

Fresno Regional Workforce Development Board

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OPERATIONAL DIRECTIVE

FRWDB OD # 10-18, Revision C

Date Released: September 27, 2018

To: All Fresno Regional Workforce Development Board Providers of Services

From: Blake Konczal, Executive Director

Effective Date: September 21, 2018

Subject: ELL Special Project Process Flow

Applicable Program: English Language Learner Grant

Revision History: Initial Release - 1/3/18

The purpose of this Revision C is to update for transition to CalJOBS; to provide further clarification for co-enrollment with the Title I process and removes the intended population to be served as Fresno County only. The ELL grant can be used to serve eligible in and beyond Fresno County. It also adds two specialized Orientation presentations that support this project.

The purpose of the ELL grant is to enhance focus on limited English individuals and the immigrant population; it provides support strategies to outreach to these targeted populations, successfully enroll them, and once enrolled in the ELL grant, ensure that they have the support to access the services needed in the community. Furthermore, the ELL grant provides assistance to prepare individuals for the workforce and identify WIOA co-enrollments for training programs.

Services to be provided:

- One-on-one case management to assist participants in navigating the system and accessing WIOA and other community based organizations that offer services that will support them in obtaining employment.
- Co-case management for all co-enrolled participants
- Job preparation services
- Supportive Services
- Referrals to:
 - Community based organizations for wrap around services
 - Immigration services
 - Citizenship classes
 - Adult Basic Education, GED, or High School Diploma
 - English language classes
 - WIOA co-enrolled services

Grant Codes:

- ELL enrolled Right to Work only – 1095
- ELL referral only – ELL Tracking Spreadsheet (for FRWDB Navigator use only)

Eligibility Requirements**Grant Code 1095:**

- Must be Basic Skills Deficient or English Language Learner or a have a cultural barrier, **and**
- 18 years or older, **and**
- Legal right-to-work in the United States, **and**
- Selective Services Registration as applicable

ELL Tracking Spreadsheet (for FRWDB Navigator use only):

- Must be Basic Skills Deficient or English Language Learner or have a Cultural barrier, and
- 18 years or older,

Data Entry Requirements

- **ELL/WIOA Co-enrollments:**
 - Adult – 201/1095 or
 - Dislocated Worker – 501/1095 or
 - Youth 18- 24 301/1095
- **Available Service Codes:**
 - 108 Referred to WIOA Services
 - 109 Referred to Community Resource
 - 112 Job Fair
 - 120 Use of AJCC Resource Room
 - 140 Referred to Other Federal/State Assistance
 - 181 Supportive Service –Transportation Assistance
 - 185 Supportive Service – Other
 - 188 Supportive Service – Tools/Clothing
 - 191 Supportive Service – Educational Testing
 - 200 Individual Counseling
 - 203 Objective Assessment
 - 205 Development of IEP
 - 209 Referred to State and Local Training (non-WIOA)
 - 222 English as Second Language (ESL) Services
 - 214 Adult Literacy, Basic Skills or GED Preparation

Process Changes for WIOA co-enrollments under this Project

- Provider of Service (POS) staff will schedule and conduct WIOA/ELL Orientation.
- POS staff will schedule and provide CASAS or Spanish WorkKeys to participant and refer to Navigator for Needs Assessment.
- Navigator will conduct Needs Assessment and refer participant to POS WIOA Eligibility Unit or other resources.
- POS staff will complete WIOA eligibility.
- POS staff and Navigator will meet jointly with participant on the development of the Plan.
- WIOA Co-Enrollment Participant Flow:
 - The Plan (Objective Assessment/IEP) - Order of services provided will be determined based on the needs of each individual as identified during the creation of the Plan.
 - Services may include, but will not be limited to the following:
 - ESL Classes

- GED Classes/HiSET
 - Basic Skills Development -Remediation Online or Adult School
 - Career Assessments
 - Career Exploration
 - Basic Computer Skills Workshop
 - Job Readiness Workshop
 - Vocational Training
 - Supportive Service
 - Referrals
- POS staff and Navigator will co-case manage participants in navigating the system and accessing WIOA Services and other community based organizations that offer services that will support them in obtaining employment.

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

Attachments:

- 2018 ELL Workforce Connection Career Services Orientation
- 2018 ELL Workforce Connection Career Services Orientation - Spanish