOA ENROLLMENTS | | | = 542 | | |

| ADULT AND FAMILY SERVICES / HUMAN SERVICES AGENCY | | | | |
|---|------|--------------|-------------------------------|---|
| Enrollments | Plan | Actual (New) | Success Rate (Plan to Actual) | Total Enrollments PY 17-18 Actual and PY 16-17 Carry-in |
| Adult | 79 | 91 | 115% | 91 (Actual) + 39 (Carry-in) = 130 |
| Dislocated Workers | 112 | 111 | 99% | 111 (Actual) + 84 (Carry-in) = 195 |
| Steps2Work (non-WIOA) | 15 | 14 | 87% | 14 (Actual) + 12 (Carry-in) = 26 |
| Bridges2Work (non-WIOA) | 15 | 17 | 107% | 17 (Actual) + 27 (Carry-in) = 44 |

| BOYS AND GIRLS CLUBS OF GREATER OXNARD AND PORT HUENEME | | | | | | |
|--|------|--------------|-------------------------------|--|--|---------------------------------|
| Enrollments | Plan | Actual (new) | Success Rate (Plan to Actual) | WIOA Youth Services Contract (PY 17-18) | Actual Accrued Expenses thru 05/30/18 | Work Experience |
| Youth | 92 | 93 | 101% | \$604,000 | \$479,789 (79%) | Required: \$169,485 |
| Total Enrollments 93 ('17-'18 Actual) + 14 ('16-'17 Carry-in) = 107 (Total) | | | | Plan - Cost Per Participant ¹ \$5,644 | Actual - Cost Per Participant ² \$4,484 | Actual: \$178,931 (105%) |

| PATHPOINT | | | | | | |
|--|------|--------------|-------------------------------|--|--|---------------------------------|
| Enrollments | Plan | Actual (new) | Success Rate (Plan to Actual) | WIOA Youth Services Contract (PY 17-18) | Actual Accrued Expenses thru 5/30/18 | Work Experience |
| Youth | 80 | 81 | 101% | \$604,000 | \$521,302 (86%) | Required: \$169,485 |
| Total Enrollments 81 ('17-'18 Actual) + 29 ('16-'17 Carry-in) = 110 (Total) | | | | Plan Cost Per Participant ¹ \$5,490 | Actual - Cost Per Participant ² \$4,739 | Actual: \$188,685 (111%) |

¹ Plan Participant Cost: WIOA Core Funding divided by Total Enrollments (PY 17-18 Actual plus PY 16-17 carry-in)

² Actual Participant Cost: Actual Accrued Expenses divided by Total Enrollments (PY 17-18 Actual plus PY 16-17 carry-in)

* Carry-in: PY 17-18 provider carry-in plus cases received from VACE

AJCC Services Provided all Individuals

| AJCC Services Provided to Individuals at AJCC Riverpark Oxnard | | |
|---|---|---------------|
| 1 | 120-Use of AJCC Resource Room | 6,513 |
| 2 | 101-Orientation | 1,236 |
| 3 | All other services (52 various services) | 1045 |
| 4 | 008-Self-Service Resume: and Additions | 787 |
| 5 | 205-Development of IEP/ISS/EDP | 601 |
| 6 | 203-Objective Assessment | 407 |
| 7 | 102-Initial Assessment | 328 |
| 8 | 004-Self-Service Information on Training Providers/Performance Outcomes | 314 |
| 9 | 107-Provision of Labor Market Research | 182 |
| 10 | 125-Job Search and Placement Assistance | 141 |
| 11 | 183-Support Service: Incentives/Bonuses | 134 |
| | Total Services Provided to Individuals | 11,688 |



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

PROGRAMS COMMITTEE
RAPID RESPONSE 121 REPORT
PY2017-2018

4th Quarter (Report date 3.31.2018)

INSTRUCTIONS: Activities reported on the Rapid Response 121 Report are those relating to visits in response to layoffs or closures, as defined in this Directive. Reportable visits include Worker Adjustment and Retraining Notification (WARN) and non-WARN events. The Rapid Response 121 Report must be completed for all layoff/closure planning/orientation meetings. Planning meetings and orientations for 9 or less employees are for information only and will not be used in the calculation of the dislocation-based formula funding factor. Complete a separate line item entry for each visit occurring on different days, locations or employers.

Complete a single line item entry if multiple sessions are conducted on the same day, at a single location, and for a single employer with the note of how many multiple orientations were made that day. The Rapid Response 121 Report is cumulative, must be completed quarterly and submitted via e-mail by the 20th of the month following the quarter end to the assigned Regional Advisor, with a "cc" to the Local Workforce Development Area (Local Area) Administrator. For example, submit the 03/31 report by 04/20.

| Date of Visit | Reason for On-Site Visit: Planning (Plan) or Orientation | Was more than one orientation conducted per day? Y/N | If multiple orientations per day, how many? | Company Name | Street Address | City | Zip Code | Industry Sector Code/Title | Date of Layoff that Caused Visit | Total number of affected employees | Number of affected employees who actually attended orientation |
|---------------|---|---|--|-------------------------|-------------------------|-----------|----------|--------------------------------------|----------------------------------|---------------------------------------|--|
| 4/4/2017 | OR | N | | Family Christian Center | 1821 Ventura Blvd | Oxnard | 93035 | 44_45_Retail_Trade | 4/30/2017 | 8 | 7 |
| 4/6/2017 | OR | N | | Technicolor | 3233 E. Mission Oaks Bl | Camarillo | 93010 | 71_Arts_Entertainment_and_Recreation | 5/30/2017 | 45 | 22 |
| 4/12/2017 | OR | N | | Technicolor | 3233 E. Mission Oaks Bl | Camarillo | 93010 | 71_Arts_Entertainment_and_Recreation | 5/30/2017 | 45 | 12 |

