

Fresno Regional Workforce Development Board

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Blake Konczal, Executive Director

OPERATIONAL DIRECTIVE

FRWDB OD # 13-23

Date Released: October 31, 2023

To: All Fresno Regional Workforce Development Board Providers of Services

From: Blake Konczal, Executive Director

Effective Date: July 1, 2023

Subject: Bitwise Additional Assistance Rapid Response Grant Process

Applicable Program: Bitwise Additional Assistance Rapid Response Grant Process

Revision History: Initial Release

The Fresno Regional Workforce Development Board (FRWDB) has received the Bitwise Additional Assistance Rapid Response (AA/RR) Grant from the Employment Development Department (EDD), necessitating the formulation of this Operational Directive (OD).

Purpose: The Bitwise AA/RR Grant Operational Directive aims to provide comprehensive guidance to service providers in identifying, enrolling, and delivering AA/RR and Workforce Innovation and Opportunity Act (WIOA) services to Bitwise Industries (Bitwise) employees who were terminated due to the permanent closure of Bitwise Industries.

Population(s) to be Served: The target population for this initiative includes Bitwise employees and apprentices who were laid off due to the permanent closure of Bitwise Industries.

Role of the Re-employment Coordinator: The Re-employment Coordinator shall act as a vital liaison between WIOA service providers, community partners, and resource providers. Their role is to facilitate access to grant-funded services outlined below and WIOA services to previous Bitwise employees, as needed.

Training Services

- **Transitional Jobs:** Provides opportunities for temporary employment to help participants transition into new roles.
- **Vocational Training:** Provide vocational training programs tailored to participants' needs.
- **Apprenticeship Training:** Provided through State Center Community College District, apprenticeship training provides 60-200 hours in Web Developer, Coder, Data Technical Support, and Network Technical Support.

Workshops

- **Effective Remote Working: How to Work Effectively:** Deliver remote work learning paths through LinkedIn's online courses.
- **Financial Management Assistance:** Referrals to financial literacy programs, credit counseling services, debt management plans, debt repayment options, credit counseling, and credit report review.

Supportive Services

- **Home Remote Employment Office Set-up:** Reimbursement for one-time home remote employment office essentials with proper documentation of remote employment or new business setup. Home office space must not be an addition to an existing office space. Allowable purchases for Home Remote Employment are as follows:
 - Ergonomic Desk
 - Desk Chair
 - Computer Monitors
 - Desktop PCs/Laptop
 - Printer/Copier/Scanner
 - Keyboards/Mouse
 - Headphones and Webcams
 - Installation of Internet services and 1 month of services for participants who do not currently have internet service

Required Documentation: The following must be documented in the participant case file for all purchases:

- Copy of Business License for new business setup.
 - At least 3 documented quotes for each item purchased. All cost must be reasonable and necessary for employment.
 - A copy of the Participant Self-Certification Supportive Services Form (Form#SUP-002).
- **Relocation Services:** Providers shall adhere to the FRWDB Supportive Service Manual's guidelines for Relocation Services.
 - **Health Insurance:** Reimburse participants for monthly Insurance premiums for an amount not to exceed \$2,500 for COBRA and other short-term health insurance plans to provide gap coverage. Participant must submit a copy of the paid receipt to request reimbursement.
 - **Emergency housing assistance:** Participants may receive rental/mortgage payment assistance for up to 30 days following the FRWDB Supportive Service Manual's guidelines.
 - **Childcare Assistance:** Providers shall follow the guidelines for Childcare assistance as outlined in the FRWDB Supportive Service Manual.
 - **Referrals:** Referrals to community resources for food, shelter, clothing, and other emergency assistance as needed. All referrals must be documented in Unite Us.

The supportive service cost is not to exceed \$3,000 per participant. A waiver will be required for any supportive service cost that exceeds the \$3,000 cap.

Additional supportive services may be available as needed.

WIOA Co-enrollment

Participants in need of Training services, i.e., Vocational Training or One-the-Job Training, or non-grant funded supportive services, shall be co-enrolled into the WIOA Dislocated Worker/Adult programs.

Eligibility Criteria

RR/AA-1277: Laid off from Bitwise Industries and meet the FRWDB WIOA Dislocated Worker Eligibility guidelines outlined in the Fresno County Title I Eligibility Technical Assistance Guide (TAG).

WIOA 501: Meet the WIOA Dislocated Worker Eligibility as outlined in the Fresno County TAG.

Grant Codes to Be Used

- WIOA – 501
- AA/RR Grant –1277

CalJOBS

All participant activities must be entered and tracked in CalJOBSsm using the applicable Adult Services Codes outlined in OD 03-16

Process Changes

The following FRWDB processes are waived:

- OD 17-21 Adult Job Ready Preparation Process (with the exception of the OA/IEP)
- \$2,000 Maximum allowable Supportive Services Limit
- Self-Reliance Team interviews
- CASAS Assessments
- WorkKey® Assessment
- Job Ready Workshop
- OD 21-21 - Training Services Guidance-Degreed Participants
- OD 25-18 - School Research and Scholarship Panel Processes.

With the exception of the process changes listed above, Providers of services will follow all WIOA processes as outlined in the FRWDB's ODs. The comprehensive list of FRWDB ODs can be accessed on the FRWDB website at [Operational Directives | Workforce Development Board \(frwdb.net\)](http://www.frwdb.net).

This Operational Directive shall be effective from the specified date, and is subject to periodic reviews and updates as deemed necessary by the FRWDB.

Any questions, please contact the FRWDB Senior Deputy Director.