

# Workforce Development Board (WDB)

May 4, 2020, 11:00am



## Remote Meeting:

<https://attendee.gotowebinar.com/register/939320886770834444>

## Meeting Agenda

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1. Call to Order/Roll Call
2. Approval of Agenda.....Leslie Abasta-Cummings 1
3. Approval of October 10, 2019 Meeting Minutes.....Leslie Abasta-Cummings 2
4. Public Comment on Non-Agenda Items .....Leslie Abasta-Cummings
5. Chair Comments .....Leslie Abasta-Cummings
6. Director Comments.....David Mirrione
7. Discussion Items
  - a. Program Year 2020-2021 Department Budget .....David Mirrione 5
  - b. WDB Nomination for Mr. Chris Vitelli of Merced College .....David Mirrione 8
  - c. Relocation of Workforce Development Board Staff .....David Mirrione 9
  - d. 501c3 Development .....David Mirrione 10
  - e. Supportive Services Policy .....David Mirrione 11
  - f. Suggestions for Future Agenda Items.....Leslie Abasta-Cummings
  - g. Announcements .....Leslie Abasta-Cummings
8. Next Meeting: 2:00 pm, June 11, 2020  
Location: 2222 M St, Room 310, Merced, CA 95340
9. Adjourn .....Leslie Abasta-Cummings

Documents related to agenda items that are distributed to the WDB less than 72 hours prior to the meeting shall be available for public inspection at 1205 W 18<sup>th</sup> St, Merced CA or visit our website at [www.worknetmerced.com](http://www.worknetmerced.com). Documents distributed to the WDB at the meeting by staff will be available at the meeting; documents distributed to the WDB by members of the public shall be made available after the meeting. This WIOA Title I financially assisted program or activity is an equal opportunity employer/program and auxiliary aids and services are available upon request to individuals with disabilities.

**ALTERNATE AGENDA FORMATS:** If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 USC Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals with a disability requiring a modification or accommodation, including auxiliary aids or services, in order to participate in the public meeting may make these requests to the WDB at 209.724.2041.

**PUBLIC COMMENT:** Public comment will be available at the meeting for items not on the day's agenda or for comments on specific agenda items. The public is invited to attend the meeting remotely and provide public comment live at the designated times for public comment. These comments will be made part of the record.

**Draft**

**Merced County Workforce Development Board  
Meeting Minutes**



**Date/Time:** February 13, 2020, 2:00pm  
**Location:** 3368 N. Hwy 59, Suite I, Merced, CA 95340

**Attendance**

**Members Present:**

- Leslie Abasta-Cummings
- Margarita Cabalbag
- Jorge De Nava Jr.
- Mark Hendrickson
- Steve Hobbs
- Joshua Lepper
- Daron McDaniel
- Amie Marchini
- Jack Mobley
- Steve Newvine
- Tim Robertson
- Steve Roussos
- Vinton Thengvall
- Steve Tietjen, Ed.D.
- Greg Vincelet

**Members Absent:**

- Michael Altomare
- Satvir Arias
- Lynda Muñoz
- Terry Nichols
- Tim O’Neill

**Others Present:**

- Reyna Espinoza
- Nick Loret de Mola
- Will Kelly
- David Mirrione
- Holly Newlon
- Chudy Nnebe
- Vilma Reynoso
- Stacie Tury
- Penny Weaver

**Topics**

**Opening**

- Call to Order/Roll Call – Ms. Leslie Abasta-Cummings, Chair, called the meeting to order at 2:03 p.m.
- Public Comment on Non-Agenda Items – There were no comments.
- Chair Report - Ms. Leslie Abasta-Cummings commented about how MCDWI is partnering with BHRS with the placement of 17 interns funded by the Opioid Crisis National Health Emergency grant program as an example of how agencies are coming together to work on homelessness.
- Director Report – Mr. David Mirrione, Director and Assistant CEO, wished everyone a Happy New Year having last met in December 2019, commented on the new agenda format, and reported that Assistant Director Nick Loret De Mola, and MCWDB Member and Supervisor Daron McDaniel will attend the National Association of Workforce Boards Forum March 21 - 24 in Washington D.C.

**Consent Items** – It was *M/S/C Newvine /Roussos* to approve Consent Items as presented.

#### Performance Dashboards

- MCOE EMPOWER Youth Program Monitoring Report – PY 2019-20
- WIOA Program Review Monitoring Report - PY 2018-19
- WIOA Section 188 EEO Monitoring Report – PY 2019-20

