

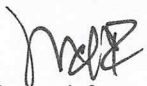
SAN DIEGO WORKFORCE PARTNERSHIP, INC.
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INFORMATIONAL ISSUANCE

INFORMATIONAL ISSUANCE NO. 168

DATE: June 4, 2012

TO: One-Stop Career Center Operators
Adult and Dislocated Worker Program Service Providers

FROM: Margie de Ruyter 
Senior Director of Workforce Initiatives

**SUBJECT: REMINDER OF REQUIREMENTS FOR ADULT AND DISLOCATED
WORKER-FUNDED PROGRAMS**

PURPOSE

The purpose of this informational issuance is to remind One-Stop Operators and WIA Adult and Dislocated Worker Program Service Providers (Service Providers) of specific documentation requirements found to be frequently overlooked in a recent monitoring review by the Employment Development Department (EDD) Compliance Review Office (CRO).

BACKGROUND

In October of 2011, EDD CRO conducted a monitoring of Service Provider Adult and Dislocated Worker-funded program activities. The Draft Report findings from that monitoring were received in March 2012. There were several areas of San Diego Workforce Partnership (Workforce Partnership) Adult and Dislocated Worker Program policies and procedures where Service Providers were found to be out of compliance. In order to ensure that the findings are corrected and not repeated, the Workforce Partnership is reminding Service Providers to review all adult and dislocated worker program policies and procedures and to ensure that their staff is following the guidelines, using the correct forms, and generally implementing all the requirements. The areas listed below were specifically mentioned.

Selective Service Registration: As indicated in the San Diego Workforce Partnership Operations Manual, Chapter VII, Workforce Investment Act Eligibility Certification Process, Part I, Section D(3) "Military Selective Service Registration," all males born after December 31, 1959, during the ages of 18 to 26 years must register with Selective Service unless exempt from the registration requirement. Service Providers shall determine if each male applicant, born January 1, 1960 or after who is over the age of 26, and has not registered for Selective Service was either exempt from the registration requirement, or could show through a preponderance of evidence

that the failure to register was not “knowing and willful”. All Service Providers are reminded that Selective Service registration or exemption must be documented through providing documentation, as indicated in Chapter VII. For those who didn’t register and are now over age 26, documentation must be in the file of Workforce Partnership approval that the male applicant provided a preponderance of evidence that his failure to register was not “knowing and willful” in order to be able to receive WIA-funded services. Case notes alone do not count as documentation for the purposes of Selective Service registration verification and the use of Applicant Statements is not allowed.

Supportive Services: All service providers are required to adhere to Chapter IV, Part 1 of the Adult and Dislocated Worker Program Activities Operations Manual, Attachment D, Part 5, Sections 7 and 8; which outlines the requirements for Service Providers to ensure that participants return receipts and the requirement to notify participants through “missing receipts notification” when the deadline for returning the receipts has not been met. Any participant not returning receipts will not be provided further supportive services.

90-Day No Service Requirement - Per the Operations Manual, Chapter IV, Part I of the Adult and Dislocated Worker Program Activities, Service Provider staff is required to ensure that no more than 90 days will lapse between services provided to WIA participants. In the event more than 90 days does lapse with no services provided Service Provider staff must exit the participant as of the date of his/her last date of services.

Reporting of Training - The CRO discovered that there were participants who received non-WIA training services that were not reported to the state through the JTA System, known locally as CISRS or local case management system. Per Chapter V, CISRS WIA Forms & Procedures Handbook, participant activities and services, including non-WIA training while enrolled, must be documented in CISRS.

If you have any questions about this issuance or the policies referred to, please contact your Program Specialist at (619) 228-2900

Attachments

None

cc: Workforce Partnership Internal Distribution List
Youth Program Service Providers
Mayer Hoffman McCann, P.C.
