

Fresno Regional Workforce Development Board

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Blake Konczal, Executive Director

OPERATIONAL DIRECTIVE

FRWDB OD # 12-23

Date Released: September 25, 2023

To: All Fresno Regional Workforce Development Board Providers of Services

From: Blake Konczal, Executive Director

Effective Date: September 25, 2023

Subject: Documenting Participant Employment in CalJOBSsm

Applicable Program: All

Revision History: Initial Release

This Operational Directive (OD) communicates requirements for documenting participant employment in CalJOBSsm.

This OD obsoletes OD 22-18, CalJOBSsm Enrolled Placements.

Provider staff is to maintain necessary contact while the participant is in an enrolled placement to ensure the provision of appropriate services per the participant's employment plan.

Definition

Enrolled placement: A participant secures employment in a position that does not meet the planned employment goals to ensure successful fulltime employment outcomes.

Employment at Closure/Exit: This is the employment information that is input into the Closure for the purposes of documenting employment at exit.

CalJOBSsm Documentation

Employment is a primary outcome for our participants and is included in Workforce Innovation and Opportunity Act (WIOA) performance indicators. As such, accurate and timely data input of employment is important. Employment shall be documented in CalJOBSsm for both Enrolled Placements and Employment at Closure (Exit).

Enrolled Placements, i.e. employment that occurs while the participant is receiving services are documented in the Add Employment tab under the WIOA application in CalJOBSsm.

Employment Placements that lead to Closure and subsequent Exit of the participant are input in the entered Employment section of the Closure tab. This is the section from which local performance reports pull data for Entered Employment.

In addition to the required fields, the employer's address, e-mail (if available), and if receiving Health Care Benefits, must be completed and accurate. On the Closure, for Training Related Employment to be counted, the occupation code must be related to the training program the participant completed.

Clarification of Salary Fields

Additional clarification is being provided here for the fields from which we calculate income for the employment.

- **Salary Frequency** – This field is NOT how often the participant is paid. Rather, this field identifies how the wage is broken out. Hour will always be selected for this field
- **Hours/Days worked per week** – this field is for how many hours per week for which the participant is normally scheduled.
- **Salary Wage** – This field is for the hourly wage.

For questions, please contact the Deputy Director of Information & General Services.