

Fresno Regional Workforce Investment Board

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

Blake Konczal, Director

OPERATIONAL DIRECTIVE

FRWIB OD # 22-05 Revision B

Date Released: December 8, 2009

To: All Fresno Regional Workforce Investment Board Providers of Services

From: Blake Konczal, Director

Effective Date: December 8, 2009

Subject: JOB TRACK APPLICATION

Applicable Program: Adult, Dislocated Worker

Revision B releases the updated Job Track Application form.

All providers of services are to implement this Operational Directive (OD) effective immediately.

The Job Track Application (Form# [JOB-001](#)) is to be filled out by the prospective client after orientation and when he/she has expressed a desire to meet with the Self-Reliance Team (SRT). One-Stop Contract Coordinator (OSCC) staff is to be available to assist the prospective client if they have questions.

Pre-requisites:

1. Completed Orientation;
2. Desires an appointment with the SRT; and
3. Completed CASAS and/or PESCO™ initial assessments.

The Job Track Application is used to help prepare the clients for the SRT appointment. The information documented by the client in the application will assist the SRT in making decisions concerning referrals for various services.

When the client has filled out the application, he/she is demonstrating that they are motivated to changing their current situation and they will commit to follow through on what is required of them while they are in the program.

It is critical that the client understands that they must complete the application and bring it to the SRT appointment. If the application is not complete, or they do not have it with them, the SRT appointment is to be rescheduled, per the current SRT Guidelines.

If you have any questions, please contact your contract administrator.