| Date of Visit | Reason for On-Site Visit: Planning (Plan) or Orientation | Was more than one orientation conducted per day? Y/N | If multiple orientations per day, how many? | Company Name | Street Address | City | Zip Code | Industry Sector Code/Title | Date of Layoff that Caused Visit | Total number of affected employees | Number of affected employees who actually attended orientation |
|---------------|---|---|--|-------------------------|--------------------------|-------------|----------|---|----------------------------------|---------------------------------------|--|
| 4/13/2017 | OR | N | | Family Christian Center | 2986 Cochran Street | Simi Valley | 93065 | 44_45_Retail_Trade | 4/30/2017 | 8 | 3 |
| 6/14/2017 | OR | N | | Gannett Publishing | 550 Camarillo Center Dr. | Camarillo | 93010 | 51_Information | 5/3/2017 | 38 | 33 |
| 6/28/2017 | OR | Y | 2 | Arcturus Mfg | 6001 Arcturus Ave | Oxnard | 93033 | 31_33_Manufacturing | 6/28/2017 | 32 | 25 |
| 9/20/2017 | OR | Y | 2 | Dole Berry Co. | 5701 W. Gonzalez Rd | Oxnard | 93036 | 11_Agriculture_Forestry_Fishing_Hunting | 10/6/2017 | 160 | 20 |
| 9/21/2017 | OR | N | | Rancho Harvest | 167 Lambert St | Oxnard | 93036 | 11_Agriculture_Forestry_Fishing_Hunting | 9/22/2017 | 11 | 11 |
| 9/27/2017 | OR | Y | 2 | Dole Berry Co. | 5701 W. Gonzalez Rd | Oxnard | 93036 | 11_Agriculture_Forestry_Fishing_Hunting | 10/6/2017 | 160 | 8 |
| 10/5/2017 | OR | N | | ODU-USA | 300 Camarillo Ranch Rd | Camarillo | 93010 | 31_33_Manufacturing | 11/6/2017 | 12 | 12 |
| 11/29/2017 | OR | N | | Driscoll Berry Farms | 3939 E Hueneme Rd | Oxnard | 93033 | 11_Agriculture_Forestry_Fishing_Hunting | 12/31/2017 | 38 | 22 |

| Date of Visit | Reason for On-Site Visit: Planning (Plan) or Orientation | Was more than one orientation conducted per day? Y/N | If multiple orientations per day, how many? | Company Name | Street Address | City | Zip Code | Industry Sector Code/Title | Date of Layoff that Caused Visit | Total number of affected employees | Number of affected employees who actually attended orientation |
|-------------------------------|---|---|--|------------------------|------------------------|-------------|----------|--|----------------------------------|---------------------------------------|--|
| 12/13/2017 | OR | N | | Malabar International | 220 W. Los Angeles Ave | Simi Valley | 93065 | 31_33_Manufacturing | 3/31/2018 | 65 | 52 |
| 1/10/2018 | OR | N | | Parker Hannifin | 3007 Bunsen Ave | Ventura | 93003 | 31_33_Manufacturing | 3/31/2018 | 39 | 14 |
| 1/11/2018 | OR | N | | Parker Hannifin | 3007 Bunsen Ave | Ventura | 93003 | 31_33_Manufacturing | 3/31/2018 | 39 | 11 |
| 1/16/2018 | OR | N | | Vista del Mar Hospital | 3007 Bunsen Ave | Ventura | 93003 | 31_33_Manufacturing | 3/31/2018 | 194 | 35 |
| 1/22/2018 | OR | N | | Vista del Mar Hospital | 3007 Bunsen Ave | Ventura | 93003 | 31_33_Manufacturing | 3/31/2018 | 194 | 14 |
| 3/27/2018 | Plan | | | Johanson Technology | 4001 Calle Tecate | Camarillo | 93012 | 55_Management_of _Companies_and_E nterprises | 5/25/2018 | 25 | 0 |
| Total Unique Employers | | | | 12 | | | | TOTAL Employees | | 667 | 301 |



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

PROGRAMS COMMITTEE
 RAPID RESPONSE – LAY OFF AVERSION 122 REPORT
 PY2017-2018
 3rd Quarter (Report date May, 2018)

Economic Development Collaborative-Ventura County Rapid Response Business Retention/Layoff Aversion Program Year 2017-2018 Q3

| Employer | City | Date(s) of Employer Visit(s) | # of Employees | # Jobs At-Risk | # At-Risk Employers Served (with 1 or more At-Risk Workers) Provided Layoff Aversion Services | # Jobs At-Risk and Retained after Completion of All Employer Service and at 6 Weeks Retention for Employers Served | At-Risk Workers provided Incumbent Worker Training (IWT) for Job Retention by all Providers (A) WIOA (B) non-WIOA | Average Customer Satisfaction Score for Employers Served (4 on 5 point scale) | IWT Provided in (A) Healthcare (B) Manufacturing (C) Clean Green "multi sector" (D) Other Sector | # At-Risk Employers Served (with 1 or more At-Risk Workers) Referred to BESD for Required Rapid Response Activity | Industry | Classifications Affected (list 3 major) |
|--------------------------|-------------|------------------------------|----------------|----------------|---|--|---|---|--|---|-------------------------|---|
| 5 Day Tire Store | Ventura | 01/29/18 | 4 | 4 | 1 | | | | | | Service establishment | Accounting, Customer Service, Management |
| A Little Bit of Pleasure | Simi Valley | 01/25/18 | 1 | 1 | 1 | | | | | | Educational | Technical, Customer Service, Professional |
| A Smart Garden LLC | Ventura | 01/11/18 | 2 | 2 | 1 | | | | | | Retail | Technical, Customer Service, Professional |
| A SMART GARDEN LLC | Ventura | 12/13/18 | 2 | 2 | 1 | | | | | | Retail Dealer | Access to Capital |
| ABC Child Care | Fillmore | 08/09/17 | 0 | 18 | 1 | | | | | | Educational/ Child Care | Accounting, Customer Service, Management |

