

**SAN DIEGO WORKFORCE PARTNERSHIP, INC.**  
**3910 University Avenue, Suite 400**  
**San Diego, CA 92105**  
**(619) 228-2900**

<b>OPERATIONS ISSUANCE</b>
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**OPERATIONS ISSUANCE NO. 2014-12**

**DATE:** April 25, 2014

**TO:** America's Job Centers Operators  
Adult and Year-Long Youth Program Service Providers

**FROM:** Emilia Gabriele  
Vice-President and Chief Financial Officer

**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 America's Job Centers Operators (AJCC) 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 revisions made to Chapter VII, WIA Eligibility Certification Process to bring the information up to date, as follows:

1. The Equal Opportunity (EO) Officer, Emilia Gabriele, had changed titles to the Vice President and Chief Financial Officer. All references to the EO Officer in attachments B-1 and B-2, Equal Opportunity is the Law (in English and Spanish), and Attachment D, Program Grievance and Criminal Complaint Policy Notice have been revised to reflect this change. Minor changes have been made to Attachment E, Universal Participant Authorization (UPAF) form;
2. Attachment F-2, Table of Documentation for Dislocated Workers - has a change allowing the use of an Applicant Statement to prove termination or layoff when other documents listed are unavailable and case notes reflects efforts made and failed to obtain other documents. This change is made so that our local policies for documentation of this element agree with the Employment Development Department (EDD) Directive 2004-18 Title I Eligibility and EDD Draft Directive WSDD-96;

3. The 200% LLSIL For Employed Adults for 2014 has been updated in Part II, Section 2(G)(2);
4. The WIA Low Income Table, Attachment O has been updated for 2014, based on the EDD Draft Directive WSDD-100.

All revisions in Chapter VII are effective immediately. The Chapter VII, WIA Eligibility Certification Process with the revised attachments is posted on the SDWP website at: <http://workforce.org/operations-manual>. Operations Issuance 2014-03, WIA Eligibility Certification Process issued on July 31, 2013, has been replaced by this Chapter and removed from the SDWP's website.

Make sure applicable staff are notified of these changes and are:

- Using updated forms with the correct title of the EO Officer. All new applicants of the WIA Adult and Youth Programs must be provided with the updated versions of the EO is the Law (Attachments B-1 and B-2), and Program Grievance and Criminal Complaint Policy Notice (Attachment C) at intake.
- Using updated guidelines for income determination for employed adults, low-income youth, and adults when priority of service is in place.
- This issuance applies to all WIA SDWP-funded Adult and Youth Program Service Providers and AJCC Operators, including special grants.

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

## **ATTACHMENTS**

None

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

cc: Workforce Partnership Internal Distribution List  
Mayer Hoffman McCann (MHM), Monitoring Contractor