 Attachment G

Chapter 4, Part 1– Program Activities

**AJCC Monitoring Checklist**

|  |  |
| --- | --- |
| Subrecipient Name | Customer Name (First and Last Name) |
| Contract Number | Customer CalJOBS ID Number |
| Reviewed by (First and Last Name) | Participation Date |

Please indicate (yes, no or n/a) if meeting the criteria (below).

# ELIGIBILITY

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Yes | No | N/A | Comments |
| All information contained on the WIOA Application and Participation/Enrollment Form is entered into CalJOBS system. |  |  |  |  |
| UPAF is signed and dated by the customer. |  |  |  |  |
| The latest EO/Nondiscrimination/Grievance Policy and EO is the Law Supplement is provided to the customer. (See acknowledgement of customer on UPAF and check with the subrecipient to ensure updated version is used). |  |  |  |  |
| Eligibility Certification & Review Form (ECRF) is completed, signed and dated by the registration staff on or before customer's enrollment date. The latest effective ECRF is used. |  |  |  |  |
| ECRF is completed, signed and dated on the internal/second reviewer on or before customer's enrollment date. |  |  |  | Date of internal/second reviewer: |
| If the customer is enrolled 90 days after the first eligibility certification date on the ECRF, eligibility had been re-certified and case noted referencing the re-certification. |  |  |  |  |
| If changes are made after the ECRF is signed by both the preparer and the reviewers, it is supported by a case note indicating the reason for the changes. |  |  |  |  |
| The Multimedia Publicity/Privacy Release Form is signed by the customer. If the customer declined to sign the form, a case note is entered documenting refusal to sign. |  |  |  |  |
| The Multimedia Publicity/Privacy Release Form is signed by the witness (subrecipient staff member). |  |  |  |  |
| The following eligibility documents or telephone verification are in file (No applicant statement is acceptable): | | | | |
| Right-to-Work (refer to updated I-9 form) |  |  |  |  |
| Age 18 or older for WIOA |  |  |  |  |
| Selective service registration or documentation for selective service exemption (if applicable) |  |  |  |  |
| Documentation on priority of service for veterans or covered spouse (if applicable). |  |  |  |  |
| Applicant Statement and Telephone Verification is used correctly. |  |  |  |  |
| All barriers noted are recorded in CalJOBS for WIOA. |  |  |  |  |
| At least one of the barriers has verifying documentation for WIOA. |  |  |  |  |
| Adult Category: | | | | |
| Low-Income - An individual that meets any one of the following criteria below:  * + - 1. Receives, or in the past six months has received, or is a member of a family that is receiving or in the past six months has received, assistance through public assistance.       2. Receives an income or is a member of a family receiving an income that, in relation to family size, is not in excess of the current combined U.S. Department of Labor 70 Percent Lower Living Standard (LLS) Income Level and U.S. Department of Health and Human Services (HHS) Poverty Guidelines.       3. Is a homeless individual.       4. Is an individual with a disability who’s own income does not exceed the requirement but is a member of a family who does. |  |  |  |  |
| Income eligibility verification is computed for all Adult customers and is present in the file along with proof of family size. If employed, the individual must meet the 200% self-sufficiency standard. |  |  |  |  |
| Priority of service eligibility is reviewed and documented for all Adult customers. |  |  |  |  |
| Dislocated Worker Category: | | | | |
| Meets one of the following Dislocated Worker Status:  * + - 1. The individual: * is terminated or laid off, or has received a notice of termination or layoff, from employment; * is eligible for or has exhausted entitlement to unemployment compensation, or is employed for a duration sufficient to demonstrate attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a state’s Unemployment Insurance law; and * is unlikely to return to a previous industry or occupation.   + - 1. The individual: * is terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise; * is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or * for purposes of eligibility or to receive services other than training services, career services, or support services, is employed at a facility at which the employer has made a general announcement that such facility will close.   + - 1. The individual was self-employed (including employment as a farmer, a rancher, or a   fisherman) but is unemployed as a result of general economic conditions in the community  in which the individual resides or because of natural disasters. This includes individuals  working as independent contractors or consultants but not technically employees of a firm.   * + - 1. The individual is a displaced homemaker.       2. Is the spouse of a member of the Armed Forces on active duty, and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such members; or is the spouse of a member of the Armed Forces on active duty and who is unemployed or underemployed and is experiencing difficulty in obtaining or   upgrading employment.   * + - 1. A separated service member with a discharge other than dishonorable, who has received a notice of separation from the Department of Defense and is unlikely to return to a previous   industry or occupation.   * UI-Eligible for or Exhausted * Not UI Eligible, but Sufficient Employment Duration |  |  |  |  |
| Proof of termination or lay off is kept in file and documented in CalJOBS with case note. |  |  |  |  |
| Proof of Unemployment Insurance Claim is kept in file and documented in CalJOBS with case note. |  |  |  |  |
| Proof of meeting unlikely to return to their former industry or occupation is kept in file and documented in CalJOBS with case note. |  |  |  |  |