#### Discussion Items

- Minutes from December Meeting – *It was M/S/C Mobley/Lepper* to approve the December 12, 2019 meeting as presented.
- 2020-21 Board Calendar – Mr. Nick Loret De Mola presented the proposed WDB and Executive Committee meeting schedules. It was proposed that meetings be moved to the third Thursday of each month to improve timely data on performance reports. It was *M/S/C Tietjen/Lepper* to approve the meeting dates, locations, and start time of 1 p.m.
- Reappointments to Workforce Development Board (WDB) – *It was M/S/C Roussos/De Nava, with abstention by McDaniel*, to approve nominations for reappointments to the WDB, and to forward the nominations to the Merced County Board of Supervisors with a recommendation to approve.
- Merced County WDB Bylaws Amendments – *It was M/S/C Tietjen/Hobbs, with abstention by McDaniel*, to approve amended WDB Bylaws to provide updates consistent with state policy, and to forward the Bylaws to the Merced County Board of Supervisors with a recommendation to adopt. Mr. David Mirrione clarified the change from Rosenberg’s Rules of Order to Robert’s Rules of Order.
- Business Services Strategic Plan Update – *It was M/S/C Hobbs/McDaniel* to adopt and file the updated Business Services Strategic Plan.
- Federal Funding Update – Mr. Nick Loret De Mola presented the funding breakdown comparing fiscal years 2019 and 2020. He reported that funding is expected to stay static. Mr. David Mirrione reported that the budget will be developed with the assumption of flat funding based on information from the state and a base funding level of about \$4 million is expected. He also reported that the timing of the budget adoption is affected by fiscal calendars at the federal, state, and local levels.
- State Plan Update – Mr. Nick Loret De Mola reported that the State Workforce Development draft plan was published last month, and was submitted to the Department of Labor for feedback by July 1, 2020.
- Final WIOA Performance Measure Outcomes – PY 2017-18 – Mr. David Mirrione explained how the measures work and that the report looks at participants after they have exited from the prior year program. Board Member Jorge de Nava commended Mr. Mirrione and his team for the results. Board Member Steve Roussos commented that the numbers are getting better and better. He requested that talking points be developed and shared with Board Members about how to talk about

it with others in the community. Mr. Mirrione confirmed that a one-page fact sheet is being developed. *It was M/S/C De Nava/Lepper that the Final WIOA Performance Measure Outcomes be accepted and filed.*

- Suggestions for Future Agenda Items – Board Member Steve Hobbs requested that testimonials from prior participants become a part of Board meeting agenda, and Mr. Hobbs also requested a break-out session on how Board Members can help each other. Mr. Steve Roussos asked for team members to call out highlights from performance reports, and staff associated with the high-lighted work.
- Announcements – Board Member and Supervisor McDaniel shared about the nonprofit “Welcome Home Heroes he works with, and a veteran referred to the Merced AJCC for assistance with job search and support for his family. Supervisor McDaniel credited fellow Board Member Jorge de Nava for coordinating donations, and Steve Newvine for assistance with establishing power connection to the home the family was able to move in to due to their prior residence burning down. Board Member Jorge De Nava cited this as a perfect example of how Board Members can help each other.

Board Member Steve Tietjen announced the annual Report on Our Schools Program. Lunch is included on Feb. 26 at 11:00 a.m. at MCOE’s new Mondo building at Main and Canal Streets. An evening session is also available that night 5:00 p.m. to 6:30 p.m. Everyone is invited to attend.

#### **Adjourn 2:52 p.m.**

- Next Meeting – 2:00 pm, April 9, 2020 – 3368 N. Hwy 59, Suite I, Merced

**Merced County Workforce Development Board  
May 4, 2020**



**Program Year 2020-2021 Department Budget**

**To: Merced County Workforce Development Board  
From: Merced County Workforce Development Board Staff**

**Action Required**

Approve the Program Year 2020-2021 Budget for the Department of Workforce Investment and forward to the Merced County Board of Supervisors for adoption.

**Summary Narrative**

This is the proposed fiscal budget for the 2020-2021 fiscal year. This budget is based on the previous year's budget and changes were written with increased services to business and increased operational capacity in mind. It reflects all known and anticipated income/expenses.

Increased services to businesses are essential given the circumstances of the moment. The Department has been in direct contact with businesses through phone calls, mailers, email, and social media over the last couple months to properly gauge the impact that the pandemic is having on the county's hiring capacity, as well as to gauge the amount of workers who are being affected and to provide services to those workers. The department is seeking additional assistance grant funding to increase capacity to serve businesses, and is anticipating the receipt of that funding. It is, however, not represented on this budget because the final contract document has not been delivered to the department as of the date of this publication.

The Department has released further regional grant funding lead operations to Stanislaus County, and has partially offset the loss of that regional funding with AB 1111 and Accelerator 8.0 grants totaling \$650,000. These grants will work in concert to serve the homeless and migrant seasonal farmworker populations of Merced County by connecting them with educational remediation, and mental health services, as well as by connecting homeless persons with remediation of fines and warrants to help them re-enter the workforce.

The State has not yet delivered anticipated allocations for Adult, Dislocated Worker, and Youth WIOA Title I funding. This budget is created in anticipation of flat funding in those allocations, as well as with requested increased service levels for our Adult, Dislocated Worker, and Youth contractors.

The budget includes the proposed contract with ResCare Workforce Services for Adult and Dislocated Worker Services for a total amount of \$2,141,547. It includes \$134,232 set aside on a pay-for-performance basis, with dollar amounts for each service included on the attached amendment. The contract covers the salaries and benefits for 18 individuals covering both the Merced and Los Banos locations.

This contract will see an increase from 420 enrollments in the nine month period between October 1, 2019 to June 30, 2020 to 564 new enrollments in the coming full program year between the Adult and Dislocated

Worker programs, with goals for employment, training placement, and training completion that allow for achievement of federal performance measures.

Service highlights include:

- Continued funding for full time workers at the library system as well as the New Direction Homeless Outreach Center, with a third out-of-office position added to float between community partners and increase our presence with county, non-profit, and community agencies;
- The addition of LinkedIn services, with ResCare monitoring a LinkedIn page that will be available to both jobseekers and employers in Merced County, with LinkedIn workshops and an outreach strategy to encourage use of this valuable tool to business owners and those who are looking for employment.

