



Workforce Development Department

Prison to Employment (P2E) Initiative

AJCC Training

WDD - Administration

July 2020

Background

In July 2018, the California Legislature approved SB 856 (Budget & Fiscal Review, Chapter 30, Statutes of 2018), which included \$37 million in state general funds to resource the Prison to Employment Initiative proposed by Governor Jerry Brown.

Funding for the Prison to Employment Initiative (P2E) is intended to support regional planning and implementation efforts. P2E will provide resources for direct services to the formerly incarcerated and other justice-involved individuals.

The Inland Empire Regional Planning Unit (IERPU), comprised of Riverside and San Bernardino County Workforce Development Boards were awarded a total of \$3,210,891. San Bernardino County Workforce Development's portion is \$1,625,535.

San Bernardino County Workforce Development AJCC offices will provide P2E services to 140 individuals over the life of the grant beginning Monday July 6, 2020.

Individuals Served under P2E

Formerly Incarcerated: individuals who has *at any time* served a custody sentence in any adult or juvenile federal, state, or local detention facility; or in any alternative custody program such as home detention.

Justice-Involved: individuals (adult & juveniles) who *are on* parole, probation, mandatory suspension, post-release community supervision, or are otherwise part of the supervised population as defined in Penal code §1234(d) and/or under jurisdiction of a county or the California Department of Corrections and Rehabilitation.

This also includes individuals who *are on* county informal probation, county deferred entry of judgement, or any other county diversion program such as drug courts, veterans courts, community courts or other specialty courts.



Under this initiative, Workforce Development Department (WDD) will provide P2E services, through the AJCC, to individuals who have been identified as formerly incarcerated or justice-involved. The available services under the P2E grant include, but are not limited to:

Activities	Supportive Services*
Vocational Training	Childcare
On-The-Job Training (OJT)	Transportation
Apprenticeship	Housing
Case Management/Job Search Assistance	DMV Fees
Soft skills/Job Readiness training (training based on the needs of the customer can be flexible from basic to intense levels)	Clothing/Tools

**Supportive Services are defined as services that are necessary to enable an individual to successfully participate.*

The P2E enrollment packet will include the following documents:

- ✓WIOA Application for Services (*Rev. 05/2020*)
- ✓P2E Questionnaire
- ✓Supplemental Disclosure Form
- ✓Program Complaint and Grievance Procedures
- ✓Discrimination Complaint Procedures
- ✓Equal Opportunity Notice
- ✓Follow-up Agreement
- ✓Usage Agreement



Prison to Employment Questionnaire

The Prison to Employment Questionnaire is a new form that the WDT/WDS will provide to each individual after their enrollment documents have been reviewed for completeness and the WDT verifies the individual answered “yes” to question #44 on the WIOA application for services.

- ✓ The WDT will request any required P2E documentation on the Advisor Appointment Information form (AAI)
- ✓ The WDT/WDS will enter the answers from the P2E questionnaire in the miscellaneous tab in Cal Jobs.



