

# **Fresno Regional Workforce Investment Board**

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*Blake Konczal, Director*

## **OPERATIONAL DIRECTIVE**

**FRWIB OD # 03-10**

**Date Released: March 24, 2010**

**To: All Fresno Regional Workforce Investment Board Providers of Services**

**From: Blake Konczal, Director**

**Effective Date: March 18, 2010**

**Subject: FRWIB EDD WIA CTB TEV PROCESS**

**Applicable Program: Adult/Dislocated Worker**

This OD documents the process to be followed when notifying EDD of a job seeker's enrollment into an approved WIA-funded training activity.

This process requires each Provider of Service to identify a management team member to be responsible for the successful processing and followup of each Training Enrollment Verification (TEV), per site. The provider of service is to notify the FRWIB Program Manager who this person is.

This individual will be responsible for:

- verifying that each TEV is complete, accurate,
- the job seeker has begun training, and
- submitting the completed and signed TEV to EDD via FAX.

Any incomplete or inaccurate forms sent to EDD will not be processed until EDD can resolve issues. This could result in the job seeker having their benefits stopped temporarily.

Anytime after a job seeker has expressed interest in training, the TEV form can be started by hand, as follows:

1. Section A - Fill in participant name
2. Section A - Fill in social security number
3. Section C - Date participant applied to this program (initial date expressed interest in training)
4. Section C - Check WIA box

File the TEV. This will be completed electronically later in the program.

When the scholarship process has begun:

1. ERS to review all documents with the job seeker
  - a. EDD CTB Fact Sheet (form # DE8714U)
  - b. Rights & Responsibilities (form # DE3442D RR)
  - c. Training Provider Letter (form # DE3100A streamline)
2. ERS completes the TEV as trained and per attached instructions.
  - a. The TEV must be completed electronically and printed for signature.

3. The authorized program representative verifies the TEV is complete and accurate.
  - a. If ok, then sign/date the form in the appropriate field.

When the job seeker has started training:

1. The authorized program representative verifies the JS has started training.
2. The authorized program representative faxes the TEV to the FAX number on page 2 of the TEV instructions.
  - a. **ONLY the authorized program representative will have the FAX number. This number is NOT to be used for any other purpose or given to any job seeker.**

Forms: English TEV (form # [DE 3422D](#))  
 Spanish TEV (form # [DE 3422D/S](#))  
 TEV Instructions (form # [TEV DE 3422D Instructions](#))  
 EDD CTB Fact Sheet (form # [DE8714U](#))  
 Spanish EDD CTB Fact Sheet (form # [DE8714U/S](#))  
 Rights & Responsibilities (form # [DE3442D RR](#))  
 Spanish Rights & Responsibilities (form # [DE3442 RR/S](#))  
 Training Provider Letter (form# [DE 3100A streamline](#))

**Process Flow:**

