

# Fresno Regional Workforce Development Board

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Blake Konczal, Executive Director

## OPERATIONAL DIRECTIVE

FRWDB OD # 17-20

Date Released: December 14, 2020

To: All Fresno Regional Workforce Development Board Providers of Services

From: Blake Konczal, Executive Director

Effective Date: December 14, 2020

Subject: Standalone Service Codes

Applicable Program: All

Revision History: Initial Release

This Operational Directive (OD) references OD 04-16, Adult Service Codes and OD 03-16, Young Adult Service Codes.

Effective immediately, all providers of services are to implement this OD.

The purpose of this directive is to establish guidance on the duration of standalone activity/service codes to provide participants with another primary service to retain or obtain employment.

To ensure that provider staff are frequently providing services to meet the requirements of the planned services listed in the Plan, the following timeframes will be implemented:

### Adult and Dislocated Worker

Service code 200, Individual Counseling cannot be a standalone service code for more than 30 days.

### Youth

The service code 435, Career Counseling/ Planning (Case Management) cannot be a standalone service code for more than 30 days.

In the event that no other service code can be provided to participant beyond the time limit, participant must be closed from the program.

Please address any questions to the Adult Program Manager or Young Adult Program Coordinator.