



## Memorandum

Date: March 31, 2020

To: WIB WIOA Title I Subrecipients

From: Adam Peck, Executive Director

Subject: Maximizing Distance Technology for WIOA Title I Registration and Activities

The Workforce Investment Board of Tulare County (WIB) has established the following guidance as our service priority has shifted to assist individuals who have an urgent and immediate need for enrollment during the COVID-19 Pandemic. We are setting temporary provisions for WIOA Title I Eligibility, Career, and Training Services through April 30, 2020 or until further notice to maximize telephone and online activities for the safety of customers and staff.

### Eligibility Coordination

- Interested customers shall receive a “telephone orientation” where they will receive an overview of WIOA Title I services available through the Employment Connection system.
- Subrecipients may use their discretion to determine a customer's immediate need for enrollment into WIOA Title I activities.
- Individuals determined to have an immediate need for WIOA registration will receive instructions on how to upload supporting documentation into the CalJOBS Message Center and a telephone appointment for eligibility determination will be scheduled.

The chart below represents sources where local flexibility will be applied. Please refer to the WIB Technical Assistance Guide (TAG) for other eligibility criteria. Subrecipients may use the following sources of documentation to verify whether a participant qualifies as an Adult, Dislocated Worker, and/or priority of service under WIOA:

General Eligibility	
U.S. Work Authorization	<ul style="list-style-type: none"> <li>● Documents that satisfy List A of the Form I-9</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>● Documents that satisfy List B and List C of the Form I-9</li> </ul>

	<ul style="list-style-type: none"> <li>• Upload copies to CalJOBS</li> </ul>
Residency	<ul style="list-style-type: none"> <li>• Driver's License OR State ID</li> <li>• Telephone Verification Form</li> </ul>
<b>Dislocated Worker Eligibility</b>	
1. Terminated or laid off and unlikely to return	<ul style="list-style-type: none"> <li>• Telephone Verification Form</li> <li>• UI stub or another reliable UI record provided by EDD</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• Reemployment plan generated from IAW, RESEA, JS4UI</li> </ul>
2. Substantial Layoff	<ul style="list-style-type: none"> <li>• Telephone Verification from employer</li> <li>• Copy of printed media article/announcement</li> </ul>
3. General Announcement	<ul style="list-style-type: none"> <li>• Refer to TAG page 45 of 100</li> </ul>
4. Self-Employed but unemployed as a result of general economic conditions in the community	<ul style="list-style-type: none"> <li>• Telephone Verification Form</li> </ul>
5. Displaced homemaker	<ul style="list-style-type: none"> <li>• Telephone Verification Form</li> </ul>
<b>Low-Income</b>	
1. Recipient of Public Assistance	<ul style="list-style-type: none"> <li>• Public Assistance Record</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• Scan of EBT Card <u>AND</u></li> <li>• Telephone Verification Form - description of most recent award month and amount.</li> </ul> <ul style="list-style-type: none"> <li>• Upload copies to CalJOBS</li> </ul>
2. Low-income  Note: Income for applicant and each family member shall be provided for a period of six-months.  Family size is required - telephone verification is acceptable.	<ul style="list-style-type: none"> <li>• Verification of income source (within the last six months)</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>• Telephone Verification Form with detailed breakdown of income amount.</li> </ul> <ul style="list-style-type: none"> <li>• Upload copies to CalJOBS</li> </ul>

3. Homeless	<ul style="list-style-type: none"> <li>● Telephone Verification Form</li> </ul>
4. Individual with a disability whose own income meets low-income requirements, but family's income does not meet such requirements	<ul style="list-style-type: none"> <li>● Telephone Verification Form</li> </ul>

**Subrecipients must attempt to collect electronic signatures for the following forms:**

- WIB 404 – Grievance and Complaint Procedures
- WIB 704 – Participant Release of Information, Nepotism Notice

Subrecipients must attempt to complete eligibility using technology such as telephone, online, etc., however, it is understood that participants do not always have access to technology. Staff may schedule an in-person appointment as a last case scenario, however, ensure they follow C.D.C. recommended social distancing guidelines.

**Enrollment for participants with urgent and immediate needs (i.e. ITA or Work Based Training)**

Participants may be transitioned into Career Services and/or Training Services.

Staff will:

- Contact individual to schedule a coaching appointment via telephone or video conference for enrollment
- Develop an Objective Assessment
- Provided active resource coordination
- Address barriers and provide supportive services as needed
- WorkKeys assessment requirement is waived for training services.

For participants under consideration for ITAs:

- Training must be in-demand
- Training providers must follow C.D.C. recommended guidelines for social distancing.
- Participant must meet prerequisites
- Customer has researched the demand occupations in labor market, and identified appropriate education and training providers
- Provide Scholarship Application – research resources for career on O\*NET
- Occupational Skills Training Specialists must conduct a scholarship interview to determine the appropriateness of the training.

For participants under consideration for work-based training (WBT):

- Provide support using telephone and/or video conferencing while following WBT guidelines.
- Utilize DocuSign to sign required documentation.

Taken together, these measures allow us to immediately respond to our community's needs while minimizing customer and staff exposure to COVID-19. My expectation is that by streamlining the process and following recommendations by public officials at the federal, state, and local levels; we are taking the necessary steps to ensure the health and safety of our customers, staff, and partners.

Please direct questions regarding this memo to Mary Rodarte, Workforce Services Program Manager at [mrodarte@tularewib.org](mailto:mrodarte@tularewib.org).

Thank you,



Adam Peck  
Executive Director

AP:DC:EH:LC