

Fresno Regional Workforce Development Board

A proud member of America's Job Center of CaliforniaSM Network

2125 Kern Street, Suite 208 • Fresno, California 93721 • 559.490.7100 • Fax 559.490.7199 • www.frwdb.net

Blake Konczal, Executive Director

OPERATIONAL DIRECTIVE

FRWDB OD # 16-20, Revision D

Date Released: October 11, 2022

To: All Fresno Regional Workforce Development Board Providers of Services

From: Blake Konczal, Executive Director

Effective Date: October 11, 2022

Subject: Healthy Forest Special Project Process

Applicable Program: Central Valley Forestry Corps

Revision History: Initial Release – 10/6/20; Rev B – 3/17/21; Rev C – 9/16/22

The Fresno Regional Workforce Development Board (FRWDB) received a Forest Health Grant from Cal Fire. This necessitates this Operational Directive (OD).

The purpose of the Healthy Forest Special Project Process OD is to provide guidance to the providers of services to identify, enroll, and provide Workforce Innovation and Opportunity Act (WIOA) services to participants from special populations as required by this grant.

This Revision D updates guidance on the length of phases, proof of vaccination requirement for Phase II, service and grant codes, and funding/budget allocations.

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

The project will train the next generation of forestry workers to address the natural disasters occurring within our forests.

This training consists of three (3) phases:

- Phase I – Four (4) weeks of Introduction to Forestry Technician Workshop conducted by Fresno County Equal Opportunities Commission (FCEOC) Local Conservation Corp. (LCC) One (1) week of Hazardous Waste and Emergency Response standard (HAZWOPER 40) Training conducted by the Laborers Community Service & Training Foundation.
- Phase II – Nine (9) to Ten (10) weeks of Integrated Fuels Management Training conducted by Reedley Community College.
- Phase III – Eight (8) weeks of Transitional Jobs/Work Experience with FCEOC LCC as Employer of Record.

Population(s) to be Served:

- Adult
- Dislocated Worker

- Older Youth (18-24)

Eligibility Criteria:

- 18 years of age or older
- Have a high school diploma or equivalent
- Drug-free
- Physically fit for the job
- Unemployed, underemployed, or recently laid off
- Proof of COVID-19 vaccination required for Phase II

Assessment Requirements:

- WorkKeys®: Must be assessed and achieve levels of Applied Math – 3, Workplace Documents – 3 and Graphic Literacy – 4.
- O*Net Code: Must use 45-4021.00, Fallers.
- CASAS: as required for eligibility.

Grant Codes to Be Used for Eligibility:

- Cal Fire (Forestry Corps) – 196 and
 - Select Local Funded Grant eligibility on the application and add grant 196
- Adult – 201 or
- Dislocated Worker – 501 or
- Youth – 301

WIOA Services (Service Provider Data Entry under WIOA):

- Enter service codes under grant codes: 201, 501, or 301
 - Assessments
 - Individual Employment Plan
 - Case Management
 - Mandated Workshops
 - Job Search
 - Job Placement
 - Supportive Services

Forestry Corps Program

- **Phase I (Service Provider Data Entry Under Cal Fire)**
 - **Introduction to Forestry Technician Workshop**
 - Open a 134 at start of workshop and close with appropriate completion (follow the Job Readiness Workshop (OD 05-17) for service code direction)
 - Under General Information tab, select:
 - FCEOC Local Conservation Corp (646) – agency code
 - Under the service provider tab, select:
 - FCEOC Local Conservation Corp – Provider
 - **HAZWOPER 40 Training (Service Provider Data Entry under Adult/Dislocated Worker)**
 - Open a 328 at start of training and close at completion
 - Under the service provider tab, select:
 - Laborers Community Service & Training Foundation – Provider
 - Occupational Training Code: Select 47404100 - Hazardous Materials Removal Workers
 - Follow Skills Training Process (OD 25-18) for direction on timesheets
 - **Phase II**
 - **Integrated Fuels Management Training (Service Provider Data Entry under Adult/Dislocated Worker)**

- Follow Skills Training Process (OD 25-18)
- Non-Tuition Costs/Third Party Expenses:
 - White's Wildland Firefighting Boots Hathorn
 - Leather Gloves
 - Uniform-Pants (Moss-Colored)
 - Gym Membership
 - Reedley College Health Fee
- **Phase III**
 - **Transitional Jobs/Work Experience (Service Provider Data Entry under Cal Fire)**
 - Follow Transitional Jobs (OD 03-18)
 - Under General Information tab, select:
 - FCEOC Local Conservation Corp (646) – agency code
 - Under the service provider tab, select:
 - FCEOC Local Conservation Corp – Provider

Funding/Budget Allocations:

- Training – Adult/Dislocated Worker
- Supportive Services – Cal Fire
- Transitional Jobs/Work Experience – Cal Fire

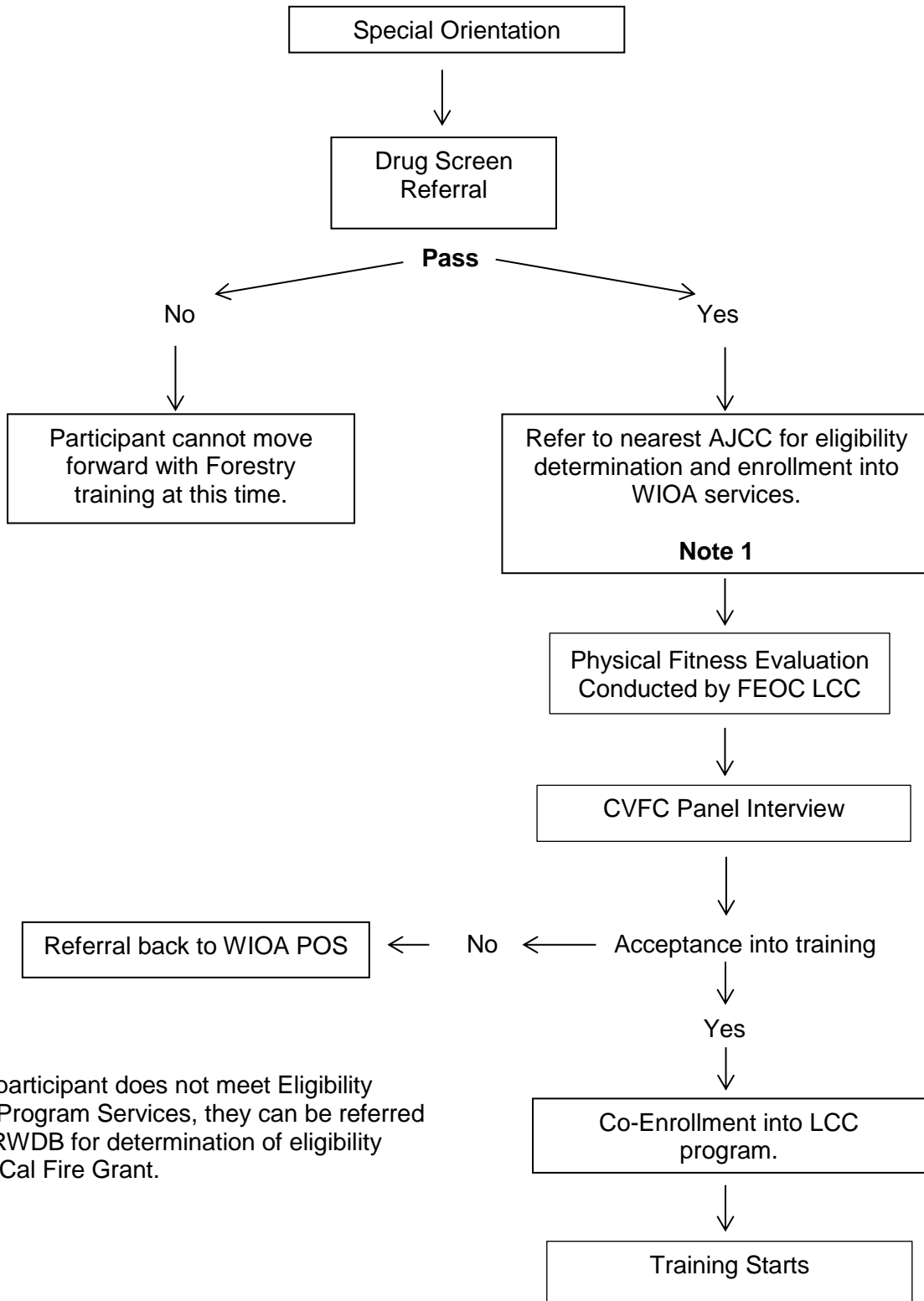
Fresno County Process Changes: (See Process Flow on Page 4)

The following processes are waived for this project:

- School Visits
- Scholarship Process (OD 25-18)
- Supportive service cap for mileage reimbursement maximum cost increased to \$350 in a four (4)-week calendar period due to the nature of the Healthy Forest training program. No waiver is required.
- FRWDB staff may authorize additional process waivers on a case-by-case basis based on individual need. Follow OD 27-09, Waiver Request Process.

If you have any questions, contact the FRWDB Project Coordinator – Forestry.

Central Valley Forestry Corps Training Flow



Note 1: If participant does not meet Eligibility for WIOA Program Services, they can be referred back to FRWDB for determination of eligibility under the Cal Fire Grant.