# Individual Employment Plan (IEP)/ASSESSMENT

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Yes | No | N/A | Comments |
| Individual Employment Plan (IEP) is developed on or after the date of enrollment (Paper IEP is kept in File). |  |  |  |  |
| CalJOBS activity code 205 is entered along with case note documenting IEP completion and assessment results (if applicable). |  |  |  |  |
| If in training, assessment results are in file and CalJOBS. |  |  |  |  |
| If no assessment is given, a case note with subject: Waiver-Assessment is entered into CalJOBS. |  |  |  |  |
| Updates to IEP hardcopy are documented using activity code 205 in CalJOBS with a case note explaining the update(s). |  |  |  |  |

# CASE MANAGEMENT

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Yes | No | N/A | Comments |
| Every case management service has an attached activity code entered in CalJOBS. |  |  |  |  |
| Every activity code has an attached case note in CalJOBS. |  |  |  |  |
| Case notes coincide with service recorded in CalJOBS. No activity code should be used if there is no reciprocated contact with the customer. |  |  |  |  |
| If there is a 90-day gap in services, the customer is exited on the date of their last recorded activity. |  |  |  |  |

# TRAINING SERVICES

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Yes | No | N/A | Comments |
| Customer is receiving, has received or should be receiving training services. If “No”, skip this section. |  |  |  |  |
| Appropriate training activity code is recorded in CalJOBS; Individual Training Account (ITA) code 300, On-the Job Training (OJT) code 301, Customized Training (CT) code 304, Apprenticeship Training Account (ATA) code 325, or other training activity codes used by SDWP for a special project. |  |  |  |  |
| Assessment and IEP identifies training as an option. |  |  |  |  |
| Original training documents for ITA, OJT, or ATA is kept in the file. |  |  |  |  |
| For those in training, 30-day center services are continuously being provided and documented in CalJOBS as an activity code with an attached case note. |  |  |  |  |
| If the customer is in an ITA | | | | |
| ITA does not exceed $5,000 for any customer for in-demand occupations or $7,000 for higher in- demand occupations. In-demand and higher in-demand occupations are defined in the San Diego Workforce Partnership’s (SDWP) Attachment M – In-Demand and Higher In-Demand Jobs Training Policy. |  |  |  |  |
| The attached case note for activity code 300 includes the following:training program information;training start date; andtraining provider staff title and name who verified an attendance. |  |  |  |  |

