

Fresno Regional Workforce Investment Board

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Blake Konczal, Executive Director

OPERATIONAL DIRECTIVE

FRWIB OD # 13-08 Revision C

Date Released: April 18, 2014

To: All Fresno Regional Workforce Investment Board Providers of Services

From: Blake Konczal, Executive Director

Effective Date: April 18, 2014

Subject: Central California Work Readiness Certificate Process

Applicable Program: Adult, Dislocated Worker

Revision History: Initial Release – 3/10/08; Revision B – 5/29/09

This Revision C removes the mandated use of Careers in the Valley job search website.

This Operational Directive (OD) references OD 09-08, Adult Assessment Requirements, OD 35-04, Client Readiness Report, and OD 14-08, Revised Job Readiness (Code 11) Process

Prerequisites to receive Central California Work Readiness Certificate (CCWRC):

- Job seeker must have completed CASAS, WorkKeys® and PESCO™ assessments
- Job seeker must have Client Readiness Report
- Job seeker's career/occupation must be in alignment with the Client Readiness Report
- Job seeker must have completed IEP 1 or 2 (if applicable)
- Job seeker must be Code 11 (Job Ready)

Assessment Requirements

If WorkKeys® scores do not meet the minimum requirements for the job seeker's chosen occupation, the job seeker must either: 1) enroll into WIN Solutions to remediate or 2) chose a new career path that matches their WorkKeys® scores.

When WIN Solutions is completed, the job seeker must post test WorkKeys® and receive scores that meet chosen occupation.

In the event a job seeker is unable to meet the required WorkKeys® scores for the chosen occupation, the ERS is required to provide guidance to the job seeker for a more appropriate occupational choice, based on their final WorkKeys® scores or refer the job seeker to an education partner (e.g. adult schools or community colleges) for additional remediation.

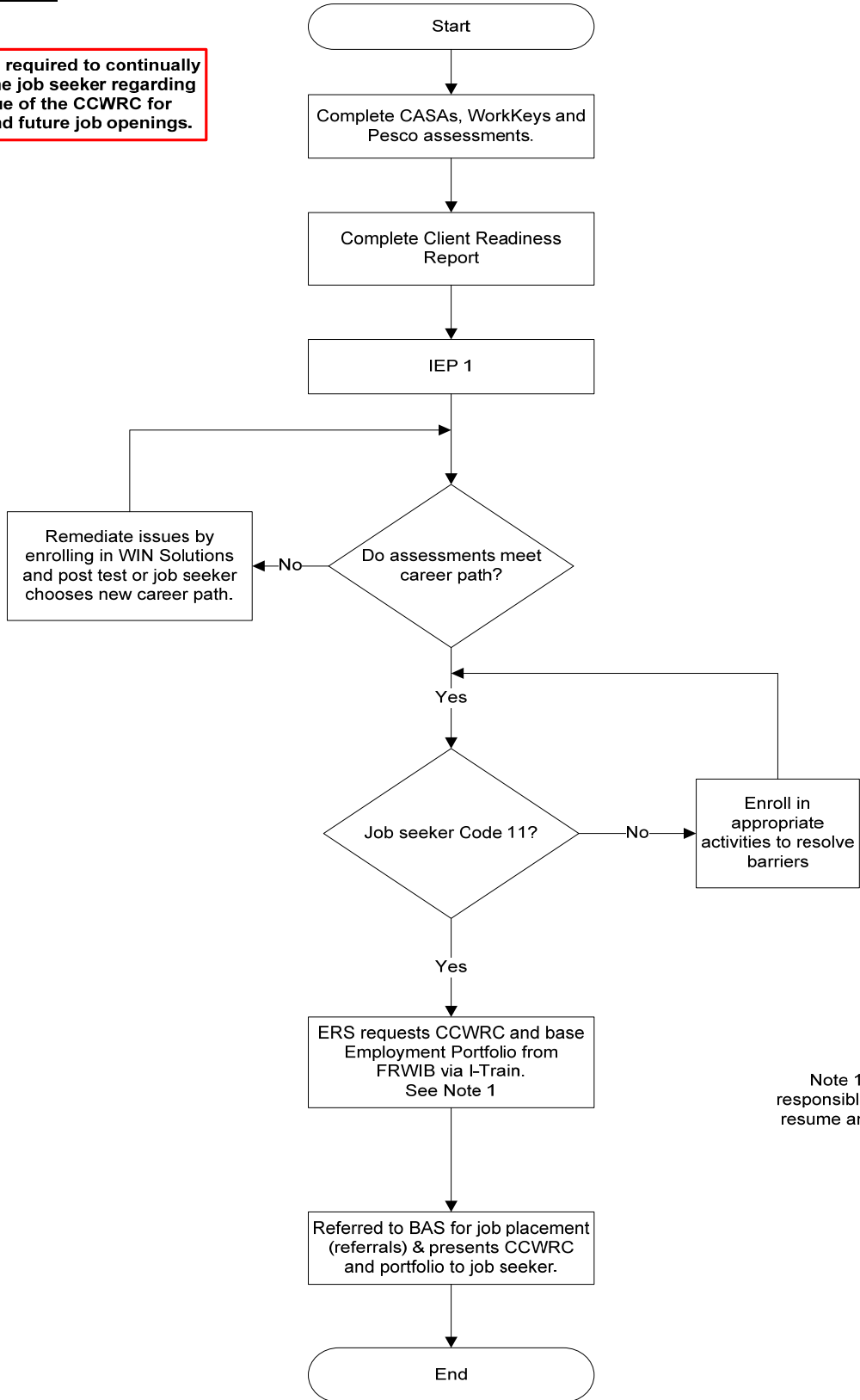
A job seeker cannot take more than 2 WorkKeys® post tests within a 6 month period.

Job seekers who do not wish to post test, will only be referred to jobs that match their WorkKeys® scores. The job seeker will receive a CCWRC for those scores, provided no score is less than a 3.

If you have any questions, contact the FRWIB Program Manager.

Process Flow

The ERS is required to continually educate the job seeker regarding the value of the CCWRC for current and future job openings.



Note 1: Provider staff are responsible for adding job seeker resume and demand occupation printout.