



TEMPORARY CHANGES TO WIOA REGISTRATION AND ELIGIBILITY DETERMINATIONS DUE TO COVID-19

PURPOSE

This temporary policy provides guidance regarding temporary changes to Workforce Innovation and Opportunity Act (WIOA) registration and eligibility determinations due to COVID-19.

SCOPE

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

REFERENCES

- Workforce Services Information Notice WSIN19-40, Temporary Changes to WIOA Registration and Eligibility Determinations Due to COVID-19 (April 7, 2020)

POLICY

Due to the impact of the new coronavirus (COVID-19) outbreak, the Employment Development Department (EDD) recognizes the need for Local Workforce Development Areas (Local Area) to have maximum flexibility in providing WIOA services. In response to the California Department of Public Health's guidance regarding COVID19, the America's Job Center of California (AJCC) system has begun to make changes to their service delivery models by offering in-person services on an appointment-only basis, or transitioning to remote options. The goals are to minimize disruption to service delivery while protecting the health and safety of the workforce development community, and to ensure that both WIOA requirements and the needs of individuals are being met.

In alignment with the Executive Order N-33-20 (PDF) issued by Gavin Newsom on March 19, 2020, to shelter-in-place, the Workforce Development Board of Ventura County (WDBVC) is allowing the use of self-attestation and will temporarily waive the requirement for a wet or electronic signature on all enrollment forms for WIOA Title I programs. This temporary allowance will remove barriers and offer individuals easier access to WIOA services.

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 method of self-attestation (verbal or email verification) and the date of enrollment must be documented in the CalJOBS case notes. If an email verification is used, the email verification must also be placed in the participant's CalJOBS case file.

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.

Once in-person services resume, a wet or electronic signature must be secured on all enrollment forms for WIOA Title I programs. The date that these signatures are obtained must be documented in the CalJOBS case notes.

In an effort to ensure undue hardship is not placed on individuals during this unique circumstance, service providers are strongly encouraged to remain flexible while exploring temporary methods to perform eligibility enrollments and assessments. Temporary options may include scheduling in-person appointments (adhering to the recommended six-foot social distancing guideline), scheduling telephone or video call appointments, or using email or text messaging.

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