

# **Fresno Regional Workforce Development Board**

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*Blake Konczal, Executive Director*

## **OPERATIONAL DIRECTIVE**

**FRWDB OD # 22-05, Revision C**

**Date Released: May 18, 2021**

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

**From: Blake Konczal, Executive Director**

**Effective Date: May 18, 2021**

**Subject: Job Track Services & Activities Application**

**Applicable Program: Adult and Dislocated Worker**

**Revision History: Initial Release 7/25/05; Rev B 12/8/09**

Revision C releases the incorporates the digital case file process, updates the Pre-requisites, and updates terminology and form.

All providers of services are to implement this Operational Directive (OD) effective immediately.

The Job Track Services & Activities Application (Form# JOB-001) is to be filled out by the job seeker after orientation and when the applicant has expressed a desire to meet with the Self-Reliance Team (SRT). Provider staff is to be available to assist the prospective participant if they have questions.

Pre-requisites:

1. Completed Orientation;
2. Desires an appointment with the SRT

The Job Track Services & Activities Application is used to help prepare the job seeker for the SRT appointment. The information documented by the job seeker in the application will assist the SRT in making decisions concerning referrals for various services.

When the job seeker has filled out the application, the job seeker is demonstrating that they are motivated to changing their current situation and they will commit to follow through on what is required of them while they are in the program.

It is critical that the job seeker understands that they must complete the application and bring it to the SRT appointment. If the application is not complete, or they do not have it with them, the SRT appointment is to be rescheduled, per the current SRT Guidelines.

### **Digital Case File Naming Convention/Upload Process**

All documents/forms must be uploaded to CalJOBS in the Document (staff) section and labeled accordingly under the "Document Tags" field (Keywords that will be indexed with the attachment) in CalJOBS.

The digital case file standard as described below includes the naming convention of all documents uploaded to CalJOBS. Provider staff must use the digital case file naming convention for documents as follows:

- Utilizing the CalJOBS Case Management System in the Document (staff) section
- Upload/Scan a document
- Input Document Tag name below that is in **bolded underline text:**

**SRT/ (Insert Document Tag Name Below):**

- Job Track Services & Activities Application

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