

Fresno Regional Workforce Development Board

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Blake Konczal, Executive Director

OPERATIONAL DIRECTIVE

FRWDB OD # 22-21

Date Released: September 30, 2021

To: All Fresno Regional Workforce Development Board Providers of Services

From: Blake Konczal, Executive Director

Effective Date: September 30, 2021

Subject: Prison to Employment (P2E) Co-Enrollment Process

Applicable Program: P2E, Adult, Dislocated Worker, Older Youth

Revision History: Initial Release

This Operational Directive (OD) describes the critical requirements and processes to be followed when working on this special project.

The project will address the personal development, training, and employment needs of California's justice-involved and formerly-incarcerated populations.

Population(s) to be Served:

- Justice-Involved – Individuals (adults and juveniles) who are on parole, probation, mandatory supervision, post-release community supervision, or are otherwise part of the supervised population and/or under the jurisdiction of a county or the California Department of Corrections and Rehabilitation. This also includes individuals who are on county informal probation, county deferred entry of judgement, or any other county diversion program such as drug courts, veterans courts, community courts or other specialty courts.
- Formerly-Incarcerated – Individuals who have at any time served a custody sentence in any adult or juvenile federal, state, or local detention facility; or in any alternative custody program such as home detention

Eligibility Criteria:

- Meets one or more of the populations listed above
- 18 years of age or older

Grant Codes to Be Used for Eligibility:

- Implementation Direct Services – 2287 and
 - Select NonWIOA Special Grant eligibility on the application and add grant 717 or
- Support Services/Earn and Learn – 2286 and
 - Select NonWIOA Special Grant eligibility on the application and add grant 716 and
- Adult – 201 or
- Dislocated Worker – 501 or
- Youth – 301

P2E Services (FRWDB Data Entry under P2E)

- Enter service codes under grant codes: 2286 or 2287
 - Orientation
 - SRT
 - P2E Eligibility
 - Initial Objective Assessment/Individual Employment Plan/O*net
 - Life Skills Workshops
 - Case Management

WIOA Services (Provider of Services Data Entry under WIOA)

- Enter service codes under grant codes: 201, 501, or 301
 - WIOA Eligibility
 - CASAS (as needed for eligibility)
 - Mandated Job Ready Preparation Activities
 - Job Readiness Workshops
 - Activities to Address Any Barriers to Employment
 - Career Track/Career Exploration
 - Updates to Individual Employment Plan
 - Interview Preparation Workshop
 - Mock Interview
 - Portfolio
 - Job Ready Checklist
 - Mandated Clean Slate Referral
 - Job Search/Job Placement Referrals to FRWDB Business Services Center
 - Case Management

P2E Services (Provider of Services Data Entry under P2E)

- Enter service codes under grant codes: 2286 or 2287
 - Mandated Job Ready Preparation Activities
 - WorkKeys® Assessments
 - Occupational Skills Training (P2E training pools)
 - Transitional Jobs (P2E training pools)
 - Supportive Services (P2E supportive services pool)

*Provider of Services must provide a single point of contact to the Re-Entry Workforce Services Navigator to facilitate the referral process.

Fresno County Process Changes:

- None

If you have any questions, contact the FRWDB Special Projects Manager.