| | | | | | | | | | | | | |
|-------------------------------------|-------------|----------|-----|----|---|-----|--------|---|--------|--|--------------------------------|---|
| Adventures In Consciousness | Ventura | 02/27/18 | 4 | 2 | 1 | | | | | | Educational | Business legal structure |
| AeroVironment | Simi Valley | 09/01/15 | 594 | 22 | 1 | 100 | 24 (B) | 5 | 24 (B) | | Manufacturing | Technical, Customer Service, Professional |
| Agro Industries | Ojai | 01/26/18 | 10 | 10 | 1 | | | | | | Manufacture | Technical, Customer Service, Professional |
| Azu Restaurant | Ojai | 01/04/18 | 28 | 28 | 1 | | | | | | Food service/ Accommodation | Technical, Customer Service, Accounting |
| Bill Morris Contarcting | Ojai | 01/23/18 | 7 | 7 | 1 | | | | | | Construction concern | Technical, Customer Service, Professional |
| Bliss Frozen Yogurt | Ojai | 01/18/18 | 2 | 2 | 1 | | | | | | Food service/ Accommodation | Technical, Customer Service, Accounting |
| Bonnie Landau, Special Mom Advocate | Ojai | 01/05/18 | 1 | 1 | 1 | | | | | | Educational | Technical, Customer Service, Professional |
| Cajun Country Cafe | Ventura | 02/09/18 | 6 | 2 | 1 | | | | | | Accommodation/Food Svc. | Access to Capital, Business expansion |
| Cart Wheel A Go Go | Ventura | 01/05/18 | 1 | 1 | 1 | | | | | | Arts and Entertainment | Technical, Customer Service, Professional |
| Classic Letterpress | Ojai | 01/17/18 | 1 | 1 | 1 | | | | | | Arts and Entertainment | Access to Capital, Financial management |
| Classic Letterpress | Ojai | 01/19/18 | 1 | 1 | 1 | | | | | | Arts and Entertainment | Technical, Customer Service, Professional |
| Cloud Climbers Jeep Tours | Ojai | 01/04/18 | 2 | 2 | 1 | | | | | | Arts and Entertainment | Technical, Customer Service, Professional |

| | | | | | | | | | | | | |
|--|-----------|----------|-----|----|---|---|-------|--|--------|--|----------------------------|---|
| Corbeau Ecological Research and Design | Camarillo | 04/16/18 | 1 | 1 | 1 | | | | | | Professional/Technical | Technical, Customer Service, Professional |
| County Water Damage Group | Oxnard | 01/11/18 | 1 | 1 | 1 | | | | | | Construction concern | Technical, Customer Service, Professional |
| Deckers Outdoor Corporation | Camarillo | 07/27/17 | 850 | 9 | 1 | 9 | 9(B) | | 9 (B) | | Manufacture/Distribution | Management, Technical, Planning |
| Elementrix Consulting | Camarillo | 01/31/18 | 1 | 1 | 1 | | | | | | Professional/Technical | Technical, Customer Service, Professional |
| Elite Integration and Electrical | Oxnard | 02/14/18 | 6 | 1 | 1 | | | | | | Utilities | Strategy Planning, business expansion |
| Elite Robotics Corp | Camarillo | 08/21/18 | 2 | 1 | 1 | | | | | | Manufacturer or Producer | Technical, Customer Service, Professional |
| Federal Defense Industries, Inc. | Moorpark | 07/13/17 | 25 | 11 | 1 | | 20(B) | | 20 (B) | | Manufacturing | Technical, Customer Service, Professional |
| Fit Buddha Evolutionary Fitness | Ventura | 01/17/18 | 27 | 2 | 1 | | | | | | Health Care | Access to Capital |
| Gerald Bosch | Ventura | 12/20/17 | 1 | 1 | 1 | | | | | | Real Estate | Technical, Customer Service, Professional |
| Grapes and Hops | Ventura | 01/02/18 | 8 | 8 | 1 | | | | | | Food Service Accommodation | Technical, Customer Service, Accounting |
| Haleivo Inc | Ojai | 12/28/18 | 9 | 9 | 1 | | | | | | Health Care | Technical, Customer Service, Professional |
| Homesteady Solutions | Moorpark | 03/21/18 | 15 | 5 | 1 | | | | | | Construction Concern | Strategy Planning, business expansion |

| | | | | | | | | | | | | |
|-----------------------------------|-----------|----------|----|----|---|--|--|--|--|--|--------------------------------|---|
| Hypno Comics | Oxnard | 02/13/18 | 1 | 1 | 1 | | | | | | Retail Dealer | Strategy Planning, business expansion |
| Infinity Electric | Ventura | 02/05/18 | 15 | 3 | 1 | | | | | | Utilities | Lean Process Improvement |
| Karen Ice Cream Truck | Oxnard | 01/22/18 | 1 | 1 | 1 | | | | | | Food service/ Accommodation | Technical, Customer Service, Accounting |
| Lanny Kaufer | Ojai | 12/28/17 | 1 | 1 | 1 | | | | | | Educational | Technical, Customer Service, Professional |
| Luna Olivo | Ventura | 01/08/18 | 1 | 1 | 1 | | | | | | Manufacture | Technical, Customer Service, Professional |
| Lunoor Construction In.c | Oxnard | 03/27/18 | 2 | 2 | 1 | | | | | | Construction Concern | Strategy Planning, business expansion |
| Magnificent Movers | Ventura | 01/03/18 | 14 | 14 | 1 | | | | | | Service establishment | Accounting, Customer Service, Management |
| Massage Therapy with Keili Marble | Ventura | 02/20/18 | 1 | 1 | 1 | | | | | | Health Care | Business legal structure |
| Mi Refugio | Somis | 01/24/18 | 1 | 1 | 1 | | | | | | Agriculture | Access to Capital |
| Mikes Consignment Marine Supply | Ventura | 08/06/17 | 1 | 1 | 1 | | | | | | Retail | Customer Service, Management, Accounting |
| Mjc Auto Transport | Camarillo | 04/02/18 | 1 | 1 | 1 | | | | | | Transportation/Warehousing | Strategy Planning, business expansion |
| Ojai Baby | Ojai | 01/05/18 | 1 | 1 | 1 | | | | | | Retail | Technical, Customer Service, Professional |
| Ojai Cottage | Ojai | 02/13/18 | 2 | 1 | 1 | | | | | | Accommodation/Food Svc. | Strategy Planning, business expansion |

