CHAPTER 12

Special Grants

Overview

Introduction   Under Workforce Innovation and Opportunity Act (WIOA), local workforce boards have the opportunity to apply for discretionary grants that are awarded from various sources.

These grants have established guidelines regarding eligibility and services. The guidelines are based on the proposal the Workforce Development Department (WDD) submitted for how the program will be executed; because of this reason no references to state/federal directives are included.

In this section   This section contains the following topics:

Prison to Employment (P2E)

Introduction The Prison to Employment (P2E) initiative connects formerly incarcerated and justice-involved individuals with high demand jobs in the labor market with the goal of reducing recidivism. This section outlines the P2E referral process America's Job Center of California (AJCC) staff will complete.

Definitions The definitions for formerly incarcerated and justice-involved individuals who are served under P2E are as follows:

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 (CDCR). 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.

P2E Services 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:

- Vocational Training
- On-the-Job Training (OJT)
- Apprenticeship
- Case Management/Job Search Assistance
- Soft Skills/Job Readiness training (training is based on the need of the customer and can be flexible from basic to intense levels)
- Supportive Services (defined as services that are necessary to enable an individual to successfully participate); including, but not limited to:
  - Transportation
  - Child Care
  - Housing
  - DMV fees
  - Clothing/tools

Note: WDD Staff Analyst will notify the AJCC Managers/Supervisors if the P2E Services is extended/updated for another PY or if the services end.

P2E Services, continued	**Notes:** 1. Each customer supportive services and training amount can be less or more based on the individual circumstances and management approval. 2. ADMIN Staff Analyst and AJCC Managers are responsible for tracking the funds/budget and will notify the AJCC when the department has overspent or underspent the funds.

P2E Enrollment Packet	The P2E enrollment packet includes the following documents: • WIOA Application for Services (online) • P2E Pre-Participation form (SmartSheets form) • Application Disclosure Documents (ADD)

P2E Pre-Participation form	The P2E Pre-Participation form is used to capture responses needed to gather for individuals who are identified as formerly incarcerated or justice-involved. The AJCC staff will: • Verify the customer answered "yes" to the P2E question on the Miscellaneous tab in the CalJOBS, and • Complete the Pre-Participation form with the customer after his/her enrollment documents have been reviewed for completeness. Location of the Pre-Participation form link is on the WDD Intranet/ Forms/P2E tab

P2E Enrollment Process for Walk-ins	The Workforce Development Technician (WDT) and/or the Workforce Development Specialist (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 will: • Continue with the enrollment process, • Complete the Pre-Participation form, • Have individual register for Selective Services, if applicable, and • Evaluate each customer for **all** program eligibility including Dislocated Worker for co-enrollment to WIOA programs. **Note:** P2E supportive services funds can be used to assist the customer with the obtainment of his/her right to work documents.

Prison to Employment Referral, Continued

Establishing P2E Eligibility

Documentation to support the individual's formerly incarcerated or justice-involved status is required to establish P2E eligibility. Examples of documentation include:

- Police/court records,
- Department of Adult Parole Operations (DAPO) Referral,
- Official correspondence from a parole or probation department,
- Phone verification by parole or probation agent, or
- Other official documentation demonstrating an individual's relevant interaction with the criminal justice system.

The WDT will request any required P2E documentation when setting up an appointment for the customer.

Note: Applicant statement/self-attestation is not acceptable documentation for P2E.

Post Exit form

The Post Exit form is required for reporting purposes and the WDS will be required to complete when a participant is being exited, hopefully with employment.

The Post Exit form link can be located on the WDD Intranet/Forms/P2E folder.

EMACS

AJCC staff will code his/her Employee Management and Compensation System (EMACS) time for the P2E grant to e-time code 0125.

WDS Duties

The 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 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 grant code 2101, and
- Completing the DAPO Referral Tracking Log on a regular basis.

CalJOBS Entry   The WDT or WDS will enter the P2E participant grant code 2101 into CalJOBS in the following areas:

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

DAPO Referral   The Department of Adult Parole Operations (DAPO) created an electronic referral form for Parole Agents to refer formerly incarcerated or justice-involved customers to the AJCCs to receive workforce and educational services. The referrals can be identified as either formerly incarcerated (the parolee has served time in a facility) or justice involved (the individual has not served time in a facility, but is on active parole).

The Parole Agent will send the electronic referral in an email as a PDF attachment to the appropriate AJCC email address, which will include 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 comment section of the form.

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, access the appropriate AJCC office and save in the Referral folder.

AJCC Email Address   DAPO will send referrals to one of the following AJCC email addresses:

1. evreferral@wdd.sbcounty.gov
2. hdreferral@wdd.sbcounty.gov
3. wvreferral@wdd.sbcounty.gov

The e-mail inbox, monitored by the WDTs who will complete the following for processing the P2E referral:

- Complete the Intake process (includes completing the CalJOBS application),
- Assign and forward the incoming referral to a WDS (following current process).

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Prison to Employment Referral, Continued

DAPO Referral Process   The WDT will complete the following steps once he/she receives the DAPO referral.

