

Fresno Regional Workforce Development Board

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Blake Konczal, Executive Director

OPERATIONAL DIRECTIVE

FRWDB OD # 26-21

Date Released: November 19, 2021

To: All Fresno Regional Workforce Development Board Providers of Services

From: Blake Konczal, Executive Director

Effective Date: July 19, 2021

Subject: COVID-19 Employment Recovery National Dislocated Worker Grant Program

Applicable Program: 2020 COVID-19 Employment Recovery National Dislocated Worker Grant (COVID-19 ER NDWG)

Revision History: Initial

This Operational Directive (OD) supersedes OD 12-20, Custodial Technician – Infectious Disease Cleaning and Prevention Training.

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

This project will provide training, supportive services, and job placement for 100 Dislocated Worker participants in Fresno County.

Population(s) to be Served:

- Dislocated Worker

Eligibility Criteria:

Dislocated Workers (Refer to OD 03-15 Revision C Fresno County Title I Eligibility Technical Assistance Guide, Section VI. Additional Eligibility Criteria For Dislocated Workers)

Training Programs Provided Under this Program:

- Certified Custodial Technician with Disinfection
- Nurse Assistant
- Professional Truck Driver Training
- Pre-Apprenticeship
- Security Guard
- Solar Installation Basics Training
- Computer Accounting

Assessment Requirements:

Certified Custodial Technician with Disinfection Training:

Must be assessed and achieve WorkKeys® levels of Applied Math – 3, Workplace Documents – 3 and Graphic Literacy – 3.

Other Training Programs:

Must be assessed and have the skills and qualifications that would lead to successful participation and completion in the selected training program. WorkKeys® assessments results must align with the training occupation.

Grant Codes to Be Used for Eligibility:

- COVID-19 ER NDWG – 1194
- Dislocated Worker – 501 (May be co-enrolled as needed)

CalJOBS Enrollment Requirements:

- The following general requirements for data entry:
 - WIOA Application:
 - Select “yes” for National Dislocated Worker Grant NDWG
 - Select “yes” “COVID-19 ER NDWG – 1194”
 - Service Codes
 - COVID-19 ER NDWG – 1194
 - 300 Occupational Skills Training – Approved Provider List or 307 Pre-Apprenticeship Training – ETPL listed
 - Select Provider
 - Select Training Program
 - Supportive Services, as needed
 - **Choose the appropriate available budget for the voucher**
 - FRWDB NDWG – Training
 - FRWDB NDWG – Supportive Services
 - Case Notes
 - Must use case note guidelines provided in the attached Case Note Guide (see attachment)

Fresno County Process Changes for this Project:

- WorkKeys Remediation – May be completed concurrently with training as needed
- Scholarship Packet – Must be submitted to the designated FRWDB staff for review prior to start of training.

Waived Processes:

- CASAS (unless required for eligibility)
- O*Net assessment
- Career Exploration
- Scholarship Panel Interview
- Waiver not required for Non-demand occupation.

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

Attachment – Case Note Guide