MADERA COUNTY WORKFORCE Development Board

A G E N D A

October 15, 2026
3:00 p.m.

Meeting will be held in person and via Zoom at:

Workforce Assistance Center, 2037 W. Cleveland Avenue, Madera, CA 93637
3170 West Shaw Ave, Fresno, CA 93711
2425 W Cleveland Ave, #101, Madera, CA 93637
30277 Avenue 12, Madera, CA 93637

REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in a meeting or function of the Workforce Development Board of Madera County, may request assistance by contacting the Executive Assistant at Madera County Workforce Investment Corporation office, 2037 W. Cleveland Avenue, Madera, CA 93637; Telephone 559/662-4589; CRS 711; Fax 559/673-1794.

This agenda and supporting documents relating to the items on this agenda are available through the Workforce Development Board website at http://www.maderaworkforce.org/workforce-board-meetings/. These documents are also available at the Madera County Workforce Assistance Center – office of the Executive Director. The Workforce Development Board is an equal Opportunity Employer/Program. Auxiliary aids and services are available upon request.

1.0 Call to Order

1.1 Pledge of Allegiance

2.0 Additions to the Agenda

Items identified after preparation of the Agenda for which there is a need to take immediate action. Two-thirds vote required for consideration (Government Code Section 54954.2(b)(2))

3.0 Public Comment

This time is made available for comment from the public on matters within the Board's jurisdiction but not appearing on the agenda. The Board will not take action on any items presented under public comment. The comment period will be limited to 15 minutes.

4.0 Introductions and Recognitions

5.0 Adoption of Board Agenda

6.0 Consent Calendar

6.1 Consideration of approval of the August 20, 2026, Workforce Development Board (WDB) meeting minutes.

6.2 Consideration of approval of the reappointment of Nichole Mosqueda, Camarena Health, to the WDB for an additional 3-year term: 10/21/26-10/21/29.

6.3 Consideration of approval of the reappointment of Chuck Riojas, Fresno Madera Tulare & Kings Building Trades Council, to the WDB for an additional 3-year term: 12/6/26-12/6/29.

7.0 Action Items

7.1 Consideration of approval of The Munoz Group's One Stop Operator (OSO) quarterly report for the period of July 1, 2026, through September 30, 2026.

7.2 Consideration of approval of the Non-Discrimination and Equal Opportunity Policy to update local information to reflect the new EEO Officer.

7.3 Consideration of approval of the WIOA Title I Eligibility Technical Assistance Guide (TAG) and the Acceptable Documentation for WIOA Title I Program Eligibility as attachments to the WIOA Title I Eligibility Policy approved on August 20, 2026.

7.4 Discussion and guidance on the development of a Madera County Job Quality Framework.

8.0 Information Items

8.1 Success Stories

8.2 WDB Action Planning Subcommittee Updates

8.3 Madera County Workforce Investment Corporation (MCWIC) Update

8.4 America's Job Center of California (AJCC) Certification Update

8.5 Local and Regional Workforce Plans Update

8.6 Federal and Legislative Updates

8.7 Program Years 2026 & 2027 Workforce Innovation and Opportunity Act (WIOA) Negotiated Performance Goals for Madera County

8.8 Workforce Innovation and Opportunity Act (WIOA) Formula and Special Projects Quarterly Program Overview Through June 30, 2026

8.9 California Workforce Association's Meeting of the Minds in Monterey (MMM) Conference

8.10 National Workforce Development Month Proclamation/Workforce Development Professional's Day

8.11 Weekly Unemployment Insurance (UI) Initial Claims for Madera County

9.0 Written Communication

10.0 Open Discussion/Reports/Information

10.1 Board Members

10.2 Staff

11.0 Next Meeting

December 17, 2026

12.0 Adjournment

MADERA COUNTY WORKFORCE Development Board

MINUTES

August 20, 2026
3:00 p.m.

Meeting will be held in person and via Zoom at:

Workforce Assistance Center, 2037 W. Cleveland Avenue, Madera, CA 93637
40343 Highway 41, Oakhurst, CA 93644
3170 West Shaw Ave, Fresno, CA 93711

PRESENT:	Aaron Chambers, Brett Frazier, Chuck Riojas, Emilio Hipolito, Eric Niino, Gurminder Sangha, Jorge DeNava, Lanie Suderman, Michelle Brunetti, Nichole Mosqueda, Pricsilla Varela, Todd Lile (6.1), Wendy Lomeli
ABSENT:	Kristina Gallagher, Laura Gutile, Michelle Jones, Mike Lopez, Robert Poythress
GUEST:	Andrew Munoz
STAFF:	Bertha Vega, Jessica Roche, Maiknue Vang, Nelson Vang, Nicki Martin, Nuvia Moreno, Sheyla Garcia

1.0 Call to Order

Meeting called to order at 3:02 p.m. by Chair Brett Frazier.

1.1 Pledge of Allegiance

2.0 Additions to the Agenda

None.

3.0 Public Comment

None.

4.0 Introductions and Recognitions

Roundtable introductions were done by everyone in attendance. Priscilla Varela, Department of Rehabilitation, introduced herself. She is replacing Joe Perez on the Board.

5.0 Adoption of Board Agenda

Chuck Riojas moved to adopt the agenda, seconded by Aaron Chambers.

Vote: Approved – unanimous

Yes: Aaron Chambers, Brett Frazier, Chuck Riojas, Emilio Hipolito, Eric Niino, Gurminder Sangha, Jorge DeNava, Lanie Suderman, Michelle Brunetti, Nichole Mosqueda, Pricsilla Varela, Wendy Lomeli

6.0 Consent Calendar

6.1 Consideration of approval of the April 16, 2026, Workforce Development Board (WDB) meeting minutes.

6.2 Consideration of approval of the resignation of Michelle Jones, AutoZone, from the WDB.

Michelle Jones, AutoZone Inc., relocated to open another new distribution center.

Jorge DeNava moved to approve the Consent Calendar, seconded by Eric Niino.

Vote: Approved – unanimous

Yes: Aaron Chambers, Brett Frazier, Chuck Riojas, Emilio Hipolito, Eric Niino, Gurminder Sangha, Jorge DeNava, Lanie Suderman, Michelle Brunetti, Nichole Mosqueda, Pricsilla Varela, Todd Lile, Wendy Lomeli

7.0 Action Items

7.1 Consideration of approval of Armando Cortez's Director application to the WDB representing AutoZone for a 3-year term.

Armando Cortez will replace Michelle Jones on the WDB.

Nichole Mosqueda moved to approve, seconded by Aaron Chambers.

Vote: Approved – unanimous

Yes: Aaron Chambers, Brett Frazier, Chuck Riojas, Emilio Hipolito, Eric Niino, Gurminder Sangha, Jorge DeNava, Lanie Suderman, Michelle Brunetti, Nichole Mosqueda, Pricsilla Varela, Todd Lile, Wendy Lomeli

7.2 Consideration of approval of The Munoz Group's One Stop Operator (OSO) quarterly report for the period of April 1, 2026, through June 30, 2026.

Andrew Munoz presented the OSO reports to the WDB. 4th quarter activities were standard. As the OSO, Andrew convenes all of the Partners and strives to help make the Center great and innovative. 4th quarter engagement and attendance were very good. The July meeting was the best attended meeting. Andrew will try to implement the Madera model for partnership and One-stop operations for the rest of the region. 4th quarter Partner meeting discussions included the new work requirements for CalFresh, and the ongoing development of opportunities for the Partners to cross promote their services and be aware of all the opportunities to leverage those activities. The cross-training sessions for 2025-2026 were delayed but will happen in October. During cross-training, Partners will have opportunities to provide information on their services/topics. Partners completed a survey to find out what topics they considered important. The survey results will help guide the cross-trainings.

Chuck Riojas moved to approve, seconded by Jorge DeNava.

Vote: Approved – unanimous

Yes: Aaron Chambers, Brett Frazier, Chuck Riojas, Emilio Hipolito, Eric Niino, Gurminder Sangha, Jorge DeNava, Lanie Suderman, Michelle Brunetti, Nichole Mosqueda, Pricsilla Varela, Todd Lile, Wendy Lomeli

7.3 Consideration of approval of The Munoz Group's OSO Annual Report for fiscal year 2025-2026.

Much work is done around the Continuous Improvement Plan (CIP). The CIP identified 7 different areas of quality services to be delivered. A few items within the plan present an opportunity for Partners to assist the Center in meeting those objectives – opportunities to improve/indicators of high quality. There are always opportunities to improve. These improvements are reflected in customer satisfaction surveys from the past 12 months. The co-location of Partners within the Madera center is a critical part of the success in Madera. There is always room for improvement. That is something that helps build the agendas for the meetings. Surveys are also used to provide input and guidance for services within the Center. For the upcoming program year 2027, Andrew is suggesting that some targeted customer satisfaction surveys around specific service modules such as serving those who have completed a new occupational training/services or individuals who have exited the program. Efforts to increase co-enrollment will also be looked at. We want to make sure co-enrollments are documented so that the program(s) get credit for them. Andrew is hoping to facilitate a regional roundtable for the reception and front office staff so that those staff can have an opportunity to meet their peers that do the same thing that they do at the other centers in the other 3 counties. Andrew is also hoping to implement a monthly meeting schedule within the region.

Chuck Riojas moved to approve, seconded by Jorge DeNava.

Vote: Approved – unanimous

Yes: Aaron Chambers, Brett Frazier, Chuck Riojas, Emilio Hipolito, Eric Niino, Gurminder Sangha, Jorge DeNava, Lanie Suderman, Michelle Brunetti, Nichole Mosqueda, Pricsilla Varela, Todd Lile, Wendy Lomeli

7.4 Consideration of approval of the revised Eligible Training Provider List (ETPL) policy to include the requirements and provisions of the State's revised ETPL directive released on February 23, 2026.

The ETPL is a statewide list managed by EDD, with local Workforce Development Boards participating in the review and approval process. Workforce Boards are required to use training providers from the list if WIOA funds will be used to pay for their training. The WDB ETPL policy was revised in order to ensure that all the recent updates from the State's directive were captured. A tracked policy with the revisions was provided to the Board. It expands and clarifies many of the definitions, it adds clear California operating requirements, and it formalizes more detailed data collection. It also expands the eligibility for training providers to be on the ETPL, what the review cycle looks like and how training providers may be de-listed. In general, it provides more clarification on the definitions and requirements for training providers to be on the ETPL. Additionally, it allows local workforce boards to establish local ETPL requirements. The 2-year review process was cut down to 1 year. It is possible that training providers fall off the ETPL if they don't monitor their program closely. Providers are able to come back on to the list, but it can be a cumbersome process. Staff may consider adopting a process to help prevent providers from falling off the list. In previous years, staff were allowed to enter outcomes for the providers but that is no longer allowed and providers must maintain their own information within the system.

Michelle Brunetti moved to approve, seconded by Chuck Riojas.

Vote: Approved – unanimous

Yes: Aaron Chambers, Brett Frazier, Chuck Riojas, Emilio Hipolito, Eric Niino, Gurminder Sangha, Jorge DeNava, Lanie Suderman, Michelle Brunetti, Nichole Mosqueda, Pricsilla Varela, Todd Lile, Wendy Lomeli

7.5 Consideration of approval of the revised WIOA Incentives Policy to consolidate incentive opportunities and provide larger awards for key participant milestones and outcomes.

The revised policy reallocates the timing and incentives payments for participants. Previously, there were smaller amounts for a variety of milestones. Some incentive payments were only $25, and staff found that participants were forgetting to cash the checks – perhaps due to the low amount of the funds. Staff are recommending that the smaller incentive payments be moved into the larger milestones that contribute to our local performance outcomes. For instance, an incentive amount for training of $100 would now be $150. Some of the lower incentive amounts for the upfront activities such as Essential Workforce Skills Workshop, Financial Capabilities Workshop, or the Paid Work Experience workshops are removed from the policy while their incentive amounts are folded into other milestones such as training, job placement and follow up. The total incentive amounts remain the same while the activities are restructured. Staff recognize that it is also possible that participants may not have a way to cash their checks. It was recommended that participants open or ensure that they have a checking account after they complete the Financial Capabilities workshop. Staff are researching the possibility of using gift cards to avoid this issue. Staff want to make sure that they are spending the money they are earning. Staff may also research the use of other types of cards such as gas cards or Amazon cards. Cash awards are not allowed.

Jorge DeNava moved to approve, seconded by Todd Lile.

Vote: Approved – unanimous

Yes: Aaron Chambers, Brett Frazier, Chuck Riojas, Emilio Hipolito, Eric Niino, Gurminder Sangha, Jorge DeNava, Lanie Suderman, Michelle Brunetti, Nichole Mosqueda, Pricsilla Varela, Todd Lile, Wendy Lomeli

7.6 Consideration of approval of the Eligibility policy to include the requirements and provisions of the State's WIOA Title I Eligibility Technical Assistance Guide directive released on September 26, 2024.

This is a new policy that is not currently in place. In the past, eligibility requirements were identified under different policies for each program, or it has been included in local processes and procedural guidelines. The State has provided revisions to their Technical Assistance Guide (TAG) to the eligibility requirements under WIOA Title 1 programs for Adult, Dislocated Workers, and Youth participants. Local areas have been informed that the next program monitoring will look for policy around eligibility. This policy will help Madera formalize the eligibility process

while also satisfying the monitoring requirement. As the policy is developed, staff may bring revisions to the Board for approval. This policy will provide a central policy for eligibility requirements for all 3 categories – Adult, Dislocated Worker, and Youth.

Todd Lile moved to approve, seconded by Emilio Hipolito.

Vote: Approved – unanimous

Yes: Aaron Chambers, Brett Frazier, Chuck Riojas, Emilio Hipolito, Eric Niino, Gurminder Sangha, Jorge DeNava, Lanie Suderman, Michelle Brunetti, Nichole Mosqueda, Pricsilla Varela, Todd Lile, Wendy Lomeli.

8.0 Information Items

8.1 Success Stories

Information provided within the agenda packet.

8.2 WDB Action Planning Subcommittee Updates

Information provided within the agenda packet.

- *Leadership Committee: Michelle Jones, AutoZone, resigned. Armando Cortez's application came to the WDB for approval. He will replace Michelle on the Board. The committee discussed the vacancy left by the resignation of Donald Foster. The WDB is missing representation from the renewable energy sector which is an identified priority sector. The Sector Partnership recommended Wade Wheeler with the biomass plant, and Mike Nemat, Lean Solar. The committee agreed that someone from the solar industry would be a good fit for the WDB and would help provide input into the training needs for this industry. Jorge was at the Sector Partnership meeting and commented that the Partnership thought someone from the renewable sector could help navigate the peaks and valleys that the industry experiences and could also explain the industry. Staff will reach out to Mike about the WDB and would bring his application back to the Board for approval.*
- *Work Ethics: the committee met and finalized language for a letter and flyer to go out to employers about local students and committing to the Madera Promise and being an employer that may consider the students for jobs. Students can be recent high school graduates who completed their senior defense or students who may have needed extra help with the defense and completed the modules. Students would come to the Center to complete the work ethics modules. These students would be guaranteed a job interview but there would be no guarantee for being hired. The committee is working on getting employers on board. The Committee needs to do some education with the employers. They will start with the employers on the WDB and in the Center and will ask them to commit to being an employer of choice so that applicants can gain experience. Employers need to commit before student recruitment starts. Camarena Health will commit to being one of the employers. The Board expressed the importance of creating a positive experience for young people so that if they leave Madera after high school, they will want to come back for employment opportunities.*
- *Training: the committee has had difficulty with participation/attendance. Michelle Brunetti and Gurminder Sangha have been the main attendees along with Bertha Vega and Erick Flores as staff who have been doing much of the work. Michelle speculates that the reason for the limited participation may be due to the fact that Workforce already has trainings in place and they may feel that there may not be a lot that the committee can do to supplement or modify the program. The committee hasn't met recently but is planning to meet next week. The group depended on the participation of Workforce partners but their attendance was not consistent. Staff stated that they will continue to explore trainings even beyond the Action Plan timeline and will look at gaps in training, possible skills gaps and what trainings may be needed in Madera and how to secure funding for those trainings. Staff are currently trying to develop trainings for CNAs and Medical Assisting.*
- *Marketing: the new website is close to being complete. It looks great and will be much easier to navigate with a real focus on job seekers and businesses. The committee suggested that the About Us tab be moved to the end of the toolbar so that the focus can remain on the visitors to the site. It is easy to navigate with minimal drop downs. A page is being developed for the WOW Mobile which will include a calendar and a Community Based Organization (CBO) request form. This will also show visitors where the WOW Mobile will be.*

8.3 Madera County Workforce Investment Corporation (MCWIC) Update

Information provided within the agenda packet.

8.4 Federal and Legislative Updates

Information provided within the agenda packet.

8.5 Workforce on Wheels (WOW) Mobile Unit Unveiling and Ribbon Cutting

Information provided within the agenda packet.

8.6 California Workforce Development Board (CWDB) Presentations

Information provided within the agenda packet.

8.7 2026 Foster Youth Summer Work Experience Program

Information provided within the agenda packet.

8.8 Program Impact Report

Information provided within the agenda packet. The report provides information regarding the amount of money invested in Madera County for program year 2025-2026. $219,000 was spent on supportive services, $835,000 in total training, and $181,000 in work-based learning for a total of $1.2 million – numbers are approximate. Last year's investment was a little over $800,000. Work-based learning is split into on-the-job training, paid work experience, and transitional job training. Staff thanked the WDB for their support and guidance. Staff will provide this report to the Madera County Board of Supervisor so that they are aware of the work being done by the Workforce.

8.9 Local Area Program Year 2024 Final Performance Scores

Information provided within the agenda packet. The State has completed Madera's performance outcomes and determined that Madera has met or exceeded all their metrics. The State requires that the local area scores be 50% or higher with the overall indicator score higher than 90%.

8.10 High Performing Board Designation

Information provided within the agenda packet. The Madera WDB was designated as a high performing board. That is based on successful performance, approved regional and local plans, training expenditures met, youth funding expenditures met, and having a business services plan in place. This designation is for the period of July1, 2026 to June 30, 2029. A small amount of funds comes with the designation and will be used towards the Workforce Development Professionals (WDP) day event.

8.11 Workforce Innovation and Opportunity Act (WIOA) Section 188 Nondiscrimination and Equal Opportunity Provisions Annual Compliance Monitoring Review Final Report Program Years 2025-26

Information provided within the agenda packet.

8.12 Eligible Training Provider Compliance Monitoring PY 2025-26 Results

Information provided within the agenda packet.

8.13 America's Job Center of California (AJCC) Comprehensive and Affiliate/Specialized Certification

Information provided within the agenda packet.

8.14 Local and Regional Plan PY 2025-2028 Two-Year Plan Modifications

Information provided within the agenda packet.

8.15 National Workforce Development Month/Workforce Development Professional's Day

Information provided within the agenda packet. September is Workforce Development Professionals (WDP) month and recognizes the contributions of workforce professionals who support the workforce system. The WDP event will take place at Camarena's Tesoro Viejo location. The WDB is invited to attend and join staff for lunch or throughout the day at their convenience and thanks Nichole Mosqueda for providing the meeting space.

8.16 California Workforce Association (CWA) Meeting of the Minds in Monterey (MMM) 2026 Conference

Information provided within the agenda packet.

8.17 2026-27 WDB Meeting Calendar

Information provided within the agenda packet.

8.18 Weekly Unemployment Insurance (UI) Initial Claims for Madera County

Information provided within the agenda packet. Staff have noticed that individuals affected by the manufacturing closures are starting to come to the Center for services. They anticipate that there will be more Dislocated Workers (DW) coming in for services. Staff track why individuals come to the Center in order to ensure they capture the number of DW as not all individuals come in to apply for Workforce services. The Business Services team uses EconoVue to research data on which Madera County employers may be in high levels of stress. This allows staff to be proactive and reach out to employers to offer support and services.

9.0 Written Communication

None.

10.0 Open Discussion/Reports/Information

10.1 Board Members

None.

10.2 Staff

None.

11.0 Next Meeting

The next meeting will be held at the Workforce Assistance Center on October 15, 2026.

12.0 Adjournment

Meeting adjourned at 4:34 p.m.

One-Stop / AJCC Operator *Quarterly Report*

Program Year	**2026-2027**
Report Period	**Q1: July 1, 2026 – September 30, 2026**
Local Workforce Area	**Madera County**

Background

The Munoz Group (TMG) was procured to provide One-Stop Operator Services for the Sub-Region as of July 1, 2025. The Sub-Region is comprised of four local workforce development areas: Kings County, Madera County, San Joaquin County, and Stanislaus County. TMG services are to include AJCC partner meeting facilitation, coordination of service delivery among workforce partners, and MOU review/compliance. Each local area has the flexibility to customized services delivered by the One-Stop Operator. Madera County functioned as the lead for procurement and contract administration. PY 2026-2027 is the second year that TMG has provided OSO services for the Sub-Region.

1st Quarter – Summary of Deliverables

- Monthly Meeting with MCWAC Partners (July 8th)
- Monthly Meeting with MCWAC Partners (August 12th)
- Monthly Meeting with MCWAC Partners (September 9th)
- Maintenance of the Madera County Partner Network
- Ongoing Communication and Alignment Activities via MCWAC Partners
- Coordination with Madera Management Staff focused on Action Plan, Continuous Improvement, and Planning for Cross-Training Session I
- Zoom Meeting with MCWDB Executive Director and Management Staff

Customer Satisfaction Surveys

Report on customer satisfaction surveys will be provided in the 2nd Quarter. Development of new targeted surveys timeline begins in October 2026.

MCWAC Partner Action Plan

Partner input is ongoing for the MCWAC Action Plan for 2026-2027. The Action Plan will include activities focused on the upcoming AJCC Certification process. The Cross-Training Session II will have facilitated discussions regarding the new MCWAC Partner Satisfaction Survey and review of PY 2026-2027 Action Plan.

MCWDB and AJCC Continuous Improvement Plan (2024-2027)

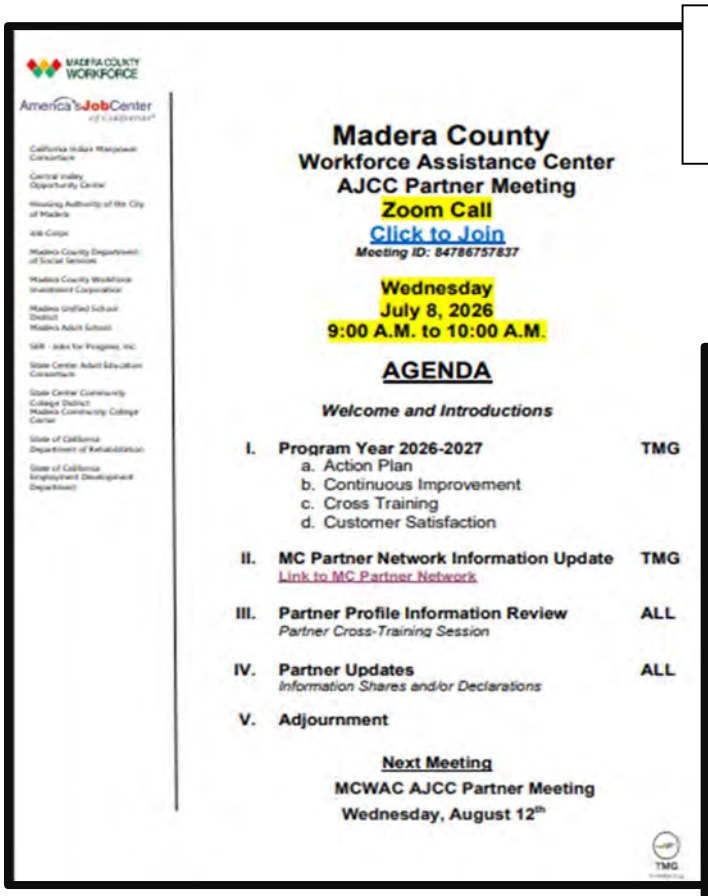
The Continuous Improvement Plan was developed as part of the 2024 AJCC Certification process. The plan has specific initiatives that require the involvement of MCWAC Partners. Critical actions that are ongoing and/or planned for PY 2026-2027 include the following:

- Distribution of Partner Survey focused on Satisfaction Levels
- Development and Distribution of Targeted Customer Surveys that may include a focus on specific customer populations, training services, and/or post-exit satisfaction levels (Phase Two)
- Development of Cross Training Session II – to be held in the Spring of 2027
- Master Calendar for MCWAC Training that is aligned with partners' priorities

Cross-Training Session Promotional Flyer

MONTHLY MEETING AGENDAS

July 8th Meeting



Madera County
Workforce Assistance Center
AJCC Partner Meeting
Zoom Call
Click to Join
Meeting ID: 84786757837

Wednesday
July 8, 2026
9:00 A.M. to 10:00 A.M.

AGENDA

Welcome and Introductions

I. **Program Year 2026-2027** — TMG
   a. Action Plan
   b. Continuous Improvement
   c. Cross Training
   d. Customer Satisfaction

II. **MC Partner Network Information Update** — TMG
   Link to MC Partner Network

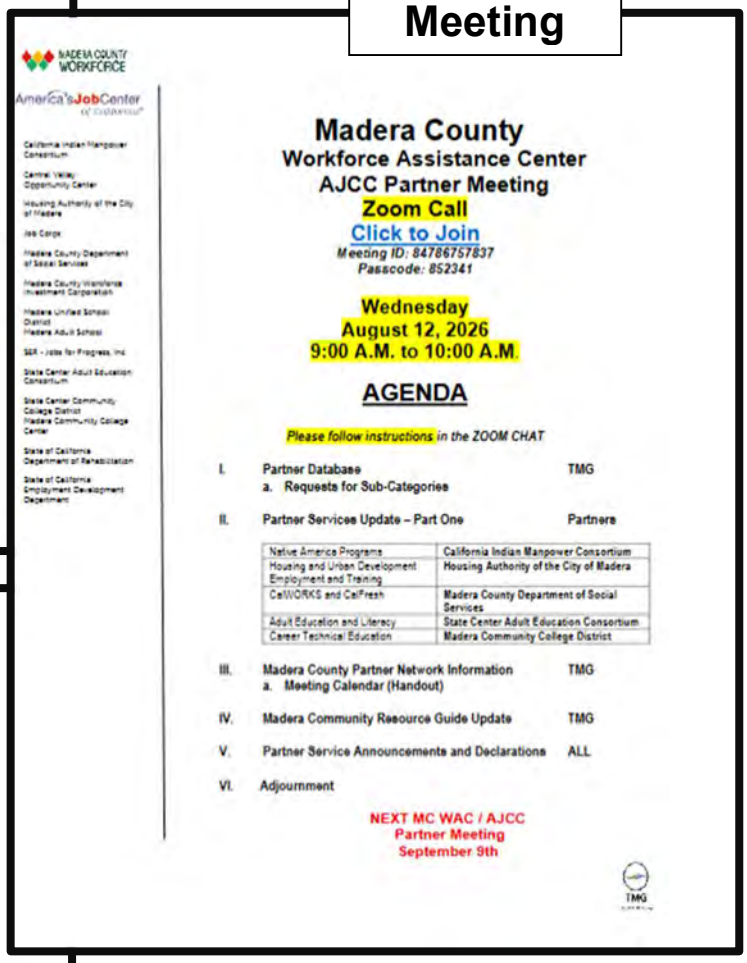
III. **Partner Profile Information Review** — ALL
   Partner Cross-Training Session

IV. **Partner Updates** — ALL
   Information Shares and/or Declarations

V. **Adjournment**

Next Meeting
MCWAC AJCC Partner Meeting
Wednesday, August 12th

August 12th Meeting



Madera County
Workforce Assistance Center
AJCC Partner Meeting
Zoom Call
Click to Join
Meeting ID: 84786757837
Passcode: 852341

Wednesday
August 12, 2026
9:00 A.M. to 10:00 A.M.

AGENDA

Please follow instructions in the ZOOM CHAT

I. Partner Database — TMG
   a. Requests for Sub-Categories

II. Partner Services Update – Part One — Partners

Native America Programs	California Indian Manpower Consortium
Housing and Urban Development Employment and Training	Housing Authority of the City of Madera
CalWORKS and CalFresh	Madera County Department of Social Services
Adult Education and Literacy	State Center Adult Education Consortium
Career Technical Education	Madera Community College District

III. Madera County Partner Network Information — TMG
   a. Meeting Calendar (Handout)

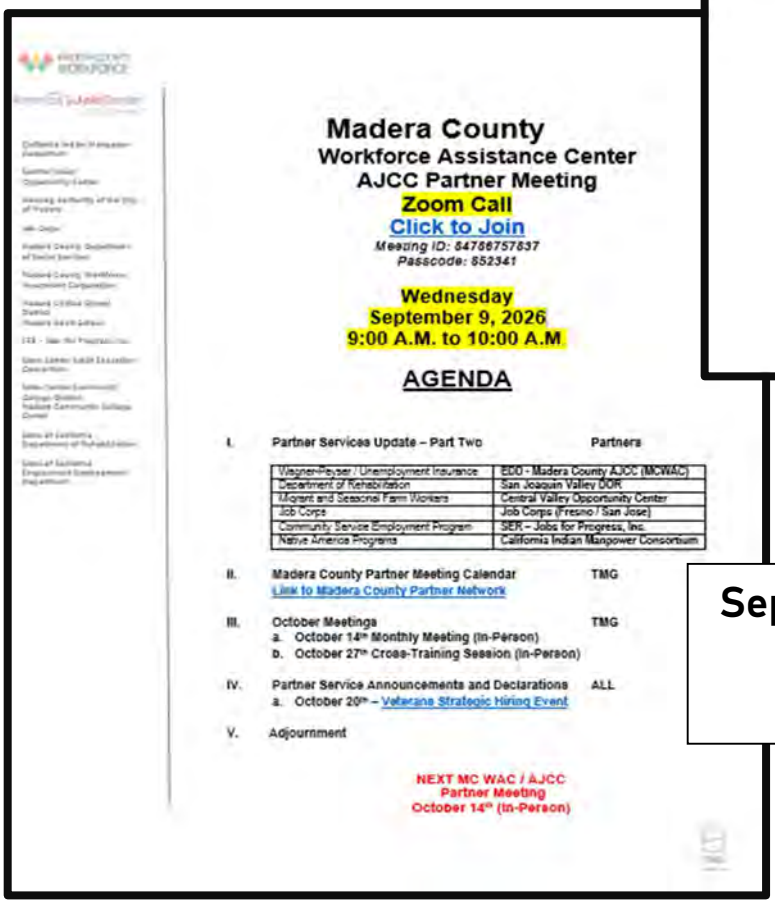
IV. Madera Community Resource Guide Update — TMG

V. Partner Service Announcements and Declarations — ALL

VI. Adjournment

NEXT MC WAC / AJCC
Partner Meeting
September 9th

September 9th Meeting



Madera County
Workforce Assistance Center
AJCC Partner Meeting
Zoom Call
Click to Join
Meeting ID: 84786757837
Passcode: 852341

Wednesday
September 9, 2026
9:00 A.M. to 10:00 A.M

AGENDA

I. Partner Services Update – Part Two — Partners

Wagner-Peyser / Unemployment Insurance	EDD - Madera County AJCC (MCWAC)
Department of Rehabilitation	San Joaquin Valley DOR
Migrant and Seasonal Farm Workers	Central Valley Opportunity Center
Job Corps	Job Corps (Fresno / San Jose)
Community Service Employment Program	SER – Jobs for Progress, Inc.
Native America Programs	California Indian Manpower Consortium

II. Madera County Partner Meeting Calendar — TMG
   Link to Madera County Partner Network

III. October Meetings — TMG
   a. October 14th Monthly Meeting (In-Person)
   b. October 27th Cross-Training Session (In-Person)

IV. Partner Service Announcements and Declarations — ALL
   a. October 20th – Veterans Strategic Hiring Event

V. Adjournment

NEXT MC WAC / AJCC
Partner Meeting
October 14th (In-Person)

MADERA COUNTY WORKFORCE Development Board

NONDISCRIMINATION AND EQUAL OPPORTUNITY POLICY

EDD Revision Date: 1/16/08; 7/21/10; 4/8/2016; 8/1/2017
WDB Review Date: 10/23/03; 3/22/07; 2/28/08; 3/27/08; 9/23/10; 12/17/15; 6/16/16; 12/15/16; 8/17/17; 10/15/26

EXECUTIVE SUMMARY:

Purpose:

This document establishes the ~~Workforce Development Board of~~ Madera County Workforce Development Board's~~s~~ policy on nondiscrimination and equal opportunity procedures for local Workforce Innovation and Opportunity Act (WIOA) Title I-financially assisted programs or activities. It also issues a standard discrimination complaint form that is available for use by the workforce development community when processing a discrimination complaint. In addition, a procedure guide is provided for reference when processing reasonable accommodation requests.

Scope:

This policy and related procedures apply to the Madera County Local Workforce Development Area (LWDA) and all other WIOA Title I-funded or financially assisted service providers, vendors, and subrecipients.

Effective Date:

This policy is effective on the date of issuance of EDD Directive WSD17-01 on August 1, 2017.

REFERENCES:

- EDD Directive WSD17-01
- Workforce Innovation and Opportunity Act Sections 121(b), 188, and 183(c)
- Americans with Disabilities Act of 1990, as amended
- Age Discrimination Act of 1975, as amended
- Section 504 of the Rehabilitation Act of 1973
- Title IX of the Education Amendments of 1972
- Titles VI and VII of the Civil Rights Act of 1964, as amended
- Title 20 Code of Federal Regulations (CFR) Section 658.400
- Title 28 CFR Part 35, Subpart A
- Title 29 CFR Parts 31, 32, 34, 38, and 1690-1691

- Title 41 CFR Part 101-19, Subpart 101-19.6
- Title 45 CFR Part 90, Subpart D, Section 90.43(c)(3)
- Dymally-Alatorre Bilingual Services Act, Government Code Section 7290-7299.8
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency
- Fair Employment and Housing Act, Government Code Section 12900-12996
- WIA Directive WIAD04-20, Subject: Limited English Proficiency (May 12, 2005)

STATE-IMPOSED REQUIREMENTS:

This directive contains some State-imposed requirements. These requirements are indicated by **bold**, ***italic*** type.

FILING INSTRUCTIONS:

This policy provides the guidance and established the procedures regarding nondiscrimination and equal opportunity requirements under the Workforce Innovation and Opportunity Act. This policy is effective on the date of issuance of EDD directive WSD17-01 dated August 1, 2017.

BACKGROUND:

The non-discrimination and equal opportunity provisions found in Section 188 of WIOA and 29 CFR Part 38 prohibit discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including LEP), age, disability, or political affiliation or belief, or, for beneficiaries, applicants, and participants only, on the basis of citizenship status or participation in a WIOA Title I-financially assisted program or activity.

POLICY AND PROCEDURES:

Definitions:

For purposes of this policy and procedures, the following definitions apply:

Recipient- Any entity to which financial assistance under WIOA Title I is extended, either directly from the Department of Labor (DOL) or through the Governor or another recipient (including any successor, assignee, or transferee of a recipient), but excluding the ultimate beneficiaries of the WIOA Title I-funded program or activity. In addition, One-Stop partners, as defined in Section 121 (b) of WIOA, are treated as “recipients” and are subject to the nondiscrimination and equal opportunity requirements of Title 29 CFR Part 38, to the extent that they participate in the One-Stop delivery system.

Small recipient - A recipient who (1) serves a total of fewer than 15 beneficiaries during the entire grant year and (2) employs fewer than 15 employees on any given day during the grant year.

Complaint - An allegation of a violation of the nondiscrimination and equal opportunity provisions.

Nondiscrimination plan – A state-level document that reflects the Governor's commitment to nondiscrimination and equal opportunity provisions of WIOA. The Nondiscrimination Plan replaces the Methods of Administration (MOA) under the Workforce Investment Act (WIA) of 1998.

State Equal Opportunity (EO) Officer – The Employment Development Department's (EDD) EO Officer.

Provisions of the Nondiscrimination Plan:

In order to provide a reasonable guarantee of compliance with the nondiscrimination and equal opportunity provisions of Section 188 of WIOA and 29 CFR Part 38, the Governor must establish and implement a Nondiscrimination Plan for state programs as outlined in 29 CFR Section 38.54(a)(1). Previously known at the MOA under WIA, the WIOA Nondiscrimination Plan must, at a minimum, describe how the requirements outlined below have been satisfied.

EO Officers

Each Local Area must designate an EO Officer who is responsible for coordinating its obligations under these regulations. ***The State requires that local areas notify the Equal Employment Opportunity (EEO) Office whenever the designation of the local EO Officer changes.***

The local area has designated the Deputy Director~~Manager~~, Madera County Workforce Investment Corporation, as the local EO Officer and will assign sufficient staff and resources to the EO Officer to ensure compliance with the nondiscrimination and equal opportunity provisions of WIOA in accordance with Title 29 CFR Part 38.

The EO Officer's responsibilities include:

- Serving as liaison with the EDD EEO Office.
- Investigating and monitoring the organization and its subrecipients' WIOA Title I funded activities and programs.
- Reviewing the organizations and its subrecipients' written policies.
- Developing, publishing, and enforcing the organization's discrimination complaint procedures.
-
- Conducting outreach and education about equal opportunity and nondiscrimination requirements consistent with 29 CFR Section 38.40, and how an individual may file a complaint consistent with 29 CFR Section 38.69.
- Participating in continuing training and education, and ensuring that assigned staff receive the necessary training and support to maintain competency.

- Informing participants, employees and program beneficiaries of their equal opportunity rights and responsibilities, and how the discrimination complaint system works.

Each Local Workforce Development Area is required to submit a copy of the local-level EO Officer's position description and organizational chart showing the relationship of the local-level EO Officer to their Local Area Executive Director. The required documents will be mailed annually to:

Equal Employment Opportunity Office
Employment Development Department
800 Capitol Mall, MIC 49
P.O. Box 826880
Sacramento, CA 94280-0001

Or, email to EEOMAIL@edd.ca.gov.

The Local Area EO Officer's contact information such as name, position title, business address (including e-mail address) and telephone number (voice and Telecommunications Device for the Deaf [TDD], which is also known as a teletypewriter [TTY]) must be publicized at the local level through a variety of means including posters, handouts and listings in local directories. The EO Officer's identity and contact information should appear on all internal and external communications about the recipient's nondiscrimination and equal opportunity programs.

Periodic training is recommended for the EO Officer and assigned staff to keep abreast of equal opportunity issues. Training on nondiscrimination and equal opportunity is available through the State EO Officer.
Small recipients and service providers, as defined in Title 29 CFR Section 38.4, need not designate an EO Officer with the full responsibilities as described above, but must designate an individual who will be responsible for developing and publishing complaint procedures and processing complaints as required by Sections 38.72 through 38.75.

