

Fresno Regional Workforce Development Board

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Blake Konczal, Executive Director

OPERATIONAL DIRECTIVE

FRWDB OD # 01-21

Date Released: February 3, 2021

To: All Fresno Regional Workforce Development Board Providers of Services

From: Blake Konczal, Executive Director

Effective Date: February 3, 2021

Subject: Young Adult Career Pathways Process

Applicable Program: Out-of-School Young Adults

Revision History: Initial Release

This Operational Directive (OD) references OD 11-17, WIOA Youth Program Flow (Out-of-School ages 18-24); OD 20-18, Youth Work-Based Learning Work Experience Process; and OD 25-18, CalJOBS Skills Training Process.

The purpose of this OD is to define the FRWDB Young Adult Career Pathways Process (CPP). The CPP program is designed to build a workforce ready talent pipeline by exposing Young Adults to gain industry knowledge in high demand sector-based occupations through work-based learning and obtaining certifications through classroom training.

Selection Criteria:

- Attended a CPP Program Orientation
- All applicants must be Interviewed by an Employer in the related field
- Interested in a career in one of the allowable Sectors listed below:
 - Manufacturing
 - Healthcare
 - Logistics/Distribution
 - Automotive
 - Information Technology
 - Forestry
- Completed Career Pathway Participant Prescreening Criteria form (Form# INT-001E) Applies to CTE/ROP referrals only
- Completed YAS Applicant Questionnaire (Form #YTH-002E)
- Completed YAS Employer Screening Interview Form (Form# INT-002E)
- All applicants must meet WIOA Out-of-School Eligibility Requirements

All Work Experiences must include the following academic and occupational components:

- Initial-Work Experience, to be provided prior to starting classroom training
- Classroom Training

- Final Work Experience, cannot be provided prior to the end of classroom training

Total combined Work Experience hours will be based on the required individual training program (a waiver must be approved for any work experience that exceeds 200 hours).

Process Flow:

The timeline for the following activities will be based on each participant's individual needs as documented in the Plan/ISS.

- YAS WIOA/CPP/ROP Orientation
- All applicants referred by ROP/Career Technical Education (CTE) must be pre-screened by a High School Counselor (Form# INT-001E).
- Provider of Service will conduct the Youth Entrance Interview to pre-screen all participants, determine WIOA eligibility, and program suitability (Form# YAS-001E).
- YAS Employer Screening Interview Form (Form# INT-002E) must be completed and signed by the employer.
- O*net Interest Areas matches Sector selected.
- Must meet Minimum WorkKeys® scores for the selected occupation.
- WorkKeys® Remediation
 - May complete ACT WorkKeys® Curriculum concurrent with Job Readiness Workshop/Work Experience/Classroom Training. Participants must be able to post-test and upgrade to the required minimum WorkKeys® Scores prior to the end of their classroom training.
 - Participants who have not upgraded WorkKeys® Scores by the end of their classroom training will not be able to participate in the final Work Experience until they meet the minimum WorkKeys® requirement.
- Participants must complete the Job Readiness Workshop prior to the starting the initial Work Experience.
- Pass a drug test, if required for the specific occupation.
- Pass a background check, if required for the specific occupation.
- Provider of service staff is to email a list of participants including the participants' name and CalJOBS State IDs to FRWDB Youth Program Coordinator labeled "CPP Participant List."
- Scholarship packets must be completed prior to the start of classroom training and include the completed Employer Screening Interview Form (Form# INT-002E). Providers must review each scholarship packet to ensure minimum training requirements are met.
 - Upload the completed scholarship packet to CalJOBS in the Documents (staff) section. Label the file "Scholarship Packet".

Waived Processes:

- FRWDB Scholarship Panel Interview

Process changes outside of this directive will require an approved FRWDB waiver on a case-by-case basis as needed. Retroactive waivers for process changes will not be accepted.

All other processes must be followed as outlined in local Policies, and Operational Directives.

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

Attachments

Form# INT-001E, YAS Career Pathway Participant Prescreening Criteria Form-Electronic

Form# INT-002E, YAS Employer Screening Interview Form-Electronic

Form# YTH-002E-YAS Applicant Questionnaire-Electronic

Form# YTH-001E-YAS Entrance Interview Form-Electronic