

Fresno Regional Workforce Development Board

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2125 Kern Street, Suite 208 • Fresno, California 93721 • 559.490.7100 • Fax 559.490.7199 •
www.workforce-connection.com

Blake Konczal, Executive Director

OPERATIONAL DIRECTIVE

FRWIB OD # 11-16

Date Released: October 18, 2016

To: All Fresno Regional Workforce Development Board Providers of Services

From: Blake Konczal, Executive Director

Effective Date: October 18, 2016

Subject: Release of Confidential UI Information

Applicable Program: Dislocated Worker

Revision History: Initial Release

This Operational Directive (OD) supersedes OD #02-06 and releases new procedures to request confidential Unemployment Insurance (UI) information for Workforce Innovation and Opportunity Act (WIOA) participants. This OD references OD 03-15, Fresno County Title I Eligibility Technical Assistance Guide.

This OD is in response to State Workforce Service Directive, WSD16-08, Release of Confidential UI Information, released October 3, 2016.

The only purpose for securing confidential UI information is to establish eligibility for enrollment into the WIOA Dislocated Worker grant. See OD 03-15, pages 53-55.

Effective immediately all required UI claim history information must be obtained directly from the participant. Service Providers must request that participants provide their confidential UI information by one of the following methods:

- From the "Notice of Unemployment Insurance Award (DE 429Z) letter
 - Make copy and maintain in the casefile.
- From the "Notice of Unemployment Insurance Claim Filed (DE 1101CLMT) letter
 - Make a copy and maintain in the casefile.
- Accessing their UI OnlineSM account
 - Have the participant do a screen print showing the information that demonstrates the participant is qualified for UI, is receiving UI or has exhausted their UI benefits (See OD 03-15).
 - Maintain a copy of the information in the casefile.

Please note that participants may request EDD mail another copy of their UI letter(s) if they have lost or misplaced their copy through "Ask EDD" (<https://askedd.edd.ca.gov>) by selecting the "Unemployment Insurance Benefits" category. Participants must be advised of the potential delay in receiving a copy of their UI letter(s) due to the mailing process.

In the event that the participant is unable to secure the required documentation, and as a last resort, provider of services staff are to contact the FRWDB Program Manager to initiate the EDD DECAF process, as outlined in [WSD 16-08](#).

If any questions, please contact the FRWDB Program Manager.