Additionally, the WIOA Title I Governor's Discretionary and Dislocated Worker Additional Assistance subrecipients (excluding Local Areas) are not required to designate an EO Officer, but must designate an individual who will be responsible for adopting and publishing the Employment Development Department (EDD) complaint procedures. Therefore, in lieu of a local complaint procedure, the WIOA Title I Governor's Discretionary and Dislocation Worker Additional Assistance subrecipients must adopt the EDD's nondiscrimination and equal opportunity complaint procedures. The complaint procedures must include the option to file a charge of discrimination directly with the CRC. For more information, contact the State EO Officer at the address listed below:

Equal Employment Opportunity Office
Employment Development Department
800 Capitol Mall, MIC 49
P.O. Box 826880

Sacramento, CA 94280-0001

Or email to EEOMAIL@edd.ca.gov.

Notice and Communication

A recipient must provide initial and continuing notice that it does not discriminate on any prohibited basis. Attachment 1 contains the notice/poster relating to *Equal Opportunity is the Law* along with language highlighting the right to file a complaint under *What to Do if You Believe You Have Experienced Discrimination.* This notice/poster must meet the following criteria:

- Posted prominently, in reasonable numbers and places, in available and conspicuous physical locations and on the recipient's website pages;
- Disseminated in internal memoranda and other written or electronic communications with staff;
- Included in employee and participant handbooks or manuals regardless of form, including electronic and paper form if both are available; Provided to each participant and employee, the notice must be made part of each employee and participants file. It must be a part of both paper and electronic files, if both are maintained.

The notice must be provided in appropriate formats to registrants, eligible applicants/registrants, and applicants for employment and employees and participants with visual impairments. When a notice has been given in an alternate format to registrants, applicants, eligible applicants/registrants, participants, applicants for employment and employees with a visual impairment, a record that such notice has been given must be made part of the employee's or participant's file. The notice must be provided in appropriate languages other than English.

As it concerns communication, recipients must indicate that the WIOA Title I-financially assisted program or activity in question in an "equal opportunity employer/program" and that "auxiliary aids and services are available upon request to individuals with disabilities". This must be included on recruitment brochures and other materials that are ordinarily distributed or communicated in written and/or oral form, electronically, and/or on paper to staff, clients, or the public at large, to describe programs financially assisted under WIOA Title I or the requirements for participation by such recipients and participants.

Where such materials indicate that the recipient may be reached by voice telephone, the materials must also provide the TTY number or equally effective communication system, such as a videophone, captioned telephone, or a relay service. The California Relay Service can be reached by dialing 711 or 1-800-735-2922.

Recipients that publish or broadcast program information in the news media must ensure that such publications and broadcasts state that the WIOA Title I-financially assisted programs or activity in question is an equal opportunity employer/program (or otherwise indicate that discrimination in the WIOA Title I-financially assisted program or activity is prohibited by Federal law) and indicate that auxiliary aids and services are available upon request to individuals with disabilities.

A recipient must not communicate any information that suggests, by text or illustration, that the recipient treats beneficiaries, registrants, applicants, participants, employees, or applicants for employment differently on any prohibited basis, except as such treatment is otherwise permitted under federal law or regulation.

During each presentation to orient new participants, new employees, and/or the general public to its WIOA Title I-financially assisted programs or activities, whether this be in person or over the internet or using other technology, a recipient must include a discussion of rights and responsibilities under the nondiscrimination and equal opportunity provisions of WIOA Section 188 and 29 CFR Part 38, including the right to file a complaint of discrimination with the recipient or the Director of the CRC. This information must be communication in appropriate languages as required in 29 CFR Section 38.9 and in formats accessible for individuals with disabilities as required in 29 CFR Part 38 and specific in Section 38.15.

In California, the Dymally-Alatorre Bilingual Services Act (DABSA) requires that, when state and local agencies serve a "substantial number of non-English speaking people," they must employ a "sufficient number of qualified bilingual staff in public contact positions" and translate documents explaining available services into their clients' languages. The DABSA establishes specific legal mandates for state agencies, but allows local agencies discretion in establishing the level and extent of bilingual services they provide.

Assurances

Contracts, cooperative agreements, job training plans, and policies and procedures must contain the nondiscrimination assurance specified in 29 CFR Section 38.25 and 38.26. The nondiscrimination assurance must state that the grant applicant will "comply fully with the nondiscrimination and equal opportunity provisions of WIOA" (29 CFR Part 38 Preamble) and acknowledge the government's right to seek judicial enforcement of the nondiscrimination assurance.

Also in accordance with 29 CFR Section 38.25, each application for federal financial assistance under WIOA Title I must include the nondiscrimination assurance. Application for assistance is defined as the process by which required documentation is provided to the Governor, recipient, or DOL prior to, and as a condition of, receiving federal financial assistance under WIOA Title I (including both new and continuing assistance).

Accessibility Requirements

No qualified individual with a disability may be excluded from participation in, or be denied the benefits of a recipient's service, program, or activity or be subjected to discrimination by any recipient because a recipient's facilities are inaccessible or unusable by individuals with disabilities. Recipients that are subject to Title II of ADA of 1990 must also ensure that new facilities or alterations of facilities that began construction after January 26, 1992,

comply with the applicable federal accessible design standards, such as the ADA Standards for Accessible Design (1991 or 2010) or the Uniform Federal Accessibility Standards. In addition, recipients that receive federal financial assistance must meet their accessibility obligations under Section 504 of the Rehabilitation Act and the implementing regulations at 29 CFR Part 32. Some recipients may be subject to additional accessibility requirements under other statutory authority, including Title III of the ADA that is not enforced by the CRC. As indicated in Section 38.3(d)(10), compliance with this part does not affect a recipient's obligation to comply with the applicable ADA Standards for Accessible Design.

All WIOA Title I-financially assisted programs and activities must be programmatically accessible. This includes providing reasonable accommodations for individuals with disabilities, making reasonable modifications to policies, practices, and procedures, administering programs in the most integrated setting appropriate, communicating with persons with disabilities as effectively as with other, and providing appropriate auxiliary aides or services, including assistive technology devices and services, where necessary to afford individuals with disabilities an equal opportunity to participate in, and enjoy the benefits of, the program or activity.

Discrimination Prohibited Based on Disability

In providing any aid, benefit, service, or training under a WIOA Title I-financially assisted program or activity, whether directly or through contractual, licensing, or other arrangements, on the basis of disability, a recipient must not do any of the following:

- Deny a qualified individuals with a disability the opportunity to participate in or benefit from the aid, benefit, service, or training, including meaningful opportunities to seek employment and work in competitive integrated settings.
- Afford a qualified individual with a disability an opportunity to participate in or benefit from the aid, benefits, services, or training that is not equal to that afforded others.
- Provide a qualified individual with a disability with any aid, benefit, service, or training that is not as effective in affording equal opportunity to obtain the same result, to gain the same benefit, or to reach the same level of achievement as that provided to others.
- Provide different, segregated, or separate aid, benefit, service, or training to individuals with disabilities, or to any class of individuals with disabilities, unless such action is necessary to provide qualified individuals with disabilities with any aid, benefit, service, or training that is as effective as those provided to others, and consistent with the requirements of the Rehabilitation Act as amended by WIOA, including those provisions that prioritize opportunities in competitive integrated employment.
- Deny a qualified individuals with a disability the opportunity to participate as a member of planning or advisory boards.

- Otherwise limit a qualified individual with a disability in enjoyment of any right, privilege, advantage, or opportunity enjoyed by others receiving any aid, benefit, service, or training.

Reasonable Accommodation and Reasonable Modifications for Individuals with Disabilities

With regard to any aid, benefit, service, training, and employment, a recipient must provide reasonable accommodations to qualified individuals with disabilities who are applicants, registrants, eligible applicants/registrants, participants, employees, or applicants for employment, unless providing the accommodation would cause undue hardship. For more information on what would constitute undue hardship as it relates to a reasonable accommodation of individuals with disabilities, please see the definition of "undue burden or undue hardship" found in 29 CFR Section 39.4(rrr)(1).

With regard to any aid, benefit, service, training, and employment, a recipient must also make reasonable modifications in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless making the modifications would fundamentally alter the nature of the service, program, or activity, which would constitute a fundamental alteration. For more information, see the definition of "fundamental alteration" found in 29 CFR Section 38.4(z).

In those circumstances where a recipient believes that the proposed accommodation would cause undue hardship, or the proposed modification would fundamentally alter the program, the recipient has the burden of proving that compliance with this section would result in such hardship and alteration. The recipient must make the decision that the accommodation would cause such hardship or result in such alteration only after considering all factors listed in the definitions of "undue hardship" and "fundamental alteration". The decision must be accompanied by a written statement of the recipient's reasons for reaching that conclusion. The recipient must provide a copy of the statement of reasons to the individual(s) who requested the accommodation or modification.

If a requested accommodation would result in undue hardship or a modification would result in a fundamental alteration, the recipient must take any other action that would not result in such hardship or such alteration but would nevertheless ensure that individuals with disabilities receive the aid, benefits, services, training or employment provided by the recipient.

In addition, a recipient must take appropriate steps to ensure that communications with individuals with disabilities, such as beneficiaries, registrants, applicants, eligible applicant/registrants, participants, applicant for employment, employees, members of the public, and their companions are as effective as communications with others.

A Reasonable Accommodation Policy and Procedure Guide (Attachment 3) should be used when processing reasonable accommodation requests. This document contains two sections: (1) provide general guidance and definitions for use when processing reasonable accommodation requests, and (2) provide step-by-step instructions on how to process these requests.

Service Animals

Generally, a recipient shall modify its policies, practices, or procedures to permit the use of a service animal by an individuals with a disability.

Mobile Aids and Devices

A recipient must permit individuals with mobility disabilities to sue wheelchairs and manually-powered mobility aids, such as walkers, crutches, canes, braces, or other similar devised designed for use by individuals with mobility disabilities, in any areas open to pedestrian use.

A recipient must make reasonable modifications in its policies, practices, or procedures to permit the use of other power-driven mobility devices by individuals with mobility disabilities, unless the recipient can demonstrate that the class of other power-driven mobility devices cannot be operated in accordance with legitimate safety requirements that the recipient has adopted.

Data and Information Collection and Maintenance

Each recipient must collect and maintain nondiscrimination data. The system and format in which the records and data are kept must be designed to allow the Governor and the CRC to conduct statistical or other quantifiable data analyses to verify the recipient's compliance with Section 188 of WIOA and 29 CFR Part 38.

Nondiscrimination data must include, but is not limited to, records on applicants, registrants, eligible applicants/registrants, participants, terminees, employees, and applicants for employment. Each recipient must record the race/ethnicity, sex, age, and where known, disability status, of every applicant, registrant, participant, terminee, applicant for employment, and employee. Such information must be stored in a manner that ensures confidentiality, and must be used only for the purposes of any of the following:

- Recordkeeping and reporting;
- Determining eligibility, where appropriate, for WIOA Title I-financially assisted programs or activities;
- Determining the extent to which the recipient is operating its WIOA Title I-financially assisted program or activity in a nondiscriminatory manner; or
- Other use authorized by law.

Any medical or disability-related information obtained about a particular individual, including information that could lead to the disclosure of a disability, must be collected on separate forms. All such information, whether in hard copy, electronic, or both, must be maintained in one or more separate files, apart from any other information about the individual, and treated as confidential. Whether these files are electronic or hard copy, they must be locked or otherwise secured (for example, through password protection).

LEP and Preferred Language Data

As indicated in 29 CFR Section 38.41, “LEP and preferred language” has been added to the list of categories of information that each recipient must record about each applicant, registrant, eligible applicant/registrant, participant, and terminee. It should be noted that this data collection obligation would not apply to applicants for employment and employees because the obligation to LEP individuals in 29 CFR Section 38.9 does not apply to those categories of individuals. A recipients’ collection of information relates directly to serving (not employing) LEP individuals.

As it related to the collection of “LEP and preferred language” data, the CRC has decided to delay enforcement for two years from the effective date of 29 CFR Part 38, which is January 3, 2017, in order to allow recipients adequate time to update their data collection and maintenance systems. This means that full compliance is required by January 3, 2019, when the CRC will begin enforcing the collection of “LEP and preferred language” data.

Local Area Complaint Log

Each recipient must promptly notify the state or CRC when any administrative enforcement actions or lawsuits are filed against it alleging discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including LEP), age, disability, or political affiliation or belief, or, for beneficiaries, applicants, and participants only, on the basis of citizenship or participation in a WIOA Title I-financially assisted program or activity.

Each recipient must maintain a log of complaints filed with the recipient that allege discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin, age, disability, political affiliation or belief, citizenship, and/or participation in a WIOA title I-financially assisted program or activity. The log must include the following:

- The name and address of the complainant;
- The basis of the complaint;
- A description of the complaint;
- The date the complaint was filed;
- The disposition and date of disposition of the complaint; and
- Other pertinent information.

Information that could lead to identification of a particular individual as having filed a complaint must be kept confidential.

The EDD EEO Office requires a copy of the Local Area complaint log annually (each calendar year). Please mail the complaint log to the following address:

Equal Employment Opportunity Office
Employment Development Department

800 Capitol Mall, MIC 49
P.O. Box 826880
Sacramento, CA 94280-0001

Or, email to EEOMAIL@edd.ca.gov.

Affirmative Outreach

The guidelines found in 29 CFR Section 38.40 require recipients to take appropriate steps to ensure that they are providing equal access to their WIOA Title I-financially assisted programs and activities. These steps should involve reasonable efforts to include members of the various groups protected by 29 CFR Part 38 including but not limited to persons of different sexes, various racial and ethnic/national origin groups, various religions, LEP individuals, individuals with disabilities, and individuals in different age groups. Such efforts may include, but are not limited to, the following:

- Advertising the recipient's programs and/or activities in media such as newspapers or radio programs, that specifically target various populations;
- Sending notices about openings in the recipient's programs and/or activities to schools or community service groups that serve various populations; and/or
- Consulting with appropriate community service groups about ways in which the recipient may improve its outreach and service to various populations.

Complaint Processing Procedures

The Local Area EO Officer must do the following:

- Develop and publish procedures (including alternative dispute resolution) for resolving allegations within the local area for noncompliance with applicable nondiscrimination and equal opportunity provisions;
- Develop and publish procedures for resolving allegations against service providers for noncompliance with applicable nondiscrimination and equal opportunity provisions. The service providers must then follow those procedures. (NOTE: Although the local area does not have the same contractual jurisdiction with vendors as with service providers, ***the Local Area shall document the facts of an alleged complaint. The facts should be used to advise the participant of any recourse available and to determine if the local area should continue to utilize the services of the vendor***.); and
- Establish a logging system to record discrimination complaints.

The ~~Workforce Development Board of~~ Madera County Workforce Development Board's complaint processing procedures specify the following:

- Any person who believes that he or she or any specific class of individuals has been or is being subjected to discrimination prohibited by the nondiscrimination and equal opportunity provisions of WIOA may file a written complaint by using the Discrimination

Complaint Form – Local Area (Attachment 2), which was developed to assist clients, participants, and service providers. This form is available for use by the Local Area in an effort to provide more consistent information when processing discrimination complaints from participants of WIOA and Wagner-Peyser funded programs and activities. The Local Area is encouraged to personalize the form with the name of the Local Area, logo and slogan information, and use the form for any and all discrimination complaints that may be received. Finally, it should be noted that a representative may also file a complaint on behalf of a person who believes that they have been subjected to discrimination.

- The complaint may be filed either with the Local Area's EO Officer (or the person designated for this purpose), or directly with the Civil Rights Center, U.S. Department of Labor, 200 Constitution Avenue N.W., Room N-4123, Washington, D.C. 20210.

- A complaint filed pursuant to Title 29 CFR 38 must be filed within 180 days of the alleged discrimination. The CRC, if shown good cause, may extend the filing time. In order to receive an extension, the complainant must be notified that a waiver letter is to be filed with CRC. The waiver letter should include the reason the 180-day time period elapsed. This time period for filing is for the administrative convenience of CRC and does not create a defense for the respondent.

- Complaints must be filed in writing by completing the *Discrimination Complaint Form – Local Area* or similar form developed by a Subrecipient for this purpose. Regardless of the form used, all complaints must capture the following information and shall:

  - Be signed by the complainant or his or her authorized representative;
  - Contain the complainant's name, address, or other means of contacting him or her;
  - Identify the respondent; and
  - Describe the complainant's allegation in sufficient detail to allow CRC or the local area EO Officer, as applicable, to determine whether (1) CRC or the local area has jurisdiction over the complaint; (2) the complaint was filed timely; and (3) the complaint has apparent merit, i.e., whether the allegations, if true, would violate any of the nondiscrimination and equal opportunity provisions of WIOA.

- Each complainant and respondent has the right to be represented by an attorney or other individual of his or her choice.

- Alternative Dispute Resolution (ADR):

  The complainant must be offered alternative dispute resolution immediately upon receipt of the complaint. The choice whether to use ADR rests with the complainant.

  The preferred form of ADR is mediation. Mediation is a voluntary process during which a neutral third party assists both parties (complainant and respondent) in communicating their concerns and come to an agreement about how to resolve a dispute.

The mediator does not make decisions, rule as to who is right or wrong, take sides or advocate for one side or the other. The role of the mediator is to help with communication so the parties can reach an understanding about how to best resolve their differences.

As the law allows, mediation proceedings and the information shared are confidential and no information divulged during this mediation may be used in court or in any legal or administrative proceedings.

If the parties do not reach an agreement under ADR, the complainant may file directly with CRC as described in Title 29 CFR Sections 38.69 through 38.72.

A party to any agreement reached under ADR may file a complaint with CRC in the event that the agreement is breached. In such circumstances, the following rules will apply:

- The non-breaching party may file a complaint with CRC within 30 days of the date on which the non-breaching party learns of the alleged breach.
- The CRC must evaluate the circumstances to determine whether the agreement has been breached. If the CRC determines that the agreement has been breached, the complainant may file a complaint with the CRC based upon his or her original allegation(s), and the CRC will waive the time deadline for filing such a complaint.

Complaints Filed with the Local Area

The Local Area EO Officer shall issue a written acknowledgement of receipt by the local area of a complaint alleging discrimination by a WIOA Title I recipient and shall include a notice of the complainant's right to representation in the complaint process.

The EDD Equal Employment Opportunity Office requires the EO Officer to forward one copy of the alleged complaint and one copy of the issued Notice of Final Action to the following address:

Equal Employment Opportunity Office
Employment Development Department
800 Capitol Mall, MIC 49
P.O. Box 826880
Sacramento, CA 94280-0001

Or, email to EEOMAIL@edd.ca.gov.

If the complainant elects not to participate in the ADR process, the EO Officer shall investigate the circumstances underlying the alleged complaint.*Conciliation*

At any point in the investigation of the complaint, the complainant, respondent, or the Local Area EO Officer may request that the parties attempt conciliation. The Local Area EO Officer shall facilitate such conciliation efforts.

Conciliation is a process whereby the parties to a dispute agree to utilize the services of a conciliator, who then meets with the parties separately in an attempt to resolve their differences. Conciliation differs from mediation in that the main goal is to conciliate, most of the time by seeking concessions.

If the conciliator is successful in negotiating an understanding between the parties, said understanding is almost always committed to writing (usually with the assistance of legal counsel) and signed by the parties, at which time it becomes a legally binding contract and falls under contract law.

The Local Area shall be allowed 90 days to issue a Notice of Final Action. If, during the 90-day period, the Local Area issues a decision that is not acceptable to the complainant, the complainant or his or her representative may file a complaint with CRC within 30 days after the date on which the complainant receives the Notice.

If the 90 days expire and the complainant does not receive a Notice of Final Action from the local area, or the local area failed to issue a Notice of Final Action, the complainant, or his/her representative may, within 30 days of the expiration of the 90-day period, file a complaint with CRC. In other words, the complaint must be filed with CRC within 120 days of the date on which the complaint was filed with the local area.

The CRC may extend the 30-day time limit if the complainant is not notified, as provided in Title 29 CFR Section 38.81, or for other good cause shown.

The Local Area shall notify the complainant in writing immediately upon determining that it does not have jurisdiction over a complaint that alleges a violation of the nondiscrimination and equal opportunity provisions of WOIA. The Notice of Lack of Jurisdiction must also include the basis for such determination, as well as a statement of the complainant's right to file a written complaint with CRC within 30 days of receipt of the Notice.

During the resolution process, the EO Officer shall assure that all parties involved are given due process. These due process elements include:

- Notice to all parties of the specific charges;
- Notice to all parties of the responses to the allegations;
- The right of both parties to representation;
- The right of each party to present evidence, and to question others who present evidence; and
- A decision made strictly on the evidence on the record.

Actions by the CRC

The CRC determines acceptance of a complaint filed pursuant to Title 29 CFR Section 38.78. When CRC accepts a complaint for investigation, it shall:

- Notify the Local Area and the complainant of the acceptance of the complaint for investigation; and
- Advise the Local Area and complainant on the issues over which CRC has accepted jurisdiction.

The Local Area, the complainant, or a representative may contact CRC for information regarding the complaint filed.

When a complaint contains insufficient information, CRC will seek the needed information from the complainant. If the complainant is unavailable after reasonable efforts have been made to reach him or her, or the information is not provided within the time specified, the complaint file may be closed without prejudice upon written notice sent to the complainant's last known address.

The CRC, per WIOA Section 183(c), may issue a subpoena to the complainant to appear and give testimony and/or produce documentary evidence, before a designated representative, relating to the complaint being investigated. Issuing a subpoena can be done any place in the United States, at any designated time and place.

Where CRC lacks jurisdiction over a complaint, CRC will:

- Notify the complainant, explaining why the complaint is not covered by the nondiscrimination and equal opportunity provisions of WIOA or Title 29 CFR Part 38; and
- Refer the complainant to the appropriate federal, state, or local authority, when possible.

The CRC will notify the complainant when a claim is not to be investigated and explain the basis for the determination.

The CRC will refer complaints governed by the Age Discrimination Act of 1975 to mediation as specified in Title 45 CFR Section 90.43(c)(3).

If the complainant alleges more than one kind of complaint, "joint complaint," e.g., individual employment discrimination, age discrimination, equal pay discrimination, etc., CRC shall refer such joint complaint to the Equal Employment Opportunity Commission for investigation and conciliation under the procedures described in Title 29 CFR, Parts 1690 or 1691, as appropriate. The CRC will advise the complainant and the local area of the referral.

Under the AJCC delivery system where the complainant alleges discrimination by an entity that operates a program or activity financially assisted by a federal grant making agency other than DOL, but participates as a partner in a One-Stop delivery system, the following procedures apply:

- If the complainant alleges discrimination on a basis that is prohibited both by Section 188 of WIOA and by a civil rights law enforced by the federal grant making agency, CRC and the grant making agency have dual jurisdiction over the complaint. The CRC will refer the complaint to the grant making agency for processing. The grant making agency's regulations will govern the processing of the complaint.
- If the complainant alleges discrimination on any basis that is prohibited by Section 188 of WIOA, but not by any civil rights laws enforced by the federal grant making agency, the CRC has sole jurisdiction over the complaint and will retain and process the complaint pursuant to Title 29 CFR Part 38. The CRC will advise the complainant and the local area of the retention of the complaint.

The CRC may offer the parties of a complaint the option of mediating the complaint. In such circumstances, the following rules apply:

- The mediation is voluntary; both parties must consent before the mediation process will proceed.
- The mediation will be conducted under the guidance issued by CRC.
- If the parties are unable to reach resolution of the complaint through the mediation, the CRC will investigate and process the complaint under Title 29 CFR Sections 38.82 through 38.88.

After making such a cause finding, CRC shall issue an Initial Determination. The Initial Determination shall notify the complainant and the local area, in writing, of:

- The specific findings of the investigation;
- The proposed corrective action or remedial action and the time by which the corrective action or remedial action must be completed;
- Whether it will be necessary for the local area to enter into a written agreement; and
- The opportunity to participant in voluntary compliance negotiations.

Where a no cause determination is made, the CRC must issue a Final Determination to the complainant and the local area. The Final Determination represents the DOL's final agency action on the complaint.

. *Complaint Determinations*

A Letter of Findings, Notice to Show Cause, or Initial Determination issued pursuant to Title 29 CFR Sections 38.86or 38.87, 38.88 and 38.89, or 38.90, respectively, must include the steps and the specific time period it will take the local area to achieve voluntary compliance. (See Section 38.90 for corrective action steps.)

Monetary corrective action may **not** be paid from federal funds.

If the local area receives a finding of noncompliance, the following sections of Title 29 CFR Part 38 may be referred to for detailed information:

- Final Determinations, Sections 38.96-38.97
- Breaches of Conciliation Agreements, Sections 38.98 – 38.100
- Subpart E-Federal Procedures for Effecting Compliance, Sections 38.110-38.115

Intimidation and Retaliation Prohibited

No recipient may discharge, intimidate, retaliate, threaten, coerce, or discriminate against any individual because the individual has filed a complaint alleging a violation of WIOA; opposed a practice prohibited by the nondiscrimination and equal opportunity provisions of the WIOA; furnished information to, or assisted or participated in any manner in an investigation, review, hearing, or any other activity related to administration of, or exercise of authority under, or exercise of privilege secured by the nondiscrimination and equal opportunity provisions of WOIA or Title 29 CFR Part 38. The sanctions and penalties contained in these procedures may be imposed against any recipient who engages in any such retaliation or intimidation, or fails to take necessary steps to prevent such activity.

Governor's Oversight and Monitoring Responsibilities for State Programs

The EDD is responsible for the oversight and monitoring of all WIOA Title I-financially assisted state programs. Consequently, the EDD EEO Office will conduct ANNUAL onsite monitoring reviews of Local Areas. The annual onsite monitoring reviews will ensure that the Local Areas are in compliance with the nondiscrimination and equal opportunity provisions of WIOA. The EDD EEO Office will determine whether each recipient is conducting its WIOA Title I-financially assisted program or activity in a nondiscriminatory way.

Additional Components of the Nondiscrimination Plan

The Nondiscrimination Plan must also include the following:

- A system for determining whether a grant applicant, if financially assisted, and/or a training provider, if selected as eligible under Section 122 of WIOA, is likely to conduct its Title I-financially assisted programs or activities in a nondiscriminatory way, and to comply with the regulations in 29 CFR Part 38.
- A review of recipient policy issuances to ensure that they are nondiscriminatory.
- A system for reviewing recipient' job training plans, contracts, assurances, and other similar agreements to ensure that they are both nondiscriminatory and contain the required language regarding nondiscrimination and equal opportunity.
- Procedures for ensuring that recipients comply with the nondiscrimination and equal opportunity requirements of 29 CFR Section 38.5 regarding race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including LEP), age, political affiliation or belief, citizenship, or participation in any WIOA Title I-financially assisted program or activity.
- Procedures for ensuring that recipients comply with the requirements of applicable Federal disability nondiscrimination law, including Section 504; Title II of the ADA of 1990, as amended, if applicable; WIOA Section 188, with regard to individuals with disabilities.

- A system of policy communication and training to ensure that EO Officers and members of the recipients' staffs who have been assigned responsibilities under the nondiscrimination and equal opportunity provisions of WIOA or 29 CFR Part 38 are aware of and can effectively carry out these responsibilities.
- Procedures for obtaining prompt corrective action or, as necessary, applying sanctions when noncompliance is found.
- Supporting documentation to show that the commitments made in the Nondiscrimination Plan have been and/or are being carried out. This supporting documentation includes, but is not limited to, the following:
    - Policy and procedural issuances concerning required elements of the Nondiscrimination Plan;
    - Copies of monitoring instruments and instructions;
    - Evidence of the extent to which nondiscrimination and equal opportunity policies have been developed and communicated as required by 29 CFR Part 38;
    - Information reflecting the extent to which equal opportunity training, including training called for by 29 CFR Section 38.29(f) and 38.31(f), is planned and/or has been carried out;
    - Reports of monitoring reviews and reports of follow-up actions taken under those reviews where violations have been found, including, where appropriate, sanctions; and
    - Copies of any notices made under 29 CFR 38.34 through 38.40.

INQUIRIES:

Please direct inquiries about this policy to Nuvia Moreno~~Tracie Scott-Contreras~~, Deputy Director~~Manager~~/EO Officer, Madera County Workforce Investment Corporation, at (559) 662-4587, or California Relay Service 711.

Attachments: Equal Opportunity is the Law
What To Do If You Believe You Have Experienced Discrimination
Discrimination Complaint Form
Reasonable Accommodation Policy and Procedure Guide

MADERA COUNTY WORKFORCE Development Board

EQUAL OPPORTUNITY IS THE LAW

It is against the law for this recipient of federal financial assistance to discriminate on the following basis:

Against any individual in the United States, on the basis of race, color, religion, sex(including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief; and

Against any beneficiary of, or applicant to, or participation in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act (WIOA), on the basis of the beneficiary's citizenship status or participation in any WIOA Title I-financially assisted program or activity.

The recipient must not discriminate in any of the following areas:

Deciding who will be admitted, or have access, to any WIOA Title I-financially assisted program activity;

Providing opportunities in, or treating any person with regard to, such a program or activity; or

Making employment decisions in the administration of, or in connection with, such a program or activity.

Recipients of federal financial assistance must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request and at no cost to the individual, recipients are required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.

WHAT TO DO IF YOU BELIEVE YOU HAVE EXPERIENCED DISCRIMINATION

If you think that you have been subjected to discrimination under a WIOA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

The recipient's Equal Opportunity Officer (or the person whom the recipient has designated for this purpose); or The Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210, or electronically as directed on the CRC website at www.dol.gov/crc..

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above).

If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you do not have to wait for the recipient to issue that Notice before filing a complaint with CRC. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient).

If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

MADERA COUNTY WORKFORCE Development Board

ATTACHMENT 3

DISCRIMINATION COMPLAINT FORM
LOCAL WORKFORCE DEVELOPMENT AREA

This form should be used by anyone who wishes to file a discrimination complaint against any person(s)/entity. To file a discrimination complaint, complete this form, sign on page 4 and return to the One-Stop Career Center (currently branded as America's Job Center of California) Equal Opportunity Officer or EDD field office complaint representative.

1. Complainant Information

☐ Miss ☐ Ms. ☐ Mrs. ☐ Mr. ☐ Other Home Phone: ( ) -
Work Phone: ( ) -
Name: _____ Cell : ( ) -
Street Address: _____
City: _____ E-mail:
State: Zip Code:

2. Complainant Contact Information

When is it a convenient time during business hours (8am to 5pm) to contact you by phone about this complaint?

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Time					
Phone					

3. Contact Information for the Person(s) Who You Claim Discriminated Against You

Provide the name of the entity where person(s) work(s):

Name of person(s) who discriminated against you:

Address of person(s)/entity:

City: _____ State: ZIP Code:

Phone: **( ) -**

Date of first occurrence: Date of most recent occurrence:

4. Tell us about the incident(s):

- Explain briefly what happened and how you were discriminated against.
- Provide the date(s) when the incident(s) occurred.
- Indicate who discriminated against you. Include names and titles if possible.
- If other people were treated differently than you, tell us how they were treated differently.
- Attach any documents that you think might help us better understand your complaint.

5. Please List Below Any Person(s) (Witnesses) That We May Contact for Additional Information to Support or Clarify the Complaint.

Name	Address	Phone

6. Basis for the discrimination:

- Check the type of discrimination you experienced, such as age, race, color, national origin, disability, etc.
- If you believe more than one basis was involved, you may check more than one box:

☐ Age- *provide date of birth:*
☐ Color
☐ National Origin(including limited English proficiency)
☐ Political Affiliation or Belief
☐ Retaliation
☐ Gender - *Specify* ☐ F ☐ M
☐ Race - *indicate race:*
☐ Citizenship
☐ Disability
☐ Religion
☐ Harassment
☐ Sex(including pregnancy, childbirth, or related medical conditions, gender identity, and transgender status)
☐ Status as a program participant under the Workforce Innovation and Opportunity Act
☐ Other *(Specify*):

7. Have you previously filed a complaint against this person(s)/entity? ☐ **Yes** ☐ **No**
If **YES**, answer the questions below, if **NO** move to section 8.

a. Was your complaint in writing? ☐ **Yes** ☐ **No**

b. On what date did you file the complaint?

c. Name of office where you filed your complaint:

Address: _____

City: _____ State _____ ZIP Code _____

Phone number: ( ) -

Contact person *(if known)*: _____

d. Have you been provided a final decision or report? ☐ **Yes** ☐ **No**

If you marked "YES", please attach a copy of the complaint.

8. What corrective action or remedy do you seek? Please explain:

9. Choosing a personal representative:

- You may choose to have someone else represent you in dealing with this complaint. It may be a relative, friend, union representative, an attorney or someone else.
- If you choose to appoint someone to represent you, all of our communication to you will be routed through your representative.

Do you want to authorize a personal representative to handle this complaint?	☐ **Yes** ☐ **No**

If YES, complete the section below. **If NO**, go to Section 10.

AUTHORIZATION OF PERSONAL REPRESENTATIVE

I wish to authorize the individual identified below to act on my behalf as my personal representative, in matters such as mediation, settlement conferences, or investigations regarding this complaint.

Name:

☐ I am an attorney representing the complainant. ☐ I am not an attorney representing the complainant.

Mailing Address:

City: State: Zip Code:

Phone : ( ) - Fax: ( ) -

E-mail: ( ) -

10. Alternate Dispute Resolution (ADR) also known as mediation.

Notice: You must indicate if you wish to mediate your case. The Local Area EO Officer cannot begin to process your complaint until you have made a selection. Please check **YES** or **NO** in the spaces below.

- Mediation is an alternative to having your complaint investigated.
- Neither party loses anything by mediating.
- The parties to the complaint review the facts, discuss opinions about the facts, and strive for an agreement that is satisfactory for both.
  - Agreement to mediate is not an admission of guilt by the person(s)/entity that you claim discriminated against you.
  - Mediation is conducted by a trained, qualified and impartial mediator.
  - You (or your Personal Representative) have control to negotiate a satisfactory agreement.
  - ***Terms of the agreement are signed by the complainant and the person(s)/entity that you claim discriminated against you.***
  - ***Agreements are legally binding on both parties.***
  - If an agreement is not reached, a formal investigation will start.
  - Failure to keep an agreement will result in a formal investigation.
  - A formal investigation will be opened if retaliation is reported.

- **Do you wish to mediate your complaint?**
  (Please check only one box)

☐ **YES**, I want to mediate. ☐ **NO**, please investigate.

If you select "YES" you will be contacted within five business days with more information.

11. Complainant's signature:

You must sign this form for your complaint to be processed!

- Faxed or otherwise electronically delivered complaints will be logged into our system; however, an official investigation cannot begin until the original, signed copy is received.

Signature: **Date:**

MADERA COUNTY WORKFORCE Development Board

ATTACHMENT 3

REASONABLE ACCOMMODATION POLICY AND PROCEDURE GUIDE

I. Introduction

The purpose of this guide is to assist local entities who are funded with *Workforce Innovation and Opportunity Act* (WIOA) or *Wagner-Peyser* (W-P) *Act* funding, in processing reasonable accommodation requests. Each entity will ensure that reasonable accommodations are provided to qualified individuals with disabilities to enable them to do the following:

- Be considered for the aid, benefits, services, training or employment as desired.
- Perform the essential functions of their jobs, or to receive aid, benefits, services, or training equal to that provided to qualified individuals without disabilities.
- Enjoy benefits and privileges of the aid, benefits, services, training, or employment equal to those that are enjoyed by other similarly situated individuals without disabilities, unless providing such accommodation would impose an undue hardship.

The requirement to provide reasonable accommodations applies to disabilities that are known to the local entity.
The reasonable accommodation process, including a description of key terms, is set forth below and should be implemented immediately.

II. Key Terms

A. *Reasonable accommodation* means any of the following:

1) Modifications or adjustments to an application/registration process that enables a qualified individual with a disability to be considered for the aid, benefits, services, training, or employment that the qualified individual desires.
2) Modifications or adjustments that enable a qualified individual with a disability to perform the essential functions of a job or to receive aid, benefits, services, or training equal to that provided to qualified individuals without disabilities.
3) Modifications or adjustments that enable a qualified individual with a disability to enjoy the same benefits and privileges of the aid, benefits, services, training, or employment as are enjoyed by other similarly situated individuals without disabilities.

B. *Qualified individual with a disability* means any of the following:

1) With respect to employment, an individual with a disability who, with or without reasonable accommodation, is capable of performing the essential functions of the job in question.
2) With respect to aid, benefits, services, or training, an individual with a disability who, with or without reasonable accommodation and/or reasonable modification, meets the essential eligibility requirements for the receipt of such aid, benefits, services, or training.

C. *An applicant* is an individual seeking federally-assisted aid, benefits, services, or training. An individual is considered an "applicant" at the point in which they submit personal information in response to a request by the local entity for such information.
D. *A participant* is an individual who is receiving aid, benefits, services or training under a WIOA Title I or W-P funded program.

E. *A disability* means the following, with respect to an individual:

1) "Medical condition" includes the following:
    a) Any health impairment related to or associated with a diagnosis of cancer or a record or history of cancer.
    b) Genetic characteristics. For purposes of this section, "genetic characteristics" means either of the following:
        i. Any scientifically or medically identifiable gene or chromosome, or combination or alteration thereof, that is known to be a cause of a disease or disorder in a person or his or her offspring, or that is determined to be associated with a statistically increased risk of development of a disease or disorder, and that is presently not associated with any symptoms of any disease or disorder.
        ii. Inherited characteristics that may derive from the individual or family member, that are known to be a cause of a disease or disorder in a person or his or her offspring, or that are determined to be associated with a statistically increased risk of development of a disease or disorder, and that are presently not associated with any symptoms of any disease or disorder.

2) "Mental disability" includes, but is not limited to, all of the following:
    a) Having any mental or psychological disorder or condition, such as mental retardation, organic brain syndrome, emotional or mental illness, or specific learning disabilities, that limits a major life activity. For purposes of this section:

i. “Limits” shall be determined without regard to mitigating measures, such as medications, assistive devices, or reasonable accommodations, unless the mitigating measure itself limits a major life activity.
ii. A mental or psychological disorder or condition limits a major life activity if it makes the achievement of the major life activity difficult.
iii. “Major life activities” shall be broadly construed and shall include physical, mental, and social activities and working.

Any other mental or psychological disorder or condition not described in paragraph (a) that requires special education or related services.

b) Having a record or history of a mental or psychological disorder or condition described in paragraph (a) or (b), which is known to the employer or other entity covered by this part.
c) Being regarded or treated by the employer or other entity covered by this part as having, or having had, any mental condition that makes achievement of a major life activity difficult.
d) Being regarded or treated by the employer or other entity covered by this part as having, or having had, a mental or psychological disorder or condition that has no present disabling effect, but that may become a mental disability as described in paragraph (a) or (b).

“Mental disability” does not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance use disorders resulting from the current unlawful use of controlled substances or other drugs.

3) "Physical disability” includes the following:

a) Having any physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss that does both of the following:
i. Affects one or more of the following body systems: neurological, immunological, musculoskeletal, special sense organs, respiratory, including speech organs, cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine.

ii. Limits a major life activity. For purposes of this section:
- “Limits” shall be determined without regard to mitigating measures such as medications, assistive devices, prosthetics, or reasonable accommodations, unless the mitigating measure itself limits a major life activity.

