

# **Fresno Regional Workforce Development Board**

*A proud member of America's Job Center of California<sup>SM</sup> Network*

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*Blake Konczal, Executive Director*

## **OPERATIONAL DIRECTIVE**

**FRWDB OD # 12-11, Revision B**

**Date Released: October 14, 2020**

**To: All Fresno Regional Workforce Development Board Providers of Services**

**From: Blake Konczal, Executive Director**

**Effective Date: October 14, 2020**

**Subject: Re-enrollment of Exited Participants**

**Applicable Program: All**

**Revision History: Initial Release – 8/26/11**

This Revision B updates the requirements and guidance when re-enrolling past participants into WIOA enrolled services.

This Operational Directive (OD) references OD 27-09 Waiver Request Process.

With limited Workforce Innovation and Opportunity Act (WIOA) funds and the high demand for services, the FRWDB wants to ensure access to as many participants as possible with a priority to serve participants who have not previously had the opportunity to benefit from WIOA services.

The following do not require a waiver for re-enrollment:

1. Dislocated Workers.
2. Individuals who received services under the Youth program and are now seeking enrollment into the Adult program.
3. Individuals who received job search services only.
4. Individuals who are currently in the 12-month post exit follow-up and are in need of additional WIOA services to retain or obtain employment.

It will be the responsibility of the Provider of Services to screen all individuals that do not require a waiver to determine a participant's level of commitment to the program requirements.

Providers of Services must obtain waiver approval from the FRWDB prior to re-enrollment of participants as follows:

1. Exited within the last 2 years or
2. Previously received Vocational Training Services or
3. Possess a Bachelor's Degree or higher.

Submit a written waiver request to the FRWDB for approval prior to the re-enrollment of any previously exited participants. The waiver request must include:

1. Justification of the participant's needs to re-enroll in a WIOA funded program; explanations may include: skills being outdated, dislocation from employment, additional barriers not addressed in previous enrollment.
2. A description of past services provided to the participant.
3. A description of the additional services to be provided and the expected benefits to the participant.
4. Information regarding any past and projected Vocational Skills Training or supportive services expenditures.
5. For individuals who have received WIOA funded Vocational Skills Training, the waiver must document why the individual is unable to find employment in the occupation for which they were trained.

Final waiver approvals will be made by FRWDB staff on a case-by-case basis.

If you have any questions, please contact the FRWDB Adult Program Manager or Youth Program Coordinator.