Step	Action
1	Log the referral on the DAPO Referral Tracking Log in the appropriate AJCC folder under Tracking log.
2	Contact the customer by phone within 72 hours of receiving the referral:

If …	Then …
• Unable to reach the customer by phone, or • The customer does not have a phone,	• 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.

Step	Action
3	Determine if the customer is interested in receiving services, including supportive services for those currently employed.

If the customer is…	Then …
Interested,	• Request the customer to register in CalJOBS, if not already registered, • Schedule an appointment to come into the office or phone call to complete the enrollment/intake process, • Mail the AAI form, if necessary, • 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 Pre-Participation form, • Update the DAPO Referral Tracking log, • Save a copy of the DAPO referral in the P2E folder, and • Go to Step 4.
Not interested,	• 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.

Step	Action
4	• Enter the P2E grant code 2101 in CalJOBS under the: – Application, – Miscellaneous tab, and – Activity. • Scan all documents following the scanning guidelines.
5	Complete a detailed case note in CalJOBS.

Prison to Employment Referral, Continued

Contact attempts

The WDT will be required 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 WDT 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 WDT 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 WDT was unable to reach the customer by phone. The template contact letter is located in the **WDD-Share drive>P2E>individual AJCC folder**.

DAPO Referral Tracking Log

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

- Date Referral Received
- Individuals 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 *(first 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

Location of DAPO Referral Tracking Log

Each AJCC will have their own DAPO Referral Tracking Log for the WDS to complete. The DAPO Referral Tracking Log is located on the **WDD-Share Drive> P2E folder>** *the individual AJCC folder.*

Regional Equity and Recovery Partnership (RERP)

Introduction   The Regional Equity and Recovery Partnership (RERP) Grant is from the California Labor and Workforce Development Agency and the California Workforce Development Board for Local Workforce Development Board Regional Planning Units to provide customer training opportunities in partnership with Community Colleges.

RERP is a collaboration of the Inland Empire Regional Planning Unit (IERPU), which consists of San Bernardino and Riverside County Workforce Development Boards. This section provides information on the process for the America's Job Center of California (AJCC) staff to complete.

Timeline   The timeline for the RERP program is effective immediately through December 31, 2025.

Purpose   RERP's main objective is to enhance and expand existing cross-system planning of the IERPU to implement community college partnerships to serve individuals regionally.

These individuals will be provided with training and job placement assistance through high-demand sector programs with our community college partners.

Eligible participants   The Inland Empire Regional Planning Unit (IERPU) has identified seven (7) priority groups for eligible participants in the region who will need specialized services in order to access career pathways. These seven (7) priorities groups are:

- Homeless and Housing Insecure
- Justice-involved
- People with Disabilities
- Youth (18-24 years of age)
- Veterans
- First-generation college students (Self-attestation form)
- Residents of disadvantaged communities (Census-Tract link, type in address to check if participant is in a disadvantaged community)

Staff will follow the guidelines outlined in the *Program Guide, Chapter 2 Eligibility* for the documentation eligibility requirement for the first five (5) targeted priority group listed above. The last two (2) bullets of the targeted priority group documentation eligibility will be either Self-Attestation or Census Tract. A case note regarding the target population the participant is eligible for the RERP grant must be completed.

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Regional Equity and Recovery Partnership (RERP), Continued

CalJOBS Barrier tab

For participants who are identified as first-generation college students or residents of disadvantaged communities, staff will go to the CalJOBS **Barrier and Miscellaneous tabs, and check the appropriate box to document first-generation college students or residents of disadvantage communities.**

The subject line will be either:

- First-generation college students, or
- Residents of disadvantaged communities.

The other priorities should be documented in the appropriate fields in CalJOBS. This information is very important for reporting purposes for the state.

Regional Equity and Recovery Partnership (RERP), Continued

RERP documentation

For customers who are eligible for the RERP grant and are **NOT** co-enrolled in WIOA, staff is not required to collect right-to-work documents or selective services.

Colleges

IERPU partnered with several Community Colleges within San Bernardino and Riverside County to provide comprehensive training programs resulting in industry recognized credentials and preparation for employment.

Programs

The RERP is a grant for certification and incentives. The RERP consists of two (2) training (certificate) and two (2) employment incentive programs:

Training (must be approved/listed as an Eligible Training Provider):

- **Emergency Medical Technician (EMT)** – The objective of this certificate program is to document that the student has successfully completed an approved EMT course that meets the requirements of the California Code of Regulations, Title 22. Social Security, Division 9. Prehospital Emergency Medical Services. Completion of the certificate will prepare the EMT student for passing all required tests required by the California certifying agency

- **Paramedic** – The objective of this certificate is to train students with the necessary cognitive, psychomotor, and affective behaviors to provide advanced life support in the pre-hospital setting and to provide the necessary coursework to be licensed in the state of California. Completion of the certificate will prepare students for entry-level employment as Emergency Medical Technician–Paramedic and other occupations requiring Paramedic-level license.