- A physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss limits a major life activity if it makes the achievement of the major life activity difficult.
- "Major life activities" shall be broadly construed and includes physical, mental, and social activities and working.

b) Any other health impairment not described in paragraph (a) that requires special education or related services.

c) Having a record or history of a disease, disorder, condition, cosmetic disfigurement, anatomical loss, or health impairment described in paragraph (a) or (b) which is known to the employer or other entity covered by this part.

d) Being regarded or treated by the employer or other entity covered by this part as having, or having had, any physical condition that makes achievement of a major life activity difficult.

e) Being regarded or treated by the employer or other entity covered by this part as having, or having had, a disease, disorder, condition, cosmetic disfigurement, anatomical loss, or health impairment that has no present disabling effect but may become a physical disability as described in paragraph (a) or (b).

f) "Physical disability" does not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance use disorders resulting from the current unlawful use of controlled substances or other drugs.

F. *Essential eligibility requirements* are such criteria that can be shown to be necessary for the provision of the aid, benefit, service, training, program, or activity being offered.

G. *Essential functions* means the fundamental job duties of the employment position the individual with a disability holds or desires. "Essential functions" does not include the marginal functions of the position.

1) A job function may be considered essential for any of several reasons, including, but not limited to, any one or more of the following:
   a) The function may be essential because the reason the position exists is to perform that function.
   b) The function may be essential because of the limited number of employees available among whom the performance of that job function can be distributed.
   c) The function may be highly specialized, so that the incumbent in the position is hired for his or her expertise or ability to perform the particular function.

2) Evidence of whether a particular function is essential includes, but is not limited to the following:
    a) The employer's judgment as to which functions are essential.
    b) Written job descriptions prepared before advertising or interviewing applicants for the job.
    c) The amount of time spent on the job performing the function.
    d) The consequences of not requiring the incumbent to perform the function.
    e) The terms of a collective bargaining agreement.
    f) The work experiences of past incumbents in the job.
    g) The current work experience of incumbents in similar jobs.

H. *Fundamental alteration* means a change in the essential nature of a program or activity, or a cost that the local entity can demonstrate would result in an undue burden. Factors to be considered in determining whether a requested modification would result in a fundamental alteration are referenced in Step 3 of this process (described later in the Step by Step Process section of this guide.)

I. *Major life activities* mean functions such as the following:

- Caring for one's self
- Performing manual tasks
- Walking
- Seeing
- Hearing
- Speaking
- Breathing
- Learning
- Working

J. *Undue hardship* means an action requiring significant difficulty or expense, when considered in light of the following factors:

1) The nature and cost of the accommodation needed.
2) The overall financial resources of the facilities involved in the provision of the reasonable accommodations, the number of persons employed at the facility, and the effect on expenses and resources or the impact otherwise of these accommodations upon the operation of the facility.
3) The overall financial resources of the covered entity, the overall size of the business of a covered entity with respect to the number of employees, and the number, type, and location of its facilities.

4) The type of operations, including the composition, structure, and functions of the workforce of the entity.
5) The geographic separateness, administrative, or fiscal relationship of the facility or facilities.

III. Effective Communication and Other Assistance

Each local entity shall be responsible for ensuring effective communication between the qualified individual with a disability and entity staff throughout the reasonable accommodation process. Effective communication may require arranging for sign language interpreters, assistive listening equipment, alternative formats for people with visual impairments, or other approaches. In addition, the local entity shall also be responsible for providing such other reasonable assistance as is requested throughout the reasonable accommodation process, as well as through the process of any necessary appeals.

IV. Confidentiality

A. **Local entity must maintain confidentiality**. All documentation and information concerning the medical condition or history of an individual with a disability requesting an accommodation must be collected on forms separate from other forms related to that individual, and must be maintained by the local entity in separate medical files. The information shall be treated as confidential medical records, and access to the records must be limited, except to the extent of the following:
    1) The local entity management must be informed about work restrictions or reasonable accommodations.
    2) The first-aid and safety personnel need to be informed if the disability may require emergency treatment.
    3) Government officials investigating compliance with law are required to be provided with relevant information upon request.

What Accommodations Are Reasonable?

The reasonableness of an accommodation will depend upon the circumstances of each case. For additional clarification as to what are reasonable accommodations in the employment context, refer to 29 CFR Part 32. Reasonable accommodations include, but are not limited to the following:

- Making facilities that are not otherwise required to comply with Federal accessibility standards physically accessible to and usable by people with disabilities (e.g., providing ramps, restroom grab bars, signage, etc.).

- Restructuring of job or training tasks (e.g., reallocating non-essential typing, telephone or other clerical assignments among employees, assignment of non-essential tasks to others, eliminating non-essential tasks, etc.).
- Modifying schedules (e.g., permitting alternative starting and ending times to avoid standing and jostling on subways).
- Providing or modifying equipment, devices or materials (e.g., raising a desk on boards for a person who uses a wheelchair, providing flashing lights and volume controls on intercoms and telephones, installing text telephones [TTYs], providing large-print computer display programs, or materials in alternative formats, including Braille, audio tape or enlarged print, etc.).
- Providing qualified readers, interpreters, or other support services for all aspects of programs and activities including the application, interview, and testing processes, and during training and employment-related activities.

Reasonable accommodation may also include permitting the individual with a disability to use aids or services that the local entity is not otherwise required to provide. For example, although a local entity generally would not be required to provide a motorized scooter to an individual with mobility impairment, reasonable accommodation may include providing an area to stow such a mobility aid, if necessary.

The local entity is not required to provide personal items to individuals with disabilities. Such items include hearing aids, prosthetic limbs, wheelchairs, or eyeglasses. However, such items may constitute reasonable accommodation where they are specifically designed to meet needs that are related to the program or activity in which the person is participating, or the job the person is performing. For example, eyeglasses designed to enable the individual to view a computer monitor, but which are not otherwise needed outside of the program or activity in which the person is participating, or the job the person is performing, may constitute a reasonable accommodation.

Where more than one possible reasonable accommodation exists, the local entity should give primary consideration to the individual's preference in determining what accommodation it will provide.

As noted above, some requests for reasonable accommodation can be granted and implemented immediately following their receipt, without formal evaluation, consistent with this procedure. Such may be the case where the individual identifies any requested accommodation with specificity. For example, an employee who is deaf and routinely uses a text telephone (TTY) can readily identify a job-related limitation, as well as the accommodation needed. Where it is obvious that providing the TTY will enable the individual to meet the job's essential functions, the TTY can be ordered, provided and documented without the more comprehensive analysis provided for in Steps 2 and 3 (described later in the Step by Step Process section of this guide.) In

these cases, the reasonable accommodation process is merely compressed; it is not eliminated.

Accommodations may be considered "unreasonable" only if they impose an undue hardship for the specific local entity in question. For example, shifting tasks among clerical employees to accommodate an employee with a disability may be reasonable where a sufficient number of employees exist among whom the tasks can be distributed; however, such an accommodation may be unreasonable in a very small office with few employees. The factors listed in the definition of "undue hardship" in 29 CFR Section 38.4(rrr) must be considered in making this determination.

If a requested accommodation would result in undue hardship, the recipient must, after consultation with an individual with a disability (or individuals with disabilities), take any other action that would not result in such hardship, but would nevertheless ensure that, to the maximum extent possible, individuals with disabilities receive the aid, benefit, service, training, or employment provided by the recipient.

REASONABLE ACCOMMODATION POLICY AND PROCEDURE

Step by Step Process

Step 1 – Individual with a Disability Requests Reasonable Accommodation

Initial Consultation

The individual with a disability should submit a reasonable accommodation request to designated staff. If a request for reasonable accommodation is made to facilitate the application process, the local entity manager supervising the application process should assist where requested and, in conjunction with the local entity staff, process the request for accommodation. The local entity manager receiving the request shall acknowledge each request in writing. The current request for reasonable accommodation shall not preclude the submission of subsequent requests.

Generally, it is the responsibility of the individual with a disability to inform the local entity of the need for an accommodation. Reasonable accommodation must be provided for disabilities that are known. Nevertheless, once the local entity is aware of an individual's disability, it may have the responsibility to initiate discussions about reasonable accommodation and set these procedures in motion.

Where the need for a requested accommodation is not apparent, the local entity manager supervising the application process may ask the individual to provide documentation in support of the request. For example, if the individual with dyslexia requests additional time within which to complete a timed, written entrance qualifying examination, that individual may be asked to provide documentation in support of that request.

Similarly, if an individual with a mental disability requests a flexible schedule to attend psychotherapy during the work day, the individual may be asked to provide documentation from the treating professional in support of that request.
After acknowledging a request for accommodation, the local entity manager should do one of the following:

1) Provide or implement the request and document the accommodation
2) Proceed to Step 2 of this procedure.

Step 2 – **Consult with the Individual Requesting a Reasonable Accommodation**

The reasonable accommodation process sometimes can be accomplished without a formal analysis of the individual's limitations and the local entity's resources, as in the example provided above, where an individual's desk is elevated on blocks to permit access from a wheelchair. Other situations are more complex, however, and require structured analysis. In these instances, upon receipt of a request for reasonable accommodation, the local entity should consult with the individual requesting the accommodation to assess the limitations of the disability and how the individual may best be involved in the accommodation process.

Using a collaborative, open and flexible approach, the local entity should consider how any limitations can be overcome, discuss possible reasonable accommodations, and assess the effectiveness of each. Other possible resources to consult with throughout this process include, but are not limited to, the following:

- The Job Accommodation Network, which can be reached at 1-800-JAN-7234 or by accessing their website at: www.Jan.wvu.edu.
- The California Committee on Employment of People with Disabilities at the Department of Rehabilitation. They can be reached at: (855) 894-3436 or via email at: CCEPD@dor.ca.gov.

The local entity must consider the individual's preferences, along with what is reasonable and does not impose an undue hardship.

The circumstances, in which documentation can be requested, as well as the procedure for requesting such documentation, are as follows:

A. When the disability and/or the need for accommodation are not obvious, the local entity may ask the individual for reasonable documentation about his/her disability and functional limitations.

   Reasonable documentation means that the local entity may require only the documentation that is needed to establish that a person has an actual, current disability, and that the disability necessitates a reasonable accommodation. However, the local entity, in response to a request for reasonable

accommodation, cannot ask for documentation that is unrelated to determining the existence of a disability and the necessity for an accommodation.

The local entity may require that the documentation about the disability and the functional limitations come from an appropriate health care or rehabilitation professional. The appropriate professional in any particular situation will depend on the disability and the type of function limitation it imposes. Appropriate professionals include, but are not limited to, doctors (including psychiatrists), psychologists, nurses, physical therapists, occupational therapists, speech therapists, vocational rehabilitation specialists, and licensed mental health professionals.

In requesting documentation the local entity should specify what types of information they are seeking regarding the disability, its functional limitations, and the need for reasonable accommodation. For example, the person can be asked to sign a limited release allowing the local entity to submit a list of specific questions to the health care or vocational professional. **The local entity must maintain the confidentiality of all medical information collected during this process, regardless of where the information comes from.**

1) It is unlawful except as provided in paragraph (2) or (3), for any employer or employment agency to require any medical or psychological examination of an applicant, to make any medical or psychological inquiry of an applicant, to make any inquiry whether an applicant has a mental disability or physical disability or medical condition, or to make any inquiry regarding the nature or severity of a physical disability, mental disability, or medical condition.
2) Notwithstanding paragraph (1), an employer or employment agency may inquire into the ability of an applicant to perform job-related functions and may respond to an applicant's request for reasonable accommodation.
3) Notwithstanding paragraph (1), an employer or employment agency may require a medical or psychological examination or make a medical or psychological inquiry of a job applicant after an employment offer has been made but prior to the commencement of employment duties, provided that the examination or inquiry is job-related and consistent with business necessity and that all entering employees in the same job classification are subject to the same examination or inquiry.
4) It is unlawful except as provided in paragraph (5), for any employer or employment agency to require any medical or psychological examination of an employee, to make any medical or psychological inquiry of an employee, to make an inquiry whether an employee has a mental disability, physical

disability, or medical condition, or to make any inquiry regarding the nature or severity of a physical disability, mental disability, or medical condition.

5) Notwithstanding paragraph (4), an employer or employment agency may require any examinations or inquiries that it can show to be job-related and consistent with business necessity. An employer or employment agency may conduct voluntary medical examinations, including voluntary medical histories, which are part of an employee health program available to employees at that worksite.

B. If a person provides insufficient documentation of a disability in response to the local entity's initial request, the local entity may require the person to go to a health care professional of the local entity's choice. However, the local entity should explain why the documentation is insufficient and allow the person an opportunity to provide the missing information in a timely manner.

Please note that under the federal disability nondiscrimination law, the local entity cannot ask for documentation under the following circumstances:

1) Both the disability and the need for reasonable accommodation are obvious, or
2) The person has already provided sufficient information to substantiate they have an actual, current disability and needs the reasonable accommodation requested.

If the individual's disability or need for reasonable accommodation is not obvious, and they refuse to provide the reasonable documentation requested by the local entity, then they are not entitled to reasonable accommodation. On the other hand, failure by the local entity to initiate or participate in an interactive process with the individual after receiving a request for reasonable accommodation could result in liability for failure to provide a reasonable accommodation.

Step 3 – Local Entity Management and/or Designated Staff Analyzes the Request for Reasonable Accommodation

After consulting with the individual with a disability, the entity should examine the request and determine if the requested accommodation is feasible and does not create an undue hardship or result in a fundamental alteration. Please note, if a requested accommodation would result in undue hardship, the recipient must, after consultation with an individual with a disability (or individuals with disabilities), take any other action that would not result in such hardship, but would nevertheless ensure that, to the maximum extent possible, individuals with disabilities receive the aid, benefit, service, training, or employment provided by the recipient (29 CFR Section 38.14[a][3]).

It is unlawful for an employer or other entity covered by the WIOA, Section 188, 29 CFR part 38, W-P, the Americans with Disabilities Act (ADA), and the Fair Employment and Housing Act (FEHA), to fail to engage in a timely, good faith, interactive process

with the employee or applicant to determine effective reasonable accommodations, if any, in response to a request for reasonable accommodation by an employee or applicant with a known physical or mental disability or known medical condition.

The factors to be considered in determining whether an accommodation would impose an undue hardship or in determining whether the cost of a modification would result in a fundamental alteration includes the following:

A. The nature and net cost of the accommodation/modifications needed, taking into consideration the availability of tax credits and deductions, and/or outside funding, for the accommodation/modification.
B. The overall financial resources of the facility or facilities involved in the provision of the reasonable accommodation/modification, including the following:
    1) The number of persons aided, benefited, served, or trained by, or employed at, the facility or facilities.
    2) The effect the accommodation/modification would have on the expenses and resources of the facility or facilities.
C. The overall financial resources of the local entity, including the following:
    1) The overall size of the local entity.
    2) The number of persons aided, benefited, served, trained, or employed by the local entity.
    3) The number, type and location of the local entity's facilities.
D. The type of operation or operations of the local entity, including the following:
    1) The geographic separateness and administrative or fiscal relationship of the facility or facilities in question to the local entity.
    2) Where the individual is seeking an employment related accommodation/modification, the composition, structure and functions of the local entity's workforce.
E. The impact of the accommodation/modification upon the operation of the facility or facilities, including the following:
    1) The impact on the ability of other participants to receive aid, benefits, services, or training, or of other employees to perform their duties.
    2) The impact on the facility's ability to carry out its mission.

It is unlawful for an employer or other entity covered by the WIOA, Section 188, 29 CFR part 38, W-P, ADA, and the FEHA, to fail to make reasonable accommodation for the known physical or mental disability of an applicant or employee. Nothing in this document shall be construed to require an accommodation that is demonstrated by the employer or other covered entity to produce undue hardship to its operation.

Step 4 – Select and Implement an Appropriate Reasonable Accommodation

Within 10 business days of receipt of a request for reasonable accommodation, the local entity to where it was submitted shall either grant or deny the request in writing. Provisions of this accommodation should commence immediately. If a requested accommodation would result in undue hardship, the recipient must, after consultation with an individual with a disability (or individuals with disabilities), take any other action that would not result in such hardship, but would nevertheless ensure that, to the maximum extent possible, individuals with disabilities receive the aid, benefit, service, training, or employment provided by the recipient (29 CFR Section 38.14[a][3]).

Where the provision or implementation of a reasonable accommodation will take longer than 10 business days, the steps taken to order, secure or carry out the accommodation shall be documented and discussed with the individual requesting a reasonable accommodation. In all instances, however, the local entity shall act as expeditiously as possible to provide reasonable accommodations.
Where further supporting documentation has been sought from the individual requesting a reasonable accommodation, the grant or denial of a request for reasonable accommodation shall be rendered as noted below:

A. For those cases in which medical documentation is necessary in order to understand the individual's limitations and what accommodations are possible, the grant or denial shall be issued within 10 business days of receipt of the requested documentation.
B. For those cases in which the documentation is being requested merely to verify the information provided by the individual with a disability, the grant or denial shall be issued within 5 business days of receipt of the requested documentation.
C. For those cases in which the individual refuses to provide reasonable requested documentation, the grant or denial shall be issued within 5 business days of the notification of refusal.

Where the local entity determines to deny a request for accommodation, or to provide an accommodation other than the individual's expressed preference, the local entity shall first consult with the individual requesting the reasonable accommodation. The local entity will document the determination in writing. Where the determination is to deny the request on the basis of undue hardship or fundamental alteration, the proposed alternative accommodation or modification will also be documented.

What if an Appropriate Reasonable Accommodation cannot be identified?

Sometimes, the local entity, or the individual requesting the reasonable accommodation, cannot identify possible reasonable accommodations. In those instances, the local entity should consult with appropriate resources e.g., those listed in Step 2 of these instructions. The local entity will seek to facilitate effective communication between the parties with the goal of identifying and implementing

appropriate reasonable accommodation and, where a reasonable accommodation has been selected, shall monitor its implementation.

Throughout the Step 2 consultation process, the individual, and the local entity may seek technical assistance or clarification of each component of the reasonable accommodation process from appropriate resources.

Workforce Innovation and Opportunity Act

Title I Eligibility

Technical Assistance Guide

SEPTEMBER 2024

WIOA Title I Eligibility Technical Assistance Guide

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Introduction

The goal of the Workforce Innovation and Opportunity Act (WIOA) Title I Eligibility Technical Assistance Guide (TAG) is to assist Local Workforce Development Areas (Local Area) in determining participant eligibility for the WIOA Title I Adult, Dislocated Worker, and Youth programs.

Inquiries

For questions regarding the WIOA Title I Eligibility TAG, contact your **direct supervisor**; if needed management will reach out to assigned Regional Advisor.

Chapter 1 – Local Flexibility

The WIOA provides authority to the state and Local Workforce Development Boards (Local Board) to establish their own eligibility policies, procedures, and definitions to meet the needs of their Local Areas as long as they are consistent with the WIOA. The TAG outlines these areas of flexibility and includes form fields for Local Boards to enter their specific eligibility guidance. All state-imposed requirements are indicated in ***bold, italic*** font.

Local Areas are required to develop local policies, procedures, and definitions as indicated in the TAG and ensure this guidance is available to all frontline staff responsible for determining eligibility. Local Areas must ensure their local guidance complies with the requirements of the TAG as well as all federal and state laws and policies. Local Areas are not required to use the form fields within this TAG and may utilize other methods for releasing local eligibility guidance.

Federal and state auditors will verify that local eligibility policies, procedures, and definitions have been appropriately communicated and implemented within the Local Area. Local guidance that does not accurately reflect federal and state requirements may result in disallowed costs.

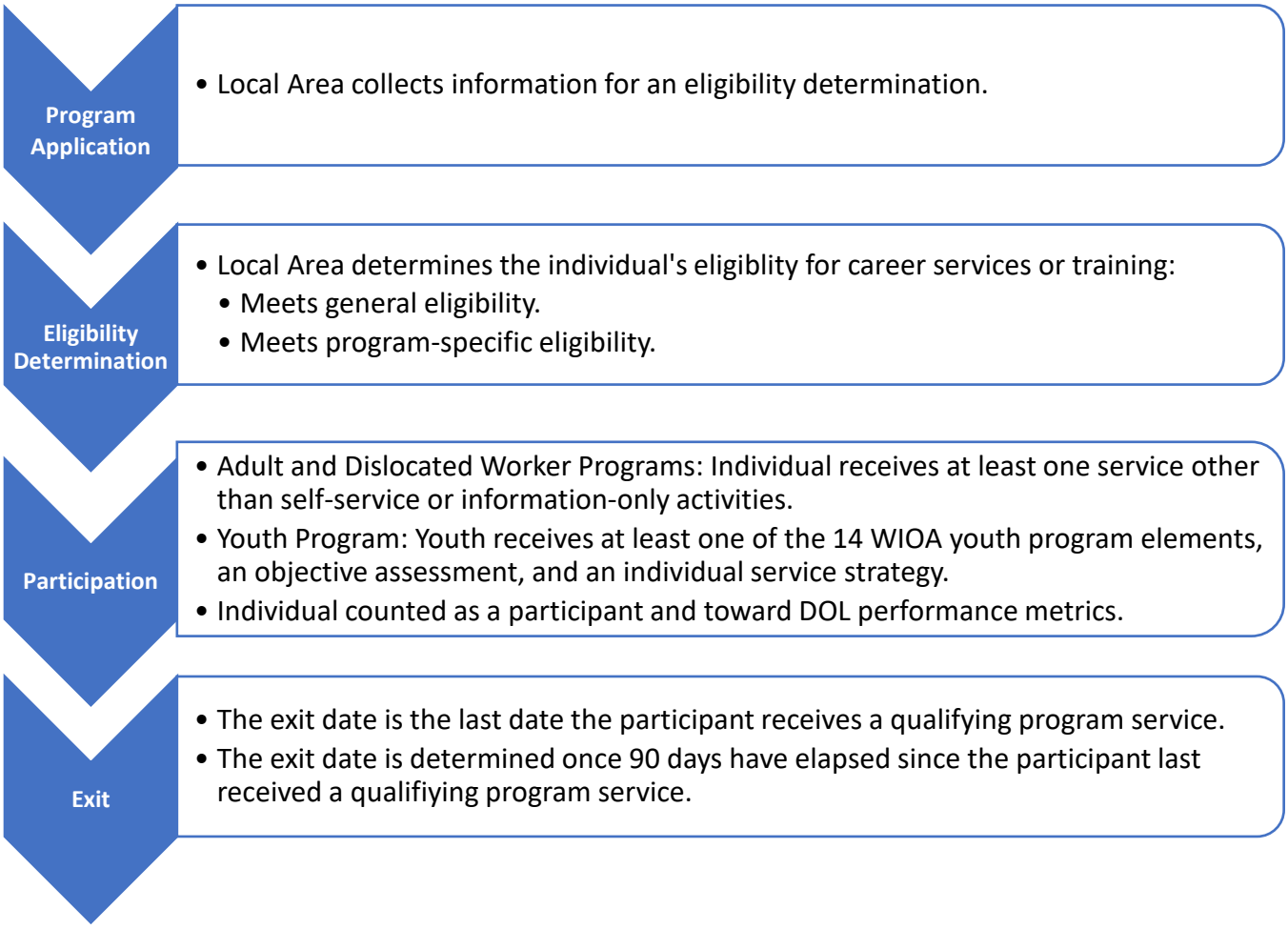
(References: WIOA Sections 107(d)(8) and 185(c); Title 20 *Code of Federal Regulations* [CFR] Section 675.100; Training and Employment Guidance Letter [TEGL] 14-18)

Chapter 2 – Enrollment Process

2.1 Overview

To receive WIOA-funded services, other than basic career self-services or information-only activities, individuals must be registered and determined eligible.

The following diagram illustrates the enrollment process:



(References: Title 20 CFR Sections 678.430, 680.110 and 681.320; TEGL 19-16 and TEGL 21-16; WSD18-03, WSD19-06, and WSD22-15)

2.2 WIOA Program Application

During program intake, Local Areas collect information, including identifying information, to determine an individual's eligibility for services. Local Areas may collect information through several methods including CalJOBS, a personal interview, or the individual's WIOA application. The WIOA application is the general tool Local Areas use to collect information and determine an individual's eligibility for services.

For an individual to be enrolled into a WIOA program, all of the following must occur:

1. An eligibility determination.

    - Information must be collected from the individual to support an eligibility determination. This information is collected through the individual's WIOA program application. Local Areas should make every effort to ensure that applications are completed in entirety and all demographic and barrier information is collected for the individual. The application may be a paper application that is physically signed or an electronic application that is electronically signed.

2. The individual must be asked for Equal Opportunity (EO) data (the Local Area must request EO data, which may be included on the WIOA Application, but an individual is not required to disclose).

3. Receive any staff-assisted basic career service, individualized career service, or training service.

    - For the Youth program, an individual must receive all four required components to be enrolled as a participant: an eligibility determination, an objective assessment, the development of an individual service strategy, and receipt of any of the 14 WIOA youth program elements.

(References: Title 20 CFR Sections 675.300, 680.110, 681.320; Title 29 CFR Part 38; TEGL 10-16, Change 3; WSD18-03 and WSD22-15)

Note – For the WIOA Title I Adult, Dislocated Worker, and Youth programs, neither applicants nor their family members are required to disclose their Social Security Numbers (SSN). While Local Areas must request an individual's SSN for performance reporting purposes, Local Areas cannot deny services if an individual chooses not to provide their SSN. Refer to WSD20-11 for more information on the usage of pseudo-SSNs in CalJOBS.

(References: Title 20 CFR Section 677.175[a][2]; TEGL 10-23, TEGL 26-16; WSD20-11)

2.3 Application Process

There is no federal limitation on the amount of time allowed between the application date and when staff must document and verify eligibility. ***Nevertheless, so much time should not elapse before registration that it becomes unreasonable to assume the information about the individual is still true; otherwise, there may be disallowed costs associated with the individual's eligibility.*** Many Local Areas use 90 days as a general rule. CalJOBS automatically closes applications after 90 days and marks them as "closed - never enrolled" if no further action is taken.

Local Boards must establish policies and procedures for time limits covering the application process. The policies and procedures should address the following:

1. Amount of time individuals and staff have to obtain documentation.
2. Amount of time allowed to review an applicant's information and confirm eligibility.
3. Amount of time that can elapse between the application date and the enrollment date.
4. Any other applicable guidance.

(References: WSD18-02 and WSD18-03)

Local policy and procedures for time limits covering the application process: **See MCWIC's Services Process Guidelines on page 5.**

2.4 Eligibility Determination

The WIOA distinguishes between general program eligibility and eligibility for services for participants. The WIOA is not an entitlement program and although an individual may meet program eligibility criteria it does not mean that they are guaranteed services. This is because funding for WIOA programs is not unlimited. Local Boards must offer services to all eligible applicants when funding is available.

General program eligibility applies to all WIOA Title I Adult, Dislocated Worker, and Youth programs and includes:

- Age
- Selective Service System Registration (as applicable)
- Authorization to work in the United States (as required)

Eligibility for services is related to local determinations regarding the individual's need, the participant's ability to benefit, and program-specific requirements.

Eligibility is determined at the time of enrollment. If an individual's situation changes while receiving services, the individual remains eligible until program exit. For example, an Out-of-School (OS) youth who is 24 years of age (the cut off age for OS youth) at the time of enrollment and subsequently turns 25 years of age, is still considered an OS youth until exited from the program.

(References: WIOA Sections 188[a][5], 189[h] and 194[12]; Title 20 CFR Section 681.210; TEGL 10-23 and TEGL 21-16; WSD18-03)

2.5 Participation

Below are the criteria for participation in the WIOA Adult, Dislocated Worker, and Youth programs.

Adult and Dislocated Worker Programs

An individual becomes a participant in the Adult or Dislocated Worker programs after completing the eligibility determination, satisfying all programmatic requirements, and receiving a staff-assisted basic career service, individualized career service, or training service. An individual who uses self-services, or is assisted with information-only activities, is not considered a participant and therefore does not need to meet eligibility requirements.

Youth Program

An individual becomes a participant in the Youth program after receiving all four required components (eligibility determination, objective assessment, individual service strategy development, and receipt of one of the 14 WIOA Youth program elements).

Note – For the Adult and Dislocated Worker programs, individuals who use self-service and/or receive information-only services or activities are considered reportable individuals. For the Youth program, if an individual fails to meet one or more of the items needed to be a participant, the individual will be reported as a reportable individual, and will not be included in performance calculations. Certain information about reportable individuals is required to be reported in quarterly and annual WIOA reports. Collecting and reporting information in CalJOBS allows for accurate representation of the number of individuals engaged with the workforce system.

(References: Title 20 CFR Sections 677.150 and 681.320; TEGL 14-18 and TEGL 10-16, Change 3, Attachment VII; WSD22-15)

2.6 Concurrent Participation

Individuals may be determined eligible for multiple WIOA programs and may participate concurrently in WIOA and AJCC partner programs if they meet the eligibility requirements of each program. Local program operators may determine the appropriate level and balance of services for individuals participating in youth and adult programs concurrently.

Examples of concurrent participation include:

- An eligible youth is served simultaneously in the WIOA Title l Youth program and the WIOA Title II Adult Education program to meet the individual's unique needs. The WIOA Title I resources can provide career guidance, work experience, and leadership development, while the WIOA Title II resources can provide adult education and literacy activities.
- A youth participant who is 18 to 24 years of age participates in both the WIOA Title I

Youth and Adult programs based on their assessed needs and readiness for adult services.

When an individual is enrolled in multiple WIOA programs, the use of Local Area funds must meet the following criteria:

1. The cost must benefit two or more programs in proportions that can be determined without undue effort or cost.
2. The cost to each funding stream must be tracked, documented, and allocated based on the proportional benefit to ensure there is no duplication of services.
3. Each funding stream must maintain its statutory requirements, including eligibility criteria and scope of authorized activities. The individuals must meet the eligibility requirements for each program from which they are receiving services.

(References: 20 CFR Section 681.430; TEGL 21-16; WSD19-09)

2.7 Exited Participants

An exit occurs when the participant has not received program services for 90 consecutive calendar days and no additional future services are scheduled. The program exit date is applied retroactively after 90 days to the last service's actual end date. Follow-up services, self-services, information-only services or activities, and supportive services do not delay, postpone, or affect the date of exit.

Refer to WSD22-15 for more detailed information on the types of exits and determining a participant's date of exit.

(References: TEGL 14-18; WSD19-06 and WSD22-15)

Chapter 3 – General Eligibility Criteria

To receive services under the WIOA Title I Adult, Dislocated Worker, or Youth programs, an individual must meet general eligibility criteria, which includes age, Selective Service registration (if applicable), and authorization to work in the United States (as required).

The three general eligibility criteria are discussed in detail in this chapter.

3.1 Selective Service System Registration

The WIOA Section 189(h) mandates that males to comply with registration requirements of the federal Selective Service System prior to participation in a WIOA Title I-funded program. Local Areas must ensure that each applicable male who participates in any local WIOA program or activity, or receives any WIOA assistance or benefit, has not knowingly and willfully violated Section 3 of the *Military Selective Service Act* (MSSA) by failing to register as required.

To be eligible to receive WIOA-funded services, males born on or after January 1, 1960, who are at least 18 years of age, but not yet 26 years of age, and who are not on active duty in the armed services, must present documentation showing compliance with Selective Service registration requirements. A male youth who reaches 18 years of age while participating in a WIOA program must register, as required, within 30 days of his 18th birthday to continue receiving WIOA-funded services.

The Selective Service System registration requirement for transsexual, transgendered, intersex, and non-binary individuals is based upon the gender assigned at birth. U.S. citizens or immigrants who are born male and changed their gender are required to register. Individuals who are born female and changed their gender are not required to register.

Males required to register include, but are not limited to:

- US citizens.
- Non-US citizens, including undocumented immigrants, legal permanent residents, asylum seekers, and refugees.
- Veterans discharged before their 26th birthday.
- Members of the Reserve and National Guard not on full-time active duty.
- Dual nationals of the US and another country.

Males who are not required to register include, but are not limited to:

- Males serving in the military on full-time active duty.
- Males attending one of the five military academies or certain military colleges.
- Male veterans discharged after their 26th birthday.
- Males who are hospitalized, institutionalized, or incarcerated are not required to register during their confinement. However, they must register within 30 days after being released if they have not yet reached their 26th birthday.

- Disabled males who meet specific criteria
- Non-US males on a valid non-immigrant visa (e.g., student, agricultural, and tourist visas) until they turn age 26.
- Non-US males who entered the US after their 26th birthday.

The above Selective Service registration requirements are not exhaustive. Refer to the Selective Service System website for a comprehensive list of who must register.

Refer to the *WIOA Title I Acceptable Documentation List* for acceptable forms of supporting documentation to show compliance with Selective Service requirements.

Occasionally, males who were subject to registration, but did not register and are now beyond their 26th birth date, will apply for assistance from a WIOA program. If it is determined that a male who is 26 years of age or older knowingly and willfully failed to register, the MSSA requires that services must be denied to that individual. However, when it can be determined that the applicant's failure to register was not willful or knowingly, he can be considered for participation.

Local Boards must develop policy and procedures for potential male participants who are 26 years of age or older and failed to register. The local policy may request potential male participants to present a Status Information Letter (which can be obtained from the Selective Service System) before a determination is made as to whether the individual knowingly and willfully failed to register. Alternatively, the local policy may establish that the process to determine whether the individual knowingly and willfully failed to register, may be initiated without first requesting a Status Information Letter.

For detailed guidance regarding Selective Service registration requirements, refer to WSD16-18.

(References: 50 USC Chapter 49, Sections 3802 and 3811[g], WSD16-18)

Local policy and procedures for determining whether an individual knowingly and willfully failed to register: **See MCWIC's Services Process Guidelines page 4.**

3.2 Age

An individual's age must be verified to ensure they receive appropriate services. The following chart displays the age eligibility criteria for participation in the WIOA Adult, Dislocated Worker, and Youth programs.

WIOA PROGRAM	AGE	REFERENCE
Adult	18 years or older	WIOA Section 3(2)
Dislocated Worker	18 years or older	Title 20 CFR Section 680.120
In-School Youth	14-21 years old	WIOA Section 129(a)(1)(C)(ii)
Out-of-School Youth	16-24 years old	WIOA Section 129(a)(1)(B)(ii)

Refer to the *WIOA Title I Acceptable Documentation List* for a list of identification documents that can be used to satisfy this criterion.

3.3 Authorization to Work

Verifying Work Authorization

Many services provided through the WIOA Title I Adult, Dislocated Worker, and Youth programs may be delivered without proof of the participant's work authorization. Staff does not need to verify work authorization until the participant is moving into services that require such authorization. Local Areas must clearly explain what services they can and cannot provide to individuals who may not yet have work authorization documents, as well as clearly explain that employers will need work authorization documentation.

Services that do *not* *Require Work Authorization*

To ensure efficient delivery of services, Local Areas may deliver certain basic, individualized, and follow-up services without verifying an individual's work authorization. These services include, but are not limited to:

- Labor exchange services such as labor market information, career exploration, career guidance, resume writing assistance, and job search assistance.
- Information on worker rights and where to find legal assistance.
- Referrals to community resources such as transportation, childcare support, food assistance, housing assistance, medical assistance, and other similar resources.
- Individualized services such as career assessments, development of an individual employment plan, group counseling, one-on-one case management, career planning, information on foreign credential evaluation services and on obtaining credit for prior learning.
- Basic skills education, including English language instruction, and high school equivalency.
- Assistance in completing paperwork to finalize work authorization.

- Assistance in applying for an occupational license including the cost of such applications.
- Outreach to workers regarding the Employment-Related Law Complaint System and processing such complaints.

Services that do Require Work Authorization

Certain services, such as those directly linked to employment, employment outcomes, or services that provide a direct financial benefit, require verification of work authorization documentation. These services include, but are not limited to:

- Job placement.
- Occupational post-secondary training.
- Work experience.
- Supportive services that represent a direct financial benefit such as a voucher or reimbursement, relocation expenses, or needs-related payments.

The lists above provide examples of work authorization verification requirements for common services, however, these lists are not exhaustive. For more detailed information on services that can be provided with and without verification of work authorization documents, refer to TEGL 10-23.

Proof of Work Authorization

While a copy of the work authorization documentation is not required for the participant's file, staff should note in the case file that they have seen proof of the participant's employment authorization document. This confirmation ensures compliance with federal regulations and better serves employer customers who must verify authorization to work.

Refer to the *WIOA Title I Acceptable Documentation* List for a list of documentation that can be used for proof of work authorization.

Nondiscrimination Compliance

When verifying work authorization, Local Areas must comply with the non-discrimination regulations in accordance with WIOA Section 188[a][5] and must not discriminate on the basis of citizenship status when determining eligibility or access to services provided under a WIOA Title I-financially assisted program or activity. Discrimination includes, treating an individual differently from others in determining whether the individual satisfies any admission, enrollment, eligibility, membership, or other requirement or condition for any aid, benefit, service, or training provided under a WIOA Title I financially assisted program or activity.

Local Areas must have procedures in place for verifying an individual’s authorization to work. Refer to TEGL 10-23 and WSD18-03 for more detailed information on establishing policy for verifying authorization to work.

(References: WIOA Section 188[a][5]; Title 29 CFR Sections 38.11 and 38.6[b][5]; Title 20 CFR Section 683.285[5]; TEGL 10-23; and WSD18-03)

Local policy for verifying authorization to work: **See MCWIC's Services Process Guidelines page 5.**

Chapter 4 – Priority of Service

4.1 Priority of Service Overview

Section 2(a) of the Jobs for Veteran's Act (JVA) mandates priority of service for veterans and eligible spouses, including widows and widowers, who otherwise meet the eligibility requirements for participation in DOL-funded programs, including the WIOA.

Priority of service means that individuals who meets established priority requirements (covered persons) must be given priority over other individuals (non-covered persons) for the receipt of employment, training, and placement services. In the context of providing priority of service in a qualified job training program, such as the WIOA, priority of service means the right of a covered person to take precedence over a non-covered person. Depending on the type of service, taking precedence may mean that covered persons receive access to the service or resource sooner than non-covered persons, or if the service or resource is limited, the covered person receives access to the service or resource instead of, or before non-covered persons.

The WIOA is not an entitlement program and funding for WIOA programs is not unlimited. Individuals who do not meet priority of service criteria may still receive services under the WIOA when funding is available.

Detailed information about applying priority of service for participants is provided within this chapter.

(References: WIOA Sections 134(c)(3)(E) and 194(12); Title 38 USC Section 4215; Title 20 CFR Section 1010.200; TEGL 10-09 and TEGL 19-16; WSD19-04)

4.2 Veterans

Program operators must provide priority of service to veterans and eligible spouses for all WIOA-funded activities. While veterans and eligible spouses continue to receive priority of service among all eligible individuals, they must also meet eligibility criteria under the respective employment or training program. Verification of status for veterans and eligible spouses is not required until the veteran or eligible spouse undergoes an eligibility determination and is enrolled in a WIOA Title I program. Until the point of enrollment, a participant who states they meet the veterans' priority eligibility criteria must be afforded veterans' priority of service on the basis of self-attestation.

