

Fresno Regional Workforce Investment 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 # 23-02, Revision B

Date Released: February 3, 2016

To: All Fresno Regional Workforce Investment Board Providers of Services

From: Blake Konczal, Executive Director

Effective Date: February 3, 2016

Subject: Youth Case File Standard

Applicable Program: All

Revision History: Initial Release – 10/24/02

This Revision B updates the casefile standard to reflect current process document requirements, terminology and ease of file review.

The case file standardization includes the use of a four- (4)-section file that consists of a front and back with one double-sided insert/separator. The file's exterior tab will contain the participant's name, last name first, and the participant application number.

The Fresno Regional Workforce Investment Board (FRWIB) will accept alternative file types, provided all required documents and the file layout are consistent with this Operational Directive, **and** a written request to do so is submitted to and approved by FRWIB Quality Systems Manager.

Annual monitoring will include review of Provider of Services' compliance with this Operational Directive. This file standard will also ensure compliance with all federal and state laws, regulations, and directives, and ensure Providers comply with FRWIB local policies. The Youth File Layout is shown on page 2.

All documents/forms in the file must have authorized original signatures and/or original initials, where applicable. All documents shall be retained within each applicable section in chronological order, with the most recently dated document placed on top.

If any questions, please contact the FRWIB Quality Systems Manager.

Youth Case File Layout

*Note each section is in chronological order from top to bottom.

<p align="center"><u>Section 1: Inside Front Cover of File</u></p> <p><u>Individual Service Strategy:</u></p> <ul style="list-style-type: none"> • Amendments/Section 8 (Planned Activities) • Signed Individual Service Strategy <p><u>Supportive Services:</u></p> <ul style="list-style-type: none"> • Participant Self-Certification (Form# SUP-002) • Budget Analysis • Supportive Services Reimbursement Request (Form# SUP-004) • Supportive Services Payment Request (Form# SUP-007) • Supportive Services – documentation and receipts • Waiver to SS Policy (if applicable) (Form QUA-194) <p><u>Youth Readiness Workshops:</u></p> <ul style="list-style-type: none"> • Youth Central California Work Readiness Checklist (Form#ACA-004) • ACA Work Readiness Checklist (Form# ACA-005) • Youth Mock Interview Checklist (Form# ACA-006) • Career Pillar Workshop Certificate (Form# GEN-006) • Youth Job Readiness Workshop Evaluation (Form# WKX-011) • Resume posted on a job search website • Youth Personal Profile (Form# ACA-003) • Career Track Application Form 	<p align="center"><u>Section 2: Front Side of First Separator</u></p> <p><u>WIOA Forms:</u></p> <ul style="list-style-type: none"> • WIOA Post Exit Follow-up-1st-4th Quarter • WIOA Closure • WIOA Enrollment/Registration • WIOA – Goals Form <p><u>Case Notes & Miscellaneous Correspondence:</u></p> <ul style="list-style-type: none"> • Case Notes • Notice to Intent to Exit letter • Contact Information Form with updates • Miscellaneous correspondence (contact letters, referral information, etc.)
<p align="center"><u>Section 3: Backside of First Separator</u></p> <p>WEX</p> <ul style="list-style-type: none"> • WEX Certificate of Completion (Form# WKX-004) • Youth Work Experience Monitoring Record (Form# WKX-012) • Worksite Supervisor-Youth Evaluation Form (Form# WKX-006) • Youth Work Experience Timesheets (Form# WKX-008/009) • Most recent Case Manager Payment Authorizations (I-Train) • Work Experience Agreement (I-Train contract) • Work Experience Training Plan (Form# WKX-005) • Verification of Safety Training (Form# WKX-002) • Employment Paperwork: <ul style="list-style-type: none"> ✓ Completed W-4 and I-9 forms ✓ Work permit (all students, year round, if under 18 must have work permit) <p>ITA: (older youth only)</p> <ul style="list-style-type: none"> • Certificate of Completion • ITA Progress Reports • Bi-Weekly Timesheets (Form# GEN-002) OR • Public Education Entity Bi-weekly/Monthly Timesheets (Form# STA-217/218) AND • Public Education Entity Monthly Enrollment Verification (Form# STA-217) • Most recent Case Manager Payment Authorizations (I-Train) • Skills Training Account Voucher • Scholarship Panel Packet to include <ul style="list-style-type: none"> ✓ Scholarship Panel Checklist (Form# STA-207) ✓ Scholarship Application (Form# STA-204) ✓ PELL Grant/Financial Aid Award Documentation ✓ Occupation Self-Certification (Form# STA-208) ✓ Client Readiness Report ✓ Career Track Application (Form# CAR-005) ✓ Job Interview Ready Resume • Training Section of Job Seeker Agreement • Approved Waiver (if applicable) 	<p align="center"><u>Section 4: Inside Back Cover of File</u></p> <p><u>Orientation and Assessments:</u></p> <ul style="list-style-type: none"> • WorkKeys (if applicable) • WIN Career Readiness (if applicable) • WorkKeys • O*NET/PESCO (Client Readiness Report) • Youth Post-Test Score Sheet (I-Train) • GAIN Post-Assessment results • Skills Tutor Detail Reports • Youth Pre-Test Score Sheet (I-Train) • GAIN Pre-Assessment results • GAIN Verification Letter (Form# ASM-010) • Media Release Form (Form# MCD-004) • Universal Release of Information (Form# REG-100) • Youth Applicant Questionnaire (Form# YTH-002) • Customer Profile (when I-Train is not available) (Form# REG-103) <p><u>Eligibility and Intake:</u></p> <ul style="list-style-type: none"> • WIOA Application • Authorization to work in the US (passport, CA ID or License, verification of birth date/age, signed Social Security Card) • Selective Service Registration Verification (if applicable) • Fresno County Residency Verification (dated within the last 30 days from the application) • Verification of Family Size • Income Summary Sheet (as applicable) • Income Verification <ul style="list-style-type: none"> ✓ Verification of public assistance/CalFRESH ✓ Check stubs prior 6 months for working individuals ✓ Other verification of income (if applicable) • Applicant's Statement (Form# GEN-001) • Parent/Student Youth Contract (Form# REG-112) • FRWIB Nepotism Policy (Form# REG-111) • WIOA Title I Programs Compliant Procedure/Discrimination Compliant Procedures (Form# QUA-031) • GED/Diploma/Transcript