| | | | | | | | | | | | | |
|--|-----------|----------|----|----|---|--|--|--|--|--|--------------------------------|---|
| Ojai Harvest | Ojai | 01/26/18 | 11 | 11 | 1 | | | | | | Food service/ Accommodation | Technical, Customer Service, Accounting |
| Ojai Valley Brewery | Ojai | 12/22/18 | 2 | 2 | 1 | | | | | | Food service/ Accommodation | Technical, Customer Service, Accounting |
| Optimal Chiropractic | Camarillo | 03/13/18 | 1 | 1 | 1 | | | | | | Health Care | Technical, Customer Service, Professional |
| OxE. Vasquez Distributors | Oxnard | 07/13/17 | 40 | 2 | 1 | | | | | | Manufacturer | Accounting, Customer Service, Management |
| Paradise Pantry | Ventura | 12/14/17 | 27 | 27 | 1 | | | | | | Food Service Accommodation | Technical, Customer Service, Accounting |
| Providian Healthcare, LLC | Moorpark | 02/25/18 | 1 | 1 | 1 | | | | | | Health Care | Technical, Customer Service, Professional |
| RE/MAX Integrity | Camarillo | 04/20/18 | 2 | 1 | 1 | | | | | | Real Estate | Accounting, Customer Service, Management |
| Red Carpet Formal Wear | Camarillo | 01/01/18 | 1 | 1 | 1 | | | | | | Retail Dealer | Marketing assistance, strategy planning |
| Roy Culver | Ventura | 12/28/17 | 1 | 1 | 1 | | | | | | Arts and Entertainment | Technical, Customer Service, Professional |
| s4_Trainer | Oxnard | 12/28/17 | 1 | 1 | 1 | | | | | | Manufacturer or Producer | Technical, Customer Service, Professional |
| Sea Fresh Seafood Inc. | Ojai | 01/05/18 | 50 | 50 | 1 | | | | | | Food service/ Accommodation | Technical, Customer Service, Professional |
| Sirena Pellarolo Phd. Holistic Coaching | Ojai | 01/31/18 | 1 | 1 | 1 | | | | | | Health Care | Technical, Customer Service, Professional |

| | | | | | | | | | | | | |
|------------------------------|-------------|----------|----|----|---|--|--|--|--|--|--------------------------------|---|
| SOULTONIC | Ojai | 12/19/17 | 2 | 2 | 1 | | | | | | Retail | Technical, Customer Service, Professional |
| Terramor | Ojai | 01/03/18 | 3 | 3 | 1 | | | | | | Retail | Technical, Customer Service, Professional |
| The Deer Lodge | Ojai | 12/22/18 | 40 | 40 | 1 | | | | | | Food service/ Accommodation | Technical, Customer Service, Accounting |
| The Gym Next Door | Carpentaria | 01/02/18 | 1 | 1 | 1 | | | | | | Service Establishment | Access to capital |
| The Ojai Retreat | Ojai | 12/15/17 | 15 | 15 | 1 | | | | | | Food service/ Accommodation | Technical, Customer Service, Accounting |
| Treasures of Ojai | Ojai | 01/25/18 | 1 | 1 | 1 | | | | | | Retail | Technical, Customer Service, Professional |
| Trupart | Ventura | 07/25/17 | 10 | 1 | 1 | | | | | | Manufacturer | Technical, Customer Service, Accounting |
| Two Fish Digital | Ojai | 01/03/18 | 2 | 2 | 1 | | | | | | Arts and Entertainment | Technical, Customer Service, Professional |
| Vasari Plater and Stucco | Ventura | 01/29/18 | 3 | 3 | 1 | | | | | | Construction concern | Technical, Customer Service, Professional |
| VC Hordeculture | Ventura | 01/19/18 | 1 | 1 | 1 | | | | | | Agriculture | Technical, Customer Service, Professional |
| Ventura Community Counseling | Ventura | 01/09/18 | 5 | 5 | 1 | | | | | | Health Care | Technical, Customer Service, Professional |
| Vita Art Center | Ventura | 01/03/18 | 1 | 1 | 1 | | | | | | Arts and Entertainment | Technical, Customer Service, Professional |

| | | | | | | | | | | | | |
|--------------------------------|-------------|----------|------|-----|----|-----|-------|---|----|--|-------------------------------|---|
| Warren Schultz | Moorpark | 02/09/18 | 1 | 1 | 1 | | | | | | Professional/Technical | Technical, Customer Service, Professional |
| West Andes Imports | Carpentaria | 08/28/17 | 1 | 1 | 1 | | | | | | Wholesale Dealer | International Trade, Import/ Export |
| Wildscape Restoration | Ventura | 10/22/17 | 12 | 12 | 1 | | | | | | Professional Technical | Labor, Customer Service, Accounting |
| Wine Closet Inc. | Camarillo | 07/26/17 | 2 | 1 | 1 | | | | | | Food Service Accommodation | Technical, Customer Service, Accounting |
| Write What You See Tutoring | Oxnard | 02/20/18 | 1 | 1 | 1 | | | | | | Educational | Technical, Customer Service, Professional |
| Yoga Jones | Ventura | 01/23/18 | 26 | 26 | 1 | | | | | | Service establishment | Accounting, Customer Service, Management |
| Totals | | | 1919 | 401 | 72 | 109 | 53(B) | 5 | 53 | | | |



2017-2018 YEAR-END REVIEW

Workforce Development Board of Ventura County

WDB Programs Committee

2017-2018 Members

WDB Members: Tony Skinner, Chair (Tri Counties Building & Construction Trades Council), Roger Rice, Vice Chair (Ventura County Office of Education), Kathy Harner (California Department of Rehabilitation), and Connie Chan (Employment Development Department).