In implementing priority of service, program operators must ensure that veterans and eligible spouse receive the following:

- Basic career services and individualized career services before other non-covered individuals.
- First priority on waiting lists for training slots

- Are enrolled in training prior to non-covered persons.

Note – Once a non-covered participant is enrolled in a workshop or training class, priority of service is not intended to allow a veteran or eligible spouse to bump the non-covered participant from that class or service.

(References: WIOA Sections 134(c)(3)(E) and 194(12); Title 38 USC Section 4215; Title 20 CFR Section 1010.200; TEGL 10-09 and TEGL 19-16; WSD19-04)

Related Definitions

The following definitions are only for the purposes of implementing priority of service. Additionally, the definitions of "veteran" and "eligible spouse" used in this chapter are applicable to the priority of service requirement and are different from, and broader than, the definitions of "veteran" and "other eligible persons" applicable to services provided by the Disabled Veterans' Outreach Program Specialist and Local Veterans' Employment Representative staff.

Armed Forces – Includes the Army, Navy, Air Force, Marine Corps, Space Force, and Coast Guard.

Covered Persons – means any of the following individuals:

1. A veteran, including National Guard or Reserve personnel.
2. An eligible spouse.

Eligible Spouse - the spouse (including the same-sex spouse) of any of the following:

1. Any veteran who died of a service-connected disability.
2. Any member of the Armed Forces serving on active duty who, at the time of application for the priority, is listed in one or more of the following categories and has been so listed for a total of more than 90 days:
    a. Missing in action.
    b. Captured in the line of duty by a hostile force.
    c. Forcibly detained or interned in the line of duty by a foreign power.
3. Any veteran who has a total disability resulting from a service-connected disability, as evaluated by the US Department of Veterans Affairs (VA).
4. Any veteran who died while a disability, (as indicated in category 3) was in existence.

A spouse whose eligibility is derived from a living veteran or service member would lose their eligibility if the veteran or service member were to lose the status that is the basis for the eligibility (e.g., if a veteran with a total service-connected disability were to receive a revised disability rating at a lower level). Similarly, for a spouse whose eligibility is derived from a living veteran or service member, that eligibility would be lost upon divorce from the

veteran or service member.

Non-Covered Person – Persons who are not a veteran or a veteran's spouse as relating to priority of service application.

Qualified Job Training Program -- Any program or service for workforce preparation, development, or delivery that is funded in whole or in part by the DOL.

Veteran – A person who served at least one day in the active military, naval, or air service, and who was discharged or released under conditions other than dishonorable.

Local Policy and Procedures for Veteran's Priority of Service

Local Boards must establish policies and procedures for implementing the priority of service requirement for veterans and eligible spouses. Local policies must ensure that veterans and eligible spouses are able to identify themselves at the point of entry and are given an opportunity to take full advantage of the priority. These policies must also ensure that veterans and eligible spouses are aware of the following:

- Entitlement to priority of service.
- The full array of employment, training, and placement services available under priority of service.
- Any applicable eligibility requirements for those programs and/or services.

For detailed information on veteran's priority of service, refer to WSD19-04.

Local policy and procedures for implementing the priority of service requirement for veterans and eligible spouses: **See MCWDB Policy: Priority Of Service For Veterans And Eligible Spouses, 10/17/19**

(References: Title 10 USC Section 101[4]; Title 38 USC Sections 101[2] and 4215[B]; WIOA Sections 134(c)(3)(E); 20 CFR Sections 1010.100, 1010.200 and 680.650; TEGL 10-09, 22-04, 22-04, Change 1 and 19-16; WSD19-04)

4.3 Adult Program

In addition to priority of service for veterans and eligible spouses, the Local Board must establish a process for individuals served in the adult program that gives priority of service to recipients of public assistance, other low-income individuals, and skills deficient individuals. This does not mean that only veterans, recipients of public assistance, low-income, and skills deficient individuals can receive WIOA-funded adult services. Individuals do not have to be a part of a priority population to be eligible for the adult program, however priority of service must be applied as prescribed in this chapter. Determination of an individual's low-income status is discussed in Chapter 8 of this TAG.

In alignment with California's Unified Strategic Workforce Development Plan (State Plan), Local Boards may also develop a policy to establish additional priority groups for their Local Area (e.g., residents of the Local Area, individuals with disabilities, formerly incarcerated and justice-involved, etc.) provided the local policy is consistent with priority of service for veterans and the priority provisions WIOA Section 134(c)(3)(E) and Title 20 CFR Section 680.600, and any additional populations identified for priority are not to be interpreted as additional eligibility criteria. Any additional priority populations identified by the Local Board should be reflected in the local policy.

(References: WIOA Section 134(c)(3)(E); Title 20 CFR Sections 680.650, 680.120, and 680.600[b]-[c], and 1010.200; TEGL 19-16; State Plan; WSD15-14 and WSD19-04)

Local criteria for applying and monitoring priority for service for recipients of public assistance, other low-income individuals, and skills deficient individuals within the Adult program: **See MCWDB Policy: Adult Program Priority Of Service Policy, 4/14/2025**

Local policy adding other priority group(s) (if applicable): **See MCWDB Policy: Adult Program Priority Of Service Policy, 4/14/2025, Page 4**

Written copies of local priority of service policies must be maintained at all service delivery points and, to the extent practicable, posted in a way that makes it possible for members of the general public to easily access the information.

4.4 Applying Priority of Service

The application of priority of service varies depending on the eligibility requirements of the particular program. The following describes how priority of service applies within certain types of DOL-funded programs:

- *Universal Access Programs*
  Basic career services are universally accessible and must be made available to all individuals seeking employment and training services in at least one comprehensive AJCC per Local Area. While veterans and eligible spouses must receive priority of service over all other program participants, priority for low-income and basic skills deficient populations does not apply to basic career services in either the adult or dislocated worker programs.

- *Programs with Eligibility Criteria*
  Eligibility criteria identify basic conditions a participant in a specific program must meet. For example, for the WIOA Title I Adult, Dislocated Worker, and Youth programs, every participant is required to meet the general program eligibility requirements listed in Chapter 3 of this TAG. A veteran or eligible spouse must first meet all of these eligibility criteria in order to be considered eligible for participation in the program. Once

determined eligible for participation, the veteran or eligible spouse receives priority for participation in the program and receipt of services.

- *Programs with Statutory Priorities*
  Some programs are required by law to provide a priority preference for a particular group of individuals or require the program to spend a certain portion of program funds on a particular group. One example is the Adult program priority for recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient. Veterans and eligible spouses must first meet both the program's eligibility criteria and statutory priority criteria to receive priority for participation in the program and receipt of services.

Note – For income-based eligibility and for priority of service determinations, many types of military service-related income are exempt, including any amounts received as military pay or allowances paid while on active duty, or paid by the VA for vocational rehabilitation disability payments, or related VA-funded programs. For detailed information on which types of military pay that are exempt, refer to TEGL 10-09, Attachment A.

Priority of Service Levels

Priority must be provided in the following order for programs that require it:

Levels of Priority of Service	
Priority 1	Veterans and eligible spouses who are also recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient.
Priority 2	Individuals who are the recipient of public assistance, other low-income individuals, or individuals who are basic skills deficient.
Priority 3	Veterans and eligible spouses who are not recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient.
Priority 4	Any individual who does not belong to one of the above groups but belongs to a priority population established by the Governor or Local Board.
Priority 5	All other individuals who do not meet the above priorities.

(References: TEGL 10-09 and TEGL 19-16; WSD15-14 and WSD19-04)

Chapter 5 - Eligibility Criteria for Career and Training Services

The WIOA authorizes the following services:

- Basic Career Services
- Individualized Career Services
- Training Services

While there are distinctions made between the types of services available (basic career services, individualized career services, and training services), individuals are not required to follow a sequence of services. Local Areas have the flexibility to provide services that best meet an individual's needs for their employment and career goals.

(References: WIOA Section 134(c)(2)(A); Title 20 CFR Section 678.430; TEGL 19-16)

5.1 Eligibility for Career Services

For staff-assisted basic career services and individualized career services, Local Boards must identify the assessments to be used to determine eligibility and ensure eligibility determination procedures are consistent with state policies. AJCC staff may use recent interviews, evaluations, or assessments by partner programs to determine if individualized career services would be appropriate. Include below the local policy and procedures to be used for assessments.

(References: WIOA Section 134(c)(2); Title 20 CFR Section 678.430; TEGL 19-16)

Local policy and procedures to be used for assessments for services: **See MCWIC's Services Process Guidelines, page 9**

5.2 Eligibility for Training Services

Training services include WIOA-funded and non-WIOA-funded partner training services. There is no sequence of service requirement for training. This means that AJCC staff may determine training is appropriate regardless of whether the individual has received any basic or individualized career services.

Before providing training services to adults and dislocated workers, AJCC staff must conduct an interview, evaluation, or assessment to determine if the individual meets any of the following criteria:

1. Unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services alone.
2. In need of training services to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment;
3. Has the skills and qualifications to successfully participate in the selected program of

training services.

4. Unable to obtain grant assistance from other sources to pay the costs of such training, including such sources as state-funded training funds or Federal Pell Grants established under Title IV of the Higher Education Act of 1965, or requires WIOA assistance in addition to other sources of grant assistance.
5. A member of a worker group covered under a petition filed for TAA and is awaiting a determination. If the petition is certified, the worker may then transition to TAA approved training. If the petition is denied, the worker will continue training under the WIOA.
6. Selected a program of training services that is directly linked to the employment opportunities in the Local Area or region, or in another area to which the individual is willing to commute or relocate.
7. Determined eligible in accordance with the state and local priority system in effect for adults, if training services are provided through the Adult program funding stream.

Where appropriate, Local Boards are encouraged to use previous assessments when making training determinations to reduce duplicate assessments and develop enhanced alignment across partner programs. This could include common intake forms across partner programs to encourage system alignment, reduce individual burden, and ensure customers greater access to programs based on their need.

The case file must contain a determination of need for training services as determined through the interview, evaluation, or assessment, and career planning informed by local labor market information and training provider performance information, or through any other career service received. There is no requirement that career services be provided as a condition to receipt of training services; however, if career services are not provided before training, the Local Board must document the circumstances that justified its determination to provide training without first providing such services. There is no required minimum time period for an individual to participate in career services before receiving training service.

(References: WIOA Section 134(c)(3); Title 20 CFR Sections 680.210 and 680.220; TEGL 19-16)

5.3 Self-Sufficiency

In addition to providing career and training services to individuals who are unemployed, a significant number of job seekers are underemployed. Examples of underemployed individuals may include individuals who are any of the following:

- Employed less than full-time who are seeking full-time employment.
- Employed in a position that is inadequate with respect to their skills and training.
- Employed who meet the definition of a low-income individual in WIOA Section 3(36).
- Employed, but whose current job's earnings are not sufficient compared to their previous job's earnings.

To receive career or training services, employed adults and dislocated workers must be determined to be in need of those services to obtain or retain employment that allows for self-sufficiency. Local Boards must set criteria for determining whether employment leads to self-sufficiency. ***At a minimum, such criteria must provide that self-sufficiency means employment that pays at least 100 percent of the lower living standard income level (LLSIL) established for a Local Area.***

When setting criteria to determine self-sufficiency, Local Boards should consider different local conditions such as family size, an area's cost of living, and other local economic conditions. It may often occur that dislocated workers require a wage higher than the lower living standard income level to maintain self-sufficiency.

Local Boards may also consider the special needs of individuals with disabilities or other barriers to employment when setting criteria to determine self-sufficiency. This provision helps ensure that career and training services are provided to those employed individuals who are the most in need of services. These may include individuals employed in low skill/low wage jobs.

Local Boards may develop two sets of criteria for self-sufficiency: one for adults and another for dislocated workers. Self-sufficiency for dislocated workers may be defined in relation to a percentage of the layoff wage.

(References: Title 20 CFR Section 680.210; TEGL 19-16; WSD23-02)

Enter local criteria for self-sufficiency below:

Local criteria for self-sufficiency: **N/A**

Using WIOA Assistance in Addition to Other Sources of Grant Assistance

WIOA funding for training is limited to participants who are unable to obtain grant assistance from other sources to pay the cost of their training or who require assistance beyond that which is available under grant assistance from other sources to pay the cost of such training. Programs and training providers must coordinate funds available to pay for training. In making the determination of need for WIOA assistance, Local Areas may take into account the full cost of participating in training, including support services and any other appropriate costs.

(References: Title 20 CFR Section 680.230; TEGL 19-16)

5.4 Local Procedures and Eligibility Criteria

In contrast to Work First programs, which hold the philosophy that any job is a good job and that the best way to succeed is to enter the labor market, the WIOA encourages Local Boards to offer higher-quality education and training options that go beyond job search.

The State Plan describes the state's commitment to a High Road workforce development approach. The High Road system centers on meaningful industry engagement and placement of Californians in quality jobs that provide economic security. A key principle of the High Road approach is job quality by building the skills of the existing workforce and bringing new workers to the associated industry sector(s). Orienting the workforce development system toward job quality serves job seekers and workers by placing them in employment that allows them to sustain a high quality of life for themselves, their families, and broader community that depends on their earnings.

Local Boards may not adopt a "work first" approach in developing local procedures and eligibility criteria for individualized and training services. Locally developed procedures and criteria must be designed to provide employment and training opportunities to those who can benefit from, and who are most in need of, such opportunities. The appropriate mix and duration of services should be based on each participant's unique needs.

In developing local procedures and eligibility criteria for individualized and training services, WIOA-funded Adult and Dislocated Worker services may not duplicate or supplant services traditionally funded by the Wagner-Peyser Act (this does not preclude cooperative efforts among AJCC partners to provide seamless and comprehensive services to customers.)

When reviewing a participant's eligibility for basic career staff-assisted, individualized career, and training services, federal and state auditors and monitors will review a participant's eligibility for services against each Local Board's eligibility policy, procedures, and definitions. Local eligibility policies and procedures must comply with federal and state requirements.

(Reference: WIOA Section 194)

Include local policy and procedures for determining eligibility for services below:

Local policy and procedures for determining eligibility for training services: **See MCWIC's Services Process Guidelines, page 5.**

Chapter 6 - Eligibility Criteria for Dislocated Workers

To be eligible to receive dislocated worker services, an individual must meet the general WIOA eligibility criteria listed in Chapter 3 of this TAG and the criteria included in at least one of the dislocated worker categories outlined in this chapter. Local policy, procedures and definitions may be established wherever there is flexibility authorized by the WIOA and regulations.

Once an individual is enrolled as a dislocated worker, the individual retains their eligibility as a dislocated worker until exited from the program regardless of employment status or earnings (e.g., an anticipated lay off or termination does not take place). If a participant becomes employed in a full-time, permanent job that pays a wage defined by the Local Board as self-sufficient or leading to self-sufficiency, the participant may continue to be served, as needed, until they are formally exited from the program. However, if it is expected that the participant will not receive any future services, follow-up services may begin immediately following placement into unsubsidized employment.

(Reference: TEGL 10-16, Change 3)

6.1 Determining Dislocated Worker Status

In order to receive services as a dislocated worker, an individual must meet one of the following five criteria:

1. **General Dislocation**. An individual must meet all of the following criteria:

    a. An individual who was terminated or laid off, or who received a notice of termination or layoff, from employment. This includes a separation notice, under other than dishonorable conditions, from active military service.
    b. Meets either of the following conditions:
        (i) Is eligible for or has exhausted entitlement to unemployment compensation.
        (ii) Has been employed for a duration sufficient to demonstrate attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or because they performed services for an employer not covered under a state unemployment compensation law.
    c. Is unlikely to return to a previous industry or occupation.

2. **Dislocation from Facility Closure/Substantial Layoff**. An individual must meet criteria a **or** b **or** c.

    a. An individual who was terminated or laid off, or who received a notice of termination or layoff, from employment as a result of any permanent closure of, or substantial layoff at, a plant, facility, or enterprise.
    b. An individual employed at a facility at which the employer made a general announcement that such facility will close within 180 days.

c. For purposes of eligibility for services other than training services included in WIOA Section 134(c)(3), career services included in WIOA Section 134(c)(2)(A)(xii), or supportive services, an individual must be employed at a facility at which the employer made a general announcement that such facility will close.

3. **Self-employed Dislocation**. An individual who was self-employed (including farmers, ranchers, fishermen, independent contractors, and consultants) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of a natural disaster.

4. **Displaced Homemaker**. An individual who has been providing unpaid services to family members in the home and meets criteria a **and** b:

   a. Meets either of the following conditions:
      (i) Has been dependent on the income of another family member, but is no longer supported by that income (e.g., because the other family member was laid off, or because of death or divorce).; or
      (ii) Is the dependent spouse of a member of the US Armed Forces on active duty and whose family income has been significantly reduced because of the service member's deployment, call or order to active duty, permanent change of station, or service-connected death or disability.
   b. Is unemployed or underemployed and having trouble obtaining or upgrading employment.

5. **Spouse of Military Service Member**. A spouse of a member of the Armed Forces on active duty who meets either criteria a **or** b:

   a. Has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in the service member's duty station.
   b. Is unemployed or underemployed and having trouble obtaining or upgrading employment.

(References: WIOA Sections 3(15)-(16); Title 20 CFR Sections 680.130, 680.660, and 682.305; TEGL 19-16)

Refer to Section 6.2 for local definitions and standards for the eligibility criteria.

6.2 Definitions and Standards for Eligibility Criteria

The DOL defers to states and Local Boards to define certain eligibility terms. This chapter provides recommendations for defining these terms. Local Boards need to establish definitions to use in determining an individual's eligibility as a dislocated worker so long as the definitions are consistent with the dislocated worker definition in WIOA Section 3(15).

(Reference: Title 20 CFR Section 680.130)

Attachment to the Workforce – "Attachment to the workforce" is not defined in the WIOA or DOL regulations. Local Boards may define this term to assist staff in identifying dislocated workers who are not eligible for unemployment compensation but who have been employed for a duration sufficient to demonstrate an attachment to the workforce (e.g., someone who has worked at least three consecutive months during the last 12 months). Verification of attachment to the workforce is only necessary when an applicant was employed by an employer who is not covered under UI or has not worked a sufficient amount of time to qualify for UI.

Additionally, a separating service member who was discharged or released under conditions other than dishonorable, has demonstrated attachment to the workforce.

(References: WIOA Section 3(15)(A)(ii); Title 20 CFR Section 680.660)

Local definition of attachment to the workforce: **N/A**

Difficulty in Obtaining or Upgrading Employment – The "difficulty in obtaining or upgrading employment" criterion is used as part of the displaced homemaker criteria but is not defined in the WIOA or regulations. Local Boards may define this term in order to assist staff in identifying displaced homemakers.

Local definition for difficulty in obtaining or upgrading employment: **N/A**

General Announcement – "General announcement" of intended layoff is not defined in the WIOA or DOL regulations. Local Boards may establish criteria for this term. Local criteria must require a credible source of information, or a documented confirmation from the employer (e.g., a newspaper article, a memorandum from the employer to all employees, a notice posted in the affected facility, notification to applicable labor unions, or any other forms of public notice).

Local criteria for general announcement: **N/A**

General Economic Conditions – "General economic conditions" is not defined in the WIOA or DOL regulations. Local Boards may establish criteria for this term. Local criteria may include, among other conditions, self-employment which locally has little demand or has been declining, or the local economy is declining.

Local criteria for general economic conditions: **N/A**

Substantial Layoff **–** "Substantial layoff" is not defined in the WIOA or DOL regulations. The Worker Adjustment and Retraining Notification (WARN) protects employees and communities by requiring that employers give a 60-day notice to the affected employees and both state and local representatives prior to a plant closing or mass layoff. In California, the threshold for WARN notification, which can be interpreted as a substantial layoff, is any plant closure affecting any number of employees, or a layoff of 50 or more employees within a 30-day period regardless of the percentage of the workforce, or relocation of at least 100 miles affecting any number of employees.

Unlikely to Return – "Unlikely to return" is not defined in the WIOA or DOL regulations. Local Boards may define "unlikely to return" to assist staff in identifying dislocated workers. Any of the following considerations may be helpful in defining "unlikely to return":

- Worked in a declining industry/occupation, as documented on state or locally-developed lists of such industries/occupations. State lists are available from the EDD's Labor Market Information Division. Local lists must be developed by an appropriate entity, such as the Chamber of Commerce, Local Board, economic development agency, a qualified consultant/educational entity, or other valid public use quality source of labor market information.
- Has had a lack of job offers as documented by local EDD Workforce Services or UI staff, rejection letters from employers in the area, or other documentation of unsuccessful efforts to obtain employment in the prior industry/occupation.
- Worked in an industry/occupation with limited job orders in the CalJOBS system at the time of eligibility determination, as certified by staff.
- Is insufficiently educated and/or does not have the necessary skills for reentry into the former industry/occupation, as documented through the assessment of the individual's educational achievement, testing, or other suitable means.
- Has physical or other challenges which would preclude reentry into the former industry/occupation, as documented by a physician or other professional (e.g., psychiatrist, psychiatric social worker, chiropractor, etc.).

"Unlikely to return" may be defined in terms of family, personal, or financial circumstances that may affect the likelihood of the individual returning to their previous occupation or industry for employment. Local definitions need not be based solely on economic conditions and job availability.

If an individual is likely to return to their previous industry or occupation, they should not be served as a dislocated worker during the period leading up to the date of their return to work but may be served in the adult program.

(References: Title 20 CFR Section 680.130; TEGL 19-16)

Farmworkers, Ranchers, and Fishermen – Individuals that may have worked seasonally can be considered "unlikely to return" to work in a previous industry or occupation for a variety of reasons:

1. Change in family situation that requires higher income.
2. Disability that precludes returning to the same occupation.
3. Natural disaster that results in lost wages.
4. Loss of agricultural land.
5. Mechanization.
6. Any significant variance to normal seasonal employment patterns resulting in uncertain return-to-work dates.

Additionally, permanent closures or a substantial layoff from agricultural enterprises or facilities such as packaging or canneries are not excluded from the standard under the WIOA. The WIOA Section 3(15)(C) standard regarding those that were self-employed includes employment as farmers, ranchers, or fishermen and are unemployed due to economic conditions that resulted from general economic conditions in the community in which the individual resides or because of natural disasters. These conditions may include extreme or unusual weather patterns and agricultural and fishing market downturns.

Profiled and Referred UI Claimants – UI profiling refers to a process which uses an automated system to identify claimants likely to exhaust regular UI benefits. After a UI claim is filed and a first payment is made, the EDD's Worker Profiling and Reemployment Services System identifies claimants likely to exhaust their benefits and refers those claimants to the mandatory Reemployment Services and Eligibility Assessment (RESEA) through the CalJOBS system.

The Governor has determined that the UI profiling methodology and referral process meets the dislocated worker eligibility criteria in WIOA Section 3(15). In this instance, if an individual receives an RESEA appointment then no further documentation is needed to establish the "unlikely to return" criterion at WIOA 3(15)(A)(iii).

(Reference: Title 20 CFR Section 680.130[b][3])

Local definition of unlikely to return: **N/A**

6.3 Layoffs, Furloughs, Temporary Layoffs, and Lockouts

Layoff – The permanent or temporary termination of employment of an employee due to a

position being abolished, insufficient funds, lack of work, or any other reason not reflecting discredit on the employee (such as dismissal for inadequate performance, violation of workplace rules, cause, etc.).

Furlough – The placing of an employee in a temporary status without duties and pay because of lack of work or funds or other non-disciplinary reasons (Title 5 USC Section 7511[a][5]). As such, it is a temporary termination of employment or layoff.

Individuals that are furloughed are laid off. Depending on the local definition of "unlikely to return," the circumstances of the applicant, and local economic conditions, furloughed individuals may or may not be likely to return to their previous industry or occupation. Local Areas are in the best position to make this determination. If these individuals are likely to return to their previous industry or occupation and need more than basic career services, they may be served as adults, provided they meet the general eligibility criteria outlined in Chapter 3 of this TAG. In some cases, a business, company, or corporation's furloughs are in fact substantial layoffs and the "unlikely to return" provision does not apply. Local Boards have the discretion to define substantial layoff since the definition depends on local economic conditions.

Lockout – Any refusal by an employer to permit any group of five or more employees to work as a result of a dispute with such employees affecting wages, hours, or other terms or conditions of employment of such employees (California Labor Code Section 1132.8). A lockout does not terminate the employer-employee relationship, so locked out employees are not eligible dislocated workers since they have not been terminated or laid off, they are not eligible for unemployment compensation, and they are likely to return to the same industry or occupation once the dispute is resolved. The same guidance applies to employees that are on strike. There may be locked out employees who for financial reasons seek other employment. These individuals may be served as adults, provided they meet the general eligibility criteria outlined in Chapter 3.

6.4 Veterans and Military Spouses

Veterans

One of the criteria used to establish eligibility for a dislocated worker is determining whether the worker was terminated or laid-off. Per the DOL, a separating service member with a discharge that is anything other than dishonorable qualifies the individual for dislocated worker activities provided:

1. The separating service member has received a DD Form 214 Report of Separation or other documentation showing a separation or imminent separation from the Armed Forces to satisfy the termination or layoff part of the dislocated worker eligibility criteria.
2. The separating service member qualifies for the dislocated worker eligibility criteria on

eligibility for or exhaustion of unemployment compensation.

3. As a separating service member, the individual meets the dislocated worker eligibility criteria that the individual is unlikely to return to the previous industry.

(Reference: Title 20 CFR Section 680.660)

Military Spouses

The WIOA expanded the definition of dislocated workers and displaced homemakers to include military spouses. A military spouse qualifies for dislocated worker activities provided the following:

1. The military spouse meets the WIOA general eligibility criteria; and
2. The military spouse has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of the spouse, **or** is unemployed or underemployed and experiencing difficulty in obtaining or upgrading employment; or
3. The military spouse's family income is significantly reduced because of any of the following:
    a. A deployment.
    b. A call to active duty.
    c. A permanent change of station.
    d. The service-connected death or disability of the service member.

(References: WIOA Sections 3[15][E] and 3[16][A]; TEGL 19-16)

The term "whose family income is significantly reduced" is not defined in the WIOA or the DOL regulations. Local Boards may establish criteria for this term.

Local criteria for significantly reduced family income for veterans and military spouses: **N/A**

6.5 Related Definitions

Active Duty – Full-time duty in the active military service of the United States. Active duty includes full-time training duty, annual training duty, and attendance, while in the active military services, at a school designated as a service school by law or by the Secretary of the military department concerned. Such term does not include full-time National Guard duty. (Reference: Title 10 USC Section 101[d][1])

Armed Forces – Includes the Army, Navy, Air Force, Marine Corps, Space Force, and Coast Guard. (Reference: 10 USC Section 101[4])

Employment Status – This following information is to be collected directly from the individual,

not from wage records.

1. Employed
    a. Did any work at all as a paid, unsubsidized employee on the date participation occurs.
    b. Worked 15 hours or more in an unpaid job on a farm or business operated by a family member. (Reference: TEGL 10-16, Change 3, Attachment 1)
2. Employed, but received notice of termination or military separation
    a. Has received a notice of termination of employment or the employer has issued a Worker Adjustment and Retraining Notification (WARN) or other notice that the facility or enterprise will close.
    b. Is a transitioning service member.
3. Not Employed
    a. Those that do not meet any one of the conditions described above.
4. Underemployed
    a. Individuals employed less than full-time who are seeking full-time employment.
    b. Individuals who are employed in a position that is inadequate with respect to their skills and training.
    c. Individuals who are employed and meet the definition of low-income.
    d. Individuals who are employed, but whose current job earnings are not sufficient compared to their previous job earnings from their previous employment.

(Reference: TEGL 19-16)

Military Spouse – An individual who is married to a member of the Armed Forces on active duty or the surviving spouse of an active-duty service member who lost their life while on active-duty service. Consistent with TEGL 26-13, the definition of “military spouse” includes same-sex spouses.

Chapter 7 - Additional Eligibility Criteria for Youth

To be eligible to receive youth services, an individual must meet the general WIOA eligibility criteria listed in Chapter 3 of this TAG and the additional program eligibility criteria included in this chapter. Local policy, procedures and definitions may be established wherever there is flexibility authorized by the WIOA and DOL regulations.

Local Boards are required to provide case management to all youth participants. Case management is the act of connecting youth to appropriate services and begins at the point of enrollment and must continue throughout program participation and follow-up. Note that, case management is not a program element and does not extend a youth's participation.

Local Boards must provide each participant with information on all applicable or appropriate services that are available through the AJCC system that support the participant's individual service strategy and ensure participants receive referrals to appropriate training and educational programs that have the capacity to serve the participant.

(References: WIOA Sections 129(c)(3)(A)(i) and (ii); 20 Title CFR Section 681.420(a)(3); TEGL 21-16)

7.1 Eligibility for Out-of-School Youth Services

To receive services as an OS youth, an individual must meet the following requirements.

Eligible OS Youth – Meets the definition provided below:

1. Not less than 16 years of age and not more than 24 years of age.
2. Not attending any secondary or postsecondary school.
3. Has one or more of the following barriers in the table below:
   A youth only needs to meet one of these barriers. However, Local Areas should document all barriers that apply.

The following table provides clarity on the requirements to meet OS youth eligibility:

Definition of Barriers for Eligibility of OS Youth:	
Barrier 1	A school dropout.
Barrier 2	Within the age of compulsory school attendance but has not attended school for at least the most recent complete school year quarter.
Barrier 3	A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient or an English language learner.
Barrier 4	An offender.
Barrier 5	• A homeless individual. • A runaway.
Barrier 6	• In foster care. • Has aged out of the foster care system. • Has attained 16 years of age and left foster care for kinship, guardianship, or adoption. • A child eligible for assistance under Section 677 of the Social Security Act (42 USC Section 677). • In an out-of-home placement.
Barrier 7	Pregnant or parenting (including custodial and non-custodial parents).
Barrier 8	A youth with a disability.
Barrier 9	A low-income individual who requires additional assistance to enter or complete an education program or to secure or hold employment.

(References: Title 20 CFR Section 681.210; WSD17-07)

7.2 Eligibility for In-School Youth Services

To receive services as an in-school (IS) youth, an individual must meet the following requirements.

Eligible IS Youth – Meets the definition provided below:

1. Is not less than 14 years of age and not more than 21 years of age (Youths with disabilities who are in an individualized education program at the age of 22 may be enrolled as an IS youth).
2. Attending school, including secondary and postsecondary school.
3. Low-income individual.

4. Has one or more of the following barriers:
   A youth only needs to meet one of the IS youth barriers in the table below, however Local Areas should document all barriers with the following exception: *IS youth who require additional assistance to complete an education program or secure or hold employment*.

The following table provides clarity on the requirements to meet IS youth eligibility.

Definition of Barriers for Eligibility of IS Youth:	
Barrier 1	Basic skills deficient.
Barrier 2	An English language learner.
Barrier 3	An offender.
Barrier 4	• A homeless individual. • A runaway.
Barrier 5	• In foster care. • Has aged out of the foster care system. • Has attained 16 years of age and left foster care for kinship, guardianship, or adoption. • A child eligible for assistance under Section 677 of the Social Security Act (42 USC Section 677). • In an out-of-home placement.
Barrier 6	Pregnant or parenting (including custodial and non-custodial parents).
Barrier 7	A youth with a disability.
Barrier 8	A low-income youth who requires additional assistance to complete an education program or to secure or hold employment. Note: No more than five percent of IS youth enrolled in a given program year may be found eligible based solely on meeting this category. WIOA Youth programs should only report IS youth as having this barrier if it is their only barrier, and therefore the barrier is used for eligibility determination.

(References: WIOA Section 129(a)(3); Title 20 CFR Sections 681.220 and 681.310; TEGL 09-22; WSD17-07)

Five Percent Limitation for In-School Youth Eligibility

In each Local Area, not more than five percent of the IS youth newly enrolled in a given program year (PY) may be eligible based on the "requires additional assistance to complete an educational program or to secure or hold employment" criterion. To ensure as many IS youth as possible are served, Local Areas should only report a youth as having this barrier if it is their only barrier.

Note – The five percent limitation for IS youth who require additional assistance is not the same as the five percent low-income exception.

(Reference: TEGL 09-22)

7.3 Five Percent Low-Income Eligibility Exception

The WIOA maintains a five percent low-income eligibility exception under which five percent of Local Area youth who ordinarily would need to be low-income do not need to meet the low-income provision. A program must calculate the five percent based on the percent of newly enrolled youth in the Local Area's WIOA youth program in a given PY who would ordinarily be required to meet the low-income requirement.

To determine whether a youth must be low-income in order to qualify for the youth program, the Local Area should first consider whether the participant is an OS youth or IS youth. The low income requirement applies only to OS youth with certain barriers (see the section on Eligibility for OS Youth), whereas all IS youth must be low income unless the five percent eligibility exception is applied.

The five percent low-income exception may include OS youth, IS youth, or a combination of both, but must not exceed five percent of all WIOA youth participants served in a given PY.

(References: Title 20 CFR Section 681.250; WSD17-07)

7.4 Local Definitions and Eligibility Criteria

Basic Skills Deficient – Meets the following definition with respect to an individual:

1. A youth who has English, reading, writing, or computing skills at or below the 8th grade level of a generally accepted standardized test.

   In assessing basic skills, local programs must use assessment instruments that are valid and appropriate for the target population, and must provide reasonable accommodation in the assessment process, if necessary, for individuals with disabilities.

2. A youth or adult who is unable to compute or solve problems, or read, write, or speak English at a level necessary to function on the job, in the individual's family, or in

society.

Criteria used to determine whether an individual is basic skills deficient includes the following:

- ***Lacks a high school diploma or high school equivalency and is not enrolled in secondary education.***
- ***Enrolled in a Title II Adult Education/Literacy program.***
- ***English, reading, writing, or computing skills at an 8.9 or below grade level.***
- ***Determined to be Limited English Skills proficient through staff-documented observations.***
- ***Other objective criteria determined to be appropriate by the Local Area and documented in its required policy.***

Refer to the *WIOA Acceptable Documentation List* for more detailed information on determining whether an individual meets the basic skills deficient criterion.

The WIOA and DOL regulations do not further define the level of literacy necessary to function on the job, in the individual's family, or in society. Survival skills such as computer skills, balancing a checkbook, budgeting a family's income, or filing a tax return, may be considerations when defining these areas. Such definitions may provide greater flexibility in achieving basic skills goals for an individual who is basic skills deficient and may have difficulty achieving an 8th grade level of literacy within a specified program period.

Describe the local definition and eligibility documentation requirements for "deficient in basic literacy skills" below:

Local definition of deficient in basic literacy skills: **See MCWDB Policy: Basic Skills Requirement, 2/15/2024 And MCWIC's Services Process Guidelines, page 9**

(References: WIOA 3[5]; Title 20 CFR Section 681.290; WSD15-14)

Use of Funds for Youth Who Require Additional Assistance

Section 7.2 describes the five percent limitation for IS youth where no more than five percent of IS youth in a given PY may be found eligible based on the criterion "requires additional assistance to complete an educational program or to secure or hold or to secure or hold employment."

For OS youth, the criterion is similar, but the provision is changed to add the phrase "to enter": an individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

Local Boards are responsible for establishing local definitions and eligibility documentation requirements for "requires additional assistance" as it relates to both OS youth and IS youth. The local policy should be reasonable, quantifiable, and based on evidence that the specific characteristic of the youth identified in the policy objectively requires additional assistance. As outlined in the State Plan, examples could include, but are not limited to, the following:

- Have repeated at least one secondary grade level or are one year over age for grade.
- Have a core grade point average (GPA) of less than 1.5.
- For each year of secondary education, are at least two semester credits behind the rate required to graduate from high school.
- Are emancipated youth.
- Have aged out of foster care.
- Are previous dropouts or have been suspended five or more times or have been expelled.
- Have received court/agency referrals mandating school attendance.
- Are deemed at risk of dropping out of school by a school official.
- Have been referred to or are being treated by an agency for a substance abuse related problem.
- Have experienced recent traumatic events, are victims of abuse, or reside in an abusive environment as documented by a school official or other qualified professional.
- Have serious emotional, medical or psychological problems as documented by a professional.
- Have never held a job (applies to older youth).
- Have been fired from a job within the 12 months prior to application (applies to OS youth).
- Have never held a full-time job for more than 13 consecutive weeks (applies to OS youth).

Again, the eligibility criterion is slightly different for IS youth and OS youth, in that the criterion for OS youth contains the phrase "to enter or complete an education program" while the IS youth language states "to complete an education program." The DOL determined that the difference is significant enough to require Local Areas to establish definition of "requires additional assistance" for both OS youth and IS youth.

(References: Title 20 Sections 681.300 – 681.310; WSD17-07)

Include the local definition for an IS youth who "requires additional assistance" below:

An individual who requires additional assistance to complete an educational program, or to secure and hold employment: **See MCWDB Policy: WIOA Youth Program Requirements, 2/15/2024**

Include the local definition for an OS youth who "requires additional assistance" below:

An individual who requires additional assistance to enter or complete an educational program, or to secure and hold employment: **See MCWDB Policy: WIOA Youth Program Requirements, 2/15/2024**

Dropout – School dropouts and youth who are within the age of compulsory school attendance but have not attended school for at least the most recent complete school year quarter are two separate barriers but share many of the same characteristics. The confusion for a youth within compulsory school age is determining an exact date for when dropout occurred or if instead the Local Area must wait one school quarter for the youth to qualify for the OS youth program.

Neither the California Department of Education (CDE) nor the US Department of Education (DOE) have established a set number of days a student must miss before the school determines dropout status. Instead, the CDE and DOE define dropout for the purpose of annual statistics. Local educational agencies are responsible to report student exit codes for annual dropout rate statistics to the CDE (California Education Code 48070.6). This means Local Areas working with school districts are in the best position to determine dropout status.

Note that a school district may designate a youth as a dropout prior to the end of a school quarter, which would qualify the youth as a dropout. Conversely, a school district may not report dropout status well past a school quarter, in which case the youth may qualify under the compulsory school age barrier.

Compulsory School Age – Compulsory school attendance in California is between the ages 6 and 18. On a youth's 18th birthday, the youth is no longer subject to compulsory attendance, but they may continue to attend school until high school graduation. The CDE strongly recommend that 18-year-old high school students finish their high school education, but it is not a legal mandate for them to attend after their 18th birthday. (Reference: Education Code [EC] Section 48200) A youth who chooses not to attend school after their 18th birthday may be reported as a dropout.

The following table will help Local Areas distinguish these two barriers:

Dropout	Within compulsory school age
• Age 16-24 years old	• Age 16-17 years old
• Not attending school	• Not attending school
• Has not received a secondary diploma or GED	• Has not received a secondary diploma or GED
No specific wait time: • The school district identifies a youth who is under 18 years of age as a dropout. • The youth is 18 - 24 years old and self-attests to dropout status. This includes 18-year-olds who attend school on the day previous to dropping out.	Must not have attended school for a school/calendar quarter.

