

Fresno Regional Workforce Development Board

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Blake Konczal, Executive Director

OPERATIONAL DIRECTIVE

FRWDB OD # 11-20, Revision D

Date Released: September 2, 2020

To: All Fresno Regional Workforce Development Board Providers of Services

From: Blake Konczal, Executive Director

Effective Date: September 2, 2020

Subject: COVID-19 Special Grant Technology Supportive Services Resources

Applicable Program: Adult/Dislocated Worker

Revision History: Initial Release – 7/24/20; Rev B – 8/19/20; Rev C – 9/1/20

This Revision D adds additional conditions for allowable use of this equipment.

The purpose of this Operational Directive is to provide direction for utilizing resources obtained with the special COVID-19 National Dislocated Worker Grant.

The COVID-19 pandemic has forced changes in how services are provided to WIOA participants. Many of the services that were provided on site and in person are now provided either exclusively online or a combination of both. Due to the uncertainty of the pandemic, services will continue to be provided in this manner for the foreseeable future.

The Fresno Regional Workforce Development Board applied for and received funding to purchase laptop computers (laptops) for use by participants who don't have the technology resources to effectively participate in online activities such as workshops and training.

These resources will be provided as a supportive service to enrolled participants impacted by COVID-19, with an emphasis on underserved populations, who meet one of the following criteria below.

COVID-19 Related Eligibility Criteria

In addition to meeting WIOA Title I eligibility, eligible participants must satisfy all of the following:

- Individuals are enrolled in the Title I Dislocated Worker or Adult services
- Individuals have not received wages above 400% of the Federal Poverty Level (FPL) for the last six months of income.
 - Household Annual Salary for 400% FPL is as follows:
 - Family of 1: \$51,040
 - Family of 2: \$68,960
 - Family of 3: \$86,880
 - Family of 4: \$104,800

- Participants meet one of the following:
 - Laid off due to COVID-19.
 - Experienced a reduction in hours and/or pay due to COVID-19
 - Attending online training to COVID-19
 - Attending mandated WIOA assessments and/or workshops online due to COVID-19
 - Unable to work for any of the following COVID-19 related reasons:
 - Subject to quarantine
 - Caregiver for someone who is subject to quarantine
 - Need to care for children because of school closure or closure of other child care provider.
 - At higher risk of getting seriously ill from COVID-19, or lives with someone at higher risk, as outlined on the California Department of Public Health COVID-19 website.
 - Required to telework, but does not have the necessary equipment.

Due to the COVID-19 public health emergency, participants may self-attest to their income and the COVID-19 related eligibility criteria listed above.

Procedures

- The laptop(s) will be transferred to the service providers upon request. Providers are to email request with the number of laptops needed to General Services/IT Support Manager, Augie Quiroz at aquiroz@wfc.co, with a subject line labeled "COVID Laptops". Please allow one (1) business day to process request. Providers will receive a notification from the Facilities/IT Unit with a timeframe to pick up the laptop(s) at the Manchester Workforce Connection location.
- All laptops will become the service provider's responsibility and follow the FRWDB standard inventory control procedures and requirements as stated in Section 9.3 of their contract.
- Service Providers must maintain an equipment log of all laptops that includes identifying tag number, model, serial number, and current disposition (i.e. in storage or checked out to a participant), along with the participant's name and WIOA State ID number (if checked out).
- The laptop(s) are only to be provided to enrolled participants that meet the eligibility criteria listed above. They are NOT to be checked out to staff or management of services providers or partners.
- Participants must have an open service code that requires the need of a laptop, e.g., online workshop, tutorial and remediation services or vocational training.
- Providers must complete a Supportive Services Self-Certification form (SUP-002e) and open Service Code 185– Supportive Services – Other, on the day laptop is issued to participant.
 - The activity must be for Grant Code 1187 (DW) or 2051 (Adult)
- Each participant must read and initial each of the terms and conditions and sign the FRWDB Laptop Loan Program-Checkout and Liability Form, GSA-002, prior to taking possession of the laptop. A copy of the completed form must be uploaded to CALJOBS in the Document (staff) section and labeled "Laptop Loan Program-Checkout and Liability Form" in the "Document Tags" field.

- Laptops must be returned to the provider within 48 hours of the return date listed on the form.
- If the participant requires the use of the laptop past the return date listed on the form, the participant must return the laptop to the provider in person and request an extension. If the provider approves the extension, then the participant must read and sign a new form for the new loan period prior to taking possession of the laptop.
- Laptops not returned within 48 hours of the return date, will be considered stolen and the provider must file a police report with the appropriate law enforcement agency and file a claim with their insurance company. A formal letter to the participant informing them that a police report has been filed will be sent by the Service Provider.

If there are any questions, contact the FRWDB Adult Program Manager.

Forms:

- GSA-002, Equipment Loan Agreement
- SUP-002e, Supportive Services Self-Certification - electronic