Incentive/Supportive Services:

- **Industrial Maintenance Mechanic and Manufacturing Machinist (CNC) for 50 employees or less**: Community College partners will provide comprehensive training programs resulting in industry recognized credentials. The certificate program prepares students for entry-level positions in industry and service occupations requiring skills in Industrial Electrical and Instrumentation. This program provide students with incentives for completion of milestones. Must verify job offer by letter or email.

  Note: Business Services Representatives (BSR) can assist with placements.

- **Supportive Services for Truck Driving:** This training program consists of Commercial Driver's License training, a total of 160 hours of training. The course will be offered to students at no cost. There are fees that will need to be paid, such as DMV fees for permit and behind-the-wheel testing and H-6 printout, DOT Physicals, and Drug Test fees. These costs would be covered by the RERP Grant funds as supportive services.

Regional Equity and Recovery Partnership (RERP), Continued

EMT/Paramedic

The following colleges will provide the EMT and Paramedic training:

- Barstow **
- Chaffey **
- College of the Desert **
- Copper Mountain **

- Crafton Hills
- Moreno Valley
- Mt. San Jacinto
- Victor Valley

* Colleges are offering EMT programs only.

<u>**REMINDER**</u>: Must be ETPL approved if customer is **co-enrolled into WIOA,** and Supportive Services is **NOT** available for the EMT/Paramedic program unless co-enrolled.

Industrial Maintenance Mechanic/ Machinist

The following colleges will provide the Industrial Maintenance Mechanic/ Machinist:

- Barstow
- Chaffey
- Mt. San Jacinto

- Norco
- Moreno Valley

<u>**REMINDER**</u>: These programs only receive incentives or supportive services.

Incentive amounts

The incentives are only given for the Industrial Maintenance Mechanic and the Manufacturing Machinist (CNC) programs that are completed at the partner community colleges. The amounts are:

- $250 – Job Offer (must verify job offer by letter or email from employer),
- $750 – 30 days of employment (must verify employment with pay stub), and
- $750 – six months of employment (must verify employment with pay stub).

<u>**Note**</u>: Staff will use the initial RERP Participant form submitted to issue any additional incentives and are not required to submit separate forms.

Staff **must** make sure the address on the verification document matches the address on the 804 form to avoid rejections or delays. Any 804 that is rejected, the issuance of the incentive can be delayed up to six (6) months by the Auditor Controller.
Once the 804 is processed by Fiscal, a physical check will be issued to the participant.

Truck driving

Victor Valley College is currently the only college who is offering truck driving training for San Bernardino and Riverside County participants. For each cohort, San Bernardino and Riverside County can submit (4) participants in total to enroll for the truck driving training through Victor Valley College.

Participants must register with Victor Valley College, provide his/her student identification (ID) number to the WDS. The WDS will forward the information to the following people at Victor Valley College:

- Mr. Richard Radcliffe <Richard.Radcliffe@vvc.edu>,
- Ms. Alicia Blalock <Alicia.Blalock@vvc.edu>, Mr. Radcliffe's assistant, and
- Ms. Andrea Porter <Andrea.Porter@vvc.edu>

Note: Any questions related to California Driver License are to be sent to Ms. Andrea Porter.

Timeframe examples

The timeframe for all training and incentive costs must be expended and processed by October 31, 2025. **Examples**:

- **EMT:** Participant wants to enroll into Crafton Hills College EMT course. The courses are offered in Fall/Spring. To be eligible for the RERP Grant, participant's last opportunity to enroll will be the Spring 2025 courses.

- **Paramedic:** Participant wants to enroll into Victor Valley College Paramedic training, which is 12-month course. Participant will need to register in the Summer 2024 to ensure completion by 2025 to be eligible for the RERP Grant. All costs must be paid by December 31, 2025.

- **Industrial Mechanic or Machinist:** Participant must be employed by March 31, 2025, for the Industrial Mechanic or Machinist incentive program to receive the RERP Grant incentives for a job offer, 30 days employment and for 6 months employment.

- **Truck Driver:** Participant wants to enroll into the Truck Driving training with Victor Valley College. To be eligible for the RERP Grant the participant must be enrolled with Victor Valley College no later than Summer of 2025 and all fees (i.e., DMV fees, etc.) must be **paid** by December 31, 2025.

Process

America's Job Center of California (AJCC) staff will conduct outreach for the RERP Grant programs with participants who are currently or newly enrolled into Workforce Innovation and Opportunity Act (WIOA) services. The RERP Grant is an opportunity for participants who are interested in the training or for the incentive/supportive services program. Also, AJCC staff can receive referrals from the colleges for any of the RERP programs (reverse referrals).

Note: When emailing information to anyone throughout this process, staff must remember to send participant information as an attached document to protect his/her Personally Identifiable Information (PII) and avoid a potential breach of confidentiality.

Regional Equity and Recovery Partnership (RERP), Continued

EMT/Paramedic training process for existing participants

The following are the instructions AJCC staff will complete for the EMT/ Paramedic training program for participants who are existing participants in WIOA and can be co-enrolled into the RERP grant.

