

Fresno Regional Workforce Development Board

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Blake Konczal, Executive Director

OPERATIONAL DIRECTIVE

FRWDB OD # 03-10, Revision C

Date Released: April 7, 2020

To: All Fresno Regional Workforce Development Board Providers of Services

From: Blake Konczal, Executive Director

Effective Date: April 7, 2020

Subject: EDD WIOA CTB TEV PROCESS

Applicable Program: Adult, Dislocated Worker, Older Youth

Revision History: Initial Release – 3/24/10; Rev B – 4/3/20

This Revision C adds Older Youth to the Applicable Program.

This OD references EDD Information Notice WSIN 11-5, CTB Program Changes

This OD documents the process to be followed when notifying EDD of a participant's enrollment into an approved WIOA-funded training activity.

This process requires each Provider of Service to identify a management team member to be responsible for the successful processing and follow-up of each Training Enrollment Verification (TEV), per site. The provider of service is to notify the FRWDB Program Manager who this person is.

This individual will be responsible for:

- verifying that each TEV is complete and accurate,
- the participant has begun training, and
- submitting the completed and signed TEV to EDD via FAX.

Any incomplete or inaccurate forms sent to EDD will not be processed until EDD can resolve issues. This could result in the participant having their benefits stopped temporarily.

Any time after a participant has expressed interest in training, the TEV form can be started by hand, as follows:

1. Section A - Fill in participant name
2. Section A - Fill in social security number
3. Section C - Date participant applied to this program (initial date expressed interest in training)
4. Section C - Check WIA (aka WIOA) box

File the TEV. This will be completed electronically later in the program.

When the scholarship process has begun:

1. ERS/ACA is to review all documents with the participant.
 - a. EDD CTB Fact Sheet (form # DE8714U)
 - b. Tips For Qualifying For CTB (form # DE 23322)
 - c. Rights & Responsibilities (form # DE3442D RR)
 - d. Training Provider Letter (form # DE3100A streamline)
2. ERS/ACA completes the TEV as trained and per attached instructions.
 - a. The TEV must be completed electronically and printed for signature.
3. The authorized program representative verifies the TEV is complete and accurate.
 - a. If ok, then sign/date the form in the appropriate field.

When the participant has started training:

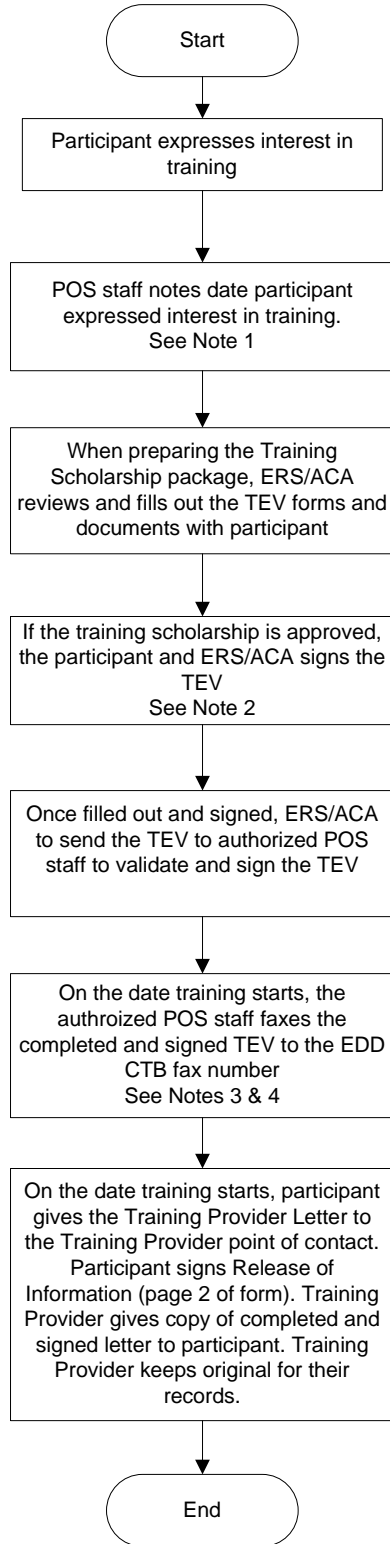
1. The authorized program representative verifies the participant has started training.
2. The authorized program representative faxes the TEV to the FAX number on page 2 of the TEV instructions.
 - a. **ONLY the authorized program representative will have the FAX number. This number is NOT to be used for any other purpose or given to any job seeker.**

The Process Flow is depicted on Page 3.

Attachments:

- TEV (form # DE 3422D Rev 4)
- Tips For Qualifying For CTB (form # DE 23322 Rev 3)
- EDD CTB Fact Sheet (form # DE8714U Rev 16)
- Spanish EDD CTB Fact Sheet (form # DE8714U/S Rev 16)
- Rights & Responsibilities (form # DE3442D RR)
- Spanish Rights & Responsibilities (form # DE3442 RR/S)
- Training Provider Letter (form# DE 3100CTB)
- WSIN 11-5, CTB Program Changes

Process Flow



Note 1: This can happen at any point in the process from the point of initial WFC contact, forward.

Note 2: Copy of TEV documents to be given to participant.

Note 3: The FAX number is not to be on any speed dial and not to be distributed to any other staff or participant

Note 4: Completed and signed TEV is to be placed in the case file and copy given to participant