Other Members: Mary Navarro-Aldana (Employment Development Department), Jerry Beckerman (Segue Career Mentors), Linda Fisher-Helton (Area Housing Authority), Tom VanMeeuwen (California Conservation Corps), Tressie Nickelberry (Ventura County Probation Agency), and Leslie Webster (Department of Rehabilitation).

Committee Accomplishments

In support of the WDB's *Ventura County Regional Strategic Workforce Development Plan 2017-2020*, WDB Programs Committee accomplishments included:

- Members continued to learn new committee roles, responsibilities, and guidelines that were first established PY 2106-17. The principal role of oversight included WIOA Adult, Dislocated Workers, Rapid Response, and Youth programs.
- Discussed youth-related programs and services in Ventura County as described in presentations on the 100% Out-of-School Youth Requirement; Presentations from PathPoint, and Boys & Girls Clubs of Greater Oxnard and Port Hueneme.
- Discussed Adult programs and services offered at the America's Job Center of California in Oxnard and Simi Valley California, as described in a presentation from the Human Services Agency/ Adult and Family Services Department/WIOA programs. Topics discussed included Labor Market Information, emphasis on Customer Choice is selecting services, online job matching tools available for job seekers (including CalJOBS software), Veteran Preference, services available to individuals with barriers to employment, and WIOA eligibility orientations.
- Reviewed the PY 2017-2018 WIOA Adult, Dislocated Worker, and Youth program enrollment Quarterly Reports; CalJOBS software (pending software updates) remained unable to produce reliable WIOA Performance Indicator reports since PY 2016-17. (UPDATE May 2018: CalJOBS Performance Indicator "Predictive Reports" became available, allowing committee to evaluate provider's contract performance for contract (Option Year One) renewal recommendation.)
- Discussed and studied the Adult, Dislocated Worker, and Youth , four Performance Indicators (formerly Common Measures): Placement and Retention in Employment or Education-Training (2nd quarter and 4th Quarter After exit); Median Earnings (2nd Quarter after Exit); Credential Attainment; and Measurable Skills Gain
- Reviewed WDB Program Policies. The operational policies are required according to WIOA. The draft policies are currently being developed and reviewed for accuracy, and the committee was invited to review them as part of their career service programs oversight duties. The 5 new and 3 revised WDB (Local Area) Policies for WIOA Program implementation included: Veterans Priority

2017-2018 YEAR-END REVIEW

Workforce Development Board of Ventura County

of Service, Fraud Program Abuse and Criminal Conduct, Supportive Services for Adult and Dislocated Worker, Follow-Up Services, Dislocated Worker Eligibility, Supportive Services-Youth, Monitoring and Oversight, and Career Services policies.

- The WDB appointed the committee to serve as an independent and objective Ad. Hoc. AJCC Evaluations Committee. Members conducted on-site AJCC Evaluation for two certification levels: Baseline Matrix (December 2017), and Hallmarks of Excellence Matrix (June 2018). The Baseline AJCC Certification is intended to ensure that the comprehensive AJCC is in compliance with key WIOA statutory and regulatory requirements. The Hallmarks of Excellence AJCC Certification is intended to encourage continuous improvement. Members conducted monthly meetings and two on-site tours, dedicated to reviewing evidence to determine three key requirements for AJCC certification: 1) Effectiveness of the AJCC, 2) Physical and Programmatic Accessibility for individuals with disabilities, and 3) Continuous Improvement. The committee provided two final Matrix reports to WDB that included: Numerical Ranking Scores, justification narrative, and recommendations for Continuous Improvement.
- Committee member Linda Fisher-Helton attended the California Workforce Association (CWA) Youth Conference in Sacramento (statewide gathering of youth career service providers), as a guest of the WDB. Reported to committee that Ventura Region is ahead of others in state due to strong partnerships between providers, business, and education.

Insights (Example from last PY 2016-2017)

- Committee members are committed to support the pipeline to the workplace with viable candidates both in the workforce now and emerging (youth); huge gains have been made in bringing key resources that will change lives into play.
- Presentations by PathPoint Inc. and the Boys and Girls Clubs of Greater Oxnard & Port Hueneme, as well as Title I career service providers were helpful to provide members an understanding about their mission, objectives, and achievements with WIOA out of school youth; Contracted youth agencies and Title I career service providers are always available to answer questions, provide regular performance updates, and share inspiring client success stories.
- For effective oversight, committee members need to be able to review relevant documents prior to decision making, seek staff's guidance, and understand the range of acronyms used in WIOA programs.
- Committee members and WDB staff need to continue to define and understand their roles and responsibilities for oversight of WIOA Adult, Dislocated Worker, Rapid Response, Youth, and AJCC career services.
- The enormity of the changes in WIOA program requirements experienced while transitioning to WIOA has required staff and committee members to work closely together to understand the programs' obligations, constraints, and prerequisites.
- Despite the retirement of several key individuals this past year, WDB staff have stepped up and carried on with impressive professionalism, personal caring and commitment.

• **???**



2017-2018 YEAR-END REVIEW
Workforce Development Board of Ventura County

- ???
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DRAFT

WELCOME



Rapid Response

Available Services and Resources



Rapid Response

The Rapid Response Team provides information on services to help you identify community resources, and to find a job at no cost to you.



2

Today's Agenda

- W.I.O.A. Employment Services and Training
- EDD Unemployment Compensation
- EDD California Training Benefits
- Affordable Healthcare Act (Obamacare)
- Save Your Home California

3

Rapid Response sessions include:

- Representatives of America's Job Center of CaliforniaSM (formerly known as One-Stop Career Centers).
- Representatives and/or information about the Employment Development Department program and services.
- Representatives and/or information on the Trade Adjustment Assistance (TAA) program.
- Representatives of Organized Labor, as appropriate.

4

Workforce Innovation and Opportunity Act (WIOA)

Federal legislation designed to assist unemployed and under-employed workers manage their careers by providing access to labor market information, training, and access to employers.