Step	Action
1	Discuss the program with the participant and determine if he/she falls into one of the targeted priority groups for the RERP grant
2	Determine funding source with manager if customer will be enrolled as an Adult or Dislocated Worker (DW) for the RERP grant • Adult – RERP funding source is utilized • DW – AJCC DW funding source is utilized
3	Discuss with customer which training program and college he/she wishes to attend
4	• Complete an Individualized Training Account (ITA) DocuSign process • Use the contact information listed on the ETPL to complete the ITA DocuSign process for the college • Check the "Other" box on ITA and enter as RERP Grant • Update the Eligibility Summary page in CalJOBS with the RERP Grant code 2102 for co-enrollment • Complete the RERP Participant Form and submit to WDD Staff Analyst Fabian Garcia – Subject line on email will be: RERP Participant **Reminder:** Do not include any Personally Identifiable Information (PII) on the subject line or in the body of the email. Documents should be sent as an attachment.
5	Complete appropriate data entry fields and upload documents into CalJOBS: • Non-WIOA Special RERP Grant code – 2102 **Reminder:** If the RERP Grant is *not* selected in the eligibility summary tab, the option to select RERP will not appear in the drop menu in the enrolment information when creating an activity. **Note:** Refer to the CalJOBS section for a screen shot of the Eligibility Summary page for entering the grant code.
6	• Enter appropriate activity codes based on discussion with the participant, and • Complete detailed case notes in CalJOBS
7	• Confirm participant attended first day of training, if yes: – Enter Non-WIOA activity code 328 for adult participants in CalJOBS, or – Enter WIOA activity code 300 for DW participants in CalJOBS, and • Enter Non-WIOA Special RERP Grant code – 2102 (Refer to the Activity code screen shot block) • Complete a detailed case note in CalJOBS

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Regional Equity and Recovery Partnership (RERP), Continued

EMT/Paramedic training process for existing participants for reverse referral

In certain situations, the colleges may refer participants to the AJCC to enroll in the RERP Grant. No Supportive Services are available unless the participant is co-enrolled in WIOA. The following table outlines the process for those reverse referrals.

Step	Action
1	• Participant registers in CalJOBS, and • WDS completes the CalJOBS application for a Non-WIOA participant – Enter the Non-WIOA Special RERP Grant code – 2102 in CalJOBS
2	Determine funding source with manager if customer will be enrolled as an Adult or Dislocated Worker (DW) for the RERP grant. • Adult – RERP funding source is utilized • DW – AJCC DW funding source is utilized
3	• Complete an Individualized Training Account (ITA) DocuSign process • Use the contact information listed on the ETPL to complete the ITA DocuSign process for the college • Check the "Other" box on the ITA and enter RERP Grant • Update the Eligibility Summary page in CalJOBS with the RERP Grant code 2102 • Complete the RERP Participant Form and submit to WDD Staff Analyst Fabian Garcia – Subject line on email will be: RERP Participant **Reminder:** Do not include any Personally Identifiable Information (PII) on the subject line or in the body of the email. Documents should be sent as an attachment.
4	Complete appropriate data entry fields and upload documents into CalJOBS: • Non-WIOA Special RERP Grant code – 2102 **Reminder:** If the RERP Grant is *not* selected in the eligibility summary tab, the option to select RERP will not appear in the drop menu in the enrolment information when creating an activity. **Note:** Refer to the CalJOBS section for a screen shot of the Eligibility Summary page for entering the grant code.
5	• Enter appropriate activity codes based on discussion with the participant, and • Complete detailed case notes in CalJOBS
6	• Confirm participant attended first day of training, if yes: – Enter Non-WIOA activity code 328 for adult participants in CalJOBS, or – Enter WIOA activity code 300 for DW participants in CalJOBS, and • Enter Non-WIOA Special RERP Grant code – 2102 (Refer to the Activity code screen shot block) • Complete a detailed case note in CalJOBS

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Industrial Mechanic, Machinist incentive/ supportive services - Co-enrollment

Just like the EMT/Paramedic training programs, AJCC staff will do outreach for the Incentive/Supportive Service Programs. The following are the instructions AJCC staff will complete for existing participants who fall under the target priority group and who are interested in the **Industrial Mechanic, Machinist, or incentive/ supportive services program:**

Step	Action
1	• Identify participants (adult or DW) who can benefit from the RERP grant who have the experience of Industrial Mechanic/Machinist. • Work with the Business Services team to assist participant with finding a job as an Industrial Mechanic/Machinist • Enter the appropriate activity codes when counseling the participant (i.e., 106,200, etc.) The activity code used is based on the interaction with the participant
2	• Coordinate with college for enrolling customer into the RERP Incentive programs; no ITA is completed; training is paid by the colleges, if applicable • Instruct customer to call when certain milestones are met for the incentive program (milestones are listed on the RERP Participant Form), and • Set tasks in CalJOBS to follow-up progress with participant
3	Complete appropriate data entry fields and enter the Non-WIOA Special RERP Grant code – 2102 in the Eligibility Tab in CalJOBS and under the activity code section
4	• Complete the following only when issuing an incentive and/or supportive services: – WDD 804 Supportive Services form along with documentation (i.e., paystub), and – RERP Participant Form • Upload forms and documentation into CalJOBS **Note:** Make sure the address on the documentation and the 804 match to avoid delays.
5	Forward everything electronically to WDD Staff Analyst Fabian Garcia for processing who will forward to Fiscal for processing • Subject line on email will be: RERP Participant
6	Complete detailed case notes in CalJOBS
7	Complete case closure with employment information when customer obtained employment and: • Verify Employment • Case Note information • Complete the Add Employment link with employment information.