WDD Prison to Employment Questionnaire		
S.B County Workforce Development Department		Customer Name: <input type="text"/>
Prison to Employment Specific Questions		
IF FORMERLY INCARCERATED, WHAT TYPE OF FACILITY WAS THE SENTENCED SERVED? (most recent) (please specify)		
52.	<input type="checkbox"/> Federal Facility	<input type="checkbox"/> State Facility
	<input type="checkbox"/> Penitentiary	<input type="checkbox"/> State Prison
	<input type="checkbox"/> Tribal	<input type="checkbox"/> Male Community Re-Entry Program (CCTRP)
	<input type="checkbox"/> Military	<input type="checkbox"/> Custody to Community Transition Re-Entry Program (CCTRP)
	<input type="checkbox"/> Immigration Detention	<input type="checkbox"/> Alternative Custody Program (CAP)
	<input type="checkbox"/> Home Detention	<input type="checkbox"/> Community Prisoner Mother Program (CPMP)
	<input type="checkbox"/> Not Applicable (N/A) Skip to question #54	
	<input type="checkbox"/> County Facility	
<input type="checkbox"/> County Jail		
<input type="checkbox"/> Alternative Custody Program (ACP) includes home detention and work release		
<input type="checkbox"/> Local Prison (LP), or felony prison term served in counties under Penal Code 1170(h)(5)		
<input type="checkbox"/> County Juvenile Halls or Other Local Juvenile Facilities (JH)		
POST RELEASE CLASSIFICATION		
53.	<input type="checkbox"/> Federal Supervision (specify)	<input type="checkbox"/> State Parole (specify)
	<input type="checkbox"/> Federal Probation (FP)	<input type="checkbox"/> Residential Programs
	<input type="checkbox"/> Federal Supervised Release (FSR)	<input type="checkbox"/> Outpatient and Drop-In Programs
	<input type="checkbox"/> County Probation, include Post Release Community Supervision (PRCS) (specify)	
<input type="checkbox"/> Post release Community Supervision (PRCS)		
<input type="checkbox"/> Fully discharged, not under any post-release supervision		
JUSTICE INVOLVED/ACTIVE COUNTY SUPERVISION (please specify)		
54.	<input type="checkbox"/> State Parole	<input type="checkbox"/> County Mandatory Supervision
	<input type="checkbox"/> County Informal Probation	<input type="checkbox"/> County Other Diversion Program
	<input type="checkbox"/> County Probation, but not PRCS	<input type="checkbox"/> County Post Release Community Supervision (PRCS)
	<input type="checkbox"/> County Deferred Entry to Judgement	<input type="checkbox"/> Other: <input type="text"/>
STAFF USE: OFFENDER VERIFICATION		
<input type="checkbox"/> Police records		<input type="checkbox"/> Applicant statement/self-attestation, in limited cases w/County approval
<input type="checkbox"/> Court documents		<input type="checkbox"/> Self-Certification, in limited cases w/County approval
<input type="checkbox"/> Halfway house resident		<input type="checkbox"/> Telephone Verification
<input type="checkbox"/> Letter of parole		<input type="checkbox"/> Documentation in Case File
<input type="checkbox"/> Letter from probation officer		<input type="checkbox"/> Other Applicable Documentation (specify) <input type="text"/>
55.	YEAR RELEASED FROM CUSTODY (most recent): <input type="text"/>	
56.	TOTAL TIME INCARCERATED (lifetime): <input type="text"/> Years (0-60) <input type="text"/> Months (0-11)	
57.	TOTAL NUMBER OF OFFENSES (lifetime): <input type="text"/>	

P2E Enrollment Process

Individuals interested in the Prison to Employment Program services will gain access to services through the following:

1. Walking into a local AJCC office
2. Incoming electronic referrals from Department of Adult Parole Operations (DAPO) to the AJCC office



An enrollment process has been established for both access entry points and detailed on the following slides.

P2E Enrollment Process for Walk-Ins

The Workforce Development Technician (WDT) and/or WDS will continue to follow the current enrollment process outlined in the AJCC Desk Manual, with the following exceptions:

- No requirement for right to work documents, and
- Select Service Registration

Customers who do not possess right to work documents and/or has not registered for Select Services, the WDT /WDS will:

- Continue with the P2E enrollment process,
- Utilize the Prison to Employment Questionnaire,
- Have individual register for Selective Services, if applicable



Note: P2E supportive services funds can be used to assist the customer with the obtainment of his/her right to work documents

For customers who possess right to work documents and are registered for Select Service, the designated WDT/WDS will:

Continue with the current enrollment process and evaluate the customer for *all* program eligibility including Dislocated Worker and complete the co-enrollment to WIOA programs process.



Establishing P2E Eligibility

P2E eligibility will be determined by utilizing the WIOA application and P2E Questionnaire and following the enrollment process in the Title I/P2E application, which includes completion of the miscellaneous tab and obtaining offender verification/documentation.

