

# **Fresno Regional Workforce Development Board**

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*Blake Konczal, Executive Director*

## **OPERATIONAL DIRECTIVE**

**FRWDB OD # 01-23, Revision B**

**Date Released: May 10, 2023**

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

**From: Blake Konczal, Executive Director**

**Effective Date: May 10, 2023**

**Subject: Youth Jobs Corps Program**

**Applicable Program: City of Fresno YJCP Grant**

**Revision History: Initial Release – 2/21/23**

The purpose of this OD is to define the FRWDB Youth Jobs Corps Program (YJCP) process. The YJCP is an innovative partnership between the City of Fresno and the FRWDB to remove barriers to employment by providing wrap-around services to the fellows participating in the OneFresno YJCP internship at various departments with the City of Fresno.

This Revision B removes the requirement for the Supportive Services Self-Certification, Form# SUP-002.

Fellows enrolled into this grant are not subject to any WIOA local, state or federal regulations.

### **Program Process:**

All recruitment, orientation, eligibility, and enrollment into the City of Fresno's OneFresno YJCP will be conducted by the City of Fresno's OneFresno YJCP staff.

Fellows who have been identified in need of wrap-around services by the City of Fresno's OneFresno YJCP staff will be directly referred to the FRWDB's Provider of Service.

The flow of services will be based on the immediate need of wrap-around services for each fellow.

Grant code FRS828 -Youth Job Corps Program

### **Wrap-around Services:**

- Needs Assessment / Objective Assessment
- Individual Service Strategy Plan
- On-going case management
- Referrals to Mentorship
- Referrals to other community services as deemed appropriate
- Job Readiness Preparation

- Job Placement Assistance for fellows who are not selected for employment by the City of Fresno at the end of their internship
- Supportive Services

Supportive Services will be provided as determined necessary by the City of Fresno for the fellows to participate in the YJCP internship and may include, but are not limited to:

- Transportation: i.e., mileage, bus passes, car repair, fees for driver's ed and driver's license
  - Mileage rate of \$0.655 to be paid based on roundtrip from the fellow's residence to the worksite and the number of days worked as documented on their timesheet.
- Childcare: allowable childcare includes licensed, non-licensed, and relative child care providers
- Work Attire
- Emergency Housing: Phase one: immediate emergency housing not to exceed 30 days. Phase two: not to exceed a combined total of 60 days. Phase three: fellow must be in a community-based program that will assist the fellow towards a long-term or permanent housing solution and must not exceed a 90-day combined total housing assistance.

All recurring Supportive Services: i.e.: mileage, emergency housing, and child care are subject to a maximum of 90-days total combined Supportive Services. Any request exceeding 90 days will be processed on a case by case and must be approved through a FRWDB waiver. The waiver must clearly explain the activities completed by the fellow and the planned services that will assist the fellow to transition into self-sufficiency.

Supportive Services requests for the purchase of any other method of transportation, such as a bicycle or electric scooter, that is required to follow the same traffic rules of a Motor Vehicle, will not be considered or approved.

Total cost for each supportive services request must be documented with the supportive services request form and deemed necessary, reasonable and justifiable for the fellow' need(s). Any additional supportive services identified by the City of Fresno, provider staff or requested by the fellow, will be reviewed and processed for approval on a case by case basis.

The provider must document a transition plan in the ISS (Plan) identifying steps that will be taken to transition the fellow to self-sufficiently.

**Supportive Services Expenditures Process:**

When the completed timesheet is received or supportive service is provided to the participant:

- Service code is opened
- Voucher/payment information is input
- Service code is closed the same day it is opened
- It is recognized that the voucher approvals will occur after the service code is closed. CalJOBS<sup>sm</sup> will allow staff to manage voucher and payment after the activity is closed. However, all timesheets must be documented and Payment Voucher entered in CalJOBS<sup>sm</sup> within two (2) business days from the end of work/training timesheet period. The voucher payment must be approved, paid to the fellow, and submitted to FRWDB Fiscal Unit no later than seven (7) business days after the service code is opened/closed or the end of the time sheet work/training period (i.e., timesheet ends 02/11/23, Provider staff must receive timesheet by 02/13/23, voucher payment must be processed in CalJOBS<sup>sm</sup> no later than 02/14/23, and payment is due to the fellow no later than 02/21/23).

The provider of service staff must ensure all appropriate supporting documentation is maintained in the participant's digital case file.

- All supporting documentation and receipts.

### **Documentation Process:**

- Provider of Service will input data for all fellows into CalJOBS<sup>sm</sup> at the time of referral and during all aspects of the case management.
- Outbound referrals must be entered and tracked through the Unite US platform (see OD 03-22, Unite US Referral Process).

### **Fiscal Process:**

Provider of services will process the reimbursement and/or payment of all supportive services directly to the participant or any third-party vendor as appropriate and submit to the FRWDB via email to [sus-docs@wfc.co](mailto:sus-docs@wfc.co). Provider's reimbursement request must include the signed approved CalJOBS<sup>sm</sup> Supportive Service Payment voucher and all backup documentation.

### **Digital Case File Naming Convention/Upload Process:**

All documents/forms must be uploaded to CalJOBS<sup>sm</sup> in the Document (staff) section and labeled accordingly under the "Document Tags" field (Keywords that will be indexed with the attachment) in CalJOBS<sup>sm</sup>.

The digital case file standard as described below includes the naming convention of all documents uploaded to CalJOBS<sup>sm</sup>. Provider staff must use the digital case file naming convention for documents as follows:

- Utilizing the CalJOBS<sup>sm</sup> Case Management System in the Document (staff) section
- Upload/Scan a document
- Input Document Tag name below that is in **bolded underline text:**

### **Supportive Services/ (Insert Document Tag Name Below):**

- Transportation
- Childcare
- Work Attire
- Housing
- SUS-Other (SUS type)

### **Scan SUS packet in order sequence from top to bottom:**

- Payment Voucher
- Supportive Services supporting documentation and receipts
- City of Fresno timekeeping system and timesheets
- Applicant Statement (if applicable)

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