The budget also includes the contract with Merced County Office of Education for Youth Services for a total amount of \$1,492,619. The contract covers the salaries and benefits for 7.3 FTEs covering both the Merced and Los Banos locations.

This contract will see an increase in enrollments for the program from 200 to 250 new enrollments in the next program year, with goals for employment, training placement, training completion, and other metrics that allow for achievement of federal performance measures.

Service highlights include:

- Inclusion of a staffperson at both the Los Banos and Merced Worknet offices on a full-time basis in order to better facilitate coordination between programs, and to extend the reach of youth services funded by the Workforce Development Board;
- The allocation of 41% of the budget for direct services to clients, including \$208,932 for supportive services and \$330,000 for work experience wages.

Upon approval, staff will forward the budget to the Merced County Board of Supervisors with a recommendation to adopt during the County's proposed budget presentation on June 16, 2020.

### **Budget/Financial Impact**

Budget for PY 2020-2021 totaling \$8,978,349.

### **Attachments**

Program Year 2020-2021 Budget for the Department of Workforce Investment

# Program Year 2020-21



# Budget Summary

Expense Item	Adult	Dislocated Worker	Youth	Rapid Response	Layoff Aversion	Regional Training/ Organizing	Regional Plan Implementation 2.0
Staff Salaries	\$261,154	\$151,403	\$278,872	\$40,376	\$10,737	\$29,962	\$18,805
Staff Benefit Cost	\$245,094	\$142,095	\$261,731	\$37,893	\$10,075	\$28,120	\$17,647
Staff Travel	\$24,712	\$13,623	\$33,452	\$2,805	\$1,002	\$6,606	\$0
Operating Expenses (communications, facilities, utilities, maintenance, consumable supplies, audit, etc.)	\$362,941	\$188,624	\$372,836	\$35,378	\$12,635	\$12,414	\$590
Tuition Payments/Vouchers/On-the-Job Training/Supportive Services	\$75,000	\$75,000	\$75,000	\$0	\$0	\$0	\$0
Participant Wages and Fringe Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$1,154,693	\$894,212	\$1,498,302	\$19,995	\$0	\$25,955	\$188,612
Carryover to 21-22	\$108,749	\$85,113	\$376,979	\$0	\$0	\$0	\$0
Intrafund Transfer (Revenue Contracts)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL FUNDING</b>	<b>\$2,232,343</b>	<b>\$1,550,070</b>	<b>\$2,897,172</b>	<b>\$136,447</b>	<b>\$34,449</b>	<b>\$103,057</b>	<b>\$225,654</b>

Expense Item	Opioid NDWG	Prison to Employment	AB 1111	Accelerator 8.0	Probation	Human Services	Amount Budgeted
Staff Salaries	\$10,317	\$19,626	\$51,653	\$10,346	\$5,159	\$191,287	\$1,079,697.00
Staff Benefit Cost	\$9,683	\$18,419	\$48,477	\$9,634	\$4,841	\$179,525	\$1,013,234.00
Staff Travel	\$0	\$2,186	\$4,147	\$3,020	\$0	\$7,000	\$98,553.00
Operating Expenses (communications, facilities, utilities, maintenance, consumable supplies, audit, etc.)	\$0	\$2,056	\$5,723	\$0	\$0	\$67,597	\$1,060,794.00
Tuition Payments/Vouchers/On-the-Job Training/Supportive Services	\$7,668	\$4,687	\$10,000	\$0	\$0	\$0	\$247,355.00
Participant Wages and Fringe Benefits	\$0	\$0	\$0	\$0	\$0	\$665,501	\$665,501.00
Contractual Services	\$1,016,985	\$57,530	\$380,000	\$127,000	\$90,000	\$0	\$5,453,284.00
Carryover to 21-22	\$0	\$0	\$0	\$0	\$0	\$0	\$570,841.00
Intrafund Transfer (Revenue Contracts)	\$0	\$0	\$0	\$0	(\$100,000)	(\$1,110,910)	(\$1,210,910.00)
<b>TOTAL FUNDING</b>	<b>\$1,044,653</b>	<b>\$104,504</b>	<b>\$500,000</b>	<b>\$150,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,978,349.00</b>

**Merced County Workforce Development Board  
May 4, 2020**



**Workforce Development Board Nomination for  
Mr. Chris Vitelli of Merced College**

**To: Merced County Workforce Development Board  
From: Merced County Workforce Development Board Staff**

**Action Required**

Approve the nomination of Mr. Vitelli and forward to the Merced County Board of Supervisors for appointment.

**Summary Narrative**

Unemployment Insurance Code, section 14202(c)(3) outlines criteria for membership on the local Workforce Development Board (WDB). The membership requirements under Unemployment Insurance Code, Section 14202(c)(3) dictate that each local board “may include representatives of local educational agencies, and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment”.

Chris Vitelli, Ed.D. is the Superintendent/President of Merced College and has more than 12 years’ experience in management and administration, including senior administration-level experience serving in various capacities, including Chief Student Services Officer, Chief Instructional Officer, and Accreditation Liaison Officer. Mr. Vitelli’s other professional experience include Director of Student Services for the College of Agricultural and Life Science at the University of Florida and Director of Business, Industry, and Community Services at Merced College.

