

Fresno Regional Workforce Development Board

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Blake Konczal, Executive Director

OPERATIONAL DIRECTIVE

FRWDB OD # 13-18, Revision D

Date Released: September 13, 2018

To: All Fresno Regional Workforce Development Board Providers of Services

From: Blake Konczal, Executive Director

Effective Date: September 13, 2018

Subject: CalJOBS Transition of Carryover Participants

Applicable Program: All

Revision History: Initial Release – 6/5/18; Rev B – 6/14/18; Rev C – 7/20/18

This Revision D provides direction to Providers of Services to complete the CalJOBS Registration and Right to Work for those WIOA participants whose records were automatically uploaded to CalJOBS prior to July 1, 2018.

As of July 1, 2018, data will no longer be uploaded to CalJOBS from I-Train.

This OD provides direction on how to handle the following specific circumstances as it relates to carryover participants only.

CalJOBS Registration

Complete all required fields in Participant's Registration screen based on Participant's eligibility:

- Assigned Office
- Preferred method of Notification
 - Select Internal Message
- Where is CalJOBS website being accessed
 - Select One Stop Center or Youth Center, as appropriate
- Disability
 - As applicable
- Attending School
 - As applicable
- Type of business worked in
- Farmworker Status
- Military Service
- Receiving Public Assistance

Right to Work Verification

When prompted, complete all Right to Work fields and upload supporting documentation to CalJOBS.

Carryover Activities

Carryover activities only need to be closed in CalJOBS and not in I-Train with the exception as noted below under Fundable Activities.

New activities for carryover participants must be entered in CalJOBS only as of July 1st.

“Code 90” Placements

Those carryover participants who are in “Code 90” as of June 30, 2018, are to be closed out in I-Train when they have completed all services related to being “Code 90”.

- Input the Completion Date and Completion Code in I-Train only.

IEP/ISS (known as The Plan in CalJOBS):

All carryover IEP/ISS are to be converted to .pdf format and uploaded to CalJOBS in the Case Note section no later than June 30, 2018.

The case note is to read as follows:

- Contact Date: xx/xx/xx (date case note is created).
- Program: Title I WIOA
- App ID: Select the Active App ID
 - If multiple active App IDs show, contact FRWDB management, as noted below.
- Subject: I-Train Plan Transition
- Case Note Description: Upload of I-Train Plan
- Upload the document

Create Goals and Objectives in CalJOBS for all current service plan objectives and activities in I-Train that extend past June 30, 2018.

Any changes (amendments/new goals and objectives) to the service plan section after June 30th must be made in The Plan in CalJOBS.

Objective Assessment

Provider staff will not be required to create an Objective Assessment in CalJOBS for carryover participants.

Any changes or amendments to the Objective Assessment content must be case noted in CalJOBS. The CalJOBS Objective Assessment sections include the following I-Train IEP/IES content: barriers, career goals, employment history, referrals, disability, employment, assessments, educational goals, planned program outcomes.

Case Notes:

All I-Train case notes for carryover participants must be put in a .pdf format and upload to a new case note in CalJOBS by September 1, 2018.

- Contact Date: xx/xx/xx (date case note is created).
- Program: Title I WIOA
- App ID: Select the Active App ID
 - If multiple active App IDs show, contact FRWDB management as noted below.
- Subject: I-Train Case Notes
- Case Note Description: Upload of I-Train Case Notes
- Upload the document

Fiscal Activities

Carryover fundable activities will continue to be processed on I-Train. These fundable activities must be closed on both I-Train and CalJOBS. Estimated Completion Date extensions must be entered in both CalJOBS and I-Train.

- Supportive Services
 - Pending payment authorizations will be processed through payment in I-Train.
 - All other payment authorizations will be processed using the voucher on CalJOBS.

- OJT/WEX/ITA
 - Will be processed in I-Train until all funds have been expended or de-obligated.
 - If a participant's plan includes these activities with begin dates after July 1st, preparation for the voucher and subsequent approvals may take place within 30 days of the begin date on CalJOBS.
 - For example: if an ITA is planned to start July 16th, the activity in CalJOBS may be created after June 16th and as a result, there is no need to generate approvals in I-Train.
 - For these activities, using the projected begin date is appropriate, keeping in mind that the projected begin date will soft close after 30 days if the actual date has not been entered.

Please contact FRWDB Deputy Director of Information Systems or Program Manager with any questions.