



TEMPORARY GUIDANCE FOR ENROLLING DISLOCATED WORKERS IMPACTED BY COVID-19

PURPOSE

This temporary policy provides for enrolling Workforce Innovation and Opportunity Act (WIOA) Dislocated Workers impacted by COVID-19.

SCOPE

The Workforce Development Board of Ventura County (WDBVC) and its contractors and subrecipients.

POLICY

Due to the impact of the new coronavirus (COVID-19) outbreak, the WDBVC recognizes the need to have maximum flexibility in providing WIOA services. Dislocated Workers served with Governor's Discretionary and National Dislocated Worker Grants must meet WIOA Dislocated Worker eligibility. Subrecipients and contractors must ensure participants are eligible for the program prior to enrollment and main documentation in each participant's file.

Due to the uncertainty of when individuals affected by the COVID-19 crisis may be called back and entire job sectors have laid off employees, the WDBVC is allowing the use of furlough as "unlikely to return."

To qualify, individuals need to demonstrate how COVID-19 caused them to be furloughed, lose their job, or reduce their work hours during shelter-in-place orders. They must also meet the following Dislocated Worker program eligibility requirements:

- Has been terminated or laid off, or who has received notice or layoff from employment, including separation notice from active military service (under other than dishonorable conditions)
- Is eligible for or has exhausted entitlement to unemployment compensation; or
- Has been employed for a duration sufficient to demonstrate, to the appropriate entity at the America's Job Center of California (AJCC) referred to in Section 121(e), attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earning or having performed services for an employer that were not covered under a State unemployment compensation law; and
- Is unlikely to return to a previous industry or occupation.

Furlough is defined as placing an employee in a temporary status without duties and pay because of lack of work or funds or other non-disciplinary reasons [Title 5 United States Code (USC)]

The Workforce Development Board of Ventura County is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

7511(a)(5)]. As such, it is a temporary termination of employment or layoff. Individuals that are furloughed are considered laid off and meet the first dislocated worker category (laid off, terminated, or who has received a notice of termination or layoff). These individuals must still meet the remaining conditions of this category. Individuals furloughed from industries laying off due to COVID-19 would be considered unlikely to return due to an excess number of workers with similar skill sets and experience seeking limited employment opportunities in the region.

Acceptable Documentation

Refer to [WDB Policy 2019-12 - WIOA Title-I Eligibility](#) and [WDB Temporary Policy - Temporary Changes to WIOA Registration and Eligibility Determinations Due to COVID-19](#) for acceptable documentation.

Except when stand-alone documentation is used, there must be documentation verifying that the individual was an employee at the facility and was affected by the layoff. Payroll records, letters, or phone verifications from the employer would verify this. For a plant closure, there must be documentation verifying that the individual was an employee at the facility and was affected by the plant closure. Payroll records, letters, or phone verifications from the employer would verify this.

Self-Attestation

Self-attestation (verbal or email verification) is acceptable in lieu of wet or electronic signatures on all enrollment forms for WIOA Title I programs. The self-attestation should include statements that the:

- Individual was laid off due to COVID-19
- Individual was employed at a facility at which the employer made general announcement that the facility will close
- Individual's hours are reduced due to COVID-19 shelter-in-place
- Work separation from employer was during the quarantine, including the date unemployed
- Individual was subject to a shelter-in-place required by a medical professional or state or local health officer
- Individual is a parent who must stay home for care for a child due to a school closure
- Individual is totally or partially unemployed
- Individual was furloughed or unemployed through no fault of their own
- Individual is physically able to work
- Individual is available to work
- Individual is ready and willing to accept work immediately
- Individual is actively looking for work
- Provide the individual's employment history (including the last day worked, the reason for being unemployed and gross earnings)

An individual may be considered available for work if on temporary layoff and is available to work only for the employer that temporarily laid off the individual. Work search requirements can be met if such individual take reasonable steps to preserve their ability to come back to that job.

This temporary allowance will remove barriers and offer individuals easier access to WIOA services.

ACTION

Bring this policy to the attention of all affected staff.

INQUIRIES

Inquiries regarding this policy can be addressed to the WDBVC at 805-477-5306.

/S/ Rebecca Evans, Executive Director
Workforce Development Board of Ventura County

ATTACHMENTS:

- Attachment I - COVID-19 Self-Attestation
- Attachment II - COVID-19 Supportive Services Self-Attestation