**Budget/Financial Impact**

None

**Attachments**

None

**Merced County Workforce Development Board  
May 4, 2020**



**Relocation of Workforce Development Board Staff**

**To: Merced County Workforce Development Board  
From: Merced County Workforce Development Board Staff**

**Action Required**

Instruct staff to enter negotiations for a lease and to secure estimates for tenant improvement costs at 1900 Airdrome Entry, Atwater, CA 95301 to house Department of Workforce Investment staff.

**Summary Narrative**

The Department of Workforce Investment has been approached by the County with an opportunity for a location to house Department administrative and business services staff.

The location is located at the entrance of the Mid-California International Trade District at the former Castle Air Force Base. It is a 4900 square foot building, with amenities such as a large conference room that can house meetings with the Workforce Board or multiple businesses for sector convenings. Some improvements on the building will have to be made, such as an expanded HVAC system, new office furniture, and electrical and broadband wiring.

**Budget/Financial Impact**

Staff will return with estimates for improvements and lease details.

**Attachments**

None

**Merced County Workforce Development Board  
May 4, 2020**



**501c3 Development**

**To: Merced County Workforce Development Board  
From: Merced County Workforce Development Board Staff**

**Action Required**

None

**Summary Narrative**

The process of the creation of the 501(c)3 nonprofit has continued and evolved. Working with Merced County Administrative Staff, the time is right for the establishment of the non-profit, given the projected impacts of COVID-19 and the need for funding that will be present to enable the county's businesses and community members to recover. Staff is working with County Counsel and the Auditor's office to ensure that legal and fiscal objectives are met in relation to the formation and continued existence of the 501(c)3.

Immediate next steps include:

- Drafting Articles of Incorporation
- Appointment of the 501(c)3 Board of Directors
- Drafting Bylaws
- Writing the Conflict of Interest policy
- Ensuring fiscal reporting and budgeting processes are established with Merced County

**Budget/Financial Impact**

None

**Attachments**

None

**Merced County Workforce Development Board  
May 4, 2020**



**Supportive Services Policy**

**To: Merced County Workforce Development Board  
From: Merced County Workforce Development Board Staff**

**Action Required**

Adopt the Supportive Services Policy as presented.

**Summary Narrative**

In an effort to act swiftly to help workers most impacted financially by the coronavirus (COVID19) pandemic, the Employment Development Department (EDD) distributed \$99,000 of Workforce Innovation and Opportunity Act (WIOA) 25% Dislocated Worker Funds to Merced County provide supportive services to individuals impacted by COVID-19.

The funds provided give the Department more flexibility on the supports available to clients, allowing us to assist participants with costs including equipment necessary to telework, housing assistance, and utility assistance. The funds provided also come with specific guidelines related to eligibility, specifically that participants must have been impacted by COVID-19.

The policy allows for the ability to distribute supportive services in this manner, as well as ensuring that there is prompt entry of supportive service activities into CalJOBS for tracking purposes.

**Budget/Financial Impact**

None

**Attachments**

- Amended Clean Support Services Policy
- Amended Redline Support Services Policy



DEPARTMENT OF WORKFORCE INVESTMENT

David Mirrione – Director

<https://worknetmerced.com/>

**Supportive Services**  
**Policies and Procedures**

Enrolled WIOA participants may be provided supportive services, and this document is the Department of Workforce Investment (WI) policies and procedures for providing these supportive services.

Per WSD-1906:

*Supportive services are designed to provide a participant with the resources necessary to enable their participation in career and training services. Supportive services may be made available to any participant in Title I career or training activities that is unable to obtain supportive services through other programs providing such services. Title I Adult, Dislocated Worker, and Youth participants must be participating in staff assisted basic career services, individualized career services, and/or training services to continue to receive supportive services. However, unlike Adults and Dislocated Workers, Youth participants may also receive supportive services during follow-up. TAA and WP participants are not eligible for supportive services. If supportive services are needed, these must be provided through Title I. Supportive services do not extend the date of exit for performance accountability purposes. [TEGL 10-16 and TEGL 21-16]*

*Supportive services must be entered on the day the service is provided to the participant. If supplies have to be ordered as part of the supportive service, the supportive service activity code should be entered the day the supplies are provided/delivered to the participant.*

Supportive Services must be entered in CalJOBS on the day the participant signs to acknowledge that the supportive service check/supplies have been received. In limited cases when it is not possible for the participant to sign and acknowledge receipt of check/supplies, it is acceptable to enter the service code at the time of mailing the check/supplies. These limited cases are defined as national, statewide, or county states of emergency and specific cases when the participant is unable to pick up check/supplies (i.e. is out of the country, has moved out of the area). In all of these limited cases, the written approval of the contracted Director or his/her designee is needed, as well as a detailed case note to explain the need for services and why there is no signature acknowledging receipt of check/supplies.

The Case Manager will interview each participant and, in collaboration with the participant, will

develop an IEP that will be based on the participant's needs and what is he/she is eligible for to successfully complete training and/or find work. Backup documentation is required in the file to support the need for the supportive services and the exact amount and type of services(s) provided. The need and services provided will be noted in the case notes, documented in the Participant Employment Plan (IEP, ISS), and with the appropriate code(s) in CalJobs.

The level and types of service will be based upon need and the availability of funding. In all cases, Case Managers must ensure funds are available, and all other resources were explored prior to obligating funds for Workforce Innovation and Opportunity Act (WIOA) supportive services.

