

# 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

## Information Bulletin

**FRWDB IB # 05-16**

**Date Released: August 18, 2016**

**To: All Fresno Regional Workforce Development Board Providers of Services**

**From: Blake Konczal, Executive Director**

**Effective Date: August 18, 2016**

**Subject: Service Code 327 Usage**

**Applicable Program: Adult, Dislocated Worker**

**Revision History: Initial Release**

This Information Bulletin (IB) provides guidance concerning when to use Service Code 327, Supportive Services – Training.

This IB references Operational Directive (OD) 04-16, Adult Activity Codes, OD 12-06, Skills Training Process and OD 08-15, Public Education Entities Skills Training Process.

The State recently created service code 327, Supportive Services – Training. This code is designed to capture those “pre-training” training costs that are required by the school prior to the start of an Eligible Training Provider List (ETPL) training program. These “pre-training” courses are not listed on the State ETPL.

An example of this type of cost is certification in CPR. Usually, (but not in all cases) this certification must be secured prior to the start of a related training program (i.e. Certified Nurse Assistant, Licensed Vocational Nurse).

When these “pre-training” training expenditures are required, staff is to open code 327 when the training is begun and closed when the training has been completed.

These expenditures must be supported by receipts, proof of payment to the vendor and a signed ITA voucher for the related ETPL-approved training program. These documents are to be scanned to FRWDB Fiscal Services at [Trng-Docs@wfc.co](mailto:Trng-Docs@wfc.co).

Some expenditures required prior to the start of the related training program are not classified as code 327 supportive services. These include background checks, physical exams, and immunizations. These expenditures are captured in the ITA and are to be invoiced as normal. FRWDB Fiscal Services will process these payments as normal, provided all of the required supporting documentation is provided, including the signed ITA voucher, even if the expenditures were incurred prior to the start of training.

Please address all questions to the FRWDB Adult Program Manager.