Offender Verification

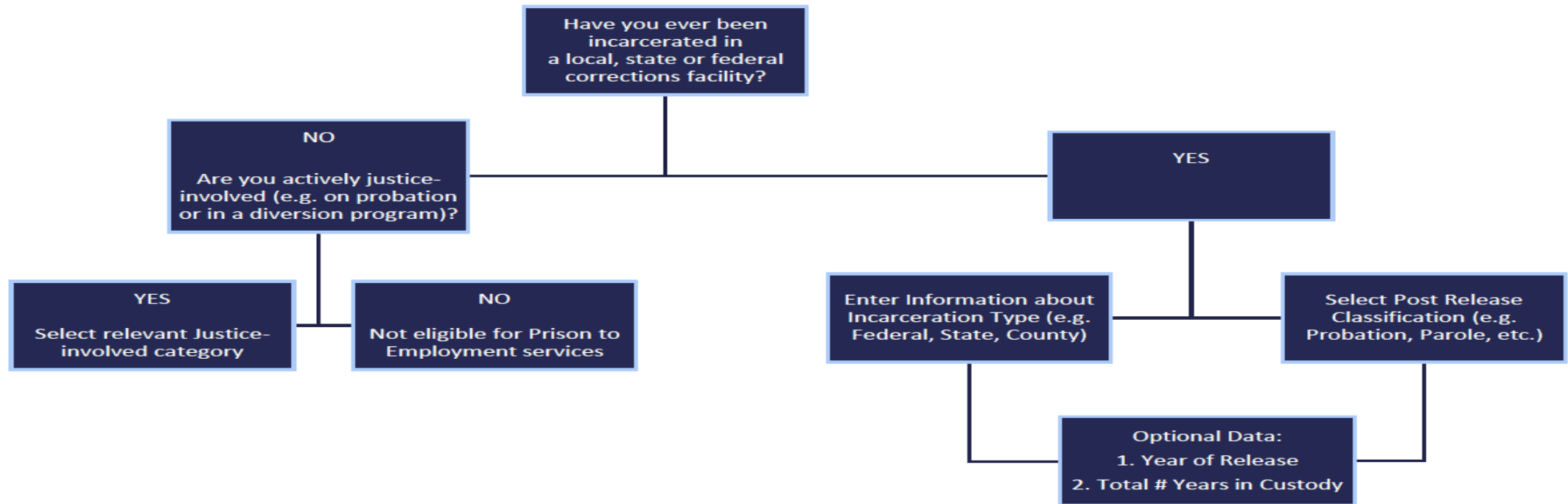
Police Records	Court Documents
Halfway House Resident	Telephone Verification
Letter of parole	Documentation in Case File
Letter from Probation Officer	Other Applicable Documentation (<i>Specify</i>) <i>DAPO referral</i>



WDT/WDS staff will request any required P2E documentation for walk-in customers on the Advisor Appointment Information (AAI) form when scheduling an appointment for the customer.

Note: applicant statement/self-attestation is not acceptable documentation to establish P2E eligibility.

Establishing P2E Eligibility, cont.



Reference: Prison to Employment Initiative Data Reporting Guide (Page 12)

<https://cwdb.ca.gov/wp-content/uploads/sites/43/2019/10/P2E-Data-Reporting-Guide-KR-10.4.19.pdf>

WDS staff will serve as the P2E contact person for the grant; some of the identified duties may include, but are not limited to:

- Receiving referrals from DAPO (refer to block titled *DAPO Referral*),
- Determining P2E eligibility,
- Enrolling each individual in the Title I/P2E CalJOBS application, if he/she were not already enrolled by the WDT, (including completion of the miscellaneous tab),
- Referring individuals to a wider range of resources and services available from one of our 28 MOU partners (AJCC Partner Referral form),
- Providing/authorizing, as appropriate:
 - Supportive services (including assistance for obtaining right to work documents),
 - Job readiness,
 - Case management, and
 - Job search.
- Entering individuals in activity code 2286 and assigning the Supportive Services Earn & Learn Grant (SSEL),
- Completing the DAPO Referral Tracking Log on a regular basis, and
- Submitting monthly updates to the ADMIN Staff Analyst over the P2E grant.



Eligibility Example

Participant John Doe presents at the local AJCC office and is seeking employment assistance, during the assessment he provides his employment history which includes his last position as an Accountant Technician. John lost this job when he was arrested and convicted of embezzlement. He served an 8 year prison sentence and is now looking for work.

What programs should the WDS consider for this individual?

- A. Dislocated Worker
- B. Prison to Employment (P2E)
- C. A & B
- D. Adult



The designated WDT/WDS will enter the P2E participant code 2286 into CalJOBS in the following areas:

- Application,
- Miscellaneous tab, and
- Appropriate activity code.