## **Section 1: Levels of Supportive Services**

### **Job Search Services:**

- Enrollment in Job Search, Pre-employment Related Services or Employment Specific Services:
  - Up to \$150 per enrolled participant authorized by the participant's Case Manager. This may include transportation, clothing/uniforms and related items and is dependent on the need of the participant and funding availability.
  - For purchases that exceed \$150 but do not exceed \$500, the contracted Director's or his/her designee's, written authorization is needed.
  - Amounts that exceed \$500 per enrolled participant require the written approval of the Director or Assistant Director of the Department.

### **Intensive and Training Services:**

- Enrollment in a training activity that is listed on the State Eligible Training Provider List:
  - Up to \$2,500 per enrolled participant. This may include transportation, childcare, other dependent care, clothing/uniforms and related items, and is determined by the need of the participant and funding availability. Amounts that exceed \$2,500 per enrolled participant require the approval of the Director or Assistant Director of the Department.
- Enrollment in a training activity with a training provider not on the Eligible Training Provider List:
  - Up to \$3,000 per enrolled participant. This may include transportation, childcare, other dependent care, clothing/uniforms and related items, and is determined by the need of the participant and funding availability. This may include actual costs associated with the training such as books, uniforms, supplies, and fees such as health and parking. In no instance may any portion of this money be used for registration or tuition costs. Amounts that exceed \$3,000 per enrolled participant require the approval of the Director or Assistant Director of the Department.

- Enrollment in Work Experience or Internship:
  - Up to \$150 per enrolled participant authorized by the participant’s Case Manager. This may include transportation, clothing/uniforms and related items and is dependent on the need of the participant and funding availability.
  - For purchases that exceed \$150 but do not exceed \$500, the contracted Director’s or his/her designee’s, written authorization is needed.
  - Amounts that exceed \$500 per enrolled participant require the written approval of the Director or Assistant Director of the Department.
  
- Enrollment in On-the-Job Training (OJT):
  - Up to \$150 per enrolled participant authorized by the participant’s Case Manager. This may include transportation, clothing/uniforms and related items and is dependent on the need of the participant and funding availability. Tools and uniforms included in the OJT contract do not count toward this amount.
  - For purchases that exceed \$150 but do not exceed \$500, the Director or Assistant Director of the Department’s written approval is needed.
  - Amounts that exceed \$500 per enrolled participant require the written approval of the Director or Assistant Director of the Department.
  - Actual costs associated with OJT such as tools, uniforms, and safety equipment not usually provided by the employer should be included in the OJT whenever possible as part of the training cost.
  
- COVID-19 Related Support Services
  - In an effort to act swiftly to help workers most impacted financially by the coronavirus (COVID19) pandemic, the Employment Development Department (EDD) distributed \$99,000 of Workforce Innovation and Opportunity Act (WIOA) 25% Dislocated Worker Funds to Merced County provide supportive services to individuals impacted by COVID-19. The following information outlines the eligibility criteria for individuals to receive these funds, in addition to the allowable use of funds for supportive services. Local Workforce Development Boards (Local Board) are requested to prioritize underserved populations. Please note the eligibility requirements and use of funds differs from traditional WIOA 25% Dislocated Worker funds, and the information outlined does not apply to other WIOA funds.
  - In addition to meeting WIOA Title I eligibility, eligible individuals must satisfy all of the following:
    - § Individuals are enrolled in Title I Dislocated Worker services.\*
    - § Individuals have not received wages above 400% of the federal poverty level (FPL) for the last six months of income. For additional FPL information, please visit the U.S. Department of Health & Human Services Poverty Guidelines.
      - Household Annual Salary for 400% FPL is as follows:
        - Family of 1: \$51,040
        - Family of 2: \$68,960
        - Family of 3: \$86,880
        - Family of 4: \$104,800

§ Individuals meet one of the following:

- Laid off due to COVID-19.
- Experienced a reduction in hours and/or pay due to COVID-19.
- Unable to work for any of the following COVID-19 related reasons:
  - Subject to quarantine.
  - Caregiver for someone who is subject to quarantine.
  - Need to care for children because of school closure or closure of other child care provider.
  - At higher risk of getting seriously ill from COVID-19, or lives with someone at higher risk, as outlined on the California Department of Public Health COVID-19 website.
  - Required to telework, but does not have the necessary equipment.

\*If an individual is not eligible for the Dislocated Worker program, they can be enrolled into the Title I Adult program and provided the tiered supportive services described below, as long as they meet all of the COVID-19 related eligibility criteria listed above. Due to the COVID-19 public health emergency, individuals may self-attest to their income and the COVID-19 related eligibility criteria listed above.

## **Section 2: Types of Supportive Services**

WI, in accordance with the WIOA and its implementing regulations, may provide supportive services deemed appropriate for payment or reimbursement to participants and/or other agencies or businesses for preapproved necessary services, supplies and/or materials provided to the participant. The participant's need must be documented, including on the IEP. Such services, supplies and/or materials may include, but are not limited to, the following:

- Books needed for class
- DMV printouts
- Physicals and Lab Tests when required for training or employment.
- One-time GED Testing Fee
- Transportation
- Childcare
- One-time Emergency Assistance for training or employment
- Incidental Payments (up to \$5 per day)

Participants who obtain unsubsidized employment may have their supportive services reduced or terminated. At the time of hire, the needs of the participant will be reassessed by the Case Manager to determine if further assistance from WIOA funding is required.