Regional Equity and Recovery Partnership (RERP), Continued

Industrial Mechanic, Machinist incentive, supportive services referral

The following are the instructions AJCC staff will complete the customer is referred to the AJCC by the training provider; the customer has an offer of employment for the **Industrial Mechanic, Machinist, or incentive/ supportive services program:**

Step	Action
1	• Complete a CalJOBS application (no RTW or selective services is needed), • Provide employment services based on the interaction with the participant, such as but not limited to. – 106 – Follow Up After Employment – 200 – Individual Counseling – 115 – Resume Preparation Assistance – 107 – Provision of Labor Market Research
2	• Issue first incentive of $250 for job offer using activity code 183 – Incentive/Bonuses • Complete appropriate data entry fields and enter the Non-WIOA Special RERP Grant code – 2102 in the activity code section in CalJOBS
3	• Instruct customer to call when certain milestones are met for the incentive program (milestones are listed on the RERP Participant Form), and • Set tasks in CalJOBS to follow-up progress with participant
4	• Complete the following only when issuing an incentive and/or supportive services: – WDD 804 Supportive Services form along with documentation (paystub), and – RERP Participant Form • Upload forms and documentation into CalJOBS **Note:** Make sure the address on the documentation and the 804 match to avoid delays.
5	Submit RERP Participant form, WDD 804 form and all documentation electronically to WDD ADMIN Staff Analyst Fabian Garcia for review and approval, who will forward to fiscal for processing • Subject line on email will be: RERP Participant
6	• Contact customer 30 days after job offer to confirm employment has started; if yes, – Verify Employment – Case Note information – Create Closure with employment information – Complete the Add Employment link with employment information. • Issue the 30-day incentive for employment along with the WDD 804 • Enter activity code 183 in CalJOBS • Update the existing RERP Participant form for the 30-day incentive payment • Submit RERP Participant form, WDD 804 form and all documentation electronically to WDD ADMIN Staff Analyst Fabian Garcia for processing who will forward to fiscal for processing • Complete follow-up as appropriate and issue incentive in the 2nd quarter follow-up (6 months after employment) after verifying employment retention. • Enter activity code F19 when issuing the incentive payment during follow-up

Regional Equity and Recovery Partnership (RERP), Continued

Truck Driving supportive services   Truck Driving training is paid by the certain community colleges who are collaborating with the IERPU with the RERP Grant. Each college will provide a certain number of designated slots for the IERPU to enroll participants who meet the criteria for the RERP Grant. The following table outlines the stages completed for the Truck Driving training.

Stage	Description
1	Participant will: • Register with the appropriate community college (RERP approved). • Receive an email from the college with confirmation along with a student identification number (ID). • Complete CalJOBS application (no RTW or selective services needed) • Provide copy of the email from the college with the student ID to the WDS.
2	WDS will: • Verify participant is registered into CalJOBS and enroll into the RERP Grant • Obtain/scan copy of the college email in the participants case file • Complete appropriate data entry fields and enter the Non-WIOA Special RERP Grant code – 2102 in CalJOBS • Email the college contact persons the names/student ID of the participants two (2) days prior to the registration date or when all designated slots are filled. • Complete and email the RERP Participant form to WDD Staff Analyst Fabian Garcia. **Note:** The college contact only wants to receive one (1) email with all the participants names and not separate emails for each customer for the Truck Driving training. **Examples:** Registration date is 12/1 1. On 11/29 two (2) days prior, WDS will email the contact person with the names and student ID of all the participants who will fill the designated slots, or 2. On 11/17, the WDS has filled all the designated slots for the college, will email the college contact person on 11/17 with the names/student ID of those attending. • Contact college on participants 1st day of training to confirm attendance. • Enter the Non-WIOA activity code 328 along with the RERP Grant code 2102 in CalJOBS when attendance has been confirmed. • Set tasks in CalJOBS to follow-up on progress with participant. • Complete the following **only** when issuing supportive services: – WDD 804 Supportive Services form along with any required documentation, – RERP Participant Form, and – Confirm the address on the documentation and the 804 match to avoid delays. – Upload forms and documentation into CalJOBS. • Submit RERP Participant form, WDD 804 form and all supportive services documentation electronically to WDD ADMIN Staff Analyst Fabian Garcia for review and approval prior to WDD Staff Analyst forwarding to fiscal for processing: – Subject line on email will be: RERP Participant • Complete detailed case notes throughout the process.
3	College will: • Provide WDD Staff Analyst/WDS the date of each cohort throughout the process. • Email the participant confirmation of his/her registration along with the student ID. • Provide progress updates regarding the participants to the WDS.

