

Fresno Regional Workforce Development Board

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Blake Konczal, Executive Director

OPERATIONAL DIRECTIVE

FRWDB OD # 12-20 Revision B

Date Released: September 24, 2020

To: All Fresno Regional Workforce Development Board Providers of Services

From: Blake Konczal, Executive Director

Effective Date: September 24, 2020

Subject: Custodial Technician - Infectious Disease Cleaning and Prevention Training

Applicable Program: 2020 COVID-19 Employment Recovery National Dislocated Worker Grant (COVID-19 ER NDWG)

Revision History: Initial Release: 9/11/20

This Revision B adds budget names for Training and Supportive services for the grant funding stream.

This Operational Directive (OD) describes the critical requirements and processes to be followed when working on this special project.

This project will provide Basic & Advanced Custodian Training, soft skills development, work-based learning opportunities, and job placement for 100 Dislocated Worker participants in Fresno County.

Population(s) to be Served:

- Dislocated Worker

Eligibility Criteria:

Dislocated Workers (Refer to OD 03-15 Revision C Fresno County Title I Eligibility Technical Assistance Guide, Section VI. Additional Eligibility Criteria For Dislocated Workers)

Assessment Requirements:

Must be assessed and achieve WorkKeys® levels of Applied Math – 3, Workplace Documents – 3 and Graphic Literacy – 3.

Grant Codes to Be Used for Eligibility:

- Dislocated Worker – 501
- COVID-19 ER NDWG – 1194

CalJOBS Enrollment Requirements:

- The following general requirements for data entry:
 - WIOA Application:
 - Select “yes” for National Dislocated Worker Grant NDWG

- Select “yes” “COVID-19 ER NDWG – 1194”
- Service Codes
 - COVID-19 ER NDWG – 1194
 - 300 Occupational Skills Training – Approved Provider List
 - Select Provider “Fresno Adult School”
 - Select Training Program “Certified Custodial Technician with Disinfection”
 - Supportive Services, as needed
 - **Choose the appropriate available budget for the voucher**
 - FRWDB NDWG – Training
 - FRWDB NDWG – Supportive Services
 - Dislocated Worker – 501
 - 200 – Individual Counseling
 - Supportive Services, as needed
- Case Notes
 - Must use case note guidelines provided in the attached Case Note Guide (see attachment)

Fresno County Process Changes for this Project:

- WorkKeys Remediation – May be completed concurrently with training as needed
- Scholarship Packet – Must be submitted to the FRWDB Quality Systems Manager for review prior to start of training.

Waived Processes:

- CASAS (unless required for eligibility)
- O*Net assessment
- Career Exploration
- Scholarship Panel Interview

If you have any questions, contact the FRWDB Special Projects Program Coordinator.

2020 COVID-19 Employment Recovery National Dislocated Worker Grant (NDWG)

CalJOBSSM Case Note Guide

This is not an all inclusive list, but the subject titles should follow the format below. Case Notes should provide detail about the service/activity.

Subject Title	Case Note Contents
COVID-19 ER NDWG - Safety Training	Provide the details of the safety training, such as date, time, and location. Additional documentation for participant's attendance/completion of the training is required in their file.
COVID-19 ER NDWG - Supportive Service	Include the supportive service activity code. Provide a justification for the supportive service and how it relates to the employment, career, or training activities.
COVID-19 ER NDWG - Training Service	Include the training activity code. Provide the training type, projected training dates, and training provider name.
COVID-19 ER NDWG - Check-in	Provide a summary of any check-in, whether face to face or over the phone. Document unsuccessful attempts.
COVID-19 ER NDWG - Site Visit	Provide the purpose of the visit (e.g. collect timesheets, first day of training, check-in with the employer/training provider, etc.). Provide participant progress updates and any observations.
COVID-19 ER NDWG - No Show	Provide a note if the participant did not show up to a scheduled appointment, meeting, job, or training.
COVID-19 ER NDWG - Dropped Activity	Provide the activity code the participant dropped out of, the reason for the drop, and any attempts by staff to mitigate the activity/temporary job drop.
COVID-19 ER NDWG - Completion	Provide a summary of the results of the 2020 COVID-19 ER NDWG services.
COVID-19 ER NDWG - Referral	Provide a summary of the referral.
COVID-19 ER NDWG - Employment	Provide the job title, employer, wage per hour, date of employment, and if the employment is training related. Case Manager must create a CalJOBS SM outcome as well.
COVID-19 ER NDWG - Exit	Provide a status update when an exit occurs or is about to occur (90 or calendar days of no CalJOBS SM activity).
COVID-19 ER NDWG - Follow-up	Provide a summary of any follow-up contacts made with the participant. If a participant has exited, a follow-up activity or case note will not re-open the participant's WIOA application.