

Procedure (Process) Owner: Adult Program Manager

Effective Date: December 14, 2004

Approved By:

FCWIB Assistant Director

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FCWIB Deputy Director of Programs

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FCWIB Deputy Director of Fiscal Services

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FCWIB Deputy Director of Business Services

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FCWIB Contract Administration & Procurement Manager

___ Signature on File ___

FCWIB Quality Manager

___ Signature on File ___

Deviations incorporated in this revision:

None

Summary of changes:

New Process

Specific additions / deletions:

New Process

Identify training / retraining requirements by job title:

Identify Initial Training Requirements
Business Account Specialists (BAS)
Employment Readiness Specialists (ERS)
Providers of Services Program Managers

Identify Retraining Requirements

Document Change History on file in the Fresno County Workforce Investment Board (FCWIB) Documentation Library.

1.0 PURPOSE:

- 1.1 To define the process for ensuring business clients receive prospective employees from the Workforce Investment Act (WIA) who are best qualified to meet the needs of that employer.
- 1.1.2 Specifically, when an employer has specified certain secondary screening requirements, FCWIB providers of services are to ensure that any job seeker, who matches the job requirements and receives a verified offer of employment, can also pass the secondary screening requirements.

2.0 SCOPE:

- 2.1 This process starts when an employer has specifically identified any secondary screening that a prospective employee must meet in order to be hired by the employer.
 - 2.1.1 The secondary screening requirement must be applicable to all employees of the company.
- 2.2 This process ends when either the job seeker has completed the secondary screening, or
- 2.3 When the employer is reimbursed for the secondary screening costs.
 - 2.3.1 To be reimbursed for secondary screening costs, funds must be available, and the costs must be pre-approved by FCWIB staff.

3.0 REFERENCES :

- 3.1 FCWIB Work Instructions mentioned in the body of this Work Instruction, or needed for the process
 - 3.1.1 ADW-SUP-002, Supportive Services Request and Approval
 - 3.1.2 ADW-SUP-003, Supportive Services Payment
- 3.2 Forms Used
 - 3.2.1 None
- 3.3 Policy Bulletins (PB)
 - 3.3.1 None
- 3.4 Operational Directives (OD)
 - 3.4.1 OD 36-04
 - 3.4.2 OD 02-04, Revised Supportive Services Manual and Processes
- 3.5 Definitions of terms and acronyms used in the document
 - 3.5.1 Employer-facilitated: The employer works directly with the job seeker to schedule all appointments, provide screening applications and collects results.
 - 3.5.2 BAS-assisted: The Business Account Specialist (BAS) may assist the employer by scheduling the job seeker for appointment(s) with screening agencies and/or providing employer forms to the job seeker.
 - 3.5.3 Qualified Worker: A WIA-registered job seeker who has received an Occupational Skills profile and appears to match all of the job requirements.
 - 3.5.4 ETP – Eligible Training Provider
 - 3.5.5 ITA – Individual Training Account

4.0 SPECIAL REQUIREMENTS:

- 4.1 Specialized equipment, skills, safety
 - 4.1.1 None
- 4.2 Specialized personnel requirements
 - 4.2.1 The employer is solely responsible for determining the nature of the screening, determining what a job seeker will be screened for, the results needed for job placement, and communicating this to any screening agency, all in accordance with state and federal laws.**
- 4.3 List record retention requirements as required
 - 4.3.1 All secondary screening-related documents must be maintained in the job seeker's case file for a period of three years after the job seeker has exited the WIA system.

4.3.1.1 Examples of these documents would be receipts for the screening tests that were conducted and reimbursed to the employer.

4.3.2 **Under no circumstances are the results of drug screening, background checks, medical checks, and/or DMV printouts to be received by providers of services' staff nor maintained in the job seeker's case file.**

4.3.2.1 For ITA Scholarship requirements, DMV printouts (when required by the ETP,) can be maintained in the client's case file.

5.0 PROCEDURE:

Note 1: Examples are:

- 1) Drug Testing; and/or
- 2) Background check; and/or
- 3) Medical check; and/or
- 4) DMV printout

The requirement for secondary screening must be applicable for all candidates under consideration by the employer.

Note 2:

The employer is solely responsible for determining the nature of the screening, determining what a job seeker will be screened for, the results needed for job placement, collecting and retaining the results and communicating this to any screening agency, all in accordance with state and federal laws.