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Regional Equity and Recovery Partnership (RERP), Continued

Truck Driving Reverse referral/ supportive services

In addition to sending participants to the community colleges who are collaborating with the IERPU on the RERP Grant, the AJCC can receive reverse referrals from the colleges. These reverse referrals do not count as one of the participants for the designated slots. The colleges will pay for the training but will send participants to the AJCC to enroll/register in CalJOBS to receive supportive services for certain fees/tests related to the RERP Grant. The following provides information on the process for AJCC staff to complete.

Step	Action
1	• Identify participants who were referred if he/she can benefit and meet the criteria for the RERP Grant • Inform customer to register into CalJOBS so enrollment into the RERP Grant can be completed if the participant isn't already registered/enrolled in CalJOBS • Complete appropriate data entry fields and enter the Non-WIOA Special RERP Grant code – 2102 in the Eligibility Tab in CalJOBS • Enter the appropriate activity codes when working with the participant (i.e., 106,200, etc.) The activity code used is based on the interaction with the participant
2	• Coordinate with college for enrolling customer into the RERP Truck Driving training; no ITA is completed; training is paid by the colleges • Set tasks in CalJOBS to follow-up progress with participant
3	• Confirm with the college the participant attended 1st day of training, • Enter the Non-WIOA ITA activity code 328 along with the RERP 2102 grant code, and • Complete and email the RERP Participant form to WDD Staff Analyst Fabian Garcia
4	• Complete the following only when issuing a supportive service: – WDD 804 Supportive Services form along with documentation (i.e., paystub), and – RERP Participant Form • Upload forms and documentation into CalJOBS **Note:** Make sure the address on the documentation and the 804 match to avoid delays. • Forward everything related to supportive services electronically to WDD Staff Analyst Fabian Garcia for review/approval prior to WDD Staff Analyst forwarding to fiscal for processing – Subject line on email will be: RERP Participant
5	Complete detailed case notes in CalJOBS throughout the process

Agency code

The following table provides the appropriate Agency codes staff is to use for the RERP Grant in CalJOBS.

Provider Name/ Agency Code	
Barstow Community College / BC01	Moreno Valley / MV03
Chaffey College / CC03	Mt. San Jacinto / MS03
College of the Desert / CD03	Norco / NC03
Copper Mountain / PT31	San Bernardino Valley College / SB04
Crafton Hills / CH03	Victor Valley College / VV03

Continued on next page

Regional Equity and Recovery Partnership (RERP), Continued

Specific NAICS codes,

A specific two-digit North American Industry Classification System (NAICS) codes to be used for the RERP Manufacturing Industrial Mechanic/Machinist positions, they are:

- NAICS Code 31-33 – Manufacturing Industrial Mechanic/Machinist
- NAICS Code 62 – EMT/Paramedic
- NAICS Code 48-49 – Transportation and Warehousing

The NAICS codes can be entered in three (3) different tabs in the CalJOBS WIOA application:

- Add Employer
- Closure
- Follow-up

AJCC staff will click on the "Search for NAICS Code" in **the various** CalJOBS **tabs** to select the appropriate code for the RERP incentive program. Below is an image of **the employer tab** where the NAICS Code **are entered**:

Note: If NAICS code is entered in all three (3) tabs, staff must make sure the same two-digit NAICS code is entered.

Continued on next page

Regional Equity and Recovery Partnership (RERP), Continued

CalJOBS   CalJOBS special instruction for capturing the data for the RERP Grant. The Non-WIOA Special Grant code for RERP is 2102. Each RERP program, along with a specific agency code for each college will be assigned for staff to enter the information into CalJOBS for each participant. These codes are extremely important, as they will be used for running monthly reports.

The image below provides the response/location for entering the NAICS code in CalJOBS under the Eligibility Summary tab for the RERP program.

Regional Equity and Recovery Partnership (RERP), Continued

Activity code screen shot

The following image is the information when adding an activity code with the appropriate agency code in CalJOBS for the RERP program.

General Information

Participant User Name:	Mickey Mouse
Participant State ID:	1000666336
Last Name, First Name MI:	Mickey Mouse
Address:	290 N D Street San Bernardino, CA 92418
Application Summary:	**Program:** Title I - Workforce Development (WIOA) **Application Date:** 04/18/2023 **Earliest Eligibility Date:** 04/18/2023
Participation Date:	05/18/2023
***Customer Program Group:**	97 - Non-WIOA Special Grant ▼

[Select program enrollment template ↗]

***LWDB:**	San Bernardino County Workforce Developm

LWDB cannot be modified if staff has local region assignment.

***Office Location:**	High Desert America's Job Center of Californ ▼
Agency Code Search:	[Select Agency Code]
Agency Code:	VV03 - Victor Valley College RERP

Enrollment Information

Grant:	2102 - RERP (Regional Equity & Recovery Partnerships) ▼
WIOA or Non-WIOA Partner Program:	☐ Yes, service is a WIOA or Non-WIOA Partner Program.

Numbers to serve

The IERPU RERP numbers to be served for each training and incentive program is broken down as follows:

Training/Incentive Program	Minimum Number to Serve
EMT/Paramedic	Based on cost, length of program, and which program the participant enrolls into.
Industrial Mechanic/Machinist	75
Truck Driving	200

Continued on next page

Regional Equity and Recovery Partnership (RERP), Continued

Performance measures

The AJCC staff will follow the WIOA guidelines for the RERP performance measures.