For COVID-19 related support services:

Supportive services may be provided to individuals impacted by COVID-19, with an emphasis on providing supportive services to underserved populations. These supportive services may include, but are not limited to, equipment necessary to telework (e.g. computer, internet, etc.), housing assistance, utility assistance, childcare assistance, and transportation assistance.

Supportive services are available in two tiers:

1. Individuals receiving at least 50% of their previous wages either from their employer

directly, or with Unemployment Insurance (UI) payments, may receive supportive services totaling \$400.

2. Individuals who are not receiving at least 50% of their wages from their employer directly, or with UI payments, may receive supportive services totaling \$800.

### **Section 3: Pell Grants**

Participants enrolled, or accepted for enrollment, at an accredited college or in other training in a course of study eligible for Federal or State financial aid must apply for such financial aid, including a Federal Pell Grant. No supportive services will be provided until this action is accomplished, as verified by a copy of the Free Application for Federal Student Aid (FAFSA) award letter. Pell Grant recipients must reapply each year to continue supportive services. Any other grants that the participant has applied for must also be verified. Copies of the verification documents will be maintained in the participant's file.

Note: Preliminary Pell Grant eligibility can be established prior to enrollment into a training program. The FAFSA form is used to determine eligibility, and is available through the Internet or the financial-aid offices of accredited colleges. Applications can be submitted on-line through the Worknet One-Stop. All Case Managers will be familiar with the proper completion procedures for these forms, and be able to assist participants in the filing process. Pell Grants are awarded only once in a program year, and only for one academic institution. The maximum amount for the Pell Grant will vary from year to year.

For WIOA participants enrolled in programs eligible for Pell Grants, supportive services may be provided while a Pell Grant application is pending.

Case Managers will utilize their monthly contact with the participant to verify the status of the Pell Grant application. Upon award of a Pell Grant, full or partial, the participant's needs will be reassessed and documented to determine an appropriate level of assistance from WIOA funding. The participant's supportive services may then be reduced or terminated.

### **Section 4: ITAs, Limitations of Financial Support**

For those participants who elect to attend occupational skills training within the local labor market area (defined as from Fresno County to the South and Stanislaus County to the North and also includes Santa Clara County and San Benito County to the west for participants living in the west side of Merced County), the maximum amount of funds available will be limited by the needs identified in the participant's IEP, and be consistent with the criteria put forth in this policy and procedure.

WI will make no supportive services available to participants who elect to attend occupational classroom training outside of the defined labor market area unless an exception is approved by the Director or Assistant Director of the Department.

### **Section 5: Procedures Applicable to Supportive Services**

#### **Mileage/Transportation Payments:**

Participants attending training or job interviews who drive their own vehicle may be eligible, based on need, for mileage reimbursement. Mileage must be verified by Map Quest or a similar website

(including to and from the childcare provider to attend training). Daily attendance will be verified by the training provider.

When mileage is provided, the following must be kept in the participant's file and copies provided to Fiscal/MIS: 1) a copy of the participant's valid CA Driver's License; 2) proof of current insurance for the vehicle to be driven; 3) proof of current California vehicle registration in the participant's name; and 4) a map (from a known source; i.e., MapQuest) of the commute to and from training. If the car is not in the participant's name (i.e. the vehicle is owned by a parent), a signed form/letter from the vehicle's owner must be maintained in the file giving permission for the participant to use the vehicle along with the same information contained in items 1, 2, 3, and 4 above. The rate of reimbursement varies depending on the distance travelled and are detailed below:

- 10-19 miles roundtrip, up to \$5.00 per day
- 20-34 miles roundtrip, up to \$7.50 per day
- 35-49 miles roundtrip, up to \$10.00 per day
- 50-64 miles roundtrip, up to \$12.50 per day
- 65-79 miles roundtrip, up to \$15.00 per day
- 80-94 miles roundtrip, up to \$17.50 per day
- 95+ miles roundtrip, up to \$20.00 per day

### **Bus Passes:**

When a participant's schedule and childcare arrangements can be accommodated by public transportation, a monthly bus pass will be provided. When bus passes are requested in lieu of transportation payment, the Case Manager must state the need for the bus pass.

### **Child/Elder Care:**

Participants with a child 12 years of age or younger may be eligible for childcare. Participants with a child 13 through 18 years of age, or dependents requiring elder care, may be eligible for dependent care if the dependent is physically or mentally incapable of caring for him or herself as determined by a legally qualified professional, or, if the child is under court supervision. If the participant's spouse or significant other is either not working nor looking for work, nor participating in a training program, and is not incapacitated or does not have special needs, childcare will not be authorized. Documentation for reimbursement for childcare is the participant's time and attendance for days in training to be signed and furnished by the training provider. When childcare is provided, the length and number of days of training, number of children, age(s), hours per day childcare is required, and the childcare provider needs to be documented in the Participant IEP/case note. Child/Elder care funding should not be provided while children/adults are at school or in other care where payment is not necessary.

When child care is provided, the following must be kept in the participant's file and copies provided to Fiscal/MIS: A prepared Applicant Statement signed by the childcare provider, which will include the name of the provider, Federal ID number or Childcare License number, the number of children, their age(s), and hours per day of care. Up to \$10.00 per day may be allowed for Child Care regardless of the number of children or hours in training.