Truancy – California defines truancy as being absent from school without a valid excuse three full days in one year or tardy or absent more than any 30-minute period during the school day without a valid excuse on three occasions in one year, or any combination thereof, unless excused or exempted. A truant (and also a dropout) is in violation of California's compulsory school attendance laws and is subject to arrest, and the parents are subject to infraction fines. Additionally, a school district is not permitted to sanction violation of truancy laws by issuing a youth a work permit. A truant (and also a dropout) is subject to arrest, and the parents are subject to infraction fines if the minor is found working without a work permit.

(References: EC Sections 48260, 48264, 48293, and 49112)

7.5 Youth Related Definitions

Attending School – an individual is considered to be attending school if the individual is enrolled in secondary or postsecondary school. If a youth is between high school graduation and postsecondary education, the youth is considered an IS youth if they are registered for postsecondary education, even if they have not yet begun postsecondary classes. However, if the youth registers for postsecondary education, but does not follow through with attending classes, the youth is considered OS youth if the eligibility determination is made after the youth decided not to attend postsecondary education. Youth on summer break are considered IS youth if they are enrolled to continue school in the fall.

Not Attending School – an individual who is not attending a secondary or postsecondary school. In addition, individuals enrolled in the following programs would be considered an OS youth for eligibility purposes:

- WIOA Title II Adult Education, YouthBuild, Job Corps, high school equivalency program, or dropout re-engagement programs. However, youth attending high school equivalency programs funded by the public K-12 school system who are classified by the school system as still enrolled in school are the exception; they are considered IS youth.

- Non-credit bearing postsecondary classes only.
  Note – Youth enrolled in any credit-bearing postsecondary education classes, including credit-bearing community college classes and credit-bearing continuing education classes, then they are considered attending postsecondary education, and, therefore, an IS youth.

- ***A charter school program that provides instruction exclusively in partnership with WIOA, federally-funded YouthBuild programs, federal Job Corps training, instruction, California Conservation Corps or a state certified local conservation corps (in alignment with EC Section 47612.1).***

More detailed guidance related to determining an individual's school status can be found in TEGL 21-16.

(References: 20 CFR Sections 681.210-681.230; TEGL 21-16; State Plan; WSD17-07)

Offender – Any adult or juvenile who meets the following criteria:

1. Is or has been subject to any stage of the criminal justice process, for whom services under the WIOA may be beneficial.
2. Requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.

(Reference: WIOA Section 3[38])

Out-of-Home Placement – Encompasses the placements and services provided to youths and families when a youth must be removed from their homes because of safety concerns, as a result of serious parent-youth conflict, or to treat serious physical or behavioral health conditions which cannot be addressed within the family. Youths in out-of-home care may live in a number of possible settings. These include kinship or relatives' homes, family foster homes, treatment foster homes, or group or residential care. (US Department of Health and Human Services information)

Pregnant or Parenting Youth – An individual who is pregnant or a custodial or non-custodial parent including non-custodial fathers.

Postsecondary School – Postsecondary education means a formal institutional educational program whose instruction is designed primarily for students who have completed or terminated their secondary education or are beyond the compulsory age of secondary education, including programs whose purpose is academic, vocational, or continuing professional education. (EC 94857)

School Dropout – an individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent (WIOA Section 3[54]). In accordance with TEGL 08-15, this term does not include individuals who dropped out of postsecondary school.

Secondary School – a nonprofit institutional day or resident school, including a public secondary charter school, that provides secondary education, as determined under state law, except that the term does not include any education beyond grade 12 (Title 20 USC Section 1401[27]).

Chapter 8 - Low-Income Individual Determination

The determination of low-income status applies to the WIOA youth and adult programs.

8.1 Low-Income Individual

Low-Income Individual - An individual, who meets the following criteria:

1. Receives, or in the past six months has received, or is a member of a family that receives or in the past six months has received:
    a. Supplemental nutrition assistance program (SNAP).
    b. Temporary assistance for needy families (TANF).
    c. Supplemental security income (SSI).
    d. Local income-based public assistance.
2. Is in a family with total family income that does not exceed the higher of the following:
    a. The federal poverty line.
    b. Seventy percent of the LLSIL.
3. Qualifies as a homeless individual.
4. Receives or is eligible to receive a free or reduced-price lunch under the *Richard B. Russell National School Lunch Act*.
5. Is a foster child on behalf of whom state or local government payments are made.
6. Is an individual with a disability whose own income meets the requirements of a program described in (2), but who is a member of a family whose income does not meet such requirements.

(Reference: WIOA Section 3[36])

Low-Income Exceptions for Youth

In addition to the above criteria, an IS youth or OS youth automatically qualifies as low-income if the youth lives in a high-poverty area. A high-poverty area is one of the following that has a poverty rate of at least 25 percent as set every 5 years using American Community Survey (ACS) 5-Year data:

- A County
- A Census tract
- A set of contiguous Census tracts
- An American Indian Reservation
- Other tribal land as defined by USDOL in guidance

Local Areas may access ACS 5-Year data on the US Census Fact Finder website to determine the poverty rate. WSD17-07 provides step-by-step instruction on how to calculate the poverty rate.

(References: Title 20 CFR Section 681.260; TEGL 21-16, WSD17-07)

Additionally, an IS youth who receives or is eligible to receive free or reduced-price lunch would meet low-income requirements. However, in schools where the entire school automatically receives free or reduced-price lunch, WIOA programs must base low-income status on the individual student's eligibility to receive free or reduced-price lunch or on their ability to meet one of the other low-income categories outlined above.

In accordance with TEGL 21-16, an OS youth who is a parent living in the same household as a child who receives or is eligible to receive free or reduced-price lunch based on their income level, can also meet low-income criteria in the same manner as IS youth based on their child's qualification.

(References: TEGL 21-16; WSD17-07)

8.2 Low-Income Related Definitions

Lower Living Standard Income Level – The income level (adjusted for regional, metropolitan, urban, and rural differences and family size), determined annually by the US Department of Labor based upon the most recent lower living family budget. The LLSIL is published annually in the Federal Register. (Reference: WIOA Section 3[36][B])

Federal Poverty Line – The income level at which families are considered to live in poverty, as annually determined by the US Department of Health and Human Services. The poverty level is published annually in the Federal Register. (Reference: Title 42 USC Section 9902[2])

Public Assistance – Federal, state, or local government cash payments for which eligibility is determined by a needs or income test. The statutory definition of public assistance contains a two-part test:

1. The program must provide cash payments.
2. Eligibility for the program must be determined by a needs or income test.

(Reference: WIOA Section 3[50])

Homeless – Any adult or youth meeting the conditions as defined in the *Violence Against Women Act of 1994* (Title 42 USC Section 14043e-2[6]) or the McKinney-Vento Homeless Assistance Act (Title 42 USC Section 11434a[2]).Conditions include the following:

1. An individual who lacks a fixed, regular, and adequate nighttime residence to include any of the following:
    a. Sharing the housing of other persons due to loss of housing, economic hardship, or similar reason.
    b. Living in a motel, hotel, trailer park, or campground due to lack of alternative adequate accommodations.

   c. Living in an emergency or transitional shelter.
   d. Abandoned in a hospital.
   e. Awaiting foster care placement.
2. An individual who has primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation (e.g., cars, parks, public spaces, abandoned buildings, substandard housing, bus train station, or similar settings).
3. A child who is a migratory agricultural worker or fisher or living with a parent who is a migratory agricultural worker or fisher and is living in circumstances described above.

Individual with a Disability – The term disability means one of the following, with respect to an individual:

1. A physical or mental impairment that substantially limits one or more of the major life activities:
   a. Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.
   b. Major life activities also include the operations of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.
2. A record of such an impairment; or
3. Being regarded as having such impairment.
   a. The individual establishes that they have been subjected to an action prohibited under the Americans with Disabilities Act (ADA) because of an actual or perceived physical or mental impairment, whether or not the impairment limits or is perceived to limit a major life activity.
   b. "Being regarded as having such an impairment" shall not apply to impairments that are transitory and minor. A transitory impairment is an impairment with an actual or expected duration of 6 months or less.

(Reference: Title 42 USC Section 12102)

Emancipated Minor – Any person under the age of 18 who meets any of the following criteria:

1. ***Has entered into a valid marriage, whether or not such marriage was terminated by dissolution.***
2. ***Is on active duty with any of the armed forces of the United States of America.***
3. ***Has received a declaration of emancipation pursuant to California Family Code 7122.***

(Reference: California Family Code, Section 7002)

Runaway Youth – A person under 18 years of age who absents himself or herself from home or place of legal residence without the permission of a parent or legal guardian. (Reference: Title 42 USC Section 5732 a[4])

Out-of-Family Youth – Court adjudicated youth separated from the family (including incarcerated youth), homeless, runaway, and emancipated youth. For purposes of determining income eligibility, out-of-family youth are considered a "family of one."

Family – Two or more persons related by blood, marriage (including same-sex marriages), or decree of court, who are living in a single residence, and are included in one or more of the following categories:

1. A married couple and dependent children.
2. A parent or guardian and dependent children.
3. A married couple.

Refer to the *WIOA Title I Acceptable Documentation List* for a list of documents that can be used to determine family size.

(References: Title 20 CFR Section 675.300; TEGL 21-16)

Foster Child – A youth participant who is currently in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under the *John H. Chafee Foster Care Independence Program*, or in an out-of-home placement.

(References: Title 20 CFR Sections 681.210 and 681.220; TEGL 21-16)

8.3 Dependent Children

Dependent Children – Children who can be claimed as a dependent on their parent's income tax return. To meet the Internal Revenue Service qualifications a child must meet relationship, age, residency, support, and joint return criteria:

1. Relationship – A child must be as follows:
    a. A son, daughter, stepchild, foster child, or a descendant (including adopted and foster child).
2. Age – A child must be as follows:
    a. Under age 19 at the end of the calendar year.
    b. A student under age 24 at the end of the calendar year.
    c. Permanently and totally disabled at any time of the year regardless of age.
3. Residency – A child must have lived with the WIOA participant for more than half the year (Exception to the time requirement include temporary absences, children who were born or died during the year, kidnapped children and children of divorced or

separated parents).
    a. Temporary absences include illness, education, business, vacation, military service, and detention in a juvenile facility.
4. Support – A child pays less than half of their own support for the year.
5. Joint return – A child cannot file a joint tax return for the year unless the joint return is only to claim a refund of income tax withheld or estimated tax paid:
    a. Example of joint return exception: A WIOA participant's 18-year old son and his 17-year old wife had $800 of wages from part-time jobs and no other income. They lived with the WIOA participant all year. Neither is required to file a tax return, but taxes were taken out of their pay so they filed a joint return only to get a refund of the withheld taxes.

For additional examples of each qualifying criterion see IRS publications on personal exemptions and dependents.

Local Boards may establish policy and procedures for determining the dependency of youth who do not fall into one of the defined categories above, or for whom income tax information is not available. As it is not possible to develop policy that will cover every situation, Local Boards should establish policy that allows for common sense, humanity, and good case records.

Include these local policy and procedures below.

Local dependency policy and procedures: **N/A**

8.4 Determining Low-Income Status

Income Sources

Low-income status is one of the barriers to employment and is used in determining priority of service for the Adult program and eligibility for the Youth program. Income is also used to calculate economic self-sufficiency and is a part of the definition of displaced homemaker. The guidance below outlines the type of income that can be considered for these purposes.

Included Income

The following income sources should be included in an individual's income calculation:

1. Monetary compensation for services, including wages, tips, salary, commissions, or fees before any deductions.
2. Net receipts from non-farm self-employment (receipts from a person's own unincorporated business, professional enterprise, or partnership, after deductions for business expense).
3. Net receipts from farm self-employment (receipts from a farm which one operates as an owner, renter, or sharecropper, after deductions for farm operating expenses).

4. Regular payments from railroad retirement, strike benefits from union funds, worker's compensation, and training stipends (e.g., wages from the California Conservation Corp).
5. Alimony, military family allotments, or other regular support from an absent family member or someone not living in the household.
6. Private pensions, government employee pensions (including military retirement pay).
7. Regular insurance or annuity payments (including state disability insurance).
8. College or university scholarships (not needs-based), grants, fellowships, and assistantships.
9. Net gambling or lottery winnings.
10. Severance payments.
11. Terminal leave pay.
12. Social Security Disability Insurance (SSDI) payments.
13. Social Security old age and survivors' insurance benefits.
14. Unemployment insurance.
15. Regular child support payments (including foster care child payments).

The following income sources should **not** be included in an individual's income calculation:

1. Financial assistance under Title IV of the Higher Education Act, i.e., Pell Grants.
2. Supplemental Educational Opportunity Grants and Federal Work Study.
3. Needs-based scholarship assistance.
4. Loans.
5. Veterans' benefits.
6. All pay and/or financial allowances earned while the veteran was on active military duty and certain other veterans' benefits, i.e., compensation for service-connected disability, compensation for service-connected death, vocational rehabilitation, and education assistance. (Title 20 CFR Section 683.230)
7. Capital gains.
8. Any assets drawn down as withdrawals from a bank, the sale of property, a house or a car.
9. Tax refunds, gifts, loans, lump-sum inheritances, one-time insurance payments, or compensation for injury.
10. Non-cash benefits such as employer paid or union-paid portion of health insurance or other fringe benefits, food or housing received in lieu of wages.
11. The value of food and fuel produced and consumed on farms.
12. The imputed value of rent from owner occupied nonfarm or farm housing.
13. Indian General Welfare Benefits (Reference: Title 26 USC Section 139E)
14. Medicare, Medicaid, food stamps, school meals, and housing assistance, and other state or local income-based public assistance.
15. Allowances, earnings, and payments to individuals participating in programs under WIOA Title 1. (Reference: Title 20 CFR Section 683.275[d])
16. When a federal statute excludes income received under that statute in determining eligibility for programs operated under other federal laws, such income is *excluded* in WIOA eligibility determination as well.

(Reference: WIOA Section 3[36])

Calculating Income

Individuals normally receive income as salary, varying, or intermittent payments. Local Areas may calculate an individual's income using the following methods:

1. Salary – Salary is income received without variation in gross pay from pay period to pay period. Salary information may be provided in a series of pay stubs or one, cumulative pay stub.

   To determine an individual's gross income for the most recent six-month time period, multiply the individual's weekly gross pay by 26, bi-weekly pay by 13, bi-monthly pay by 12, or monthly pay by 6.

   Example: Bi-weekly pay stubs indicate a gross amount of $548.

   $548 x 13 = $7,124, the income for the most recent six-month time period

   To determine the individual's annual gross income, multiply their weekly gross pay by 52, bi-weekly pay by 26, bi-monthly pay by 24, or monthly pay by 12.

   Example: Year-to-date earnings of $16,812 with bi-monthly payments. There were 18 bi-monthly payments of $934.

   $16,812 ¸ 18 = $934, the bi-monthly payment amount
   $934 x 24 = $22,416, the annual gross income

2. Varying – When reported earnings vary from pay period to pay period, annualize the average of the earnings submitted. The earnings may be submitted on a number of pay stubs or on one cumulative pay stub.

   Example: Six weekly pay stubs report the following gross earnings: $534, $475, $398, $534, $498, and $534.
   Add: $534 + $475 + $398 + $534 + $498 + $534 = $2,973
   Divide: $2,973 ¸ 6 = $495.50, the average gross weekly earnings
   Multiply: $495.50 x 52 = $25,766, the annual gross income

3. Intermittent – Earnings are varied and include periods of unemployment. With as much data as possible, determine the annual gross income by adding the reported earnings.

The Lower Living Standard Income Level and Poverty Guidelines

The LLSIL and poverty guidelines are used to establish low-income status for WIOA Title I programs. Local Areas use the LLSIL and poverty guidelines respectively to determine eligibility for certain youth, eligibility for employed adults for certain services, and self-sufficiency. The

LLSIL and poverty guidelines can be found in the EDD LLSIL and Poverty Guidelines webpage.

The WIOA specifies that only the income received during the six-month period immediately prior to the individual's application for WIOA-funded services is used for income determination. Depending on an individual's situation, their income for eligibility purposes may include only their income (e.g., out-of-family youth) or their total family income. The total family income includes the income from each family member.

For more information on how to use the LLSIL and poverty guidelines to determine low-income status or self-sufficiency for WIOA Title I programs, refer to the LLSIL and Poverty Guidelines Directive WSD24-02.

Chapter 9 - Definitions

Below is a list of terms defined throughout the TAG.

Active Duty – Full-time duty in the active military service of the United States. Active duty includes full-time training duty, annual training duty, and attendance, while in the active military services, at a school designated as a service school by law or by the Secretary of the military department concerned. Such term does not include full-time National Guard duty. (Reference: Title 10 USC Section 101[d][1])

Armed Forces – Includes the Army, Navy, Air Force, Marine Corps, Space Force, and Coast Guard. (Reference: 10 USC Section 101[4])

Attachment to the Workforce – Locally defined. Click on the term to go to the local definition.

Barriers to Employment – As defined in the WIOA Section 3(24), the term "individual with a barrier to employment" means a member of *one or more* of the following populations:

1. Displaced Homemakers
2. Low-income individuals
3. Indians, Alaska Natives, and Native Hawaiians (WIOA Section 166)
4. Individuals with disabilities, including youth who are individuals with disabilities (WIOA Section 3(25)
5. Older individuals (WIOA Section 3[39])
6. Offender/Ex-offenders
7. Homeless Individuals
8. Youth who are in or have aged out of the foster care system
9. Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers (WIOA Sections 3[21] and 203[7])
10. Eligible migrant and seasonal farmworkers (WIOA Section 167[i])
11. Individuals within 2 years of exhausting lifetime eligibility under part A of Title IV of the Social Security Act (42 USC Section 601 et seq.)
12. Single parents (including single pregnant women)
13. Long-term unemployed individuals (TEGL 19-16)
14. Such other groups as the Governor involved determines to have barriers to employment. As of January 1, 2018, California includes:
    - ***Transgender and gender non-confirming individuals*** **(Senate Bill 396)** (Workforce Services Information Notice WSIN17-22)

Basic Skills Deficient – The following definition applies with respect to an individual:

1. A youth who has English, reading, writing, or computing skills at or below the 8th grade

level of a generally accepted standardized test. In assessing basic skills, local programs must use assessment instruments that are valid and appropriate for the target population, and must provide reasonable accommodation in the assessment process, if necessary, for individuals with disabilities. (Reference: Title 20 CFR Section 681.290)

2. A youth or adult who is unable to compute or solve problems, or read, write, or speak English at a level necessary to function on the job in the individual's family or in society. (Reference: WIOA Section 3[5])

CalJOBS[SM] – CalJOBS is California's online resource to help job seekers and employers navigate the state's workforce services and serves California's WIOA Titles I and III federally recognized "system of record" for the participant tracking and reporting for the WIOA and the W-P.

Covered Person – Related to the application of priority of service, a covered person is a veteran or eligible spouse.

Deficient in Basic Literacy Skills – Locally defined. Click on the term to go to the local definition.

Dependent Children – Children who can be claimed as a dependent on their parent's income tax. To meet the Internal Revenue Service qualifications a child must meet relationship, age, residency, support, and joint return criteria.

Displaced Homemaker –An individual who has been providing unpaid services to family members in the home and meets criteria a **and** b:

a. Meets either of the following conditions:
   (i) Has been dependent on the income of another family member, but is no longer supported by that income (e.g., because the other family member was laid off, or because of death or divorce); or
   (ii) Is the dependent spouse of a member of the US Armed Forces on active duty and whose family income has been significantly reduced because of the service member's deployment, call or order to active duty, permanent change of station, or service-connected death or disability.
b. Is unemployed or underemployed and having trouble obtaining or upgrading employment.

Eligible Spouse – The spouse (including the same-sex spouse) of any of the following:

1. Any veteran who died of a service-connected disability.
2. Any member of the Armed Forces serving on active duty who, at the time of application for the priority, is listed in one or more of the following categories and has been so listed for a total of more than 90 days:
   a. Missing in action.
   b. Captured in the line of duty by a hostile force.
   c. Forcibly detained or interned in the line of duty by a foreign power.

3. Any veteran who has a total disability resulting from a service-connected disability, as evaluated by the VA.
4. Any veteran who died while a disability was in existence.

(Reference: Title 38 USC Section 4215[a]).

Emancipated Minor – ***Any person under the age of 18 who meets the following criteria:***

1. ***Has entered into a valid marriage, whether or not such marriage was terminated by dissolution.***
2. ***Is on active duty with any of the armed forces of the United States of America.***
3. ***Has received a declaration of emancipation pursuant to California Family Code 7122.***

(Reference: The California Family Code, Section 7002)

Employed – An individual is considered employed at the date of participation if they meet any of the following criteria:

1. Employed
    a. Did any work at all as a paid, unsubsidized employee on the date participation occurs.
    b. Worked 15 hours or more in an unpaid job on a farm or business operated by a family member. (Reference: TEGL 10-16, Change 3, Attachment 1)
2. Employed, but received notice of termination or military separation
    a. Has received a notice of termination of employment or the employer has issued a Worker Adjustment and Retraining Notification (WARN) or other notice that the facility or enterprise will close.
    b. Is a transitioning service member.

(Reference: TEGL 10-16, Change 3, Attachment 1)

Equal Opportunity (EO) Data – Data on race and ethnicity, age, sex, and disability required by 29 CFR Part 38 governing nondiscrimination. Although staff must ask, participants are not required to provide information.

Family – Two or more persons related by blood, marriage (including same-sex marriages), or decree of court, who are living in a single residence, and are included in one or more of the following categories:

1. A married couple and dependent children.
2. A parent or guardian and dependent children.
3. A married couple.

(References: Title 20 CFR Section 675.300; TEGL 21-16 and TEGL 26-13)

Foster Child – A youth participant who is currently in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under the *John H. Chafee Foster Care Independence Program*, or in an out-of-home placement.

(References: Title 20 CFR Sections 681.210 and 681.220; TEGL 21-16)

Furlough – The placing of an employee in a temporary status without duties and pay because of lack of work or funds or other non-disciplinary reasons [Title 5 USC Section 7511(a)(5)]. As such, it is a temporary termination of employment or layoff.

General Announcement – Locally defined. Click on the term to go to the local definition.

General Economic Conditions – Locally defined. Click on the term to go to the local definition.

Homeless – The term homeless, homeless individual, or homeless person includes the following:

1. An individual who lacks a fixed, regular, and adequate nighttime residence.
2. An individual with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground.
3. An individual living in a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including hotels and motels paid for by federal, state, or local government programs for low-income individuals or by charitable organizations, congregate shelters, and transitional housing).
4. An individual who resided in a shelter or place not meant for human habitation and who is exiting an institution where he or she temporarily resided.
5. An individual who meets the following criteria:
    a. Will imminently lose their housing, including housing they own, rent, or live in without paying rent, are sharing with others, and rooms in hotels or motels not paid for by Federal, State, or local government programs for low-income individuals or by charitable organizations, as evidenced by any of the following:
        i. A court order resulting from an eviction action that notifies the individual or family that they must leave within 14 days.
        ii. The individual or family having a primary nighttime residence that is a room in a hotel or motel and where they lack the resources necessary to reside there for more than 14 days.
        iii. Credible evidence indicating that the owner or renter of the housing will not allow the individual or family to stay for more than 14 days, and any oral statement from an individual or family seeking homeless assistance that is found to be credible shall be considered credible

evidence for purposes of this clause.

   b. Has no subsequent residence identified.
   c. Lacks the resources or support networks needed to obtain other permanent housing.

6. Unaccompanied youth and homeless families with children and youth defined as homeless under other federal statutes who meet the following criteria:
   a. Have experienced a long-term period without living independently in permanent housing.
   b. Have experienced persistent instability as measured by frequent moves over such period.
   c. Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse, the presence of a child or youth with a disability, or multiple barriers to employment.

Individual Employment Plan – An individualized career service, that is developed jointly by the participant and career planner when determined appropriate by the one-stop center or one-stop partner. The plan is an ongoing strategy to identify employment goals, achievement objectives, and an appropriate combination of services for the participant to achieve the employment goals.

Individual with a Disability – The term disability means, with respect to an individual, one of the following:

1. A physical or mental impairment that substantially limits one or more of the major life activities:
   a. Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.
   b. Major life activities also include the operations of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.
2. A record of such an impairment; or
3. Being regarded as having such impairment.
   a. The individual establishes that they have been subjected to an action prohibited under the Americans with Disabilities Act (ADA) because of an actual or perceived physical or mental impairment whether or not the impairment limits or is perceived to limit a major life activity.
   b. "Being regarded as having such an impairment" shall not apply to impairments that are transitory and minor. A transitory impairment is an impairment with an actual or expected duration of 6 months or less.

(Reference: Title 42 USC Section 12102)

Layoff – The permanent or temporary termination of employment of an employee due to a position being abolished, insufficient funds, lack of work, or any other reason not reflecting discredit on the employee (e.g., dismissal for inadequate performance, violation of workplace rules, cause, etc.).

Lockout – Any refusal by an employer to permit any group of five or more employees to work as a result of a dispute with such employees affecting wages, hours or other terms or conditions of employment of such employees (California Labor Code Section 1132.8). A lockout does not terminate the employer-employee relationship, so locked out employees are not eligible dislocated workers since they have not been terminated or laid off, are not eligible for unemployment compensation, and are likely to return to the same industry or occupation once the dispute is resolved. The same guidance applies to employees that are on strike. There may be locked out employees who for financial reasons seek other employment. These individuals may be served as adults.

Low-Income Individual – An individual, who meets any of the following criteria:

1. Receives, or in the past six months has received, or is a member of a family that receives or in the past six months has received any of the following:
    a. Supplemental nutrition assistance program (SNAP).
    b. Temporary assistance for needy families (TANF).
    c. Supplemental security income (SSI).
    d. Local income-based public assistance.
2. Is in a family with total family income that does not exceed the higher of the following:
    a. The poverty line.
    b. Seventy percent of the LLSIL.
3. Qualifies as a homeless individual.
4. Receives or is eligible to receive a free or reduced-price lunch under the *Richard B. Russell National School Lunch Act*.
5. Is a foster child on behalf of whom state or local government payments are made.
6. Is an individual with a disability whose own income meets the requirements of a program described in (2), but who is a member of a family whose income does not meet such requirements.

(Reference: WIOA Section 3[36])

WIOA Section 129(a)(2) states that low-income additionally includes youth living in a census track that has a poverty rate of at least 25 percent as set every five years using the American Community Survey 5-year data.

LLSIL – The income level (adjusted for regional, metropolitan, urban, and rural differences and family size), determined annually by the DOL based upon the most recent lower living family budget. The LLSIL is published annually in the Federal Register.

Military Spouse – An individual who is married to an active-duty service member, including National Guard or Reserve personnel on active duty. The surviving spouse of an active-duty service member who lost his/her life while on active-duty service in Afghanistan, Iraq, or other combat-related areas is considered to be a military spouse.

Consistent with TEGL 26-13, the definition of "military spouse" includes same-sex spouses.

Non-Covered Person – Persons who is not a veteran or spouse as relating to priority of service application.

Not Employed – An individual is considered not employed at the date of participation when he/she meets any of the following criteria:

1. Is not a paid employee in an unsubsidized job.
2. Did not work more than 15 hours in an unpaid job on a farm or business operated by a family member. (Reference: TEGL 10-16, Change 3, Attachment 1)
3. Has received a notice of termination of employment or the employer has issued a WARN or other notice that the facility or enterprise will close.
4. Is a transitioning service member.

Offender – The term offender means any adult or juvenile who meets any of the following criteria:

1. Is or has been subject to any stage of the criminal justice process, for whom services under this act may be beneficial.
2. Requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.

Out-of-Family Youth – Court adjudicated youth separated from the family (including incarcerated youth), homeless, runaway, and emancipated youth. For purposes of determining income eligibility, out-of-family youth are considered a "family of one."

Poverty Line – The income level at which families are considered to live in poverty, as annually determined by the US Department of Health and Human Services. The poverty level is published annually in the Federal Register.

Pregnant or Parenting Youth – An individual who is pregnant or a custodial or non-custodial parent.

Priority of Service – "Priority of service" means the right to take precedence over a person with a lower priority in obtaining employment and training services. Veterans and eligible spouses are entitled to receive precedence over non-covered persons for employment, training, and placement services. Specifically, a veteran or an eligible spouse either receives access to a service earlier in time than a non-covered person or, if the resource is limited, the veteran or

eligible spouse receives access to the service instead of or before the non-covered person.

Program Year – Often abbreviated as PY, a WIOA program year begins on July 1 and ends on June 30.

Public Assistance – Federal, state, or local government cash payments for which eligibility is determined by a needs or income test.

Runaway Youth – A person under 18 years of age who absents himself or herself from home or place of legal residence without the permission of his or her family.

Self-Attestation – Self-attestation, also referred to as a participant statement or self-certification, occurs when a participant declares their status for eligibility in writing or via an electronic/digital method. The key elements for self-attestation are as follows:

1. The participant identifying their status for permitted elements/eligibility criteria, and
2. Signing and dating a form attesting to this self-identification (e.g., a signed WIOA Program Application).

Electronic/digital signatures or a submission from the participant such as an email, text, or unique online survey response is considered an electronic signature or verification; it must be participant generated and traceable to the participant. Grantees must retain documentation of the self-attestation, such as hard copies or in CalJOBS with a remote signature.

School Dropout – An individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent (WIOA Section 3[54]). Per TEGL 8-15, this term does not include individuals who dropped out of postsecondary school.

Self-Service or Informational Activities – Services an individual can access in an AJCC with minimal or no staff assistance (e.g., self-service labor market research, resume preparation, job search, etc.). These services are general in nature and not customized to an individual's needs.

Self-Sufficiency – Locally defined. Click on the term to go to the local definition.

Substantial Layoff – Locally defined. Click on the term to go to the local definition.

Transitioning Service Member – A service member in active-duty status (including separation leave) who participates in employment services and is within 24 months of retirement or 12 months of separation.

Truancy – A truant is in violation of California's compulsory school attendance laws and a school district is not permitted to sanction violation of those laws by issuing a permit to work. A truant/dropout is subject to arrest, and the parents are subject to infraction fines if the minor is found working without a work permit.

Underemployed – An individual who is working part-time but desires full time employment, or who is working in employment not commensurate with the individual's demonstrated level of educational attainment.

Unlikely to Return – Locally defined. Click on the term to go to the local definition.

Veteran – A person who served at least one day in the active military, naval, or air service, and who was discharged or released under conditions other than dishonorable, as specified in 38 USC Section 101(2). A recently separated veteran means any veteran who applies for participation under the WIOA within 48 months after the discharge or release from active military, naval, or air service.

Work First – Work first programs share the philosophy that any job is a good job and that the best way to succeed in the labor market is to join it, developing work habits and skills on the job rather than in a classroom.

Acceptable Documentation for WIOA Title I Program Eligibility

Local Workforce Development Areas (Local Area) must verify or confirm an individual's eligibility for the Adult, Dislocated Worker or Youth programs through an examination of documents. The following tables are an accompaniment to the *Workforce Innovation and Opportunity Act* (WIOA) *Title I Technical Assistance Guide* (TAG) and are designed to assist Local Areas in documenting participant eligibility. Only the documentation sources included in these tables are acceptable for establishing WIOA Title I eligibility. Information must be collected from the individual to support a determination of eligibility. This information is collected through the individual's WIOA Program Application, which may be a paper application that is physically signed or an electronic application that is electronically signed.

Eligibility verification is not the same as Data Element Validation (DEV). While DEV may verify the existence of acceptable documentation for certain eligibility criteria, DEV does not verify participant eligibility. For more information on DEV, refer to Workforce Services Directive, *WIOA Data Validation Source Documentation* (WSD22-15).

Personally Identifiable Information (PII) must be collected, used, and maintained properly. Medical or disability information must be collected and stored separately in accordance with Title 29 *Code of Federal Regulations* (CFR) Section 38.41(b)(3).

Definitions The following definitions apply for types of acceptable documentation.	
Case Notes	Case notes are paper or electronic statements by the case manager that identify, at a minimum, (1) a participant's status for a specific data element, (2) the date on which the information was obtained, and (3) the case manager who obtained the information. If case notes are used as a documentation source, the case notes must provide a documented trail back to the source of information verified.
Self-Attestation	Self-attestation, also referred to as a participant statement or self-certification, occurs when a participant declares their status for eligibility in writing or via an electronic/digital method. The key elements for self-attestation are: (1) The participant identifying their status for permitted elements/eligibility criteria, and (2) Signing and dating a form attesting to this self-identification (e.g., a signed WIOA Program Application). Electronic/digital signatures or a submission from the participant such as an email, text, or unique online survey response is considered an electronic signature or verification; it must be participant generated and traceable to the participant. Grantees must retain documentation of the self-attestation, such as hard copies or in CalJOBS with a remote signature.

References:
Title 20 CFR Section 675.300
Training and Employment Guidance Letter (TEGL) 09-22, *Workforce Innovation and Opportunity Act Title I Youth Formula Program Guidance*
TEGL 23-19, Change 2, *Guidance for Validating Required Performance Data Submitted by Grant Recipients of U.S. Department of Labor (DOL) Workforce Programs*, Revised Attachment II, *Source Documentation for WIOA Core/Non-Core Programs*
Workforce Services Directive, WSD15-14, *Adult Program Priority of Service*

Table 1 – General Eligibility
The General Eligibility criteria apply to all WIOA Title I Adult, Dislocated Worker, and Youth programs. **Individuals must meet all applicable general eligibility criteria** to be eligible for WIOA-funded services.

Eligibility Criteria	Acceptable Documentation
1. Birth date/age *References: WIOA Sections 3(2), 129(a)(1)(B)(ii), and 129(a)(1)(C)(ii); 20 CFR Section 680.120*	The document must display the individual's name and date of birth. The following documentation may be used to satisfy this criterion (only **one** is required): • Birth Certificate (United States [US] or non-US issued) • Federal, state, or local Identification Card (including Tribal Records) • Driver's License • Passport (US or non-US issued) • Mexico Consular Identification Card (Matricula Consular) • Baptismal Record • DD-214 • Report of Transfer or Discharge Paper • Selective Service Registration • Hospital Record of Birth (US or non-US issued) • Public Assistance/Social Services/Justice System Record • School Record or Identification (ID) Card (US or non-US issued) • Work Permit • Family Bible • Signed Letter from Parent/Guardian

2. Authorization to Work in the US *References: WIOA Section 188[a][5]; TEGL 10-23*	The following documentation may be used to satisfy this criterion: • One verification document from List A of the I-9 Form, or • One verification document from List B and one verification document from List C of the I-9 Form • USCIS Systematic Alien Verification for Entitlements (SAVE) verification • Employment Authorization Documents (EAD)
3. Selective Service System Registration Applicable for individuals born male on or after January 1, 1960 *References: WIOA Section 189[h]; TEGL 11-11, Change 2, Selective Service Registration Requirements for Employment and Training*	• For individuals who registered with the Selective Service System as required between the ages of 18 and 25: o DD Form 214 (DD-214) o Selective Service Acknowledgement Letter o Selective Service Registration Card o Selective Service System Telephone Verification (1-847-688-6888) o Screen printout from Selective Service verification website o Selective Service Registration Record (Form 3A) o Stamped Post Office receipt of Registration • For individuals who did not register with the Selective Service System by their 26th birthday or who believe they were exempt from registering: o Selective Service System Status Information Letter (SIL) (Available on the Selective Service System website along with a list of acceptable documentation) o Self-attestation – Signed statement that explains why the individual's failure to register was not knowing and willful. • For non-US citizens born male who entered the country for the first time after their 26th birthday: o Date of entry stamp in passport (non-citizens) o Department of Homeland Security Form I-94, Arrival-Departure Record with date of entry stamp (non-citizens) o Letter from US Citizenship and Immigration Services showing date of entry **and** documentation to confirm age (non-citizens) Note – Refer to *Section 3.1, Selective Service System Registration*, of the WIOA TAG for local policy and procedures determining if an individual knowingly and willfully failed to register.

Table 2 – Dislocated Worker Eligibility To be eligible as a Dislocated Worker, an individual must meet the WIOA General Eligibility criteria (*Table 1*) **and** one of the eligibility criteria below.	
Eligibility Criteria	**Acceptable Documentation**
1. General Dislocation An individual looking to satisfy this criterion, must meet **all** of the following: 1a, 1b, and 1c. Note – There are two options for meeting 1b. *References: WIOA Section 3[15][A]; TEGL 19-16 and Attachment III; 20 CFR Section 680.660*	
1a. An individual who was terminated or laid off, or who received a notice of termination or layoff, from employment. This includes a separation notice, under other than dishonorable conditions, from active military service.	The following documentation may be used to satisfy this criterion (only **one** is required): • Notice of layoff or termination, including a Worker Adjustment and Retraining Notification (WARN notice) • DD-214 or other documentation issued by the Department of Defense, showing separation or imminent separation from the Armed Forces with a discharge that is anything other than dishonorable Screen print or photocopy of a media article describing the layoff. The printout **must** include the name of the publication and date of the article • Verbal or written verification from employer documented in case notes that includes employer name, title, phone number, and date of dislocation • Rapid Response List/Sign-In Sheet • WIOA UI – Data Consent Authorization Form • Copy of DE 1101CLMT Notice of Unemployment Insurance Claim Filed • Copy of DE 8406 Personalized Job Search Assistance (PJSA) Appointment Notice • Copy of DE 8530 Reemployment Services and Eligibility Assessment (RESEA) Appointment Notice • Case Notes verifying attendance of RESEA or PJSA • PJSA and RESEA CalJOBS Activities entered by EDD Staff • Self-attestation

1b.
(i) Is eligible for or has exhausted entitlement to unemployment compensation; or
	The following documentation may be used to satisfy this criterion (only **one** is required):
	• UI records, including:
	  o DE 1180PH Claim Status and Payment History
	  o DE 4581 Continued Claim Form
	  o Copy of UI Online Payment Information
	  o Telephone Verification through EDD Tele-Cert℠
	• Copy of DE 429Z Notice of UI Award
	• Copy of DE 8406 PJSA Appointment Notice
	• Copy of DE 8530 RESEA Appointment Notice or referral to RESEA

(ii) Has been employed for a duration sufficient to demonstrate attachment to the workforce but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a state unemployment compensation law.	The following documentation may be used to satisfy this criterion (only **one** is required):
	• Paycheck stubs
	• W-2 and/or tax returns
	• UI records, including any of the following:
	  o DE 429Z Notice of UI Award
	  o DE 4581 Continued Claim Form
	• Written statement by the employer or union representative
	• Self-attestation
	
	Refer to *Section 6.2, Definitions and Standards for Eligibility* in the WIOA TAG for the local definition of attachment to the workforce and a list of acceptable documentation.