5

Wagner-Peyser Act (W-PA)

Established a nationwide system of public employment offices known as the Employment Service. The Act was amended in 1998 to make the Employment Service part of the America's Job Center of CaliforniaSM (formerly known as One-Stop Career Centers) service delivery system.

6

Trade Adjustment Assistance (TAA)

Established under the Trade Act of 1974 to help American workers who lost their jobs as a result of increased imports, or shift in productions to foreign countries.

Contact the EDD at 1-800-300-5616 or visit the Department of Labor's website at www.doleta.gov/tradeact

7

America's Job Center of California



- Workforce Innovation and Opportunity Act (WIOA)
- Trade Adjustment Assistance (TAA) program information.
- Case management.
- Skills assessment.
- Résumé writing and interview techniques.
- Labor market information.

8

America's Job Center of CaliforniaSM Provides (continued):

- Job fairs and other job matching services.
- Marketing workers to area employers.
- Occupational training.



America's Job Center of CaliforniaSM Provides (continued):

- Job Search & Placement Assistance
- Resume and Application Assistance
- Career Counseling
- Skills Assessment and Training
- Info about fast growing, high paying jobs
- Many Geographic Locations



County of Ventura Locations:

The Workforce Innovation and Opportunity Act (WIOA) was enacted in 2014 and created One Stop Job and Career Centers throughout the United States.

- West Oxnard America's Job Center– 635 So. Ventura Road, **Oxnard** (204-5100)
- Ventura Job and Career Center 4651 Telephone Road, Suite 201, **Ventura**, (654-3434)
- Santa Clara Valley Job and Career Center – 725 E. Main Street, **Santa Paula**, (933-8300)
- East County Job and Career Center 980 Enchanted Way, **Simi Valley** (955-2282)



Workforce Innovation and Opportunity Act



W.I.O.A. Enrollment

WIOA staff assisted services require enrollment in the WIOA program. The process for enrollment includes the following:

- ❖ **Orientation** of services
- ❖ **Program Interview** –to discuss individual program needs
- ❖ Development of an **Individual Employment Plan**
- ❖ Participation in **Vocational Training or On the Job Training**
- ❖ **Job Search Assistance**
- ❖ **Post-Employment Services**

WIOA Enrollment (800) 500-7705



Dislocated Worker

Meets one of these criteria:

- ❖ Unemployed and receiving, eligible or exhausted unemployment benefits and unlikely to return to former occupation or industry
- ❖ Company closed or had a substantial lay-off (25% or more)
- ❖ Have been taking care of family and dependent on the income of family member, however, income is no longer available and now need to provide for yourself and/or family
- ❖ Had own business and closed it due to general economic conditions
- ❖ Received a letter from EDD with invitation to an “Initial Assistance Workshop” or attended the workshop
- ❖ Eligible for TAA (Trade Adjustment Act services)

WIOA Enrollment (800) 500-7705

14

Overview of WIOA Services

- ❖ **Vocational Training**
- ❖ **On-The-Job-Training**
- ❖ **Post Employment Follow-up Services**
for 12 months after employment

WIOA Enrollment (800) 500-7705

WIOA
Workforce Innovation and Opportunity Act

15

Vocational Training

Vocational training is considered for those individuals who:

- ❖ Do not have marketable skills to obtain employment in the local labor market **or**
- ❖ Demonstrate the need to upgrade skills to obtain employment
- ❖ Can provide documentation that can no longer perform job duties **or**
- ❖ Can demonstrate a lack of labor market for jobs or skill set
- ❖ Have the skills, background or work experience that matches the training and labor market
- ❖ Have the financial resources to support themselves while in training
- ❖ Are available to participate in full-time job search after completing training

WIOA Enrollment (800) 500-7705

WIOA
Workforce Innovation and Opportunity Act

16

Vocational Training

The Training Program must:

- Lead to a certificate of completion
- Be on the State's Eligible Training Provider List (ETPL) <http://etpl.edd.ca.gov>
- Lead to employment that is in demand in Ventura County

WIOA Enrollment (800) 500-7705



17

What Training Costs are Covered?

The WIOA program will pay depending on the availability of funding towards training that may include:

- Tuition and enrollment fees
- Textbooks, supplies and necessary training materials
- Uniforms and necessary tools – must be part of school curriculum
- Cost of state exams or certifications
- GED cost (may be considered on an individual basis)

Please note: Individuals must apply for free financial aid if it is offered by the school. (Pell grants etc...)

WIOA Enrollment (800) 500-7705



18

Training and Unemployment Benefits

Individuals wanting to continue receiving Unemployment benefits while in training, must contact the Unemployment Insurance Department prior to their program interview appointment and notify them of interest in **California Training Benefits. (CTB)**

Individuals may also pay for training on their own and continue receiving unemployment if qualified for **California Training Benefits (CTB)**

WIOA Enrollment (800) 500-7705



19

On The Job Training (OJT)

On the Job training opportunities are considered for those individuals who would benefit from employer-provided job training.

- ❖ Individuals will receive an OJT letter to give to employers outlining the program and contact information
- ❖ Employer needs to be willing to hire and train the individual as a “regular” employee
- ❖ The employer can be reimbursed up to half the individual’s salary while in training
- ❖ An OJT Agreement is arranged and signed by all parties
- ❖ Employer will need to meet WIOA program guidelines

WIOA Enrollment (800) 500-7705



20

Follow-up Services after Employment

- ❖ Stay in contact with the WIOA program for 12 months after transition to follow-up services
- ❖ WIOA is here to assist with job search during this follow-up period
- ❖ Supportive services are available for those who transition to follow-up as a result of employment.