Note: Refer to the *Program Guide Chapter 1 – WIOA* for information about performance measures.

RERP Participant Form

AJCC staff will complete the RERP Participant form when enrolling customer into any of the RERP Programs.

Any documentation obtained for processing ITA's, or payments/incentives must be submitted with the forms to Fabian Garcia.

Example: Incentive being issued for 30 days employment; paystub will be sent with the RERP Participant Form.

Note: The RERP Participant Form is available on the WDD Intranet under the Forms tab>Referral & Miscellaneous folder.

EMACS

The WDS will code his/her Employee Management and Compensation System (EMACS) time for the RERP grant to e-time code 0450.

Disability Navigator

Introduction   The overall strategic approach of the Disability Navigator is to increase employment of people with disabilities with dedicated staff and through collaboration with local partners. The current system has silos between client service providers and Business Services Representatives (BSR). With a dedicated Workforce Development Specialist (WDS) and disability BSR who is part of the Business Services Team, there will be a go-to resource not just for job seekers but for employers as well.

Purpose   The Workforce Development Department (WDD) currently serves people with disabilities as a special population through our America's Job Centers of California (AJCCs). With extensive experience providing programs to the target population and connecting to employers, the Disability Navigator leverages WDD's longstanding experience in training and employment.

A dedicated WDS and BSR will be assigned to the Disability Navigator grant, leveraging WIOA resources to address the particular employment, training, supportive service and supplemental needs of the target population. The WDS will assist with job readiness and the BSR will be a the link to develop a stronger workforce pipeline for employers.

Meetings   WDD Analyst will meet with the WDS, BSR, and his/her supervisors monthly to discuss any concerns, updates about the grant, or the outcomes. In addition, the WDD Analyst will conduct quarterly meetings with the partners to provide updates and to discuss how to better serve our participants.

Target population   The target group to be served will be the traditionally underserved population, persons with disabilities. It also helps support employers, most of them small businesses as they start to recover from the economic challenges by educating them on additional potential workers. By developing a better system for linkage between persons with disabilities who want to and can work with employers in search of employees, both will benefit and help improve the economy due to the creation of newly employed workers.

WDS duties   The dedicated WDS will be assigned to work with the partners and all three (3) of the AJCC's to assist participants who meet the requirements for the Disability Navigator Grant. The duties of the WDS will include, but are not limited to:

- Interviewing, screening, and counseling customers regarding employment barriers and challenges.
- Advising customers on training and employment opportunities.
- Monitoring and documenting customer services in CalJOBS.
- Providing vocational counseling.
- Developing and Individual Employment Plan (IEP).

Disability Navigator, Continued

WDS duties, continued

- Providing job referrals to customers.
- Facilitating orientation and job search related workshops.
- Engaging in public outreach regarding program services.
- Attending meetings and community events on behalf of the Workforce Development Department and San Bernardino County.

BSR duties

The designated BSR will be assigned to work with employers and the Disability Navigator WDS. The duties of the BSR will include, but are not limited to:

- Serve as the regional business liaison for San Bernardino County.
- Meet with businesses who are hiring from the disabled community whether it be in-person, telephone, video conferencing, or networking events.
- Promote On-The-Job Training (OJT) program, county Economic Development Agency (EDA) programs, Employment Development Department (EDD) programs.
- Attend hiring and/or resource events to promote and meet with prospective customers for referral to the AJCC services.
- Attend countywide hiring events and collaboration with other county agencies.
- Network and invite businesses to AJCC center's monthly hiring events to meet and hire job seekers.
- Attend networking events (e.g., area local city Chamber of Commerce, area local city luncheons, etc.)
- Collaborate with AJCC WDS' office teams to provide close available referral service to customers for WDD services.
- Keep track of referred participants and employers served.
- Collaborate with our partners.

Expected outcomes

The Disability Navigator Grant aims to provide a comprehensive positive impact upon both the targeted population and participating industry employers. The focus will be toward On-the-Job Training (OJT) and in-demand sector training. Anticipated outcomes include job placement upon receipt of industry recognized certifications and a talent pool for employers to fill available positions.

The BSR will serve as the dedicated business liaison effectively serving employers with job-ready participants. Performance will be used based on successful outreach to identify participants, placement in training and OJTs, and attainment of certification and employment in high demand growth pathways.

The goal is to enroll at least 150 participants over the two (2) years of the grant and have the following performance goals:

- 64.0% Employment Rate 2nd Quarter after Exit,
- 61.0 % Employment Rate 4th Quarter after Exit, and
- Median Earnings of $6,850.00.

These numbers are aligned with our Workforce Innovation and Opportunity (WIOA) performance metrics.

The BSR will partner with a minimum of 100 employers over the two (2) years of the grant to provide skilled participants. In providing quality engagement and effective services to the employers.

Disability Navigator, Continued

CalJOBS

The local grant code of SBO913 (Grant ID = 981) will be used to track participants being served by the Disability Navigator.

The local grant code can be added at the time of application or any time during WIOA participation. It is recommended to add the code when the customer has been identified for the grant.