1c. Is unlikely to return to a previous industry or occupation.	The following documentation may be used to satisfy this criterion (only **one** is required): • DD-214 or other documentation with a discharge status that is anything other than dishonorable, showing separation or imminent separation from the Armed Forces. • Copy of DE 8530 RESEA Appointment Notice or referral to RESEA • Case Notes verifying attendance of RESEA • Screen print from internet site such as CalJOBS^{SM} or the Labor Market Information Division that indicates lack of industry/occupation availability • Doctor statement indicating applicant's inability to return to previous industry/occupation due to physical limitations • Vocational rehabilitation counselor's statement indicating applicant's inability to return to previous industry/occupation due to physical limitations • Copy of Supplemental Job Displacement Benefit (SJDB) voucher issued by the Division of Worker's Compensation for state-approved educational retraining or skills enhancement • Employment Specialist's determination • Self-attestation
2. Dislocation from Plant Closure/Substantial Layoff An individual looking to satisfy this criterion, must meet any of the following: 2a or 2b or 2c. *References: WIOA Section 3[15][B]; TEGL 19-16, Attachment III*	
2a. An individual who was terminated or laid off, or who received a notice of termination or layoff, from employment as a result of any permanent closure of, or substantial layoff at, a plant, facility, or enterprise.	The following documentation may be used to satisfy this criterion (only **one** is required): • Copy of media article/announcement describing the closure or mass layoff; the copy must include the name of the medium in which published and the date of publication • Bankruptcy documents, if declared under *Chapter 7*, Title 11 U.S.C. Notice of foreclosure or a similar document provided by a financial institution when such document clearly shows that a closure or mass layoff will occur as a result of its issuance • Statement from the employer or union representative • Statement from the employer's bank official, attorney, supplier, accountant, or another knowledgeable individual • WARN notice • Rapid Response List/Sign-In Sheet • Telephone verification with employer • Self-attestation

2b.
An individual employed at a facility at which the employer made a general announcement that such facility will close within 180 days.
	The following documentation may be used to satisfy this criterion (only **one** is required):
	• WARN notice
	• UI records, including the following:
	  o DE 429Z Notice of UI Award
	  o DE 4581 Continued Claim Form
	• Copy of other specific notice to employee of intent to layoff
	• UI Form 501 (Separation Statement), when completed on both sides and signed by an employer representative
	• Employer or union representative letter or statement
	• Written statement from the employer's bank official, attorney, supplier, accountant, or another knowledgeable professional
	• Telephone verification with employer
	• Self-attestation

2c. For purposes of eligibility for services other than training services included in WIOA Section 134(c)(3), career services included in WIOA Section 134(c)(2)(A)(xii), or supportive services, an individual must be employed at a facility or military installation at which the employer made a general announcement that such facility will close.	
3. Self-Employed Dislocation An individual looking to satisfy this criterion, must meet the following: *References: WIOA Section 3[15][C]; TEGL 19-16, Attachment III*	
An individual who was self-employed (including farmers, ranchers, fishermen, independent contractors, and consultants) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of a natural disaster.	The following documentation may be used to satisfy this criterion (only **one** is required): • Bankruptcy documents listing both the name of the business and the applicant's name • Business license • Copy of a completed federal income tax return (Schedule SE) for the most recent tax year • Copy of media article/announcement describing the closure or mass layoff; the copy must include the name of the medium in which published and the date of publication • Copy of articles of incorporation for the business listing the applicant as a principal • Self-attestation that the individual was self-employed and is now unemployed as the result of general economic conditions or natural disaster

4. Displaced Homemaker To be eligible under this criterion, the individual must provide proof of 4a **and** 4b: Note – There are two options for meeting 4a. *References: WIOA Section 3[15][D] and 3[16][A][i] and [B]; TEGL 19-16, Attachment III*	
4a. (i) Has been dependent on the income of another family member, but is no longer supported by that income (e.g., because the other family member was laid off, or because of death or divorce), or	The following documentation may be used to satisfy this criterion (only **one** is required): • Cross match with public assistance records • Copy of applicable Court records • Copy of Divorce papers or Legal Separation • Copy of Bank records showing financial dependence on spouse, no separate individual income support, or no employment income earned • Notarized Statement from family member of ex-spouse of non-support • Spouse's layoff notice • Spouse's death record • Self-attestation
(ii) Is the dependent spouse of a member of the US Armed Forces on active duty and whose family income has been significantly reduced because of the service member's deployment, call or order to active duty, permanent change of station, or service-connected death or disability.	The following documentation may be used to satisfy this criterion (only **one** is required): • Spouse's Permanent Change of Station Orders for a military move or assignment • Documentation certifying a service-connected death or disability • Self-attestation that the individual is the spouse of an active member of the US Armed Forces and has experienced the loss of employment as a direct result of relocation to accommodate a permanent change in the service member's duty station
4b. Is unemployed or underemployed and having trouble obtaining or upgrading employment.	The following documentation may be used to satisfy this criterion (only **one** is required): • Wage Record or Employer Statement • Self-attestation (This could include statement of continuous effort to seek employment that meets the local definition for difficulty in obtaining or upgrading employment. Refer to *Section 6.2, Definitions and Standards for Eligibility Criteria* for more detailed information.) Note – Refer to *Section 6.5, Related Definitions* in the WIOA TAG for detailed information on employment status (i.e., employed, underemployed, not employed).

5. Spouse of an Active-Duty Military Service Member To be eligible under this criterion, the individual must provide proof of either of the following: 5a or 5b: *References: WIOA Sections 3[15][D] and 3[16][A][ii] and [B]; TEGL 19-16, Attachment III*	
5a. Has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in the service member's duty station; **or**	The following documentation may be used to satisfy this criterion (only **one** is required): • Spouse's Permanent Change of Station Orders for a military move or assignment • Self-attestation that the individual is the spouse of an active member of the US Armed Forces and has experienced the loss of employment as a direct result of relocation to accommodate a permanent change in the service member's duty station
5b. Is unemployed or underemployed and having trouble obtaining or upgrading employment.	The following documentation may be used to satisfy this criterion (only **one** is required): • Wage Record or Employer Statement • Needs Assessment • Signed Individual Employment Plan • Self-attestation that the individual has made continuous effort to seek employment that meets the local definition for difficulty in obtaining or upgrading employment. Refer to *Section 6.2, Definitions and Standards for Eligibility Criteria* for more detailed information. Note – Refer to *Section 6.5, Related Definitions* in the WIOA TAG for detailed information on employment status (i.e., employed, underemployed, not employed).

Table 3 – Youth Eligibility A youth participant must meet the WIOA General Eligibility criteria (*Table 1*) **and** eligibility criteria for either Out-of-School (OS) Youth or In-School (IS) Youth.	
Eligibility Criteria	**Acceptable Documentation**
OS Youth To be determined eligible as an OS youth, an individual must provide proof that they meet **all** of the following: *References: 20 CFR Section 681.210; TEGL 09-22 and TEGL 21-16*	
Are not less than 16 years of age and not more than 24 years of age**.**	See "Age/Date of Birth" criteria in *Table I – General Eligibility* for the list of acceptable documentation.
Are not attending any secondary or postsecondary school**.**	The following documentation may be used to determine school status (only **one** is required): • Copy of educational institution enrollment record • Applicable records from school or educational institution (GED certificate, diploma, attendance record, transcripts, report card, or school documentation) • Signed WIOA Program Application or registration form • Electronic records • File documentation with notes from program staff • Self-attestation

Have **one** or more of the following barriers: • A school dropout • A youth who is within the age of compulsory school attendance but has not attended school for at least the most recent complete school year quarter. • A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient or an English language learner. • An offender. • A homeless individual or a runaway. • An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under Section 477 of the *Social Security Act*, or in an out-of-home placement. • An individual who is pregnant or parenting (custodial and non-custodial parent including non-custodial fathers). • An individual with a disability. • A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.	• See *Table 4 – Barriers to Education and Employment* for the list of acceptable documentation. • *See Table 6 – Low Income Eligibility* for the list of acceptable documentation.

IS Youth To be determined eligible as an IS youth, an individual must provide proof that they meet **all** of the following: *References: 20 CFR Section 681.210; TEGL 09-22 and TEGL 21-16*	
Are not less than 14 years of age and not more than 21 years of age**.** *Note – Youth with disabilities who are in an individualized Education program at the age of 22 may be in enrolled as an IS youth (TEGL 21-16).*	See Age/Date of Birth criteria in *Table I – General Eligibility* for the list of acceptable documentation.
Are attending school, including secondary and postsecondary school.	The following documentation may be used to determine school status (only **one** is required): • Copy of educational institution enrollment record • Applicable records from school or educational institution (GED certificate, diploma, attendance record, transcripts, report card, or school documentation) • Current financial award disbursement letter/record • Signed WIOA Program Application or registration form • Electronic records • Verbal Verification • Case Notes • Self-attestation
Are a low-income individual.	*See Table 6 – Low Income Eligibility* for the list of acceptable documentation. All IS youth must be low-income to meet the IS youth eligibility criteria, except those who fall under the low-income exception (20 CFR Section 281.250[b]). Refer to *Section 7.3, Five Percent Eligibility* of the WIOA TAG for more detailed information. Note - Only OS youth with certain barriers are required to be low-income (20 CFR Section 681.250[a]).

Have **one** or more of the following barriers. • Basic skills deficient • An English language learner • An offender • A homeless individual or runaway • An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under Section 477 of the *Social Security Act*, or in an out-of-home placement • Pregnant or parenting (custodial and non-custodial parent including noncustodial parents) • An individual with a disability • An individual who requires additional assistance to complete an educational program or secure and hold employment.	See *Table 4 – Barriers to Education and Employment* for the list of acceptable documentation.

Table 4 – Barriers to Education and Employment – Youth and Adult Programs

Each criterion below indicates which program(s) it is applicable for – OS Youth, IS Youth, and Adults.

Eligibility Criteria	Acceptable Documentation
Basic Skills Deficient *Applicable for IS Youth and Adults* *References: 20 CFR Sections 664.205 and 681.290; WSD15-14*	
To meet this criterion and individual must meet one of the following: Have English reading, writing, or computing skills at or below the 8th grade	The following documentation may be used to satisfy this criterion (only **one** is required): • Applicable Records from Education Institution (transcripts or other school documentation, including a referral or records from a Title II Basic Adult Education program or English Language Learner program

level on a generally accepted standardized test**.**	• Assessment Test Results • Case notes
Be unable to compute and solve problems, or read, write, or speak English at a level necessary to function on the job, in the participant's family, or in society.	
English Language Learner *Applicable for IS Youth and Adults* *References: WIOA Section 203[7]; 20 CFR Section 688.120*	
Determine if the participant, at program entry, is a person who has limited ability in speaking, reading, writing or understanding the English language **and** also meets at least one of the following two conditions: Their native language is a language other than English.	The following documentation may be used to satisfy this criterion (only **one** is required): • Case notes • Assessment Test Results • Applicable Records from Education Institution (transcripts, or other school documentation) • Self-attestation • Signed WIOA Program Application or Enrollment Form • Signed Individual Service Strategy
They live in a family or community environment where a language other than English is the dominant language.	

An Offender *Applicable for OS Youth, IS Youth, and Adults* *References: WIOA Section 3[38]; 20 CFR Section 688.120; TEGL 21-16*	
Determine if the participant, at program entry, is a person who meets either of the following conditions: Has been subject to any stage of the criminal justice process for committing a status offense or delinquent act. Requires assistance in overcoming barriers to employment resulting from a record of arrest or conviction.	The following documentation may be used to satisfy this criterion (only **one** is required): • Documentation from the Juvenile or Adult Criminal Justice System (includes Education Partner within the Juvenile or Adult Criminal Justice System) • Written Statement, Referral Document, or Documented phone call from a Court or Probation Officer • Referral Transmittal from a Reintegration Agency • Signed WIOA Program Application or Enrollment Form • Case Notes • Needs Assessment • Signed Individual Service Strategy • Federal Bonding Program Application • Self-attestation
Homeless or Runaway *Applicable for OS Youth and IS Youth* *Reference: TEGL 19-16, Attachment III*	The following documentation may be used to satisfy this criterion (only **one** is required): • Signed WIOA Program Application or Enrollment Form • Written Statement or Referral Transmittal from a Shelter or Social Service Agency • Needs Assessment • Case Notes • Signed Individual Service Strategy • A letter from caseworker or support provider • Self-attestation
Foster Care *Applicable for OS Youth and IS Youth* *References: 20 CFR Sections 681.210 and 681.220; TEGL 21-16*	The following documentation may be used to satisfy this criterion (only **one** is required): • Written Confirmation from Social Services Agency • Case Notes • Foster Care Agency Referral Transmittal • Signed WIOA Program Application or Enrollment Form • Needs Assessment • Signed Individual Service Strategy • Self-attestation

Pregnant or Parenting (Includes custodial and non-custodial parents) whose dependent(s) are under 18 years of age *Applicable for OS Youth and IS Youth* *References: 20 CFR Sections 681.210 and 681.220; TEGL 21-16*	The following documentation may be used to satisfy this criterion (only **one** is required): • Copy of Birth Certificate • Baptismal Record • Medical Records confirming pregnancy • Case Notes • Needs Assessment • Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) Eligibility Verification • Temporary Assistance for Needy Families (TANF)/W-2 Single Parent Eligibility Verification • Signed WIOA Program Application or Enrollment Form • Signed Individual Service Strategy • Self-attestation
A Youth with a disability (Includes Learning Disabilities) *Applicable for OS Youth, IS Youth, and Adult* *References: 20 CFR Section 681.280; TEGL 21-16*	The following documentation may be used to satisfy this criterion (only **one** is required): • Medical Records or Physician's Note • Individualized Education Plan (IEP), School 504 Records, other School Records, or Letter from School • Social Security Disability Records • Veteran's Administration Records • Verification from Social Services Agency • Assessment Test Results • Self-attestation
An individual who requires additional assistance to complete an education program or to secure or hold employment. *Applicable for OS Youth and IS Youth* *References: 20 CFR 681.210 and 681.220; TEGL 21-16*	Local Boards are responsible for establishing local definitions and eligibility documentation requirements for "requires additional assistance" as it relates to both OS and IS youth. Refer to *WIOA Youth Program Requirements* (WSD17-07) for more detailed information. Refer to *Section 7.4, Local Definitions and Eligibility Criteria*, for the local definition of "an individual who requires additional assistance" and the list of acceptable documentation.

A School Dropout *Applicable for OS Youth* *References: WIOA Section 3(54); TEGL 21-16*	The following documentation may be used to satisfy this criterion (only **one** is required): • Copy of Educational Institution Enrollment Record • Applicable Records from Education Institution (GED certificate, diploma, attendance record, transcripts, report card, or school documentation) • Signed WIOA Program Application or Enrollment Form • Electronic Records • Self-Attestation
Within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year quarter *Applicable for OS Youth* *References: 20 CFR Section 681.210; TEGL 21-16*	• Copy of Educational Institution Enrollment Record • Applicable Records from Education Institution (GED certificate, diploma, attendance record, transcripts, report card, or school documentation) • Signed WIOA Program Application or Enrollment Form • Electronic Records • Self-attestation Note – In cases where schools do not use quarters, local programs must use calendar year quarters.

A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual *and* is either basic skills deficient *or* an English language learner. *Applicable for OS Youth* *Reference: 20 CFR Section 681.210*	
An individual meets this criterion if the individual is: A recipient of a secondary school diploma or its recognized equivalent **and**	The following documentation may be used to satisfy this criterion (only **one** is required): • Applicable records from school or educational institution (GED certificate, diploma, attendance record, transcripts, report card, or school documentation) • Signed WIOA Program Application or Enrollment Form • Electronic Records • Self-attestation
A low-income individual **and is either**	See *Table 6 – Low-Income Eligibility* for the list of acceptable documentation.
Basic skills deficient **or** An English language learner	See the "Basic Skills Deficient" criterion detailed within this table for the list of acceptable documentation. See the "English Language Learner" criterion detailed within this table for the list of acceptable documentation.

Table 5 – Family Size An individual's family size must be determined before making a low-income determination. Note: Documentation should be provided for all income sources for each family member for the six-month income period immediately preceding the determination date.	
Eligibility Criteria	**Acceptable Documentation**
Individual Status/Family Size Family means two or more persons related by blood, marriage (including same-sex marriages), or decree of court, who are living in a single residence, and are included in one or more of the following categories: (1) A married couple and dependent children (2) A parent or guardian and dependent children (3) A married couple *References: 20 CFR Section 675.300; TEGL 23-16 and TEGL 19-16, Attachment III*	The following documentation may be used to satisfy this criterion (only **one** is required but enough information must be provided to accurately determine family size): • Birth Certificate • Social Security Card • Decree of Court • Divorce Decree • Individual with a disability (See *Table 6 – Low Income Eligibility* regarding family size and income requirements for individuals with disabilities) • Landlord Statement/Lease (with family members listed) • Marriage Certificate • Most Recent Tax Return (if current) • Public Assistance Records • Social Service Agency Records • Public Housing Authority (if Resident of or on Waiting List) • Written Statement from a Publicly supported 24-hour Care Facility or Institution (e.g., Mental, Prison) • Self-attestation Refer to *Section 8.2, Low-Income Related Definitions*, of the WIOA TAG for definitions related to family size.

Table 6 – Low-Income Eligibility Criteria To be eligible as low-income, an individual must meet **one** of the criteria below. An individual's family size must be determined before making a low-income determination. (See *Table 5 – Family Size*) Refer to *Section 8.4, Determining Low-Income Status* in the WIOA TAG for more information and for the list of acceptable (and excludable) documentation for calculating an individual's income.	
Eligibility Criteria	**Acceptable Documentation**
The individual receives (or in the past six months has received), or is a member of a family that receives (or in the past 6 months has received) *one* of the following: *Applicable for OS Youth, IS Youth, and Adults* *References: WIOA Section 3[36]; TEGL 21-16*	
Assistance through the Supplemental Nutrition Assistance Program (SNAP)/CalFresh	The following documentation may be used to satisfy this criterion: (Only **one** document is required) • SNAP/CalFresh Eligibility Verification • Copy of Authorization to receive SNAP/CalFresh • Documentation of SNAP/CalFresh Benefit Receipt • Referral Transmittal from SNAP/CalFresh
Temporary Assistance for Needy Families (TANF)	The following documentation may be used to satisfy this criterion: (Only **one** document is required) • TANF Eligibility Verification • TANF Period of Benefit Receipt Verification • Referral Transmittal from TANF

Supplemental Security Income (SSI)	The following documentation may be used to satisfy this criterion: (Only **one** document is required) • SSI Receipt of Benefits Verification • Referral Transmittal from SSA • SSI Eligibility Verification
Other State or Local income-based public assistance	The following documentation may be used to satisfy this criterion: (Only **one** document is required) • Copy of Authorization to Receive Cash Public Assistance • Copy of Public Assistance Check • Medical Card Showing Cash Grant Status • Public Assistance Eligibility Verification
Is in a family with total family income that does not exceed the higher of the following: a. The federal poverty line b. Seventy percent of the Lower Living Standard Income Level (LLSIL) *Applicable for OS Youth, IS Youth, and Adults* *References: WIOA Section 3[36]; TEGL 21-16*	Refer to *Section 8.4, Determining Low-Income Status* in the WIOA TAG for more information and for the list of income sources to be used when calculating an individual's income. Refer to the LLSIL and Poverty Guidelines Directive WSD24-02, for additional information.

Homeless individual *Applicable for OS Youth, IS Youth, and Adults* *Reference: WIOA Section 3[36]*	See *Table 4 – Barriers to Education and Employment* for "Homeless" criteria.
Receives or is eligible to receive a free or reduced-price lunch under the *Richard B. Russell National School Lunch Act* *Applicable for IS Youth* *References: 20 CFR Section 681.270; TEGL 21-16; WSD17-07*	The following documentation may be used to satisfy this criterion (only **one** is required): • Documentation from school • Self-attestation Note – In schools where the entire school automatically receives free or reduced-price lunch, WIOA programs must base low-income status on an individual student's eligibility to receive free or reduced-price lunch or on meeting one of the other low-income categories under WIOA.
Is a foster child on behalf of whom state or local government payments are made *Applicable for OS Youth and IS Youth* *References: WIOA Section 3[36]; TEGL 21-16*	See *Table 4 – Barriers to Education and Employment* for "Foster Care" criteria.
Is an individual with a disability whose own income does not exceed the higher of the Federal Poverty Guidelines or 70% of the Lower Living Standard Income Level Guidelines, but who is a member of a family whose income does not meet such requirements. *Applicable for OS Youth, IS Youth, and Adults* *References: WIOA Section 3[36][A][vi]; 20 CFR Section 663.640*	
See that the individual meets all of the following: Has a disability (including learning disability).	See "Disability" criterion in *Table 4 – Barriers to Education and Employment*.

The individual's own income does not exceed the higher of the Federal Poverty Guidelines or 70% of the LLSIL.	See "Family Income" criterion detailed above in this table.
Is a member of a family whose income does exceed the higher of the Federal Poverty Guidelines or 70% of the LLSIL.	See "Family Income" criterion detailed within this table.

Table 7 – Priority of Service *References: WIOA Section 134[c][3][E]; 20 CFR Section 680.600; TEGL 10-09 and 19-16; WSD15-14*	
Priority of Service Category	**Acceptable Documentation**
Category 1: **Veteran's and Eligible Spouses who are Low-Income or Basic Skills Deficient**	To qualify, an individual must meet criteria 1 **and** 2 below: (1) Eligible veterans' status The following documentation may be used to satisfy this criterion (only **one** is required): • DD-214 • Military ID Card • State issued ID or Driver's License showing Veteran Designation • Cross-Match with Department of Defense Records • Cross-Match with Veterans Service Database • Letter from the Veterans' Administration (2) Are determined to be either a recipient of public assistance, low-income individual **or** basic skills deficient. • See *Table 6 – Low-Income Eligibility* for the "Recipients of SNAP, TANF, SSI, or other Public Assistance" criterion and a list of acceptable documentation. • See *Table 6 – Low-Income Eligibility* for the list of acceptable documentation. • See *Table 4 – Barriers to Employment and Education* for the "Basic Skills Deficient" criterion and a list of acceptable documentation. Refer to *Priority of Service for Veterans and Eligible Spouses* WSD19-04 for more detailed information on Veteran's Priority of Service and when verification of status for veterans and eligible spouses is required.
Category 2: **Non-covered persons (individuals who are not veterans or eligible spouses) who are recipients of public assistance, other low-income individuals, and individuals**	An individual qualifies under this category if they are **not** a veteran or eligible spouse; and are **any** of the following: • A recipient of public assistance. See *Table 6 – Low-Income Eligibility* for the "Recipients of SNAP, TANF, SSI, or other Public Assistance" criterion and list of acceptable documentation. • Other low-income individual.

who are basic skills deficient.	See *Table 6 – Low-Income Eligibility* for the list of acceptable documentation. • An individual who is basic skills deficient. See *Table 4 – Barriers to Employment and Education* for the "Basic Skills Deficient" criterion list of acceptable documentation.
Category 3: **Veterans and eligible spouses who are not recipients of public assistance, low-income, or basic skills deficient.**	An individual qualifies under this category if they meet the following criteria: • Have veteran's status as outlined in Category 1 above**.** • Are **not** a recipient of public assistance, a low-income individual, or basic skills deficient.
Category 4: **Anyone who does not belong to one of the above categories, but who belongs to a priority population established by the Governor or Local Board.**	Refer to the Local Board policy for locally designated priority populations and acceptable documentation requirements.
Category 5: **Other individuals not included in WIOA's priority groups.**	The individual's WIOA Program Application shows no indication of the priority groups listed above.

Madera County WDB
Job Quality Framework

A shared framework to guide how we engage with employers, develop sector partnerships, invest in workforce strategies and connect residents to meaningful employment opportunities.

JOB QUALITY
A shared framework for continuous improvement.

Characteristics to consider — not requirements to meet every dimension.

Compensation & Benefits
Supports financial security through competitive wages and, where feasible, benefits such as health coverage, retirement, paid leave and other supports.

- Competitive and family-sustaining wages
- Health and wellness benefits
- Retirement and financial planning
- Paid leave (sick, vacation, family) and other benefits

Stability & Working Conditions
Ensures a safe, stable and predictable work environment where employees can thrive.

- Safe and healthy work environment
- Reliable and consistent employment
- Predictable scheduling and adequate hours
- Work-life balance

Growth & Advancement
Provides opportunities for employees to develop skills, pursue credentials, take on greater responsibility, and advance.

- Training and skill development
- Education and credentials
- Clear career pathways
- Advancement and increased responsibility
- Recognition and rewards

Workplace Culture & Employee Voice
Builds an inclusive, respectful and supportive workplace where employees feel valued and heard.

- Respect and dignity for all
- Equity and inclusion
- Employee feedback and participation
- Ethical practices and social responsibility

Access & Opportunity
Ensures all individuals have pathways to good jobs, especially those who may face barriers to employment.

- Entry points into career pathways
- Support for individuals facing barriers (e.g., limited experience, disconnected workers, justice-involved, etc.)
- Equitable access to training, education and employment opportunities

Job quality may look different across industries, occupations and employers.
The framework is intended as a guide for discussion, planning, career counseling, and employer engagement.

It is not intended to serve as a certification or pass/fail standard for employers or jobs.

MADERA COUNTY WORKFORCE Development Board

Agenda Item 8.1

☐ **Consent** ☐ **Action** ☒ **Information**

To: **Madera County Workforce Development Board**

From: **Maiknue Vang, Executive Director**

Date: **October 15, 2026**

Subject: **Success Stories**

Information:

Program participants and employers share about their experience working with the workforce system and how their participation and partnership have contributed to positive results.

Financing:

Workforce Innovation and Opportunity Act

Meet Arcenio

A Workforce Success Story

A New Direction

After leaving his job as a truck driver, Arcenio faced uncertainty about what would come next. He connected with Madera County Workforce for guidance and began exploring options that could lead to stable employment.

Interested in the security field, he enrolled in the Police Science Institute. He stayed committed to his training and successfully graduated from the program.

During his training, he earned his guard certification and 12 additional certificates. These credentials prepared him with the knowledge and qualifications needed to pursue employment in security.

His hard work soon led to an opportunity with Zaks Security. He was hired as a Guard and now earns $18 per hour.

Arcenio's journey reflects his determination to move forward after an unexpected setback.

By completing his training and earning multiple certifications, he was able to successfully transition from truck driving into the security field and take an important step toward his future.

A Fresh Start

"Thank you, Madera County Workforce, for all your help. Without your team, this wouldn't have been possible. I truly appreciate everything you've done for me. **- Arcenio**"

Meet Angel

A Workforce Success Story

Building on Experience

Angel began his career with support from Madera County Workforce, enrolling in an Electrical program at San Joaquin Valley College. After graduating, he gained experience with a local electrical company before advancing to solar panel installations with Blattner & Sons Electric.

Following a layoff, he returned to Madera County Workforce determined to continue his electrical career and expand his skills.

Through the Business Services Unit, he was connected with Diamond Communications, where he received On-the-Job Training (OJT) in the installation and maintenance of fire alarm systems.

After completing his training, he secured continued employment with Diamond Communications, earning $24 per hour.

His employer plans to support additional certifications, helping him work toward becoming a journeyman.

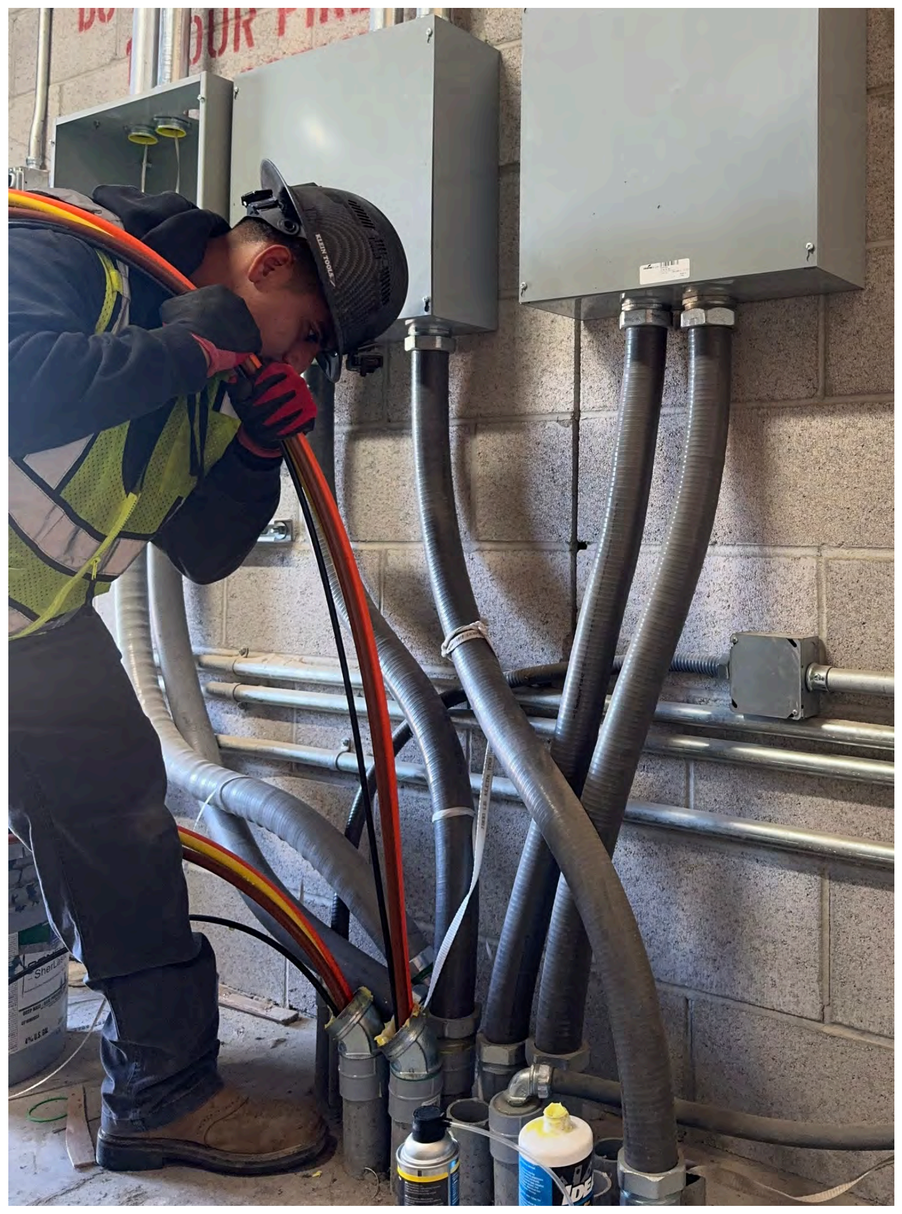
Today, he continues gaining valuable experience, strengthening his skills, and building a stable career with opportunities for advancement.

Building a Career for His Family

> “I’m grateful to Madera County Workforce for helping me continue growing in my career and work toward a better future. **– Angel**

Meet Pedro

A Workforce Success Story



A New Path

Pedro came to Madera County Workforce ready to make meaningful changes in his life. He was motivated to build a better future and pursue a new career.

While working full-time, he attended the Electrical Technician program at San Joaquin Valley College in the evenings. He remained committed to his education, maintained strong attendance, and earned excellent grades.

His hard work paid off. Pedro successfully completed the program and earned his Electrician Trainee Certification from the State of California Department of Industrial Relations.

Shortly after completing his training, he became a father and took time to bond with his newborn. When he was ready to return to work, he began pursuing opportunities in his new field.

He soon secured full-time employment with Industrial Controls and Electrical Services as an Electrical Technician, earning $19.50 per hour.

Today, he is building a stable career he enjoys while providing for his family.

Building a Career for His Family

> “Thank you for believing in me and investing in my future. I am grateful for everything Madera Workforce has done to help me succeed. **– Pedro**”

Meet

BAE HOSPITALITY

A Workforce Success Story

Recruitment Results

When BAE Hospitality began preparing to recruit employees for four restaurants located within the North Fork Mono Casino, they turned to Madera County Workforce for assistance in connecting with qualified job seekers and streamlining their hiring efforts.

From the initial planning stages to the execution of the event, Madera County Workforce provided support through event coordination, recruitment outreach, and promotion to help connect BAE Hospitality with individuals seeking employment opportunities.

The two-day hiring event brought together job seekers interested in joining BAE Hospitality's growing workforce. With the support of Madera County Workforce, 225 interviews were conducted providing the employer with an opportunity to meet candidates.

The event demonstrated the value of collaboration between local employers and workforce development services. By working directly with BAE Hospitality to understand its recruitment needs, Madera County Workforce helped facilitate an organized hiring process that connected the business with a large pool of prospective employees.

BAE Hospitality expressed interest in partnering with Madera County Workforce again for future recruitment efforts, reflecting the positive experience and value of the services provided.

Meeting Needs. Exceeding Expectations.

> “We are extremely satisfied with our experience and sincerely grateful for their partnership in helping us build our team. We look forward to working again here in the near future!”
>
> – **Ian D., Director of Operations**

MADERA COUNTY WORKFORCE Development Board

Agenda Item 8.2

☐ **Consent** ☐ **Action** ☒ **Information**

To: **Madera County Workforce Development Board**

From: **Maiknue Vang, Executive Director**

Date: **October 15, 2026**

Subject: **WDB Action Planning Subcommittee Updates**

Information:

Each of the 5 subcommittees will have an opportunity to share progress toward action items outlined in each priority area. The subcommittees include Leadership Engagement, Training, Work Ethics, Marketing, and Policy.

Financing:

Workforce Innovation and Opportunity Act

MADERA COUNTY WORKFORCE Development Board

Agenda Item 8.3

☐ **Consent** ☐ **Action** ☒ **Information**

To: **Madera County Workforce Development Board**

From: **Maiknue Vang, Executive Director**

Date: **October 15, 2026**

Subject: **Madera County Workforce Investment Corporation (MCWIC) Update**

Information:

The MCWIC Board last met on August 27, 2026. The proposed PY 2026-2027 budget was reviewed and approved. The meeting minutes from their Special Meetings on May 18th and July 16th, the agenda for their August 27th meeting, and the approved budget are provided for the WDB's review.

Financing:

Workforce Innovation and Opportunity Act

MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

Special Meeting
MINUTES

May 18, 2026

Convened at the Workforce Assistance Center via Zoom
2037 W. Cleveland Avenue, Madera, CA 93637
(559) 662-4589

PRESENT: Debi Bray, Aaron Chambers, Gabriel Mejia, Mattie Mendez, Ramona Davie, Tim Riche

ABSENT: Roger Leach

GUEST:

STAFF: Maiknue Vang, Nicki Martin, Nuvia Moreno

1.0 Call to Order

Meeting called to order at 10:03 a.m. by Chair Debi Bray

1.1 Pledge of Allegiance

2.0 Additions to the Agenda

None.

3.0 Public Comment

None.

4.0 Introductions and Recognitions

None.

5.0 Adoption of Board Agenda

Tim Riche moved to adopt the agenda, seconded by Gabriel Mejia.

Vote: Approved – unanimous

Yes: Debi Bray, Aaron Chambers, Gabriel Mejia, Mattie Mendez, Ramona Davie, Tim Riche

6.0 Consent Calendar

6.1 Consideration of approval of the April 23, 2026, Madera County Workforce Investment Corporation (MCWIC) meeting minutes.

The MCWIC Board approved signatory authority for the Deputy Director, Nuvia Moreno, at their meeting on April 23, 2026. The bank requires approved meeting minutes from the meeting granting the authorization along with the required bank documents.

Tim Riche moved to approve, seconded by Ramona Davie.

Vote: Approved – unanimous

Yes: Debi Bray, Aaron Chambers, Gabriel Mejia, Mattie Mendez, Ramona Davie, Tim Riche

7.0 Next Meeting

Next meeting will be held on June 25, 2026, at the Workforce Assistance Center.

8.0 Adjournment

Tim Riche moved to adjourn the meeting at 10:06 a.m., seconded by Gabriel Mejia.

MADERA COUNTY WORKFORCE Investment Corp

Special Meeting

MINUTES

July 16, 2026

Convened at the Workforce Assistance Center via Zoom
2037 W. Cleveland Avenue, Madera, CA 93637
(559) 662-4589

PRESENT: Debi Bray, Aaron Chambers, Gabriel Mejia (6.0), Roger Leach, Tim Riche

ABSENT: Mattie Mendez, Ramona Davie

GUEST:

STAFF: Jessica Roche, Maiknue Vang, Nicki Martin, Nuvia Moreno

1.0 Call to Order

Meeting called to order at 3:05 p.m. by Chair Debi Bray.

1.1 Pledge of Allegiance

2.0 Additions to the Agenda

None.

3.0 Public Comment

None.

4.0 Introductions and Recognitions

None.

5.0 Adoption of Board Agenda

Tim Riche moved to adopt the agenda, seconded by Aaron Chambers.

Vote: Approved – unanimous

Yes: Debi Bray, Aaron Chambers, Roger Leach, Tim Riche

6.0 Closed Session

Roger Leach moved to close open session and move into closed session at 3:06, seconded by Tim Riche.

Vote: Approved – unanimous

Yes: Debi Bray, Aaron Chambers, Gabriel Mejia, Roger Leach, Tim Riche

6.1 Request for Closed Session Pursuant to Government Code 54957 – Employee Performance Evaluation: MCWIC Executive Director (Chief Officer of Organization).

Roger Leach moved to adjourn closed session at 4:17 p.m., seconded by Tim riche

Vote: Approved – unanimous

Yes: Debi Bray, Aaron Chambers, Gabriel Mejia, Roger Leach, Tim Riche

a. Closed Session Report Out
No reportable actions were taken during closed session.

7.0 Information Items

7.1 MCWIC Executive Director End-of-Year Goals Update

Maiknue Vang, Director, reviewed her end-of-year goals. The goals were provided to the Board along with the evaluation documents for their convenience. Board members liked the layout of the documents and stated that it was easy to follow. Maiknue described the 2025-26 program year as a year of opportunity. Much of the foundation for the work in this program year was laid out in the previous year with work done for various grants and projects such as the Irvine grant and the WOW mobile. The program has completed successful rebranding and worked on sector partnerships, bringing on a new Deputy Director, Nuvia Moreno, who has been a tremendous asset to the organization, and significant philanthropic investments have positioned Workforce for continued visibility. The WDB needs to keep being invested locally and regionally in order to continue to bring in additional funding.

8.0 Next Meeting

The next meeting will be held at the Workforce Assistance Center on August 27, 2026.

9.0 Adjournment

Roger Leach moved to adjourn at 4:22 p.m., seconded by Tim Riche.

MADERA COUNTY WORKFORCE Investment Corp

AGENDA ITEM 8.3

A G E N D A

August 27, 2026
3:00 p.m.

Meeting will be held at:
Workforce Assistance Center – Executive Conference Room
2037 W. Cleveland Avenue, Madera, CA 93637, 559-662-4589

REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in a meeting or function of the Madera County Workforce Investment Corporation, may request assistance by contacting the Executive Assistant at Madera County Workforce Investment Corporation office, 2037 W. Cleveland Avenue, Madera, CA 93637; Telephone 559/662-4589; CRS 711; Fax 559/673-1794.