When elder care is provided, the following must be kept in the participant's file and copies provided to Fiscal/MIS: An Applicant Statement signed by the care provider, which will include the name of the provider, copy of their valid ID (or Federal ID number or Elder Care License number if a

licensed provider), the number of adults, their age(s), and hours per day of care. Elder care reimbursement is dependent on the level of care required and must be approved by the Director or Assistant Director of the Department.

**Section 6: Exceptions to Supportive Services Policy and Limits:**

The need for exceptions to this Supportive Services Policies & Procedures must be documented, in writing, by the Case Manager and must be approved by the responsible person as stated above.

**Responsible Official:** Assistant Director

**Reviewed Date:** May 4, 2020

**Revised Date:** May 4, 2020



## DEPARTMENT OF WORKFORCE INVESTMENT

**David Mirrione – Director**

<https://worknetmerced.com/>

### **Supportive Services**

#### **Policies and Procedures**

Enrolled **WIOA** participants may be provided supportive services, and this document is the Department of Workforce Investment (WI) policies and procedures for providing these supportive services.

**Per WSD-1906:**

*Supportive services are designed to provide a participant with the resources necessary to enable their participation in career and training services. Supportive services may be made available to any participant in Title I career or training activities that is unable to obtain supportive services through other programs providing such services. Title I Adult, Dislocated Worker, and Youth participants must be participating in staff assisted basic career services, individualized career services, and/or training services to continue to receive supportive services. However, unlike Adults and Dislocated Workers, Youth participants may also receive supportive services during follow-up. TAA and WP participants are not eligible for supportive services. If supportive services are needed, these must be provided through Title I. Supportive services do not extend the date of exit for performance accountability purposes. [TEGL 10-16 and TEGL 21-16]*

*Supportive services must be entered on the day the service is provided to the participant. If supplies have to be ordered as part of the supportive service, the supportive service activity code should be entered the day the supplies are provided/delivered to the participant.*

Supportive Services must be entered in CalJOBS on the day the participant signs to acknowledge that the supportive service check/supplies have been received. In limited cases when it is not possible for the participant to sign and acknowledge receipt of check/supplies, it is acceptable to enter the service code at the time of mailing the check/supplies. These limited cases are defined as national, statewide, or county states of emergency and specific cases when the participant is unable to pick up check/supplies (i.e. is out of the country, has moved out of the area). In all of these limited cases, the written approval of the contracted Director or his/her designee is needed, as well as a detailed case note to explain the need for services and why there is no signature acknowledging receipt of check/supplies.

The Case Manager will interview each participant and, in collaboration with the participant, will

develop an IEP that will be based on the participant's needs and what is he/she is eligible for to successfully complete training and/or find work. Backup documentation is required in the file to support the need for the supportive services and the exact amount and type of services(s) provided. The need and services provided will be noted in the case notes, documented in the Participant Employment Plan (IEP, **ISS**), and with the appropriate code(s) in CalJobs.

The level and types of service will be based upon need and the availability of funding. In all cases, Case Managers must ensure funds are available, and all other resources were explored prior to obligating funds for Workforce Innovation and Opportunity Act (WIOA) supportive services.

## **Section 1: Levels of Supportive Services**

### **Job Search Services:**

- Enrollment in Job Search, Pre-employment Related Services or Employment Specific Services:
  - Up to \$150 per enrolled participant authorized by the participant's Case Manager. This may include transportation, clothing/uniforms and related items and is dependent on the need of the participant and funding availability.
  - For purchases that exceed \$150 but do not exceed \$500, the contracted Director's or his/her designee's, written authorization is needed.
  - Amounts that exceed \$500 per enrolled participant require the written approval of **the Director or Assistant Director of the Department.**

### **Intensive and Training Services:**

- Enrollment in a training activity that is listed on the State Eligible Training Provider List:
  - Up to \$2,500 per enrolled participant. This may include transportation, childcare, other dependent care, clothing/uniforms and related items, and is determined by the need of the participant and funding availability. Amounts that exceed \$2,500 per enrolled participant require the approval of **the Director or Assistant Director of the Department.**
- Enrollment in a training activity with a training provider not on the Eligible Training Provider List:
  - Up to \$3,000 per enrolled participant. This may include transportation, childcare, other dependent care, clothing/uniforms and related items, and is determined by the need of the participant and funding availability. This may include actual costs associated with the training such as books, uniforms, supplies, and fees such as health and parking. In no instance may any portion of this money be used for registration or tuition costs. Amounts that exceed \$3,000 per enrolled participant require the approval of **the Director or Assistant Director of the Department.**

- Enrollment in Work Experience or Internship:
  - Up to \$150 per enrolled participant authorized by the participant’s Case Manager. This may include transportation, clothing/uniforms and related items and is dependent on the need of the participant and funding availability.
  - For purchases that exceed \$150 but do not exceed \$500, the contracted Director’s or his/her designee’s, written authorization is needed.
  - Amounts that exceed \$500 per enrolled participant require the written approval of **the Director or Assistant Director of the Department.**
  
- Enrollment in On-the-Job Training (OJT):
  - Up to \$150 per enrolled participant authorized by the participant’s Case Manager. This may include transportation, clothing/uniforms and related items and is dependent on the need of the participant and funding availability. Tools and uniforms included in the OJT contract do not count toward this amount.
  - For purchases that exceed \$150 but do not exceed \$500, **the Director or Assistant Director of the Department’s written approval is needed.**
  - Amounts that exceed \$500 per enrolled participant require the written approval of **the Director or Assistant Director of the Department.**
  - Actual costs associated with OJT such as tools, uniforms, and safety equipment not usually provided by the employer should be included in the OJT whenever possible as part of the training cost.
  