WIOA Enrollment (800) 500-7705



21



22

State of California Employment Development Department (EDD)

- Workforce Services Branch
- Labor Market Information Division
- Disability Insurance Branch
- Unemployment Insurance Branch



23

The EDD's Workforce Services Branch Offers:

- CalJOBSSM
- Special services for veterans and youth
- Job Search workshops
- Employer recruitments
- Computers for job search



24

Your NEW CalJOBS America's Job Center of California

Username Password **Sign In**

Not Registered Yet? [Forgot Username/Password?](#) [En Español](#)

Job Seekers
Search the full-service employment center to find and view job openings, create and post resumes, look for training, and much more. [Learn More](#)

Employers
Post job listings, search for qualified employees, analyze labor market information, and locate business services. [Learn More](#)

Unemployment Insurance Claimants
Register with the workforce and post resumes to meet Unemployment Insurance benefits requirements, research industries and employers, and find information on training. [Learn More](#)

Veterans
Find information on veterans' organization, employment and training resources, and veterans' priority of service job referrals. [Learn More](#)

Older Workers
Match your job skills with job listings, access labor market information, and research training programs.

JOB SEEKERS Find a Job **EMPLOYERS Find a Candidate**

Search for Jobs Enter a keyword and/or city or ZIP code and radius to search for jobs in your area.

Keyword (e.g. Accountant) **Search**

City 92551 Radius 10 miles

The New CalJOBSSM is the online resource to navigate California's workforce services providing employment and labor market information for the state of California. The enhanced system allows users to easily search for jobs, build resumes, access career resources, find qualified candidates for employment, and other information on education and

25

The EDD's Labor Market Information Division

- Labor Market Information Division (LMID) regularly collects, analyzes, and publishes information about California's labor market. It also provides economic development and planning information.
- Types of available LMI information :
 - Occupational profiles and occupation comparisons
 - Projections of employment for occupations and industries by county
 - Growth and decline industries in all counties in California
- Additional information can be found on the EDD website: www.labormarketinfo.edd.ca.gov

The screenshot displays the EDD website's Labor Market Information (LMI) overview. The header includes the CA.GOV logo, the EDD name, and navigation links like 'Contact EDD', 'Office Locator', 'Forms & Publications', and 'Online Services'. A search bar is also present. The main content area is titled 'Overview - Labor Market Information' and includes a brief description of the EDD's mission. It features several sections: 'Top Statistics - July' with data on unemployment rate, labor force, employment, and initial claims; 'LMI by Customer' listing various user groups; 'LMI by Subject' listing economic indicators and industries; 'LMI by Geography' listing locations; 'Self-Service Options' for finding employers and training; and 'Top Links This Month' for labor force data and projections. The page number '27' is visible in the bottom right corner.

The EDD's Disability Insurance Branch Offers:

Disability Insurance:

- Partial wage replacement insurance plan for California workers
- Funded through employee payroll deduction
- Short term benefits to eligible workers who suffer wage loss due to an unrelated non-work illness or injury.
- Eligible workers cannot be cancelled or denied due to health risk factors, pre-existing medical condition or hazardous employment.

The EDD's Disability Insurance Branch Offers (continued):

Paid Family Leave:

- Allows time to care for a seriously ill child, spouse, parent, or registered domestic partner.
- Allows time to bond with a new child.
- On July 1, 2014, new legislation expands California's Paid Family Leave benefits to include taking time off of work to care for a seriously ill parent-in-law, grandparent, grandchild, or sibling.

For additional information on Disability Insurance in CA, access the EDD website: www.edd.ca.gov/disability

29

The EDD's Unemployment Insurance Branch

The Unemployment Insurance benefits program provides income when you are out of work through no fault of your own.

- Temporary wage replacement.
- Supplements income between employment.



30

Information about Unemployment Insurance

- Unemployment Insurance is funded by **employer taxes**.
- Unemployment Insurance is **NOT a payroll deduction** from your paycheck.
- There is a **one week waiting period** when you first open your unemployment insurance claim.
- Your claim begins the **Sunday** of the week in which you contact the EDD to file your claim.



31

Requirements for Collecting Unemployment Insurance Benefit Payments:

In order to receive continued weekly benefit payments, you must certify each week to receive payments. Weekly benefit payment requirements are:

- **A valid claim**
- **Physically able to work**
- **Available for work**
- **Actively seeking work**
- **Working less than full-time**

Benefits are paid on a debit card that will be sent to claimants in the mail.

32

To File a Claim for Unemployment Insurance Benefits:

Online : www.edd.ca.gov/Unemployment

By Phone:

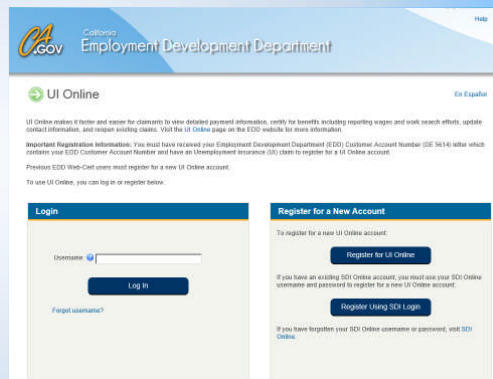
- English 1-800-300-5616
- Spanish 1-800-326-8937
- Cantonese 1-800-547-3506
- Vietnamese 1-800-547-2058
- TTY 1-800-815-9387
- Outside of California 1-800-300-5616



33

EDD UI Online

UI OnlineSM is a fast, convenient, and secure way for Unemployment Insurance (UI) customers to access claim information, certify for benefits*, and manage their claims 24 hours a day, seven days a week.




34

UI OnlineSM features include:

- Certify for continued benefits and report work and wages.*
- View detailed payment information for all processed payments.
- Update contact information and set personal preferences.
- Reopen an existing claim without speaking to a representative.
- View all scheduled appointments and reschedule a phone interview appointment.
- Instant notifications and important messages from the EDD such as when weeks are available for certification or if your claim needs to be reopened.

