

Fresno Regional Workforce Development Board

A proud member of America's Job Center of CaliforniaSM Network

2125 Kern Street, Suite 208 • Fresno, California 93721 • 559.490.7100 • Fax 559.490.7199 • www.frwdb.net

Blake Konczal, Executive Director

OPERATIONAL DIRECTIVE

FRWDB OD # 02-20

Date Released: March 10, 2020

To: All Fresno Regional Workforce Development Board Providers of Services

From: Blake Konczal, Executive Director

Effective Date: March 10, 2020

Subject: WIOA Individual Participation Agreement

Applicable Program: Adult, Dislocated Worker

Revision History: Initial Release

This Operational Directive (OD) supersedes OD 10-13, Job Seeker Agreement and Form# REG-113, Job Seeker Agreement.

This Operational Directive (OD) references OD 08-18, Workforce Connection Orientation and OD 38-08, Self Reliance Team Process, OD 27-06, AJCC One-Stop Resource Room Guidelines, OD 24-06, Resource Room Dress Code..

One Stop staff is to introduce the Individual Participation Agreement at the Workforce Connection Career Services Orientation and Self Reliance Team interview.

At the time of enrollment into Individualized Career Services, staff is to review the form with the participant and secure their signature. The signed form is to be maintained in the case file.

At the first meeting with the assigned Employment Readiness Specialist (ERS), the form is to be reviewed with the participant.

At any time during program participation, if the participant fails to comply with the agreement, the participant is to be exited from the WIOA program.

Please address any questions to the FRWDB Program Manager.

Form: REG-116, Individual Participation Agreement