

Fresno Regional Workforce Development Board

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Blake Konczal, Executive Director

OPERATIONAL DIRECTIVE

FRWDB OD # 09-18

Date Released: February 27, 2018

To: All Fresno Regional Workforce Development Board Providers of Services

From: Blake Konczal, Executive Director

Effective Date: February 27, 2018

Subject: Clean Slate Program

Applicable Program: Adult, Dislocated Worker

Revision History: Initial Release

The purpose of this project is to provide assistance to enrolled participants to provide post-conviction legal services, limited family law services as it relates to child support and arrears, limited legal services (misdemeanor expungement, felony reduction), and certain driver's license suspensions.

This Operational Directive references OD 18-05, Adult Individual Employment Plan.

See Process Flow on Page 3.

Provider staff will perform initial screening of participants to determine needs and eligibility for services. Participants must complete Clean Slate Application. Provider staff will schedule a meeting with the Clean Slate Attorney (CSA) two weeks prior to appointment date using Microsoft Outlook and attach Clean Slate Application to the Outlook Appointment Invite. The meeting will be held at the Manchester Workforce Connection. Meetings are to be scheduled on Thursdays in any available time slot. Time slots are 8:30am-10:00am, 10:00am-11:30am, 1:00pm-2:30pm and 2:30pm-4:00pm.

Participants must complete the Clean Slate Declaration and bring the completed form to the initial appointment to assist the CSA in completing the initial meeting.

The participant is to provide the applicable documents at the time of the initial appointment with the CSA from the following lists, as appropriate:

Expungement:

- Copies of any educational degrees
- Certificates of Completion for work programs
- Certificates of Completion for parenting or rehab programs
- Certificates of completion for any court ordered programs
- 1-3 good character letters (i.e. employer, counselor, teacher, friend/family)
- Letters or awards of Recognition

- Scholarship/Dean's List Award letters
- Good Report cards
- Completed MC 210 Financial Statement (Required)

Child Support:

- Current child support order
- Withholding Statement
- Custody/Visitation Order
- Minute Orders
- Newly filed Complaints and Proposed Judgments
- Newly or current Contempt filings
- Correspondence from DCSS reflecting arrears balance, payment history, etc.
- Proof of payments (i.e. receipts, bank statements, money order receipts, etc.)

Driver's License:

- Correspondence from Franchise Board
- Correspondence from collection agency
- Notices from Court
- Minute Orders
- Court docket history
- Proof of payments (i.e. receipts, bank statements, money order receipts, etc.)

Please contact the FRWDB Program Manager if any questions.

Attachments:

[Clean Slate Application and Declaration](#)

[MC 210 Financial Statement](#)

PROCESS FLOW

Note 1: This may come up anytime during the participant's WIOA enrollment

