

**SAN DIEGO WORKFORCE PARTNERSHIP, INC.**  
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**(619) 228-2900**

<b>OPERATIONS ISSUANCE</b>
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**OPERATIONS ISSUANCE NO. 2014-03**

**DATE:** July 31, 2013

**TO:** One-Stop Career Center Operators  
Adult and Year-Long Youth Program Service Providers

**FROM:** Emilia Gabriele  
Vice President of Finance and Administration

**SUBJECT: OPERATIONS MANUAL - CHAPTER VII UPDATE – WORKFORCE INVESTMENT ACT (WIA) ELIGIBILITY CERTIFICATION PROCESS**

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**PURPOSE**

The purpose of this operations issuance is to notify One-Stop Career Center Operators and WIA Youth and Adult Service Providers that the San Diego Workforce Partnership's (SDWP) Operations Manual, Chapter VII, WIA Eligibility Certification Process has been updated.

**BACKGROUND INFORMATION**

There have been two main changes to Chapter VII as a result of a new California law enacted in September of 2010 and a new Directive that was issued by the State of California Employment Development Department (EDD) on May 23, 2013. The State of California passed AB-12, "California Fostering Connections to Success Act," stating that starting January 1, 2013 foster youth can remain in foster care up to the age of 20 years. The EDD Directive WSD12-15, 70% Lower Living Standard Income Level (LLSIL) and Poverty Guidelines issued on May 23, 2013. Also, starting in January 2014 the age will go up to 21 years.

The references to the changes made in specific sections of Chapter VII, are as follows:

1. Part I Section A (2) - WIA Eligibility Certification System – Updates are provided to the list of state and federal source documents;
2. Part I Section A(7) Monitoring and Accessibility of Records – has been updated to direct service providers who are ceasing operations to return records to SDWP;
3. Part II Adult and Dislocated Worker Eligibility Requirements - Section G (a) - Determining Self-Sufficiency for Employed Adults - the 2013 200% LLSIL, used for determining employed Adult-funded participants' self-sufficiency, has been updated;

4. Revised Attachments:
  - a. Attachment B-1 and B-2 – Updated “Equal Opportunity (EO) is the Law” in English and Spanish has been updated to provide name/title of current EO Officer;
  - b. Attachment D – “Program Grievance and Criminal Complaint Policies Notice” has been updated to provide name/title of current EO Officer;
  - c. Attachment J – Form I-9 used to provide documents to use for determining Right-to-Work was revised by the United States Citizenship and Immigration Services on 3/08/13;
  - d. Attachment O - 2013 70% Low Income Guidelines, used for, Youth Program and Adult Program priority of services, low-income determination, has been updated.

**ACTION**

The Chapter VII updates are effective immediately. It supersedes and replaces the following operations issuances that are no longer operational and/or have been incorporated as part of the updated Chapter:

<b>Issuance Number</b>	<b>Issuance Title</b>	<b>Date of Issuance</b>
2013-03	Revision to Chapter VII - WIA Eligibility Certification Process - Revised Eligibility Certification and Review Form	October 4, 2012
2012-12	Chapter VII - WIA Eligibility Certification Process	June 28, 2012

In addition to the changes noted above, there may be other revisions, updates to internet links, and additions to instructions and explanations throughout the Chapter, so please read through it carefully. Make sure all appropriate front-line staff involved in conducting eligibility certification are familiar with the requirements of this Chapter and are using the updated instructions, and attachments provided.

If you have any questions regarding this issuance, please contact your Program Specialist at (619) 228-2900.

**Attachment**

None

A copy of the revised Operations Manual, Chapter VII WIA Eligibility Certification Process, can be accessed at: <http://workforce.org/operations-manual>

cc: Workforce Partnership Internal Distribution List  
 Bridge to Employment Program Providers  
 Mayer Hoffman McCann P.C.