

Fresno Regional Workforce Development Board

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Blake Konczal, Executive Director

OPERATIONAL DIRECTIVE

FRWDB OD # 11-21

Date Released: June 29, 2021

To: All Fresno Regional Workforce Development Board Providers of Services

From: Blake Konczal, Executive Director

Effective Date: June 29, 2021

Subject: YAS Work Based Learning Work Experience – Career Nexus and Government Job Sites

Applicable Program: Young Adult Services

Revision History: Initial Release

This Operational Directive (OD) provides program direction for the flow of services that will be provided to participating Young Adults in the Work Experience Process for Career Nexus and Government Job Sites.

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

This OD references the following Operational Directives:

OD 20 -18	Youth Work Based Learning Work Experience Process
OD 13 -15	WIOA Youth Program Flow (In-School Youth 14-21 & Out- of-School Youth 16-18)
OD 11-17	WIOA Youth Program Flow (Out- of-School ages 18-24)
OD 15 -17	Job Readiness Workshop
OD 17-17	Interview Preparation Workshop
OD 27- 09	Waiver Request Process

The FRWDB has developed a Partnership with the Career Nexus, the County of Fresno, and the City of Fresno to create real life exposure to critical employability skills, emerging technology, and preparing participants for a future that will build interest in a variety of occupations in the manufacturing and the government sector.

Referral Tracking Process:

- Identify and track partner referrals utilizing the WEX Referral Tracking Sheet
 - Submit the completed WEX Referral Tracking Sheet to the FRWDB Youth Program Coordinator via email on a bi-weekly basis.

Selection Criteria:

- WIOA enrolled In-School / Out of School participants
- Ages 18-24

Process Changes:

All Work Experiences must follow all processes outlined in the Youth Work Based Learning, OD 20-18, with the following process changes:

- Job Readiness Workshop/Interview Preparation Workshop
 - Participants who have completed the IMAGO Job Readiness Curriculum with a partner agency/school may provide documentation (i.e., lessons completed or certificate of completion).
 - If provider determines that it is beneficial for the participant to be assigned additional lessons, provider may assign additional lessons prior to or after the completion of the work experience.
 - Work Experience Agreement
 - Provider staff must use the correct Work Experience Agreement based on the jobsite that will be provided by Youth Program Coordinator as appropriate:
 - The Career Nexus
 - The County of Fresno
 - The City of Fresno

All Work Experience for the Career Nexus and government jobsites will be posted on the IMAGO EXPperiences (EXP) Platform.

- The Roles and responsibilities of the IMAGO EXP platform include:
 - The designated staff will be responsible for assisting the participant in completing the application and scheduling the interview (see IMAGO EXP Participant Guide).
 - The designated staff will act as the Facilitator and will be responsible for approving the participant's application (see IMAGO EXP Facilitator's Guide).

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.

Please direct any questions to the FRWDB Youth Program Coordinator.

Attachments:

- IMAGO EXP Participant Guide
- IMAGO EXP Facilitator Guide

Forms:

- WKX-020, WEX Referral Tracking Form