

Fresno Regional Workforce Investment Board

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Blake Konczal, Executive Director

OPERATIONAL DIRECTIVE

FRWIB OD # 16-12

Date Released: September 12, 2012

To: All Fresno Regional Workforce Investment Board Providers of Services

From: Blake Konczal, Executive Director

Effective Date: September 12, 2012

Subject: Enrolled in Education During Participation

Applicable Program: Out of School Youth

This OD provides clarification of the “Enrolled in education anytime during program” field on the enrollment form.

Provider management is required to notify affected staff of this OD.

This field determines if a youth will be included in the “attainment of degree or certificate” performance measure. This performance measure includes those enrolled in education, at the date of participation **or at any point during participation**.

The values for the field are 1 (Yes) or 2 (No). The default value is 2 (No),

As such, this field is ONLY changed to 1 (yes) when the youth enters education while enrolled in WIA.

- Once this box is changed to 1 (Yes), the provider becomes accountable for a degree or certificate for this youth.
- If the youth enrolls in school on their own or are referred to school by the ACA, the field is changed to 1 (Yes) when it is verified that the youth attended their first class.
- If case notes document a youth is attending school while enrolled in WIA, the field must be changed to 1 (Yes).
 - A case note documenting this should not be written until the class attendance is verified.

Please contact the FRWIB Program Manager if any questions.