# Measurable Skills Gain

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Yes | No | N/A | Comments |
| Is the customer enrolled in education or training program (applicable codes can be found in the Activity and Codes Perfomance – EDD Draft located here: H:\Common Files\AJCC Network\WIOA Performance Info)? (If no, skip to the next section). |  |  |  |  |
| Education and/or training is identified in the customer IEP. |  |  |  |  |
| A Measurable Skills Gain (MSG) is entered in CalJOBS per program year that the customer is active in the education and/or training activity in the MSG section. |  |  |  |  |
| Documentation must include one of the following that is kept in the customer file. One (1) document is required per program year the customer is active in the education and/or training activity.  * + - 1. Progress Report from the Training Provider; or       2. Customer Progress Report form; or       3. OJT Service Plan; or       4. Telephone Verification. |  |  |  |  |

# Supportive services

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Yes | No | N/A | Comments |
| Has the customer received supportive services? (If no, skip this section) |  |  |  |  |
| If supportive services are provided, the IEP identifies the type of supportive service given to address barriers. |  |  |  |  |
| Supportive services are only being used for the following items:  * + - 1. Food;       2. Licensing/certification fees;       3. Text books;       4. Tools;       5. Transportation (bus passes/gas cards); and/or       6. Work Clothing. |  |  |  |  |
| Supportive Services provided do not exceed the following depending on the level of service the customer is engaged in:  * + - 1. Job search supportive service costs do not exceed $150;       2. WIOA funded training (ITA, OJT, CT) supportive services costs do not exceed $500; or       3. Non-WIOA funded training supportive services costs do not exceed $1,000. |  |  |  |  |
| Referral for Supportive Service: The customer is referred for supportive services by the case manager. Supportive service activity code is entered along with a case note which includes why the customer is eligible for referral to supportive services and that they have exhausted all other resources. |  |  |  |  |
| Distribution of Supportive Services: Supportive service activity is closed at point of supportive service appointment and a case note is attached to include the type of supportive service, the amount provided and the balance remaining. |  |  |  |  |
| The file contains, at a minimum, the following documents:  * + - 1. Supportive Services Form (Exhibit D-1);       2. Customer/Mileage Travel Log (Exhibit D-2) signed by customer (if applicable); and       3. Documentation that stipulates the actual need for support services and documentation verifying the utilization of supportive services such as receipts. |  |  |  |  |
| If the customer has previously received supportive services and is returning for additional services, ensure all receipts are returned and validated. |  |  |  |  |
| If the customer fails to return receipts within thirty days after supportive services are provided the subrecipient staff must:  * + - 1. Include a case note in CalJOBS that no further supportive services will be processed for the customer until the receipts are collected.       2. Send a follow-up letter within one week after the due date specified on the supportive services form to the customer requesting the receipts and notifying the customer that no further supportive services will be provided until receipts are received. A copy of this letter must be kept in the customer’s file. |  |  |  |  |

# OUTCOMES

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Yes | No | N/A | Comments |
| Outcome information is recorded in CalJOBS. | | | | |
| Credential Attainment |  |  |  |  |
| Employment Information |  |  |  |  |
| Outcome is verified. | | | | |
| Employment: CalJOBS Follow-up forms 1st, 2nd and 4th quarters. |  |  |  |  |
| Credential: copy of certificate of attainment verifying completion of training. CalJOBS Credential section. |  |  |  |  |
| Neutral Exits. Closure form, Outcome form and case note are completed in CalJOBS. | | | | |
| Institutionalized |  |  |  |  |
| Health/medical |  |  |  |  |
| Deceased |  |  |  |  |
| Reservist called to active duty |  |  |  |  |

# CLOSURE (soft exit)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Yes | No | N/A | Comments |
| Has a Closure form been entered in CalJOBS including a case note indicating reason for exit? |  |  |  |  |

# FOLLOW-UP (AFTER EXIT) (IF APPLICABLE)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Yes | No | N/A | Comments |
| Quarterly follow-up is completed in CalJOBS for 1 year after Closure form date. |  |  |  |  |
| Employment outcome is documented in CalJOBS at 1st, 2nd, and 4th quarter follow-up. |  |  |  |  |
| If customer could not be contacted, all attempts made are documented in CalJOBS case notes. |  |  |  |  |