This agenda and supporting documents relating to the items on this agenda are available through the Madera County Workforce Investment Corporation (MCWIC) website at http://www.maderaworkforce.org/mcwic-meetings-and-agenda/. These documents are also available at the Workforce Assistance Center – office of the Executive Director. MCWIC is an equal Opportunity Employer/Program. Auxiliary aids and services are available upon request.

1.0 Call to Order

1.1 Pledge of Allegiance

2.0 Additions to the Agenda

Items identified after preparation of the agenda for which there is a need to take immediate action. Two-thirds vote required for consideration (Government Code Section 54954.2(b)(2))

3.0 Public Comment

This time is made available for comments from the public on matters within the Board's jurisdiction but not appearing on the agenda. The Board will not take action on any items presented under public comment. The comment period will be limited to 15 minutes.

4.0 Introductions and Recognitions

5.0 Adoption of Board Agenda

6.0 Consent Calendar

6.1 Consideration of approval of the May 18, 2026, MCWIC meeting minutes.

6.2 Consideration of approval of the July 16, 2026, MCWIC meeting minutes.

7.0 Action Items

7.1 Consideration of approval of the MCWIC preliminary fiscal year-end financial reports ending June 30, 2026.

7.2 Consideration of approval of the 2026-2027 MCWIC proposed budget.

7.3 Consideration of approval of the MCWIC Deputy Director as signatory authority for all business and operational matters.

7.4 Consideration of approval of the MCWIC Executive Director Goals for program year 2026-2027.

8.0 Information Items

8.1 Success Stories

8.2 Workforce Development Board (WDB) of Madera County Update

8.3 The Munoz Group One Stop Operator (OSO) Quarterly Report for the Period of April 1, 2026, through June 30, 2026

8.4 The Munoz Group OSO Annual Report for the Fiscal Year 2025-26

8.5 Federal and Legislative Updates

8.6 Workforce on Wheels (WOW) Mobile Unit Unveiling and Ribbon Cutting

8.7 California Workforce Development Board (CWDB) Presentations

8.8 2026 Foster Youth Summer Work Experience Program

8.9 Program Impact Report

8.10 Local Area Program Year 2024 Final Performance Scores

8.11 High Performing Board Designation

8.12 Workforce Innovation and Opportunity Act (WIOA) Section 188 Nondiscrimination and Equal Opportunity Provisions Annual Compliance Monitoring Review Final Report Program Years 2025-26

8.13 Eligible Training Provider Compliance Monitoring PY 2025-26 Results

8.14 America's Job Center of California (AJCC) Comprehensive and Affiliate/Specialized Certification

8.15 Local and Regional Plan PY 2025-2028 Two-Year Plan Modifications

8.16 National Workforce Development Month/Workforce Development Professional's Day

8.17 California Workforce Association (CWA) Meeting of the Minds in Monterey (MMM) 2026 Conference

8.18 2026-27 MCWIC Meeting Calendar

8.19 Weekly Unemployment Insurance (UI) Initial Claims for Madera County

9.0 Written Communication

9.1 James Irvine Foundation Better Careers Update

10.0 Open Discussion/Reports/Information

11.1 Board Members

11.2 Staff

11.0 Next Meeting

October 22, 2026

12.0 Adjournment

MADERA COUNTY WORKFORCE Investment Corp

	Total	AD	YTH	DW	RR	RRLA	MCDC JDFYY	MCDC JDFOY	MCDC AJCC	MCDC IC	CDCR	DOR-AJCC *Term 9/30/2026*	FEDC GJC *Term 9/30/2026*	Stanislaus-RERP *Term 12/31/2026*	MCPH Resilience *Term 1/31/2027*	JIF-Better Careers	JIF-PWCF	US Bank	HPB	Assmt	AJCC Facility	M&A
REVENUES																						
Beginning Fund Balance	**$ 1,016,321**	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ -**	**$ -**			$ -	$ 115,925	$ 900,396
Contributions & Support																						
Foundations																						
James Irvine	**$ -**																					
Government grants/contracts - NEW																						
WIOA/EDD (Federal)	$ 2,915,945	$ 839,058	$ 835,174	$ 928,267	$ 227,467	$ 85,979																
State and Other Federal	$ 150,000										$ 150,000											
Local County	$ 458,795						$ 38,695	$ 39,474	$ 305,852	$ 74,774												
Other revenue																						
Program Fee for Service	$ 3,500																			$ 3,500		$ -
Sublease	$ 265,729																				$ 265,729	
Revenue Adjustments																						
Grant/Contract Prior Yr Carry-IN	$ 203,915											$ 45,000	$ 46,533	$ 93,000	$ 13,500				*$ 5,882*			
Foundation Prior Yr Carry-IN	$ 1,078,099															$ 1,000,000	*$ 63,799*	*$ 14,300*				
2026 WIOA Formula Carry-IN	$ 2,296,367	$ 643,879	$ 711,363	$ 713,207	$ 141,939	$ 85,979																
Grant/Contract 2+YR Carry-Over	$ -																					
Foundation 2+ YR Carry-Over	$ (132,167)															$ (132,167)						
2027 WIOA Cash Reserve for FY 2028	$ (874,784)	$ (401,717)	$ (250,552)	$ (128,480)	$ (68,240)	$ (25,794)																
AA611014 WIOA Transfer YOA 2025	**$ -**	$ 500,000		$ (500,000)																		
AA711014 WIOA Transfer YOA 2026	**$ -**	$ 500,000		$ (500,000)																		
Total Revenue by Program/Function (including beginning fund balance)	**$ 7,381,720**	**$ 2,081,220**	**$ 1,295,985**	**$ 512,994**	**$ 301,166**	**$ 146,164**	**$ 38,695**	**$ 39,474**	**$ 305,852**	**$ 74,774**	**$ 150,000**	**$ 45,000**	**$ 46,533**	**$ 93,000**	**$ 13,500**	**$ 867,833**	**$ 63,799**	**$ 14,300**	**$ 5,882**	**$ 3,500**	**$ 381,654**	**$ 900,396**
EXPENSES	**$ 7,381,720**																					
Personnel:	**1,016,320**																					
Full Time																						
Salaries/Wages	$ 1,751,188	$ 459,617	$ 478,767	$ 87,049	$ 146,356	$ 86,092	$ 21,523	$ 21,523	$ 172,184	$ 43,046	$ 86,092	$ 21,523	$ 21,523	$ -	$ -	$ 51,655	$ 30,132	$ 861	$ -	$ -	$ 23,245	$ -
Fringe	$ 597,539	$ 156,830	$ 163,365	$ 29,703	$ 49,940	$ 29,376	$ 7,344	$ 7,344	$ 58,752	$ 14,688	$ 29,376	$ 7,344	$ 7,344	$ -	$ -	$ 17,626	$ 10,282	$ 294	$ -	$ -	$ 7,932	$ -
Total Personnel	**$ 2,348,727**	**$ 616,447**	**$ 642,132**	**$ 116,751**	**$ 196,296**	**$ 115,468**	**$ 28,867**	**$ 28,867**	**$ 230,936**	**$ 57,734**	**$ 115,468**	**$ 28,867**	**$ 28,867**	**$ -**	**$ -**	**$ 69,281**	**$ 40,414**	**$ 1,155**	**$ -**	**$ -**	**$ 31,176**	**$ -**
Direct Costs (Other Than Personnel)																						
Direct Program Participant Costs	$ 1,633,930	$ 702,222	$ 334,252	$ 216,348	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 13,500	$ 350,000	$ 12,608	$ 5,000	$ -	$ -	$ -	$ -
Direct - Other Program Costs	$ 289,407	$ 9,165	$ 2,366	$ 1,069	$ 48,819	$ -	$ 2,250	$ 3,030	$ 1,200	$ 1,213	$ 500	$ 4,500	$ -	$ -	$ -	$ 180,000	$ 5,000	$ -	$ 500	$ 3,500	$ 1,000	$ 25,295
Total Direct OTP	**$ 2,536,139**	**$ 907,304**	**$ 433,687**	**$ 287,233**	**$ 48,819**	**$ -**	**$ 2,250**	**$ 3,030**	**$ 1,200**	**$ 1,213**	**$ 500**	**$ 4,500**	**$ -**	**$ -**	**$ 13,500**	**$ 780,000**	**$ 17,608**	**$ 5,000**	**$ 500**	**$ 3,500**	**$ 1,000**	**$ 25,295**
Shared Expenses																						
Total Shared OTPS	**$ 1,044,429**	**$ 301,701**	**$ 192,654**	**$ 65,644**	**$ 52,564**	**$ 30,920**	**$ 7,730**	**$ 7,730**	**$ 61,841**	**$ 15,460**	**$ 30,920**	**$ 7,730**	**$ 7,730**	**$ -**	**$ -**	**$ 18,552**	**$ 10,822**	**$ 309**	**$ -**	**$ -**	**$ 232,121**	**$ -**
Total Expenses by Program/Function	**$ 5,929,295**	**$ 1,825,451**	**$ 1,268,473**	**$ 469,629**	**$ 297,679**	**$ 146,388**	**$ 38,847**	**$ 39,627**	**$ 293,977**	**$ 74,407**	**$ 146,888**	**$ 41,097**	**$ 36,597**	**$ -**	**$ 13,500**	**$ 867,833**	**$ 68,844**	**$ 6,464**	**$ 500**	**$ 3,500**	**$ 264,298**	**$ 25,295**
TOTAL Revenues Less Expenses (includes Beginning Fund Balance)	**$ 1,452,426**	**$ 255,768**	**$ 27,512**	**$ 43,366**	**$ 3,487**	**$ (224)**	**$ (152)**	**$ (153)**	**$ 11,875**	**$ 367**	**$ 3,112**	**$ 3,903**	**$ 9,936**	**$ 93,000**	**$ -**	**$ (0)**	**$ (5,045)**	**$ 7,836**	**$ 5,382**	**$ -**	**$ 117,356**	**$ 875,101**
Special Projects	***$ 121,887***	-	-	-	-	-	***$ (152)***	***$ (153)***	***$ 11,875***	***$ 367***	***$ 3,112***	***$ 3,903***	***$ 9,936***	***$ 93,000***	***$ -***	***$ (0)***	***$ -***	***$ -***	***$ -***	***$ 1***	*Estimated Fund Balances 6.30.27, based on Preliminary FYE Financial Statements 06.30.26*	
WIOA Formula	***$ 324,863***	***$ 255,768***	***$ 27,512***	***$ 43,366***	***$ 3,487***	***$ (224)***	-	-	-	-	-	-	-	-	-	-	***$ (5,045)***	-	-	-		

Position or Expense Category	Base Salary or Line Budget	AD	YTH	DW	RR	RRLA
PERSONNEL						
Total Salaries/Wages & Benefits Breakdown						
5100-Staff Salaries	$ 1,751,188	$ 459,617	$ 478,767	$ 87,049	$ 146,356	$ 86,092
5120-Workers Compensation	$ 17,512	$ 4,596	$ 4,788	$ 870	$ 1,464	$ 861
5111-Medicade (Fed)	$ 25,392	$ 6,664	$ 6,942	$ 1,262	$ 2,122	$ 1,248
5112-OASDI (Fed)	$ 108,574	$ 28,496	$ 29,684	$ 5,397	$ 9,074	$ 5,338
5115-State Unemployment Insurance	$ 9,800	$ 2,572	$ 2,679	$ 487	$ 819	$ 482
5116-State ETT	$ 350	$ 92	$ 96	$ 17	$ 29	$ 17
5130-Medical Insurance	$ 306,000	$ 80,313	$ 83,659	$ 15,211	$ 25,574	$ 15,044
5160-Dental Insurance	$ 16,200	$ 4,252	$ 4,429	$ 805	$ 1,354	$ 796
5170-Vision	$ 3,780	$ 992	$ 1,033	$ 188	$ 316	$ 186
5180-AD&D/Life	$ 3,780	$ 992	$ 1,033	$ 188	$ 316	$ 186
5140-Retirement	$ 105,071	$ 27,577	$ 28,726	$ 5,223	$ 8,781	$ 5,166
5190-EAP	$ 1,080	$ 283	$ 295	$ 54	$ 90	$ 53
Total # of Full Time Equivalents (FTEs)		**7.87**	**8.20**	**1.49**	**2.51**	**1.47**
Total % of all FTEs	**0.00%**	**26.25%**	**27.34%**	**4.97%**	**8.36%**	**4.92%**
Non-Personnel / OTPS						
DIRECT COSTS						
Direct Participant Costs						
ITA	*$ 761,685*	*$ 337,202*	*$ 110,243*	*$ 64,240*	*$ -*	*$ -*
OJT	*$ 264,849*	*$ 144,515*	*$ 42,594*	*$ 64,240*	*$ -*	*$ -*
TJT	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
PWEX	*$ 50,110*	*n/a*	*$ 50,110*	*n/a*	*$ -*	*$ -*
Supportive Services	*$ 426,385*	*$ 146,343*	*$ 92,605*	*$ 69,829*	*$ -*	*$ -*
Incentives	*$ 130,900*	*$ 74,161*	*$ 38,700*	*$ 18,039*	*$ -*	*$ -*
IWT (charge up to 20% to RR)	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
Other Direct Costs	*$ 250,000*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
Year-End Obligations Carried In - ITA	*$ 239,093*	*$ 150,269*	*$ 42,696*	*$ 46,128*	*$ -*	*$ -*
Year-End Obligations Carried In - OJT	*$ 50,703*	*$ 2,080*	*$ 36,536*	*$ 12,087*	*$ -*	*$ -*
Year-End Obligations Carried In - SS	*$ 60,749*	*$ 43,568*	*$ 5,580*	*$ 11,601*	*$ -*	*$ -*
Year-End Obligations Carried In - WEX	*$ 12,257*	*$ -*	*$ 12,257*	*$ -*	*$ -*	*$ -*
Other Project Direct Costs						
Year-End Obligations Carried In - OSO	*$ 3,500*	*$ 2,165*	*$ 866*	*$ 469*	*$ -*	*$ -*
Assessments	*$ 5,549*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
AT&T Data Plan	*$ 4,400*	*$ -*	*$ -*	*$ -*	*$ 4,400*	*$ -*
Bottled Water	*$ 3,000*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
Computer Hardware/Software - resource room	*$ 5,000*	*$ 5,000*	*$ -*	*$ -*	*$ -*	*$ -*
Contract Specific Travel	*$ 2,010*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
Dues, Memberships and Subscriptions	*$ 14,189*	*$ -*	*$ -*	*$ -*	*$ 12,689*	*$ -*
Graduation Ceremony	*$ 3,000*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
Sponsorship - advertising	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
Workforce Professional Day	*$ 500*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
Printing/Copying	*$ 300*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
Job Fair Marketing Materials	*$ 5,500*	*$ -*	*$ -*	*$ -*	*$ 5,500*	*$ -*
Conference Registration Fees	*$ 4,485*	*$ -*	*$ -*	*$ -*	*$ 1,190*	*$ -*
Conference Travel	*$ 1,040*	*$ -*	*$ -*	*$ -*	*$ 40*	*$ -*
SHRM Micro HR Cert	*$ 2,500*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
IMAGO (special project portion)	*$ 3,334*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
Legal Fees - corp	*$ 15,000*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
Employee Training	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
Staffing Agency	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
Materials and Supplies Special Contract	*$ 500*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
Irvine-Better Careers Subcontract	*$ 150,000*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
Staff Monitors (dual monitors)	*$ 4,100*	*$ 2,000*	*$ 1,500*	*$ 600*	*$ -*	*$ -*
Human Solution	*$ 4,500*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
Business Services Webinars (HR, etc.)	*$ 5,000*	*$ -*	*$ -*	*$ -*	*$ 5,000*	*$ -*
PR Firm	*$ 5,000*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
Total Direct Costs	***$ 2,536,139***	***$ 907,304***	***$ 433,687***	***$ 287,233***	***$ 48,819***	***$ -***
SHARED COSTS (FTE ALLOCATED)	***FTE %***	***26.25%***	***27.34%***	***4.97%***	***8.36%***	***4.92%***
Computer Hardware	**$ 30,000**	**$ 8,272**	**$ 8,202**	**$ 1,491**	**$ 2,507**	**$ 1,475**
Computer Software	**$ 10,000**	**$ 2,757**	**$ 2,734**	**$ 497**	**$ 836**	**$ 492**
Equipment Maintenance	**$ 8,000**	**$ 2,206**	**$ 2,187**	**$ 398**	**$ 669**	**$ 393**
Equipment Rental	**$ 3,700**	**$ 1,020**	**$ 1,012**	**$ 184**	**$ 309**	**$ 182**
Internet Expense	**$ 5,500**	**$ 1,517**	**$ 1,504**	**$ 273**	**$ 460**	**$ 270**
IT Licenses/subscriptions	**$ 32,010**	**$ 8,826**	**$ 8,751**	**$ 1,591**	**$ 2,675**	**$ 1,574**
IT Service Contract	**$ 50,200**	**$ 13,842**	**$ 13,724**	**$ 2,495**	**$ 4,195**	**$ 2,468**
Legal Fees	**$ 5,000**	**$ 1,379**	**$ 1,367**	**$ 249**	**$ 418**	**$ 246**
Materials and Supplies - Facility	**$ 3,500**	**$ 965**	**$ 957**	**$ 174**	**$ 293**	**$ 172**
Materials and Supplies - Office	**$ 10,000**	**$ 2,757**	**$ 2,734**	**$ 497**	**$ 836**	**$ 492**
Misc. Janitorial Services	**$ 4,548**	**$ 1,254**	**$ 1,243**	**$ 226**	**$ 380**	**$ 224**
Postage/Shipping	**$ 322**	**$ 89**	**$ 88**	**$ 16**	**$ 27**	**$ 16**
Printing/copying Expense	**$ 4,500**	**$ 1,241**	**$ 1,230**	**$ 224**	**$ 376**	**$ 221**
Property & Liability Insurance	**$ 11,500**	**$ 3,171**	**$ 3,144**	**$ 572**	**$ 961**	**$ 565**
Taxes & Fees	**$ 250**	**$ 69**	**$ 68**	**$ 12**	**$ 21**	**$ 12**
Dues, Memberships and Subscriptions	**$ 300**	**$ 83**	**$ 82**	**$ 15**	**$ 25**	**$ 15**
HR Professional Services	**$ 8,500**	**$ 2,344**	**$ 2,324**	**$ 423**	**$ 710**	**$ 418**
Payroll Processing Services	**$ 10,000**	**$ 2,757**	**$ 2,734**	**$ 497**	**$ 836**	**$ 492**
Audit/Annual Tax Return Services	**$ 40,000**	**$ 11,029**	**$ 10,936**	**$ 1,988**	**$ 3,343**	**$ 1,966**
Bank Fees	**$ 150**	**$ 41**	**$ 41**	**$ 7**	**$ 13**	**$ 7**
Information Technology - general	**$ 15,500**	**$ 4,274**	**$ 4,238**	**$ 770**	**$ 1,295**	**$ 762**
General Staff Travel	**$ 3,500**	**$ 965**	**$ 957**	**$ 174**	**$ 293**	**$ 172**
Misc. Supplies	**$ 3,500**	**$ 965**	**$ 957**	**$ 174**	**$ 293**	**$ 172**
Staffing Agency	**$ 50,000**	**$ 13,787**	**$ 13,670**	**$ 2,485**	**$ 4,179**	**$ 2,458**
AJCC SHARED FACILITY COSTS						
Rent	**$ 232,289**	**$ 47,180**	**$ 46,780**	**$ 8,505**	**$ 14,300**	**$ 8,412**
Alarm Monitoring	**$ 2,500**	**$ 234**	**$ 232**	**$ 42**	**$ 71**	**$ 42**
Mat Service and sanitize service	**$ 2,500**	**$ 234**	**$ 232**	**$ 42**	**$ 71**	**$ 42**
City Utilities	**$ 11,000**	**$ 1,029**	**$ 1,021**	**$ 186**	**$ 312**	**$ 184**
Copier Lease	**$ 15,000**	**$ 3,019**	**$ 2,994**	**$ 544**	**$ 915**	**$ 538**
Gas & Elect	**$ 113,000**	**$ 3,057**	**$ 3,031**	**$ 551**	**$ 926**	**$ 545**
Facilities Maintanence	**$ 15,000**	**$ 1,404**	**$ 1,392**	**$ 253**	**$ 425**	**$ 250**
Custodial Services	**$ 54,000**	**$ 10,869**	**$ 10,777**	**$ 1,960**	**$ 3,295**	**$ 1,938**
Janitorial Supplies	**$ 30,000**	**$ 6,039**	**$ 5,987**	**$ 1,089**	**$ 1,830**	**$ 1,077**
Fire Extinguisher Maintenance and Exit Light Insp/Main	**$ 2,300**	**$ 463**	**$ 459**	**$ 83**	**$ 140**	**$ 83**
Shredding Service	**$ 600**	**$ 121**	**$ 120**	**$ 22**	**$ 37**	**$ 22**
Phone Service	**$ 16,800**	**$ 3,382**	**$ 3,353**	**$ 610**	**$ 1,025**	**$ 603**
Postage Meter	**$ 2,000**	**$ 187**	**$ 186**	**$ 34**	**$ 57**	**$ 33**
Pest Control	**$ 5,000**	**$ 1,006**	**$ 998**	**$ 181**	**$ 305**	**$ 179**
CAM Fees	**$ 37,000**	**$ 7,448**	**$ 7,384**	**$ 1,343**	**$ 2,257**	**$ 1,328**
Security Service	**$ 1,800**	**$ 168**	**$ 167**	**$ 30**	**$ 51**	**$ 30**
Building Insurance	**$ -**	**$ 1,973**	**$ 1,956**	**$ 356**	**$ 598**	**$ 352**
WIOA Program Distribution						
Dues, Memberships and Subscriptions	**$ 19,851**	**$ 13,888**	**$ 2,241**	**$ 3,722**	**$ -**	**$ -**
OSO Contract	**$ 7,000**	**$ 4,897**	**$ 790**	**$ 1,313**	**$ -**	**$ -**
OSO Contract + Obligations	**$ 6,090**	**$ 4,261**	**$ 688**	**$ 1,142**	**$ -**	**$ -**
Casas/Workkeys	**$ 4,720**	**$ 3,302**	**$ 533**	**$ 885**	**$ -**	**$ -**
Conference Registration Fees	**$ 34,490**	**$ 24,129**	**$ 3,894**	**$ 6,467**	**$ -**	**$ -**
Conference Travel	**$ 20,400**	**$ 14,272**	**$ 2,303**	**$ 3,825**	**$ -**	**$ -**
Misc Supplies	**$ 3,500**	**$ 2,449**	**$ 395**	**$ 656**	**$ -**	**$ -**
WDB Website Maintenance	**$ 10,000**	**$ 6,996**	**$ 1,129**	**$ 1,875**	**$ -**	**$ -**
WIOA Program Staff Mileage Reimb	**$ 2,000**	**$ 1,399**	**$ 226**	**$ 375**	**$ -**	**$ -**
WIOA IT Services	**$ 10,660**	**$ 7,458**	**$ 1,204**	**$ 1,999**	**$ -**	**$ -**
Staff Training	**$ 6,250**	**$ 4,372**	**$ 706**	**$ 1,172**	**$ -**	**$ -**
Local Plan Modification	**$ 8,400**	**$ 5,877**	**$ 948**	**$ 1,575**	**$ -**	**$ -**
Total Shared Expenses	*$ 1,044,429*	*$ 301,701*	*$ 192,654*	*$ 65,644*	*$ 52,564*	*$ 30,920*
Total Non-Personnel / OTPS Costs	*$ 3,580,568*	*$ 1,209,004*	*$ 626,341*	*$ 352,877*	*$ 101,383*	*$ 30,920*
Total Budget by Program/Function	**$ 5,929,295**	**$ 1,819,612**	**$ 1,258,079**	**$ 466,963**	**$ 300,094**	**$ 164,961**
Percentage of Total Expenses	**100%**	**31%**	**21%**	**8%**	**5%**	**3%**

Position or Expense Category	Base Salary or Line Budget	MCDC JDFYY	MCDC JDFOY	MCDC AJCC	MCDC IC	CDCR
PERSONNEL						
Total Salaries/Wages & Benefits Breakdown						
5100-Staff Salaries	$ 1,751,188	$ 21,523	$ 21,523	$ 172,184	$ 43,046	$ 86,092
5120-Workers Compensation	$ 17,512	$ 215	$ 215	$ 1,722	$ 430	$ 861
5111-Medicade (Fed)	$ 25,392	$ 312	$ 312	$ 2,497	$ 624	$ 1,248
5112-OASDI (Fed)	$ 108,574	$ 1,334	$ 1,334	$ 10,675	$ 2,669	$ 5,338
5115-State Unemployment Insurance	$ 9,800	$ 120	$ 120	$ 964	$ 241	$ 482
5116-State ETT	$ 350	$ 4	$ 4	$ 34	$ 9	$ 17
5130-Medical Insurance	$ 306,000	$ 3,761	$ 3,761	$ 30,087	$ 7,522	$ 15,044
5160-Dental Insurance	$ 16,200	$ 199	$ 199	$ 1,593	$ 398	$ 796
5170-Vision	$ 3,780	$ 46	$ 46	$ 372	$ 93	$ 186
5180-AD&D/Life	$ 3,780	$ 46	$ 46	$ 372	$ 93	$ 186
5140-Retirement	$ 105,071	$ 1,291	$ 1,291	$ 10,331	$ 2,583	$ 5,166
5190-EAP	$ 1,080	$ 13	$ 13	$ 106	$ 27	$ 53
Total # of Full Time Equivalents (FTEs)		**0.37**	**0.37**	**2.95**	**0.74**	**1.47**
Total % of all FTEs	**0.00%**	**1.23%**	**1.23%**	**9.83%**	**2.46%**	**4.92%**
Non-Personnel / OTPS						
DIRECT COSTS						
Direct Participant Costs						
ITA	*$ 761,685*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
OJT	*$ 264,849*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
TJT	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
PWEX	*$ 50,110*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
Supportive Services	*$ 426,385*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
Incentives	*$ 130,900*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
IWT (charge up to 20% to RR)	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
Other Direct Costs	*$ 250,000*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
Year-End Obligations Carried In - ITA	*$ 239,093*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
Year-End Obligations Carried In - OJT	*$ 50,703*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
Year-End Obligations Carried In - SS	*$ 60,749*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
Year-End Obligations Carried In - WEX	*$ 12,257*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
Other Project Direct Costs						
Year-End Obligations Carried In - OSO	*$ 3,500*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
Assessments	*$ 5,549*	*$ 433*	*$ 433*	*$ 750*	*$ 433*	*$ -*
AT&T Data Plan	*$ 4,400*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
Bottled Water	*$ 3,000*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
Computer Hardware/Software - resource room	*$ 5,000*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
Contract Specific Travel	*$ 2,010*	*$ -*	*$ 780*	*$ 450*	*$ 780*	*$ -*
Dues, Memberships and Subscriptions	*$ 14,189*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
Graduation Ceremony	*$ 3,000*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
Sponsorship - advertising	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
Workforce Professional Day	*$ 500*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
Printing/Copying	*$ 300*	*$ 150*	*$ 150*	*$ -*	*$ -*	*$ -*
Job Fair Marketing Materials	*$ 5,500*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
Conference Registration Fees	*$ 4,485*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
Conference Travel	*$ 1,040*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
SHRM Micro HR Cert	*$ 2,500*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
IMAGO (special project portion)	*$ 3,334*	*$ 1,667*	*$ 1,667*	*$ -*	*$ -*	*$ -*
Legal Fees - corp	*$ 15,000*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
Employee Training	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
Staffing Agency	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
Materials and Supplies Special Contract	*$ 500*	*$ -*	*$ -*	*$ -*	*$ -*	*$ 500*
Irvine-Better Careers Subcontract	*$ 150,000*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
Staff Monitors (dual monitors)	*$ 4,100*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
Human Solution	*$ 4,500*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
Business Services Webinars (HR, etc.)	*$ 5,000*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
PR Firm	*$ 5,000*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
Total Direct Costs	***$ 2,536,139***	***$ 2,250***	***$ 3,030***	***$ 1,200***	***$ 1,213***	***$ 500***
SHARED COSTS (FTE ALLOCATED)	***FTE %***	***1.23%***	***1.23%***	***9.83%***	***2.46%***	***4.92%***
Computer Hardware	**$ 30,000**	**$ 369**	**$ 369**	**$ 2,950**	**$ 737**	**$ 1,475**
Computer Software	**$ 10,000**	**$ 123**	**$ 123**	**$ 983**	**$ 246**	**$ 492**
Equipment Maintenance	**$ 8,000**	**$ 98**	**$ 98**	**$ 787**	**$ 197**	**$ 393**
Equipment Rental	**$ 3,700**	**$ 45**	**$ 45**	**$ 364**	**$ 91**	**$ 182**
Internet Expense	**$ 5,500**	**$ 68**	**$ 68**	**$ 541**	**$ 135**	**$ 270**
IT Licenses/subscriptions	**$ 32,010**	**$ 393**	**$ 393**	**$ 3,147**	**$ 787**	**$ 1,574**
IT Service Contract	**$ 50,200**	**$ 617**	**$ 617**	**$ 4,936**	**$ 1,234**	**$ 2,468**
Legal Fees	**$ 5,000**	**$ 61**	**$ 61**	**$ 492**	**$ 123**	**$ 246**
Materials and Supplies - Facility	**$ 3,500**	**$ 43**	**$ 43**	**$ 344**	**$ 86**	**$ 172**
Materials and Supplies - Office	**$ 10,000**	**$ 123**	**$ 123**	**$ 983**	**$ 246**	**$ 492**
Misc. Janitorial Services	**$ 4,548**	**$ 56**	**$ 56**	**$ 447**	**$ 112**	**$ 224**
Postage/Shipping	**$ 322**	**$ 4**	**$ 4**	**$ 32**	**$ 8**	**$ 16**
Printing/copying Expense	**$ 4,500**	**$ 55**	**$ 55**	**$ 442**	**$ 111**	**$ 221**
Property & Liability Insurance	**$ 11,500**	**$ 141**	**$ 141**	**$ 1,131**	**$ 283**	**$ 565**
Taxes & Fees	**$ 250**	**$ 3**	**$ 3**	**$ 25**	**$ 6**	**$ 12**
Dues, Memberships and Subscriptions	**$ 300**	**$ 4**	**$ 4**	**$ 29**	**$ 7**	**$ 15**
HR Professional Services	**$ 8,500**	**$ 104**	**$ 104**	**$ 836**	**$ 209**	**$ 418**
Payroll Processing Services	**$ 10,000**	**$ 123**	**$ 123**	**$ 983**	**$ 246**	**$ 492**
Audit/Annual Tax Return Services	**$ 40,000**	**$ 492**	**$ 492**	**$ 3,933**	**$ 983**	**$ 1,966**
Bank Fees	**$ 150**	**$ 2**	**$ 2**	**$ 15**	**$ 4**	**$ 7**
Information Technology - general	**$ 15,500**	**$ 191**	**$ 191**	**$ 1,524**	**$ 381**	**$ 762**
General Staff Travel	**$ 3,500**	**$ 43**	**$ 43**	**$ 344**	**$ 86**	**$ 172**
Misc. Supplies	**$ 3,500**	**$ 43**	**$ 43**	**$ 344**	**$ 86**	**$ 172**
Staffing Agency	**$ 50,000**	**$ 615**	**$ 615**	**$ 4,916**	**$ 1,229**	**$ 2,458**
AJCC SHARED FACILITY COSTS						
Rent	**$ 232,289**	**$ 2,103**	**$ 2,103**	**$ 16,824**	**$ 4,206**	**$ 8,412**
Alarm Monitoring	**$ 2,500**	**$ 10**	**$ 10**	**$ 83**	**$ 21**	**$ 42**
Mat Service and sanitize service	**$ 2,500**	**$ 10**	**$ 10**	**$ 83**	**$ 21**	**$ 42**
City Utilities	**$ 11,000**	**$ 46**	**$ 46**	**$ 367**	**$ 92**	**$ 184**
Copier Lease	**$ 15,000**	**$ 135**	**$ 135**	**$ 1,077**	**$ 269**	**$ 538**
Gas & Elect	**$ 113,000**	**$ 136**	**$ 136**	**$ 1,090**	**$ 272**	**$ 545**
Facilities Maintanence	**$ 15,000**	**$ 63**	**$ 63**	**$ 501**	**$ 125**	**$ 250**
Custodial Services	**$ 54,000**	**$ 484**	**$ 484**	**$ 3,876**	**$ 969**	**$ 1,938**
Janitorial Supplies	**$ 30,000**	**$ 269**	**$ 269**	**$ 2,153**	**$ 538**	**$ 1,077**
Fire Extinguisher Maintenance and Exit Light Insp/Main	**$ 2,300**	**$ 21**	**$ 21**	**$ 165**	**$ 41**	**$ 83**
Shredding Service	**$ 600**	**$ 5**	**$ 5**	**$ 43**	**$ 11**	**$ 22**
Phone Service	**$ 16,800**	**$ 151**	**$ 151**	**$ 1,206**	**$ 301**	**$ 603**
Postage Meter	**$ 2,000**	**$ 8**	**$ 8**	**$ 67**	**$ 17**	**$ 33**
Pest Control	**$ 5,000**	**$ 45**	**$ 45**	**$ 359**	**$ 90**	**$ 179**
CAM Fees	**$ 37,000**	**$ 332**	**$ 332**	**$ 2,656**	**$ 664**	**$ 1,328**
Security Service	**$ 1,800**	**$ 8**	**$ 8**	**$ 60**	**$ 15**	**$ 30**
Building Insurance	**$ -**	**$ 88**	**$ 88**	**$ 703**	**$ 176**	**$ 352**
WIOA Program Distribution						
Dues, Memberships and Subscriptions	**$ 19,851**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
OSO Contract	**$ 7,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
OSO Contract + Obligations	**$ 6,090**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Casas/Workkeys	**$ 4,720**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Conference Registration Fees	**$ 34,490**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Conference Travel	**$ 20,400**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Misc Supplies	**$ 3,500**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
WDB Website Maintenance	**$ 10,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
WIOA Program Staff Mileage Reimb	**$ 2,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
WIOA IT Services	**$ 10,660**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Staff Training	**$ 6,250**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Local Plan Modification	**$ 8,400**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Total Shared Expenses	*$ 1,044,429*	*$ 7,730*	*$ 7,730*	*$ 61,841*	*$ 15,460*	*$ 30,920*
Total Non-Personnel / OTPS Costs	*$ 3,580,568*	*$ 9,980*	*$ 10,760*	*$ 63,041*	*$ 16,673*	*$ 31,420*
Total Budget by Program/Function	**$ 5,929,295**	**$ 39,308**	**$ 40,088**	**$ 296,434**	**$ 75,328**	**$ 144,211**
Percentage of Total Expenses	**100%**	**1%**	**1%**	**5%**	**1%**	**2%**

