

# Fresno Regional Workforce Development Board

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Blake Konczal, Executive Director

## OPERATIONAL DIRECTIVE

FRWDB OD # 01-21, Rev B

Date Released: October 19, 2021

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

**From: Blake Konczal, Executive Director**

**Effective Date: October 19, 2021**

**Subject: Manufacturing Career Pathways Process**

**Applicable Program: Out-of-School Young Adults 18-24**

**Revision History: Initial Release - 2/3/21**

This Revision B defines the Manufacturing Career Pathways Process (MCP), removes previously approved industries, adds reference to PB 01-21 Drug Testing for Training Level Services, and adds the digital case file process.

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; OD 25-18, Skills Training Process, and PB 01-21 Drug Testing for Training Level Service.

The MCP is designed to prepare young adults for a high demand, high wage career through real life work-based learning opportunities while attending vocational training to earn the certificate and/or credentials that will lead to long-term sustainable wage employment.

### Selection Criteria:

- Attended a combined YAS WIOA/CTE/ROP Orientation
- All applicants must have a completed Career Pathway Participant Prescreening Criteria form (Form# INT-001E).
- All applicants must be Interviewed by an employer in the manufacturing field
  - Complete YAS Applicant Questionnaire (Form #YTH-002E) prior to WIOA enrollment.
- All applicants must meet WIOA Out-of-School Youth Eligibility Requirements.

All Work-Based Learning/Work Experiences must follow all steps outlined in OD 20-18, Youth Work-Based Learning Work Experience Process and include the mandated WIOA academic and occupational components:

- Initial-Work Experience, to be provided prior to starting classroom training
- Short term Classroom Training not to exceed 12-months in total
- Final Work Experience, may be provided concurrently with vocational training, but no earlier than one month prior to the completion of classroom training.

Total combined Work Experience hours must not exceed 200 hours (a waiver must be approved for any work experience that exceeds 200 hours).

### **Process Changes:**

All ITAs must follow the processes outlined in the Skills Training Process, OD 25-18, with the following process changes:

- The timeline for the following activities will be based on each participant's individual needs as documented in the Plan/ISS.
  - YAS WIOA/CTE/ROP Orientation
  - All applicants referred by ROP/Career Technical Education (CTE) must be pre-screened prior to referral by the referring party.
    - Completed Career Pathway Participant Prescreening Criteria form (Form# INT-001E) is to be completed prior to referral.
  - 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 prior to WIOA enrollment.
  - O\*Net Interest Areas must match the manufacturing sector.
  - Participants must be at least 18 years old prior to the first day of classroom training. Any participant under the age of 18 must have an approved waiver.
  - Participants must meet the 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 starting the initial Work Experience.
- Pass a drug test, if required, within 30 days to the start of training. Refer to PB 01-21, Drug Testing for Training Level Service.
- Pass a background check, if required by the training provider or an employer.
  - If a background check is required, it must be conducted by the requestor (training provider or employer).
    - Provider of Services may provide reimbursement for the cost of the background check to the requestor.
    - Any supportive services reimbursement costs must be added to the participant's plan and documented with the appropriate supportive services CalJOBS service code and case noted.
- Provider of service staff is required to email a list of participants including the participants' name, CalJOBS State ID, and School ID to the FRWDB Youth Program Coordinator, label the subject of the email "MCCP Participant List."
- The MCCP Scholarship Application Packet (STA-222) must be completed and approved prior to the start of classroom training to ensure minimum training requirements are met.
  - Upload the completed Special Project Scholarship Application Packet to CalJOBS in the Documents (staff) section. Label the file "Scholarship Application".

## **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:**

## **ITA (Individual Training Account) / (Insert Document Tag Name Below):**

- Certificate of Completion
- Participant Training Progress Reports (insert time period)
- Bi-Weekly Timesheets (insert time period)
- Individual Training Agreement (signed)
- Scholarship Application
- PELL Grant/Financial Aid Award Documentation
- Signed TEV
- TEV Fax Confirmation
- Drug Testing Disclosure Form
- Waiver

## **Waived Processes:**

- School Research Process
- 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 MCPP Prescreening Criteria Form  
Form# INT-002E, YAS Employer Screening Interview Form  
Form# YTH-002E, YAS Applicant Questionnaire  
Form# YTH-001E, YAS Entrance Interview Appointment and Rescheduling Policy Form  
Form# YTH-006, YAS Universal Referral Form  
Form# STA-222 MCPP Scholarship Application  
Form# GEN-014 Drug Testing for Training Level Services