- **COVID-19 Related Support Services**
  - **In an effort to act swiftly to help workers most impacted financially by the coronavirus (COVID19) pandemic, the Employment Development Department (EDD) distributed \$99,000 of Workforce Innovation and Opportunity Act (WIOA) 25% Dislocated Worker Funds to Merced County provide supportive services to individuals impacted by COVID-19. The following information outlines the eligibility criteria for individuals to receive these funds, in addition to the allowable use of funds for supportive services. Local Workforce Development Boards (Local Board) are requested to prioritize underserved populations. Please note the eligibility requirements and use of funds differs from traditional WIOA 25% Dislocated Worker funds, and the information outlined does not apply to other WIOA funds.**
  - **In addition to meeting WIOA Title I eligibility, eligible individuals must satisfy all of the following:**
    - § **Individuals are enrolled in Title I Dislocated Worker services.\***
    - § **Individuals have not received wages above 400% of the federal poverty level (FPL) for the last six months of income. For additional FPL information, please visit the U.S. Department of Health & Human Services Poverty Guidelines.**
      - **Household Annual Salary for 400% FPL is as follows:**
        - Family of 1: \$51,040
        - Family of 2: \$68,960
        - Family of 3: \$86,880
        - Family of 4: \$104,800

§ Individuals meet one of the following:

- Laid off due to COVID-19.
- Experienced a reduction in hours and/or pay due to COVID-19.
- Unable to work for any of the following COVID-19 related reasons:
  - Subject to quarantine.
  - Caregiver for someone who is subject to quarantine.
  - Need to care for children because of school closure or closure of other child care provider.
  - At higher risk of getting seriously ill from COVID-19, or lives with someone at higher risk, as outlined on the California Department of Public Health COVID-19 website.
  - Required to telework, but does not have the necessary equipment.

\*If an individual is not eligible for the Dislocated Worker program, they can be enrolled into the Title I Adult program and provided the tiered supportive services described below, as long as they meet all of the COVID-19 related eligibility criteria listed above. Due to the COVID-19 public health emergency, individuals may self-attest to their income and the COVID-19 related eligibility criteria listed above.

## Section 2: Types of Supportive Services

WI, in accordance with the WIOA and its implementing regulations, may provide supportive services deemed appropriate for payment or reimbursement to participants and/or other agencies or businesses for preapproved necessary services, supplies and/or materials provided to the participant. The participant's need must be documented, including on the IEP. Such services, supplies and/or materials may include, but are not limited to, the following:

- Books needed for class
- DMV printouts
- Physicals and Lab Tests when required for training or employment.
- One-time GED Testing Fee
- Transportation
- Childcare
- One-time Emergency Assistance for training or employment
- Incidental Payments (up to \$5 per day)

Participants who obtain unsubsidized employment may have their supportive services reduced or terminated. At the time of hire, the needs of the participant will be reassessed by the Case Manager to determine if further assistance from WIOA funding is required.

### For COVID-19 related support services:

Supportive services may be provided to individuals impacted by COVID-19, with an emphasis on providing supportive services to underserved populations. These supportive services may include, but are not limited to, equipment necessary to telework (e.g. computer, internet, etc.), housing assistance, utility assistance, childcare assistance, and transportation assistance.

Supportive services are available in two tiers:

1. Individuals receiving at least 50% of their previous wages either from their employer

directly, or with Unemployment Insurance (UI) payments, may receive supportive services totaling \$400.

2. Individuals who are not receiving at least 50% of their wages from their employer directly, or with UI payments, may receive supportive services totaling \$800.

### **Section 3: Pell Grants**

Participants enrolled, or accepted for enrollment, at an accredited college or in other training in a course of study eligible for Federal or State financial aid must apply for such financial aid, including a Federal Pell Grant. No supportive services will be provided until this action is accomplished, as verified by a copy of the Free Application for Federal Student Aid (FAFSA) award letter. Pell Grant recipients must reapply each year to continue supportive services. Any other grants that the participant has applied for must also be verified. Copies of the verification documents will be maintained in the participant's file.

Note: Preliminary Pell Grant eligibility can be established prior to enrollment into a training program. The FAFSA form is used to determine eligibility, and is available through the Internet or the financial-aid offices of accredited colleges. Applications can be submitted on-line through the Worknet One-Stop. All Case Managers will be familiar with the proper completion procedures for these forms, and be able to assist participants in the filing process. Pell Grants are awarded only once in a program year, and only for one academic institution. The maximum amount for the Pell Grant will vary from year to year.

For WIOA participants enrolled in programs eligible for Pell Grants, supportive services may be provided while a Pell Grant application is pending.

Case Managers will utilize their monthly contact with the participant to verify the status of the Pell Grant application. Upon award of a Pell Grant, full or partial, the participant's needs will be reassessed and documented to determine an appropriate level of assistance from WIOA funding. The participant's supportive services may then be reduced or terminated.

### **Section 4: ITAs, Limitations of Financial Support**

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**Responsible Official:** Assistant Director

**Reviewed Date:** May 4, 2020

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