Non-WIOA Grants

Non-WIOA Special Grants:

☒ Yes

☐ No

☐ Not Applicable

☐ Inactive

Local Funded Grants:

☐ Yes

☐ No

☒ Not Applicable

☐ Inactive

Grants

Grant Type	Grant ID	Grant Name	Local Grant Code	Date Added	Action
NonWIOA Special Grant	716	2286 - P2E Supportive Services / Earn and Learn	2286	04/23/2020	Remove
Statewide Adult	683	SlingShot 2.0 - Regional Plan Implementation PY 18-19 (RPI)	1145	12/12/2019	Remove

Select from the list of available grants.

Grant Type	Grant ID	Grant Name	Local Grant Code	Date Added	Action
NonWIOA Special Grant	717	2287 - P2E Direct Services	2287		Add
Statewide Adult	704	2282 - SlingShot 2.0 RPI PY 18-19 Veterans Participant Only	2282		Add
Statewide Adult	742	1168 - Regional Plan Implementation PY 19/20	1168		Add
Statewide Adult	745	2048 - RPI PY 19/20 Veterans Participant Only	2048		Add
Statewide Adult	786	2051 - Underserved COVID-19 Impacted Individuals Grants (UCII Grant) Adult Participant Only	NA		Add

Miscellaneous Employment

Prison to Employment participant:

☒ Yes

☐ No

If formerly incarcerated, what type of facility was the sentence served?:

County Facility

Type of County Facility:

Local prison (LP), or felony prison term served in counties under Penal Code 1170(h)(5)

Post Release Classification:

County Probation, include Post Release Community Supervision (PRCS)

Type of County Supervision:

Post release Community Supervision (PRCS)

Year released from custody:

2018

Total time incarcerated:

0

Years (0-60)

6

Months (0-11)

Total number of offenses:

4

Exit Wizard

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Division of Adult Parole Operations (DAPO) Referral

The Division of Adult Parole Operations (DAPO) created an electronic referral form for Parole agents to refer customers to the AJCCs to receive workforce and educational services. The Parole Agent will send the electronic referral in an email with a PDF attachment to the appropriate AJCC email address, with the following information:

- Individual's name and phone number,
- Parole Agent's name, phone number and email address, and
- Any certificates, training, or employment restrictions the individual may have; this will be entered in the comments section of the referral.

The DAPO referral can be used as the eligibility documentation for the customer.

A copy of the DAPO referral will be saved in the *WDD-Share Drive>P2E folder>in the appropriate AJCC folder> Referral folder*

DAPO Referral Process

The following steps will be taken by the assigned WDS once he/she receives the email referral from the DAPO:

DAPO Referral Process		The WDS will complete the following steps once he/she receives the DAPO referral from the WDT.	
Step	Action		
1	Log the referral on the DAPO Referral Tracking Log.		
2	Contact the customer by phone within 72 hours of receiving the referral:		
	If ...	Then ...	
	<ul style="list-style-type: none"> Unable to reach the customer by phone, or The customer does not have a phone. 	<ul style="list-style-type: none"> Mail the AJCC contact letter to the customer, Set a task for 10-day follow-up, Save a copy of the referral in the P2E folder, and Update the DAPO Tracking Referral log. 	
	Able to contact the customer,	Go to Step 3.	
3	Determine if the customer is interested in receiving services, including supportive services for those currently employed.		
	If the customer is...	Then ...	
	Interested,	<ul style="list-style-type: none"> Request the customer to register in CalJOBS, if not already registered, Schedule an appointment to come into the office to complete the enrollment/intake process, Mail the AAI form, Follow the current Enrollment Process outlined in the AJCC Desk Manual with exception of not having to see the Duty person, Have the customer complete the P2E Questionnaire, Update the DAPO Referral Tracking log, Save a copy of the DAPO referral in the P2E folder, and Go to Step 4. 	
	Not interested,	<ul style="list-style-type: none"> Save a copy of the DAPO referral in the P2E folder, and Update the DAPO Referral Tracking log and add comments that the individual is not interested in any services. 	
4	<ul style="list-style-type: none"> Enter the P2E grant code 2286 in CalJOBS under the: <ul style="list-style-type: none"> Application, Miscellaneous tab, and Activity. Scan all documents following the scanning guidelines. 		
5	Complete a detailed case note in CalJOBS.		



