

# **Fresno Regional Workforce Development Board**

*A proud member of America's Job Center of California<sup>SM</sup> Network*

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*Blake Konczal, Executive Director*

## **OPERATIONAL DIRECTIVE**

**FRWDB OD # 06-11, Revision B**

**Date Released: September 10, 2018**

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

**From: Blake Konczal, Executive Director**

**Effective Date: September 10, 2018**

**Subject: Updating Participant Contact Information in CalJOBS**

**Applicable Program: All**

**Revision History: Initial Release – 7/1/11**

This Revision B updates terminology and changes references to reflect CalJOBS.

Participants and Providers of services' staff are able to update participant contact information at any time during participation and after closure in CalJOBS. This information includes;

- Street Address (Residence) with city, state, and zip
- Mailing Address with city, state, and zip
- Phone (residence)
- Message phone
- Alternate Contact A (name and phone)
- Street address with city, state, and zip of Alternate Contact A
- Alternate Contact B (name and phone)
- Street address with city, state, and zip of Alternate Contact B
- Email address

Providers are required to update contact information at any time updated information becomes available from any source. All contact information for exited participants, whose follow-up period is not completed, should be updated if current contact information has been obtained.

If any questions, please contact the FRWDB Program Manager.