

# **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 # 19-06, Revision D**

**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: Young Adult/ Parent Contract Process**

**Applicable Program: All WIOA Youth Services**

**Revision History: Initial Release – 1/1/2006; Revision B – 6/12/13; Revision C – 1/28/14**

This Revision D updates general terminology, provides direction on when to sign the contract, and adds the digital case file process.

The FRWDB requires all youth applicants, and their parent or authorized guardian (for minors only), to sign a "Young Adult / Parent Contract" to participate in-Workforce Innovation and Opportunity Act (WIOA) Young Adult services.

Provider staff must review the contract with the applicant and their parent or authorized guardian (for minors) and secure their signature at the completion of the Entrance Interview for all applicants being referred for WIOA enrollment.

Young Adults 18 years old or legally emancipated at the time of eligibility are not required to obtain a parent/guardian signature on the parent section of the contract.

The signed contract must be maintained in the participant's digital file.

The purpose of this contract is to confirm commitment of the young adults to participate in all required academic and job readiness activities determined appropriate to assist them in improving their academic and career skills.

### **Form:**

REG-112e –Young Adult / Parent Contract

### **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:**

### **Young Adult / Parent Contract**

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