

# Fresno Regional Workforce Development Board

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Blake Konczal, Executive Director

## OPERATIONAL DIRECTIVE

FRWDB OD # 16-15 Revision B

Date Released: August 16, 2018

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

**From: Blake Konczal, Executive Director**

**Effective Date: August 16, 2018**

**Subject: Prop 39 Project Requirements**

**Applicable Program: Prop 39**

**Revision History: Initial Release – 8/13/15**

This Revision B adds additional guidance related to the CalJOBS process.

The purpose of this project is to provide pre-apprenticeship training leading to placement into a Union Apprenticeship program. Any participant not obtaining placement into an Apprenticeship program will continue with activities under Individualized Career Services, per OD 12-15, WIOA Adult Customer Flow.

**Grant Codes to Be Used:** 2003-201 or 501– Adult/Dislocated Worker; 2002-201 or 501 –ages 18-24

### **Data Entry Requirements:**

All data entry will be into the CalJOBS.

### **CalJOBS Enrollment Requirements:**

- The following general requirements for data entry:
  - Update the WIOA Application:
    - In the WIOA Application Wizard click on the Eligibility and Grants tab
    - Select “yes” for Non-WIOA Special Grants
    - Add Grant Type “2002 - Prop 39 Youth Participant Only or 2003 - Prop 39 Adult Participant Only”
    - Save
  - Create the activity “224 - Pre-Apprenticeship Training”
    - Customer Program Group select “Non-WIOA Special Grants”
    - Grant select “2002 - Prop 39 Youth Participant Only or 2003 - Prop 39 Adult Participant Only”
  - Provider is Fresno Madera Kings & Tulare County BTC

- No budget or Voucher needs to be created. The Enrollment Costs, Financial Aid, Enrollment Budget and Budget Planning Tabs are skipped
- To provide WIOA services, such as case management, supportive services, etc., all participants will be co-enrolled as follows: Adult 201; Dislocated Worker.
- The Prop 39 grant codes (2002 and 2003) are to be used for training activities enrollment only.

**Fresno County Process Changes for this Project:**

The FRWDB WIOA Adult Customer Flow and associated processes are waived with the exception of those individuals who do not obtain placement into a union apprenticeship program at the conclusion of the training.

If you have any questions, contact the FRWDB Program Manager.