35

| | |
|---|--|
| EDD Call Center PO Box City CA Zip Code |  Employment Development Department State of California |
| | Mail Date: 00/00/0000 SSN: 000-00-0000 |
| | EDD Telephone Numbers: English 1-800-300-5616 Spanish 1-800-326-8937 Cantonese 1-800-547-3506 Mandarin 1-866-303-0706 Vietnamese 1-800-547-2058 TTY (non voice) 1-800-815-9387 |
| Claimant's Name Claimant's Address City CA Zip Code | |

NOTICE OF UNEMPLOYMENT INSURANCE AWARD

| | | | |
|----------------------------|------------|------------------------------|------------|
| 1. Claim Beginning Date: | 00/00/0000 | 2. Claim Ending Date: | 00/00/0000 |
| 3. Maximum Benefit Amount: | \$0000 | 4. Weekly Benefit Amount: | \$000 |
| 5. Total Wages: | 00,000.00 | 6. Highest Quarter Earnings: | 0,000.00 |

7. This item does not apply to your claim. For more information, see item 7 on the reverse.

8. You must look for full time work each week. Please see your handbook, A Guide to Benefits and Employment Services, DE 1275A, for more information about looking for work.

9. This item does not apply to your claim.

| | | | | | |
|-------------------|--|------------|------------|------------|-------------------|
| 10. Employee Name | 11. Employee Wages for the Quarter Ending: | | | | 12. Employer Name |
| | Month/Year | Month/Year | Month/Year | Month/Year | |
| Claimant's Name | 0,000 | 0,000 | 0,000 | 0,000 | ABC CO |
| Claimant's Name | | | | | XYZ CO |
| 13. Totals: | 0,000 | 0,000 | 0,000 | 0,000 | |

36

ALLOW 10 DAYS FOR DELIVERY OF CHECK DETACH THIS STUB FOR YOUR RECORD

CONTINUED CLAIM

ANSWER ALL QUESTIONS. SEE SECTION A ON BACK FOR EXAMPLES OF HOW TO COMPLETE YOUR ANSWERS. Each question is explained in your Guide to Unemployment Insurance Benefits.

COMPLETE AND MAIL THIS FORM ON MONTH DAY YEAR

| | 1 ST WEEK | | 2 ND WEEK | |
|--|---|--------------------------|---|---|
| | Begins Ends | YES NO | Begins Ends | YES NO |
| 1. Were you too sick or injured to work? -----> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes, enter the number of days (1 through 7) you were unable to work -----> | <input type="checkbox"/> (0-7) | | <input type="checkbox"/> (0-7) | |
| 2. Was there any reason (other than sickness or injury) that you could not have Accepted full time work each workday? -----> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Did you look for work? -----> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> ← IF MARKED "X", YOU MUST COMPLETE SEC. B, WORK SEARCH RECORD, ON REVERSE | | | | |
| 4. Did you refuse any work? -----> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Did you <u>begin</u> attending any kind of school or training? -----> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Did you work or earn any money, WHETHER YOU WERE PAID OR NOT? -----> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (If yes, you MUST COMPLETE items a. and b. below | | | | |
| a. Enter earnings before deductions here -----> | \$ <input type="text"/> <input type="text"/> <input type="text"/> | | \$ <input type="text"/> <input type="text"/> <input type="text"/> | |
| b. Report employment or "source" of earnings information below: | | | | |
| | DATE LAST WORKED | TOTAL HOURS WORKED | EMPLOYER NAME AND MAILING ADDRESS INCLUDING ZIP CODE | REASON NO LONGER WORKING (OR WRITE "STILL WORKING") |
| 1 ST WEEK | | | | |
| 2 ND WEEK | | | | |

7. If you want federal income tax withheld for the week(s) above, Mark this block -----> ☐

8. If you had a change of mailing address or phone number, complete Sec. D on Reverse, and mark this block -----> ☐

I understand the questions on this form. I know the law provides penalties if I make false statements or withhold facts to receive benefits; my answers are true and correct. I declare under penalty of perjury that I am a U.S. citizen or national; or an alien in satisfactory immigration status and permitted to work by INS. I signed this form after the last date for which I am claiming benefits.

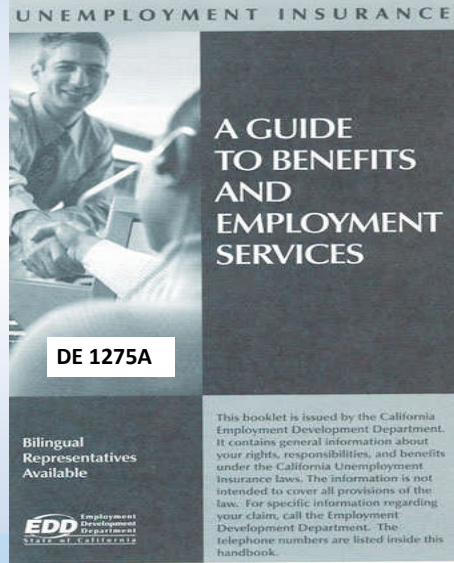
X _____

37

Unemployment Insurance and California Training Benefits (CTB)

- Attend approved school or training and receive UI benefits.
- Ask about training when you file your claim.
- See ***"Unemployment Insurance Benefits: What You Need to Know"*** booklet for more information.
- Approved training programs

Unemployment Insurance Benefits: What You Need to Know



39

EDD Debit Card



- **Faster, easier and more secure**
- **No more waiting**
- **Use everywhere**
- **Keep your card**

40

EDD Questions?



41

Unemployment Insurance and Keep Your Home California

KEEP YOUR HOME CALIFORNIA

These people used to struggle with their mortgage payments...until they called us.

Find out if we can help you keep your home.

- Unemployment Mortgage Assistance**
Provides temporary assistance to eligible homeowners who have suffered involuntary unemployment.
- Mortgage Reinstatement Assistance Program**
Helps eligible homeowners reinstate their first mortgage loan if they have fallen behind due to short term financial problems.
- Principal Reduction Program**
Helps eligible homeowners who have suffered a financial hardship obtain sustainable mortgage payments by reducing principal loan balances.

Are You Eligible?

Programs are designed to help low and moderate income homeowners retain their homes.

Call:

1-888-954-KEEP (5337)

42

Don't waste time...
Make your plan...
Take action NOW...

Questions?



43

The EDD, an equal opportunity employer/program, is a partner in this event. Auxiliary aids and services are available upon request to individuals with disabilities.