The local grant code can be accessed through the WIOA Application under the Eligibility Summary Tab. Staff will

- Scroll down and hit the radio button for the local funded grants.
- Hit add link for the disability navigator grant,
- Scroll down and hit the finish button; enrollment for the grant is complete.

Non-WIOA Grants

Non-WIOA Special Grants:	○ Yes ○ No ● Not Applicable	☐ Inactive			
Local Funded Grants:	● Yes ○ No ○ Not Applicable	☐ Inactive			

Grant Type	Grant ID	Grant Name	Local Grant Code	Date Added	Action
Local Funded Grant	910	Homeless Transitional EMP Program	SBO		Add
Local Funded Grant	981	Disability Navigator	SBO913		Add

The orientation code (101) will be the activity created under the local grant code SBO913. Orientation is not a clock-starting activity. Local grant tracking can begin with this activity. Staff will create the appropriate staff-assisted activity codes based on the participants needs.

Reminder: An actual service activity must be provided throughout WIOA participation, or the case will soft exit after 90 days.

EMACS

The WDS and BSR will code his/her Employee Management and Compensation System (EMACS) time for the Disability Navigator grant to e-time code 0475.

Opportunity Young Adult Grant (OYA)

Introduction The Opportunity Young Adult (OYA) Career Pathway grant will position OYA, ages 18-28, to obtain access to good-quality jobs in the healthcare industry, including jobs that pay family-sustaining wages, offer benefits, have predictable hours, opportunities for career advancement, and worker voice. The grant also includes investments for wrap-around support and services to increase the likelihood of program completion, employment outcomes, and career pathway advancement, including comprehensive case management with a trauma-informed lens.

OYA is a collaboration of the Inland Empire Regional Planning Unit (IERPU), which consists of San Bernardino and Riverside County Workforce Development Boards. This section provides information on the process for the America's Job Center of California (AJCC) staff to complete.

Grant timeframe The OYA grant timeframe is effective April 2024 through April 2026. However, training activity can begin as of October 2024 and must be completion by Friday, 1/30/2026, this will allow for all the expenditures to be submitted to the state on a timely basis.

In situations where the training is extended beyond 1/30/2026, staff must contact the WDD Staff Analyst for additional instructions.

Eligibility All participants will be evaluated following WIOA guidelines for eligibility into Title I adult, dislocated worker and youth programs prior to enrollment for the OYA grant.

Number of participants to serve WDD must use all reasonable endeavors to outreach, recruit and identify a minimum of 80 participants between the ages of 18 and 28 for the OYA grant. The minimum number of the 80 participants is broken down as follows:

- 40 young adults must be female,
- 20 young adults must be black or people of color, and
- 20 must be low-income.

Note: OYA grant is for a minimum of 80 participants; however, it may exceed the 80 if all training dollars are not expended.

Services The AJCC staff can provide all WIOA services as needed. Once participant is enrolled in WIOA, those participants who meet the OYA eligibility criteria and who are interest in any healthcare industry pathway is eligible for the OYA grant.

The OYA grant code to use in CalJOBS is 1292. The OYA grant will be used for supportive services, stipend, and the 300 Occupational training activity codes.

OYA industry The OYA grant is targeting the healthcare industry to assist young adults to start his/her career. The AJCC staff must place OYA participants in approved advanced healthcare training from the Eligible Training Provider List (ETPL) and employment in the healthcare industry.

Opportunity Young Adult Grant (OYA), Continued

EMACS

Only the WDS will code his/her Employee Management and Compensation System (EMACS) time for the OYA grant to e-time code 0115. The grant is budgeted to allow up to 22 hours per pay period to be coded.

Training expenditures

The training expenditures for the OYA participants are as follows:

- Up to $8,000 for training from one of the approved ETPL listed healthcare programs,
- $125 one-time stipend gas card for the first 80 participants (activity code 197),
- Average of $920 total per participants for supportive services for the OYA grant. Supportive services activities include but are not limited to:
  - Uniform assistance:
    - ✓ Uniforms,
    - ✓ Tools,
    - ✓ Personal protective equipment required for employment or training.
  - Education/Advanced Training
  - Transportation:
    - ✓ Bus passes,
    - ✓ Gas cards,
    - ✓ Mileage reimbursement
  - Childcare
  - Medical Assistance
  - Housing/Utility Assistance

Note: OJT's are not part of the OYA grant, training is to be in classroom setting.

Co-enrollment

Participants will be co-enrolled in adult, dislocated worker, or youth program and specific activity codes will be coded to OYA.

Reporting

WDD is responsible for reporting and maintaining accurate records of:

- Training enrollments – percentage of program participants who enrolled in an Eligible Training Provider List (ETPL) approved healthcare training.
- Completion of credentials – Percentage of program participants enrolled and scheduled for completion of credentials.
- Participant exists – Total of program participants exited.
- Employment - Percentage of program participants enrolled and employed both second and fourth quarter after exit.
- Credential attainment – Percentage of program participants enrolled and attained credentials with four quarters after exit.
- Median Earnings – Total median earnings second quarter after exit.