DAPO Referral Contact & Letter

The assigned WDS will attempt to contact the customer by phone within 72 hours of receiving the referral. If the customer does not answer or does not have a phone for the WDS to call, a contact letter will be mailed to the customer.

- Once the contact letter is mailed to the customer, the WDS will set a 10-day task to follow-up on the letter. If no response received by the due date, the referral will be considered closed. The designated WDS will update the DAPO Tracking Log and enter in comments “case closed due to no contact”
- A template for the contact letter has been created for each AJCC in the event the WDS was unable to reach the customer by phone. The template contact letter is located in the **WDD-Share drive>P2E>individual AJCC folder**.

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www.SBCounty.gov

 **SAN BERNARDINO COUNTY**

Workforce Development Department
America's Job Centers of California
West Valley

Sandra Martinez
Interim Director

[Date]

[Individual's Name here]

San Bernardino County Workforce Development Department has received a referral from [Enter Referring Parole Agent's name here] of the Department of Adult Parole Operation for Prison to Employment Services offered by our department.

Prison to Employment Services available:

- Vocational Training
- On-The-Job Training
- Career Services
 - Resume Development
 - Interviewing Skills
 - Job Coaching
 - Workshops
- Support Services
 - Transportation Assistance
 - Work Clothes
 - Tools

If you are interested in receiving any of the services, please contact Workforce Development Specialist, [WDS Advisor name] at (909) [Advisors phone number] to get started. If no response is received by [enter date – 10 days from date of letter] the referral will be closed.

Sincerely,

[Advisor's name]
(909) [Phone number]
[Email address]

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All DAPO referrals received will be tracked on the DAPO Referral Tracking log by WDS staff, which will include the following information to be entered:

- Date referral received
- Individual's Name (*last and first name*)
- Last 4 Social Security Number (*SSN*)
- Individual's Phone Number
- Referring Parole Agent's Name (*last and first name*)
- Assigned WDS' Name (*last and first name*)
- Date of Contact (*WDS contact with customer*)
- Contact Type: (phone call contact, phone call no contact/letter sent, No Phone/letter sent)
- Status
- Appointment Date
- Follow-up 10-day task set
- Appointment Results
- Comments

All WDD staff working on P2E grant related tasks will code his/her Employee Management and Compensation System (EMACS) time for the P2E grant to e-time code 0118 in 15 minute increments



Prison to Employment Resources

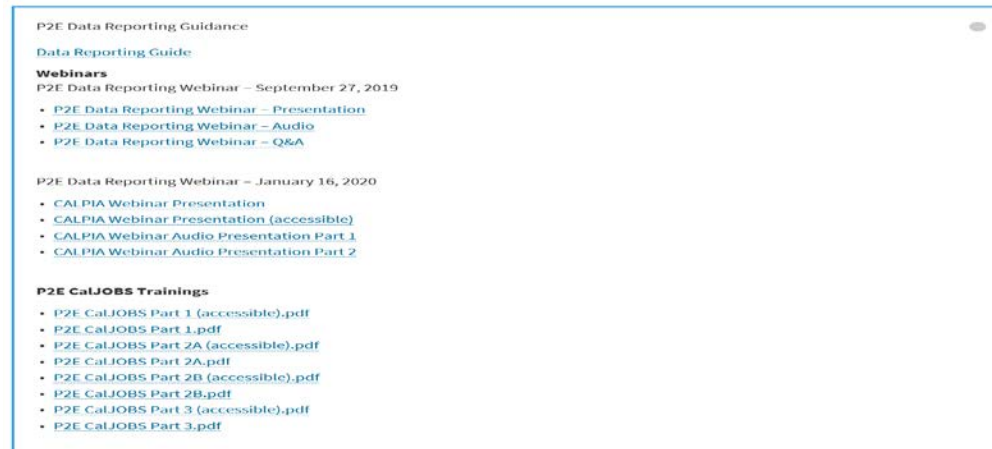
The following resources are available:

- Data Reporting Guide
- P2E Data Reporting Webinar – September 27, 2019
- CALPIA Webinar Presentation – January 16, 2020
- P2E Cal JOBS Trainings



To locate these resources click here: [Corrections – Workforce Partnership & Prison to Employment Initiative | CWDB](#)

Once on the website scroll down and click the + sign for P2E Data Reporting Guidance



Questions



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