Position or Expense Category	Base Salary or Line Budget	DOR-AJCC	FEDC GJC	Stanislaus-RERP	MCPH Resilience	JIF-Better Careers	JIF-PWCF	US Bank
PERSONNEL								
Total Salaries/Wages & Benefits Breakdown								
5100-Staff Salaries	$ 1,751,188	$ 21,523	$ 21,523	$ -	$ -	$ 51,655	$ 30,132	$ 861
5120-Workers Compensation	$ 17,512	$ 215	$ 215	$ -	$ -	$ 517	$ 301	$ 9
5111-Medicade (Fed)	$ 25,392	$ 312	$ 312	$ -	$ -	$ 749	$ 437	$ 12
5112-OASDI (Fed)	$ 108,574	$ 1,334	$ 1,334	$ -	$ -	$ 3,203	$ 1,868	$ 53
5115-State Unemployment Insurance	$ 9,800	$ 120	$ 120	$ -	$ -	$ 289	$ 169	$ 5
5116-State ETT	$ 350	$ 4	$ 4	$ -	$ -	$ 10	$ 6	$ 0
5130-Medical Insurance	$ 306,000	$ 3,761	$ 3,761	$ -	$ -	$ 9,026	$ 5,265	$ 150
5160-Dental Insurance	$ 16,200	$ 199	$ 199	$ -	$ -	$ 478	$ 279	$ 8
5170-Vision	$ 3,780	$ 46	$ 46	$ -	$ -	$ 111	$ 65	$ 2
5180-AD&D/Life	$ 3,780	$ 46	$ 46	$ -	$ -	$ 111	$ 65	$ 2
5140-Retirement	$ 105,071	$ 1,291	$ 1,291	$ -	$ -	$ 3,099	$ 1,808	$ 52
5190-EAP	$ 1,080	$ 13	$ 13	$ -	$ -	$ 32	$ 19	$ 1
Total # of Full Time Equivalents (FTEs)		**0.37**	**0.37**	**-**	**-**	**0.88**	**0.52**	**0.01**
Total % of all FTEs	**0.00%**	**1.23%**	**1.23%**	**0.00%**	**0.00%**	**2.95%**	**1.72%**	**0.05%**
Non-Personnel / OTPS								
DIRECT COSTS								
Direct Participant Costs								
ITA	*$ 761,685*	*$ -*	*$ -*	*$ -*	*$ -*	*$ 250,000*	*$ -*	*$ -*
OJT	*$ 264,849*	*$ -*	*$ -*	*$ -*	*$ 13,500*	*$ -*	*$ -*	*$ -*
TJT	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
PWEX	*$ 50,110*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
Supportive Services	*$ 426,385*	*$ -*	*$ -*	*$ -*	*$ -*	*$ 100,000*	*$ 12,608*	*$ 5,000*
Incentives	*$ 130,900*	*$ -*	*$ -*	*$ -*	*$ -*		*$ -*	*$ -*
IWT (charge up to 20% to RR)	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
Other Direct Costs	*$ 250,000*	*$ -*	*$ -*	*$ -*	*$ -*	*$ 250,000*	*$ -*	*$ -*
Year-End Obligations Carried In - ITA	*$ 239,093*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
Year-End Obligations Carried In - OJT	*$ 50,703*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
Year-End Obligations Carried In - SS	*$ 60,749*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
Year-End Obligations Carried In - WEX	*$ 12,257*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
Other Project Direct Costs								
Year-End Obligations Carried In - OSO	*$ 3,500*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
Assessments	*$ 5,549*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
AT&T Data Plan	*$ 4,400*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
Bottled Water	*$ 3,000*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
Computer Hardware/Software - resource room	*$ 5,000*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
Contract Specific Travel	*$ 2,010*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
Dues, Memberships and Subscriptions	*$ 14,189*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
Graduation Ceremony	*$ 3,000*	*$ -*	*$ -*	*$ -*	*$ -*	*$ 3,000*	*$ -*	*$ -*
Sponsorship - advertising	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
Workforce Professional Day	*$ 500*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
Printing/Copying	*$ 300*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
Job Fair Marketing Materials	*$ 5,500*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
Conference Registration Fees	*$ 4,485*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
Conference Travel	*$ 1,040*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
SHRM Micro HR Cert	*$ 2,500*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
IMAGO (special project portion)	*$ 3,334*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
Legal Fees - corp	*$ 15,000*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
Employee Training	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
Staffing Agency	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
Materials and Supplies Special Contract	*$ 500*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
Irvine-Better Careers Subcontract	*$ 150,000*	*$ -*	*$ -*	*$ -*	*$ -*	*$ 150,000*	*$ -*	*$ -*
Staff Monitors (dual monitors)	*$ 4,100*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
Human Solution	*$ 4,500*	*$ 4,500*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
Business Services Webinars (HR, etc.)	*$ 5,000*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
PR Firm	*$ 5,000*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ 5,000*	*$ -*
Total Direct Costs	***$ 2,536,139***	***$ 4,500***	***$ -***	***$ -***	***$ 13,500***	***$ 780,000***	***$ 17,608***	***$ 5,000***
SHARED COSTS (FTE ALLOCATED)	***FTE %***	***1.23%***	***1.23%***	***0.00%***	***0.00%***	***2.95%***	***1.72%***	***0.05%***
Computer Hardware	**$ 30,000**	**$ 369**	**$ 369**			**$ 885**	**$ 516**	**$ 15**
Computer Software	**$ 10,000**	**$ 123**	**$ 123**			**$ 295**	**$ 172**	**$ 5**
Equipment Maintenance	**$ 8,000**	**$ 98**	**$ 98**			**$ 236**	**$ 138**	**$ 4**
Equipment Rental	**$ 3,700**	**$ 45**	**$ 45**			**$ 109**	**$ 64**	**$ 2**
Internet Expense	**$ 5,500**	**$ 68**	**$ 68**			**$ 162**	**$ 95**	**$ 3**
IT Licenses/subscriptions	**$ 32,010**	**$ 393**	**$ 393**			**$ 944**	**$ 551**	**$ 16**
IT Service Contract	**$ 50,200**	**$ 617**	**$ 617**			**$ 1,481**	**$ 864**	**$ 25**
Legal Fees	**$ 5,000**	**$ 61**	**$ 61**			**$ 147**	**$ 86**	**$ 2**
Materials and Supplies - Facility	**$ 3,500**	**$ 43**	**$ 43**			**$ 103**	**$ 60**	**$ 2**
Materials and Supplies - Office	**$ 10,000**	**$ 123**	**$ 123**			**$ 295**	**$ 172**	**$ 5**
Misc. Janitorial Services	**$ 4,548**	**$ 56**	**$ 56**			**$ 134**	**$ 78**	**$ 2**
Postage/Shipping	**$ 322**	**$ 4**	**$ 4**			**$ 9**	**$ 6**	**$ 0**
Printing/copying Expense	**$ 4,500**	**$ 55**	**$ 55**			**$ 133**	**$ 77**	**$ 2**
Property & Liability Insurance	**$ 11,500**	**$ 141**	**$ 141**			**$ 339**	**$ 198**	**$ 6**
Taxes & Fees	**$ 250**	**$ 3**	**$ 3**			**$ 7**	**$ 4**	**$ 0**
Dues, Memberships and Subscriptions	**$ 300**	**$ 4**	**$ 4**			**$ 9**	**$ 5**	**$ 0**
HR Professional Services	**$ 8,500**	**$ 104**	**$ 104**			**$ 251**	**$ 146**	**$ 4**
Payroll Processing Services	**$ 10,000**	**$ 123**	**$ 123**			**$ 295**	**$ 172**	**$ 5**
Audit/Annual Tax Return Services	**$ 40,000**	**$ 492**	**$ 492**			**$ 1,180**	**$ 688**	**$ 20**
Bank Fees	**$ 150**	**$ 2**	**$ 2**			**$ 4**	**$ 3**	**$ 0**
Information Technology - general	**$ 15,500**	**$ 191**	**$ 191**			**$ 457**	**$ 267**	**$ 8**
General Staff Travel	**$ 3,500**	**$ 43**	**$ 43**			**$ 103**	**$ 60**	**$ 2**
Misc. Supplies	**$ 3,500**	**$ 43**	**$ 43**			**$ 103**	**$ 60**	**$ 2**
Staffing Agency	**$ 50,000**	**$ 615**	**$ 615**			**$ 1,475**	**$ 860**	**$ 25**
AJCC SHARED FACILITY COSTS								
Rent	**$ 232,289**	**$ 2,103**	**$ 2,103**	**$ -**	**$ -**	**$ 5,047**	**$ 2,944**	**$ 84**
Alarm Monitoring	**$ 2,500**	**$ 10**	**$ 10**	**$ -**	**$ -**	**$ 25**	**$ 15**	**$ 0**
Mat Service and sanitize service	**$ 2,500**	**$ 10**	**$ 10**	**$ -**	**$ -**	**$ 25**	**$ 15**	**$ 0**
City Utilities	**$ 11,000**	**$ 46**	**$ 46**	**$ -**	**$ -**	**$ 110**	**$ 64**	**$ 2**
Copier Lease	**$ 15,000**	**$ 135**	**$ 135**	**$ -**	**$ -**	**$ 323**	**$ 188**	**$ 5**
Gas & Elect	**$ 113,000**	**$ 136**	**$ 136**	**$ -**	**$ -**	**$ 327**	**$ 191**	**$ 5**
Facilities Maintanence	**$ 15,000**	**$ 63**	**$ 63**	**$ -**	**$ -**	**$ 150**	**$ 88**	**$ 3**
Custodial Services	**$ 54,000**	**$ 484**	**$ 484**	**$ -**	**$ -**	**$ 1,163**	**$ 678**	**$ 19**
Janitorial Supplies	**$ 30,000**	**$ 269**	**$ 269**	**$ -**	**$ -**	**$ 646**	**$ 377**	**$ 11**
Fire Extinguisher Maintenance and Exit Light Insp/Main	**$ 2,300**	**$ 21**	**$ 21**	**$ -**	**$ -**	**$ 50**	**$ 29**	**$ 1**
Shredding Service	**$ 600**	**$ 5**	**$ 5**	**$ -**	**$ -**	**$ 13**	**$ 8**	**$ 0**
Phone Service	**$ 16,800**	**$ 151**	**$ 151**	**$ -**	**$ -**	**$ 362**	**$ 211**	**$ 6**
Postage Meter	**$ 2,000**	**$ 8**	**$ 8**	**$ -**	**$ -**	**$ 20**	**$ 12**	**$ 0**
Pest Control	**$ 5,000**	**$ 45**	**$ 45**	**$ -**	**$ -**	**$ 108**	**$ 63**	**$ 2**
CAM Fees	**$ 37,000**	**$ 332**	**$ 332**	**$ -**	**$ -**	**$ 797**	**$ 465**	**$ 13**
Security Service	**$ 1,800**	**$ 8**	**$ 8**	**$ -**	**$ -**	**$ 18**	**$ 11**	**$ 0**
Building Insurance	**$ -**	**$ 88**	**$ 88**	**$ -**	**$ -**	**$ 211**	**$ 123**	**$ 4**
WIOA Program Distribution								
Dues, Memberships and Subscriptions	**$ 19,851**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
OSO Contract	**$ 7,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
OSO Contract + Obligations	**$ 6,090**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Casas/Workkeys	**$ 4,720**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Conference Registration Fees	**$ 34,490**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Conference Travel	**$ 20,400**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Misc Supplies	**$ 3,500**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
WDB Website Maintenance	**$ 10,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
WIOA Program Staff Mileage Reimb	**$ 2,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
WIOA IT Services	**$ 10,660**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Staff Training	**$ 6,250**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Local Plan Modification	**$ 8,400**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Total Shared Expenses	*$ 1,044,429*	*$ 7,730*	*$ 7,730*	*$ -*	*$ -*	*$ 18,552*	*$ 10,822*	*$ 309*
Total Non-Personnel / OTPS Costs	*$ 3,580,568*	*$ 12,230*	*$ 7,730*	*$ -*	*$ 13,500*	*$ 798,552*	*$ 28,430*	*$ 5,309*
Total Budget by Program/Function	**$ 5,929,295**	**$ 40,358**	**$ 42,135**	**$ -**	**$ 13,500**	**$ 863,151**	**$ 69,762**	**$ 6,358**
Percentage of Total Expenses	**100%**	**1%**	**1%**	**0%**	**0%**	**15%**	**1%**	**0%**

Position or Expense Category	Base Salary or Line Budget	HPB	Assmt	AJCC Facility	M&A	Total
PERSONNEL						
Total Salaries/Wages & Benefits Breakdown						
5100-Staff Salaries	$ 1,751,188	$ -	$ -	$ 23,245	$ -	$ 1,751,188
5120-Workers Compensation	$ 17,512	$ -	$ -	$ 232	$ -	$ 17,512
5111-Medicade (Fed)	$ 25,392	$ -	$ -	$ 337	$ -	$ 25,392
5112-OASDI (Fed)	$ 108,574	$ -	$ -	$ 1,441	$ -	$ 108,574
5115-State Unemployment Insurance	$ 9,800	$ -	$ -	$ 130	$ -	$ 9,800
5116-State ETT	$ 350	$ -	$ -	$ 5	$ -	$ 350
5130-Medical Insurance	$ 306,000	$ -	$ -	$ 4,062	$ -	$ 306,000
5160-Dental Insurance	$ 16,200	$ -	$ -	$ 215	$ -	$ 16,200
5170-Vision	$ 3,780	$ -	$ -	$ 50	$ -	$ 3,780
5180-AD&D/Life	$ 3,780	$ -	$ -	$ 50	$ -	$ 3,780
5140-Retirement	$ 105,071	$ -	$ -	$ 1,395	$ -	$ 105,071
5190-EAP	$ 1,080	$ -	$ -	$ 14	$ -	$ 1,080
Total # of Full Time Equivalents (FTEs)		**-**	**-**	**0.40**	**-**	**30.00**
Total % of all FTEs	**0.00%**	**0.00%**	**0.00%**	**1.33%**	**0.00%**	**100.00%**
Non-Personnel / OTPS						
DIRECT COSTS						
Direct Participant Costs						
ITA	*$ 761,685*	*$ -*	*$ -*	*$ -*	*$ -*	*100%*
OJT	*$ 264,849*	*$ -*	*$ -*	*$ -*	*$ -*	*100%*
TJT	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*0%*
PWEX	*$ 50,110*	*$ -*	*$ -*	*$ -*	*$ -*	*100%*
Supportive Services	*$ 426,385*	*$ -*	*$ -*	*$ -*	*$ -*	*100%*
Incentives	*$ 130,900*	*$ -*	*$ -*	*$ -*	*$ -*	*100%*
IWT (charge up to 20% to RR)	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*0%*
Other Direct Costs	*$ 250,000*	*$ -*	*$ -*	*$ -*	*$ -*	*100%*
Year-End Obligations Carried In - ITA	*$ 239,093*	*$ -*	*$ -*	*$ -*	*$ -*	*100%*
Year-End Obligations Carried In - OJT	*$ 50,703*	*$ -*	*$ -*	*$ -*	*$ -*	*100%*
Year-End Obligations Carried In - SS	*$ 60,749*	*$ -*	*$ -*	*$ -*	*$ -*	*100%*
Year-End Obligations Carried In - WEX	*$ 12,257*	*$ -*	*$ -*	*$ -*	*$ -*	*100%*
Other Project Direct Costs						
Year-End Obligations Carried In - OSO	*$ 3,500*	*$ -*	*$ -*	*$ -*	*$ -*	*100%*
Assessments	*$ 5,549*	*$ -*	*$ 3,500*	*$ -*	*$ -*	*100%*
AT&T Data Plan	*$ 4,400*	*$ -*	*$ -*	*$ -*	*$ -*	*100%*
Bottled Water	*$ 3,000*	*$ -*	*$ -*	*$ 1,000*	*$ 2,000*	*100%*
Computer Hardware/Software - resource room	*$ 5,000*	*$ -*	*$ -*	*$ -*	*$ -*	*100%*
Contract Specific Travel	*$ 2,010*	*$ -*	*$ -*	*$ -*	*$ -*	*100%*
Dues, Memberships and Subscriptions	*$ 14,189*	*$ -*	*$ -*	*$ -*	*$ 1,500*	*100%*
Graduation Ceremony	*$ 3,000*	*$ -*	*$ -*	*$ -*	*$ -*	*100%*
Sponsorship - advertising	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*0%*
Workforce Professional Day	*$ 500*	*$ 500*	*$ -*	*$ -*	*$ -*	*100%*
Printing/Copying	*$ 300*	*$ -*	*$ -*	*$ -*	*$ -*	*100%*
Job Fair Marketing Materials	*$ 5,500*	*$ -*	*$ -*	*$ -*	*$ -*	*100%*
Conference Registration Fees	*$ 4,485*	*$ -*	*$ -*	*$ -*	*$ 3,295*	*100%*
Conference Travel	*$ 1,040*	*$ -*	*$ -*	*$ -*	*$ 1,000*	*100%*
SHRM Micro HR Cert	*$ 2,500*	*$ -*	*$ -*	*$ -*	*$ 2,500*	*100%*
IMAGO (special project portion)	*$ 3,334*	*$ -*	*$ -*	*$ -*	*$ -*	*100%*
Legal Fees - corp	*$ 15,000*	*$ -*	*$ -*	*$ -*	*$ 15,000*	*100%*
Employee Training	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*0%*
Staffing Agency	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*0%*
Materials and Supplies Special Contract	*$ 500*	*$ -*	*$ -*	*$ -*	*$ -*	*100%*
Irvine-Better Careers Subcontract	*$ 150,000*	*$ -*	*$ -*	*$ -*	*$ -*	*100%*
Staff Monitors (dual monitors)	*$ 4,100*	*$ -*	*$ -*	*$ -*	*$ -*	*100%*
Human Solution	*$ 4,500*	*$ -*	*$ -*	*$ -*	*$ -*	*100%*
Business Services Webinars (HR, etc.)	*$ 5,000*	*$ -*	*$ -*	*$ -*	*$ -*	*100%*
PR Firm	*$ 5,000*	*$ -*	*$ -*	*$ -*	*$ -*	*100%*
Total Direct Costs	***$ 2,536,139***	***$ 500***	***$ 3,500***	***$ 1,000***	***$ 25,295***	***0%***
SHARED COSTS (FTE ALLOCATED)	***FTE %***	***0.00%***	***0.00%***	***1.33%***	***0.00%***	***0%***
Computer Hardware	**$ 30,000**			**$ -**		**100%**
Computer Software	**$ 10,000**			**$ -**		**100%**
Equipment Maintenance	**$ 8,000**			**$ -**		**100%**
Equipment Rental	**$ 3,700**			**$ -**		**100%**
Internet Expense	**$ 5,500**			**$ -**		**100%**
IT Licenses/subscriptions	**$ 32,010**			**$ -**		**100%**
IT Service Contract	**$ 50,200**			**$ -**		**100%**
Legal Fees	**$ 5,000**			**$ -**		**100%**
Materials and Supplies - Facility	**$ 3,500**			**$ -**		**100%**
Materials and Supplies - Office	**$ 10,000**			**$ -**		**100%**
Misc. Janitorial Services	**$ 4,548**			**$ -**		**100%**
Postage/Shipping	**$ 322**			**$ -**		**100%**
Printing/copying Expense	**$ 4,500**			**$ -**		**100%**
Property & Liability Insurance	**$ 11,500**			**$ -**		**100%**
Taxes & Fees	**$ 250**			**$ -**		**100%**
Dues, Memberships and Subscriptions	**$ 300**			**$ -**		**100%**
HR Professional Services	**$ 8,500**			**$ -**		**100%**
Payroll Processing Services	**$ 10,000**			**$ -**		**100%**
Audit/Annual Tax Return Services	**$ 40,000**			**$ -**		**100%**
Bank Fees	**$ 150**			**$ -**		**100%**
Information Technology - general	**$ 15,500**			**$ -**		**100%**
General Staff Travel	**$ 3,500**					
Misc. Supplies	**$ 3,500**			**$ -**		**100%**
Staffing Agency	**$ 50,000**			**$ -**		**100%**
AJCC SHARED FACILITY COSTS						**0%**
Rent	**$ 232,289**	**$ -**	**$ -**	**$ 61,183**	**$ -**	**100%**
Alarm Monitoring	**$ 2,500**	**$ -**	**$ -**	**$ 1,651**	**$ -**	**100%**
Mat Service and sanitize service	**$ 2,500**	**$ -**	**$ -**	**$ 1,651**	**$ -**	**100%**
City Utilities	**$ 11,000**	**$ -**	**$ -**	**$ 7,267**	**$ -**	**100%**
Copier Lease	**$ 15,000**	**$ -**	**$ -**	**$ 4,050**	**$ -**	**100%**
Gas & Elect	**$ 113,000**	**$ -**	**$ -**	**$ 101,915**	**$ -**	**100%**
Facilities Maintanence	**$ 15,000**	**$ -**	**$ -**	**$ 9,909**	**$ -**	**100%**
Custodial Services	**$ 54,000**	**$ -**	**$ -**	**$ 14,580**	**$ -**	**100%**
Janitorial Supplies	**$ 30,000**	**$ -**	**$ -**	**$ 8,100**	**$ -**	**100%**
Fire Extinguisher Maintenance and Exit Light Insp/Main	**$ 2,300**	**$ -**	**$ -**	**$ 621**	**$ -**	**100%**
Shredding Service	**$ 600**	**$ -**	**$ -**	**$ 162**	**$ -**	**100%**
Phone Service	**$ 16,800**	**$ -**	**$ -**	**$ 4,536**	**$ -**	**100%**
Postage Meter	**$ 2,000**	**$ -**	**$ -**	**$ 1,321**	**$ -**	**100%**
Pest Control	**$ 5,000**	**$ -**	**$ -**	**$ 1,350**	**$ -**	**100%**
CAM Fees	**$ 37,000**	**$ -**	**$ -**	**$ 9,990**	**$ -**	**100%**
Security Service	**$ 1,800**	**$ -**	**$ -**	**$ 1,189**	**$ -**	**100%**
Building Insurance	**$ -**	**$ -**	**$ -**	**$ 2,646**	**$ -**	**100%**
WIOA Program Distribution						**0%**
Dues, Memberships and Subscriptions	**$ 19,851**	**$ -**	**$ -**	**$ -**	**$ -**	**100%**
OSO Contract	**$ 7,000**	**$ -**	**$ -**	**$ -**	**$ -**	**100%**
OSO Contract + Obligations	**$ 6,090**	**$ -**	**$ -**	**$ -**	**$ -**	**100%**
Casas/Workkeys	**$ 4,720**	**$ -**	**$ -**	**$ -**	**$ -**	**100%**
Conference Registration Fees	**$ 34,490**	**$ -**	**$ -**	**$ -**	**$ -**	**100%**
Conference Travel	**$ 20,400**	**$ -**	**$ -**	**$ -**	**$ -**	**100%**
Misc Supplies	**$ 3,500**	**$ -**	**$ -**	**$ -**	**$ -**	**100%**
WDB Website Maintenance	**$ 10,000**	**$ -**	**$ -**	**$ -**	**$ -**	**100%**
WIOA Program Staff Mileage Reimb	**$ 2,000**	**$ -**	**$ -**	**$ -**	**$ -**	**100%**
WIOA IT Services	**$ 10,660**	**$ -**	**$ -**	**$ -**	**$ -**	**100%**
Staff Training	**$ 6,250**	**$ -**	**$ -**	**$ -**	**$ -**	**100%**
Local Plan Modification	**$ 8,400**	**$ -**	**$ -**	**$ -**	**$ -**	**100%**
Total Shared Expenses	*$ 1,044,429*	*$ -*	*$ -*	*$ 232,121*	*$ -*	*100%*
Total Non-Personnel / OTPS Costs	*$ 3,580,568*	*$ 500*	*$ 3,500*	*$ 233,121*	*$ 25,295*	*100%*
Total Budget by Program/Function	**$ 5,929,295**	**$ 500**	**$ 3,500**	**$ 259,658**	**$ 25,295**	**$ 5,929,295**
Percentage of Total Expenses	**100%**	**0%**	**0%**	**4%**	**0%**	**100%**

FY 2026-2027 Budget Support

AB1149 Training Requirement for Adult and DW ONLY			
	Adult	DW	Youth
Allocations	**$ 1,339,058**	**$ 428,267**	**$ 835,174**
30% Requirement WSD 18-10 (direct+lev)	**$ 401,717**	**$ 128,480**	**$ 250,552**
Direct min 20%	$ 267,812	$ 85,653	$ 167,035
Training/SS Budget 26-27	**$ 481,717**	**$ 128,480**	**$ 250,552**
ITA (ETPL-training activity)	$ 337,202	$ 64,240	$ 110,243
Special Project	$ -	$ -	$ -
OJT (training activity)	$ 144,515	$ 64,240	$ 42,594
IWT (training activity)	$ -	$ -	n/a
Customized Training (non-ETPL training activity)	$ -	$ -	$ -
TJT (Individualized service)	$ -	$ -	$ -
PWEX (individualized service)	n/a	n/a	$ 50,110
PWEX Youth -other projects	n/a	n/a	$ -
Supportive Services (transportation assistance)	$ 96,343	$ 39,829	$ 47,605
Supportive Services (other)	$ 50,000	$ 30,000	$ 45,000
Incentives calc based on part counts	$ 74,161	$ 18,039	$ 38,700

Note: training above takes into consideration DW to Adult transfer projected on budget

Supplement - Fringe Calculation

Benefits

Rate		*Mandatory Categories*			*GL Code*
	1.00%	Workers Compensation		$ 17,511.88	5120
	1.45%	Medicare (Fed)		$ 25,392.22	5111
	6.20%	OASDI (Fed - SS)		$ 108,573.63	5112
	3.50%	State Unemployment Insurance		$ 9,800.00	5115
	0.10%	State ETT		$ 350.00	5116
Note, FICA is Medicare + SS (OASDI)			Fringe Rate	9.23%	
Avg per EE		*Other Benefits*			
$	850.00	Medical Insurance		$ 306,000	5130
$	45.00	Dental Insurance		$ 16,200	5160
$	10.50	Vision		$ 3,780	5170
$	10.50	AD&D/Life		$ 3,780	5180
	6.00%	Retirement		$ 105,071	5140
$	3.00	EAP		$ 1,080	5190
			Fringe Rate	24.89%	

Note: Other benefits are rounded up for potential mid-year increase purposes

Effective Total Fringe Rate:

Full-Time	**34.12%**
Part-Time	**9.2%**

MADERA COUNTY WORKFORCE Development Board

Agenda Item 8.4

☐ **Consent** ☐ **Action** ☒ **Information**

To: **Madera County Workforce Development Board**

From: **Maiknue Vang, Executive Director**

Date: **October 15, 2026**

Subject: **America's Job Center of California (AJCC) Certification Update**

Information:

In accordance with WIOA Section 121(g), Local Boards must evaluate AJCCs in their Local Workforce Development Area (Local Area) once every three years. The certification process for comprehensive and affiliate/specialized AJCCs will be conducted during Program Year 2026-27 and will take effect July 1, 2027.

Staff met with David Shinder on September 28 to begin the independent and objective evaluation of Madera County's AJCC as required under California Workforce Development Board Directive WSD25-05, Comprehensive, Affiliate, and Specialized AJCC Certification. Based on information and updates gathered from staff during this meeting, David will complete the required assessment and provide recommendations for certification and continuous improvement. Upon completion, the certification materials will be presented to the Workforce Development Board for review and approval prior to submission to the State. The AJCC Certification process and assessment is due to the California Workforce Development Board (CWDB) on May 15, 2027.

Financing:

Workforce Innovation and Opportunity Act

MADERA COUNTY WORKFORCE Development Board

Agenda Item 8.5

☐ **Consent** ☐ **Action** ☒ **Information**

To: **Madera County Workforce Development Board**

From: **Maiknue Vang, Executive Director**

Date: **October 15, 2026**

Subject: **Local and Regional Workforce Plans Update**

Information:

The State issued Workforce Services Draft Directive WSDD-275, which provides guidance and establishes procedures for the two-year modification of regional and local plans for Program Years (PY) 2025–2028 under WIOA. The modifications are intended to update workforce priorities and strategies for the remaining two years of the current planning cycle. Given the volume of work required, staff have engaged David Shinder, the consultant who assisted with the original local and regional plans, to guide the modification process and develop the required plan documents for submission within the established timeframes.

David Shinder will meet with regional Directors on November 7 to kick off the regional plan modification process. Staff are also scheduled to meet with David Shinder on December 7 to kick off the local plan modification process, followed by a local partner session on January 13, 2027. Plans will include ongoing community and stakeholder engagement, a standard 30-day public comment period, approval by the Workforce Development Board, and approval by the Madera County Board of Supervisors.

Financing:

Workforce Innovation and Opportunity Act

MADERA COUNTY WORKFORCE Development Board

Agenda Item 8.6

☐ **Consent** ☐ **Action** ☒ **Information**

To: **Madera County Workforce Development Board**

From: **Maiknue Vang, Executive Director**

Date: **October 15, 2026**

Subject: **Federal and Legislative Updates**

Information:

Staff continue to monitor two federal policy developments previously shared with the Board, along with recently enacted California legislation that will affect workforce development boards statewide. While no immediate Board action is required, these developments could have significant implications for federal workforce funding, program administration, and service delivery in Madera County.

1. FY 2027 Federal Budget and WIOA Funding

Congress has enacted a temporary funding measure extending federal appropriations through December 11, 2026, generally maintaining FY 2026 funding levels. Full-year FY 2027 appropriations remain unresolved. The House FY 2027 Labor-HHS-Education proposal includes significant potential reductions to federal workforce funding, including a 62% reduction in WIOA Title I formula funding. The proposal would eliminate WIOA Youth funding and eliminate WIOA Adult funding through a proposed rescission, while largely maintaining Dislocated Worker funding. These proposed reductions have not been enacted, and staff will continue monitoring congressional action and assessing potential impacts on Madera County's workforce programs and services.

2. OMB Proposed Changes to Uniform Grant Guidance

OMB proposed revisions to federal grant requirements on May 29, 2026, including potential restrictions on charging federal awards for conference participation, professional memberships, and subscriptions. Although OMB initially proposed an effective date October 1, Congress subsequently prohibited the rule from being finalized or taking effect through December 11, 2026. The proposal remains pending, and its status and implementation timeline are uncertain. If adopted, the changes could affect our ability to use federal funds for professional development, technical assistance, and workforce-related memberships. Staff will continue monitoring developments and assess any implications for grant administration and allowable costs.

3. California AB 1534 – Workforce Training Requirements

Governor Newsom signed AB 1534 on September 27, 2026. The legislation changes how local workforce development boards measure training participation under WIOA. Beginning July 1, 2028, boards must ensure that at least 50% of participants enrolled in the Adult and Dislocated Worker

programs receive qualifying workforce training services. This replaces the existing requirement to spend a specified percentage of Adult and Dislocated Worker funds on training, which remains in effect through Program Year 2027 (June 30, 2028).

For Madera County, this change may require adjustments to participant enrollment strategies, career counseling, training referrals, partnerships with education and other training providers, and data tracking. Because the new requirement focuses on the percentage of participants receiving qualifying training services rather than the amount spent per participant, there may be a benefit to workforce boards who provide training at comparatively lower costs per participant. The legislation also establishes additional state-level reporting on training-related job placements and related employment outcomes.

The 2028 implementation date provides time for staff to evaluate current performance, identify gaps in training access, strengthen partnerships, and prepare for the new participant-based requirement. Staff will continue to monitor state guidance and assess the operational and resource implications for Madera County.

Financing:

Workforce Innovation and Opportunity Act

MADERA COUNTY WORKFORCE Development Board

Agenda Item 8.7

☐ Consent ☐ Action ☒ Information

To: Madera County Workforce Development Board

From: Maiknue Vang, Executive Director

Date: October 15, 2026

Subject: Program Year 2026-2027 Workforce Innovation and Opportunity Act (WIOA) Negotiated Performance Goals for Madera County

Information:

Local Workforce Development Boards are required to negotiate performance metrics with the State every two years. This year, local areas discussed their performance negotiations individually. Madera had their negotiations with the State on September 24, 2026.

The negotiated performance goals for our area were based on several considerations: 1) the Statistical Adjustment Model (SAM), which accounts for actual economic conditions and the characteristics of participants served at the end of the program year; 2) the State's negotiated goals; and 3) local area performance outcomes in the last 9 years. This year, the State continued to push for increases in Medium Earnings, Credential Attainment rates, and Measurable Skills Gain.

The negotiated goals for 2026 will carry over to 2027 without an option to re-negotiate.

	ADULT	DW	YOUTH
Employment Rate 2nd Quarter After Exit	68.0%	73.5%	69%
Employment Rate 4th Quarter After Exit	67.5%	73.5%	74.0%
Median Earnings 2nd Quarter After Exit	$ 7,500.00	$9,500.00	$7,700.00
Credential Attainment 4th Quarter After Exit	83.0%	85.0%	82.0%
Measurable Skill Gains	72.0%	77.0%	65.0%

Financing:

Workforce Innovation and Opportunity Act

MADERA COUNTY WORKFORCE Development Board

Agenda Item 8.8

☐ **Consent** ☐ **Action** ☒ **Information**

To: **Madera County Workforce Development Board**

From: **Maiknue Vang, Executive Director**

Date: **October 15, 2026**

Subject: **Workforce Innovation and Opportunity Act (WIOA) Formula and Special Projects Quarterly Program Overview**

Information:

WIOA Formula and Special Projects Quarterly Program Overview report for period ending June 30, 2026, is provided for the Board's review. The report reflects data for the fiscal year 2025-2026.

Financing:

Workforce Innovation and Opportunity Act

WIOA Formula and Special Projects Quarterly Program Overview FYE 2026

Madera County Workforce Investment Corporation (MCWIC) is a nonprofit 501(c)(3) and is both the fiscal agent and the program operator for the Workforce Innovation and Opportunity Act (WIOA) in Madera County and operates as the Local Workforce Development Area (LWDA) for Madera County. MCWIC's primary annual source of income is the WIOA funds, but the organization also operates miscellaneous grants and awards that assist in achieving MCWIC's mission and goals and are also used to leverage and complement the WIOA funding.

WIOA Funding Requirements AB1149

Senate Bill AB1149 (amended SB734) requires that 20% of Adult and Dislocated Worker funding will support *direct training expenses* with a planned assumption of 10% leverage in order to meet the full requirement of 30%. The following form is tracked internally monthly at the time of reporting in order to make sure the training requirement is forecasted to be met at the end of the grant term. At closeout, MCWIC has met and exceeded the 30% min training requirement by 22.18%, with the total training reporting out at 52.18% of total allocation.

Summary of Leveraged Resources	
1. LWIA Name	**MAD**
2. Date	**6/30/2026**
3. Year of Appropriation	**2024 AA511014 - Term 6/2026**

Program Year Funding and Training Expenditures	% Achieved	Amount
4. Adult and Dislocated Worker Formula Fund Allocations		$ 1,464,591
5. Training Expenditure Requirement (direct & leveraged)		$ 439,377
6. Formula Fund Training Expenditures (**20% minimum per AB1149 = $292,918.20**)	33.92%	$ 496,716
7a. Leveraged resources used for Training (10% = $146,459.10)	18.26%	$ 213,410
7b. Leveraged resources used for Supportive Services		$ 54,066
8. Total amount spent on Training and Supportive Services (should equal or exceed Line 5)	52.18%	$ 764,192

Leveraged Resources Detail			
8. **Source** (See page 2)	**Total Amount**	**Training**	**Supportive Services**
A - Pell Grant	$ 99,907	$ 99,907	
B - Programs authorized by the WIOA (not Formula)	$ 78,762	$ 77,138	$ 1,624
C - TAA	$ -		
D - DOL NDWG	$ -		
E - Match from employers, industry, and industry associations	$ 36,365	$ 36,365	
F - Match funds from Joint labor Management trusts	$ -		
G - ETP grants	$ -		
H - SS for training WIOA Formula	$ 50,822		$ 50,822
I - TANF SS	$ -		
J - TANF TJT/WEX	$ -		
K - Other local,state,fed funds	$ 1,620		$ 1,620
I - CWDB approved funds	$ -		
Total	**$ 267,476**	**$ 213,410**	**$ 54,066**

WIOA Funds Utilization

Funds utilization requirements are applicable to adult, dislocated workers and youth funds allocated by formula to LWDA's. The funds utilization requirement does not apply to Rapid Response, the 25 percent funds, or projects funded using the Governor's discretionary funds.

The LWDA is required to obligate at least 80 percent of their program dollars by the end of the first program year for which they were allotted. The determination regarding whether a Local Area has obligated 80 percent of its funds will occur after the first quarter of each program year for the prior program year. MCWIC tracks this data on a quarterly basis to make sure it is on track with the WIOA requirements.

Specific to the WIOA Youth Formula funds, there are two additional program and expenditure requirements that are to be met at the end of the two-year term of the allocation. A minimum of 75% of youth formula allocation is to be spent on Out-of-School (OS) youth and a maximum of 25% on In-School (IS)Youth. The other requirement is that 20% of the 80% program portion of the allocation is to be spent on youth work experience. Youth work experience provides IS and OS an invaluable opportunity to develop work place skills. Work experience may include, but are not limited to, paid work experience, on-the-job training, pre-apprenticeship training, etc. as outlined in EDD WSD 17-07. Expenditures allowed to be applied to the 20% requirement include staff time working with employers and participants enrolled in work experience activity, incentive payments for achievement to work experience, and other job readiness type of training.

MCWIC FUNDS UTILIZATION STATUS - AA511014 YOA 2024 (2024-2026)					as of	6/30/2026
Allocation Balance Remaining						
Formula Fund	**Total Allocation**	**Allowable "Program" Funding 90% (less 10% admin)**	**Expenditures Reported**	**Obligations Reported**	**Percentage Expended to Date (Exp+Obl)**	**Allocation Balance Remaining until 6/30/2026**
Adult	$ 1,121,189.00	$ 1,009,070.10	$ 1,121,189.00	$ -	100%	$ (0.00)
Youth	$ 900,738.00	$ 810,664.20	$ 900,738.00	$ -	100%	$ 0.00
Dislocated Worker	$ 343,402.00	$ 309,061.80	$ 343,402.00	$ -	100%	$ 0.00
OSY Youth Expenditure Status, by June 30, 2026						
Formula Fund	**Total Allocation**	**Admin Expenditures**	**OSY Program Expenditures**	**75% OSY Requirement on "Program" Funding**	**Additional Exp Needed to meet 75%**	**Percentage of Required Out of School Expenditures**
Youth	$ 900,738.00	$ 64,344.49	$ 836,393.51	$ 607,998.15	$ -	138%
Work Experience Expenditure Status, by June 30, 2026						
Formula Fund	**Total Allocation**	**Admin Expenditures**	**Program Expenditures**	**20% WEX Requirement on "Program" Funding**	**WEX Expenditures Reported**	**Percentage of Required Out of School Expenditures**
Youth	$ 900,738.00	$ 64,344.49	$ 836,393.51	$ 162,132.84	$ 373,976.99	231%

Specific to Year of Allocation (YOA) 2024 funds (above chart), the LWDA fully expended all grant funds, SB734/AB1149 Adult/DW training requirement has been met and exceeded, and Youth expenditures and WBL requirements also met/exceeded.

MCWIC FUNDS UTILIZATION STATUS - AA611014 YOA 2025 (2025-2027)	as of	6/30/2026

Allocation Balance Remaining

Formula Fund	Total Allocation	Allowable "Program" Funding 90% (less 10% admin)	Expenditures Reported	Obligations Reported	Percentage Expended to Date (Exp+Obl)	Allocation Balance Remaining until 6/30/2027
Adult	$ 959,342.00	$ 863,407.80	$ 316,462.26	$ 483,213.87	83%	$ 159,665.87
Youth	$ 946,215.00	$ 851,593.50	$ 234,851.87	$ 585,459.34	87%	$ 125,903.79
Dislocated Worker	$ 764,497.00	$ 688,047.30	$ 51,289.87	$ 510,456.86	73%	$ 202,750.27

Funds Utilization Status - 80% Obligation Requirement by 6/30/2026, End of First Program Year

Formula Fund	Total Allocation	Allowable "Program" Funding 90% (less 10% admin)	80% Required Obligation Amount by End of 1st PY	Total Program Exp & Obl Reported	Percentage of Total "Program" Obligations to 1st Yr 80% Requirement	Additional Obligations Needed by June 30, 2026
Adult	$ 959,342.00	$ 863,407.80	$ 690,726.24	$ 799,676.13	116%	$ (108,949.89)
Youth	$ 946,215.00	$ 851,593.50	$ 681,274.80	$ 820,311.21	120%	$ (139,036.41)
Dislocated Worker	$ 764,497.00	$ 688,047.30	$ 550,437.84	$ 561,746.73	102%	$ (11,308.89)

OSY Youth Expenditure Status, by June 30, 2027

Formula Fund	Total Allocation	Admin Expenditures	OSY Program Expenditures	75% OSY Requirement on "Program" Funding	Additional Exp Needed to meet 75% by end of term	Percentage of Required Out of School Expenditures
Youth	$ 946,215.00	$ -	$ 234,851.87	$ 638,695.13	$ (403,843.26)	37%

Work Experience Expenditure Status, by June 30, 2027

Formula Fund	Total Allocation	Admin Expenditures	Program Expenditures	20% WEX Requirement on "Program" Funding	WEX Expenditures Reported	Percentage of Required Out of School Expenditures
Youth	$ 946,215.00	$ -	$ 234,851.87	$ 170,318.70	$ -	0%

Specific to Year of Allocation (YOA) 2025 funds, MCWIC met the 80% expenditure/obligation requirement as of 06.30.2026. Much of the obligation reported as of 06.30.2025 is training obligations being carried over into the next FY beginning 07.01.2026 and operations obligated for the first 3 months of the fiscal year until the YOA 2026 funds are released in October 2026.

MCWIC Program Update

MCWIC administers a combination of Workforce Innovation and Opportunity Act (WIOA) grants, State funding, and locally funded contracts. While WIOA formula funding provides the foundation for workforce development services, many of these additional grants and contracts are competitively procured and allow MCWIC to expand services to meet emerging workforce and community needs.

During this reporting period, MCWIC received notification that the Department of Rehabilitation (DOR)/AJCC Collaborative Grant will conclude earlier than anticipated effective September 30, 2026. Through this grant, staff completed training focused on effectively serving individuals with disabilities and improving accessibility throughout the workforce system. Additionally, MCWIC purchased and deployed UbiDuo communication devices at the Comprehensive AJCC, Mini AJCC, and Workforce on Wheels (WoW) mobile to enhance communication access for participants who are deaf or hard of hearing.

The Summer Paid Work Experience (PWEX) Program launched successfully with 13 participants, all of whom were placed in work experience opportunities with local employers. These placements provided valuable work-based learning experiences, career exploration, and skill development for participating foster youth.

Additionally, MCWIC secured $1 million in funding to launch our Care to Careers project. This program supports aspiring childcare entrepreneurs by providing training, business start-up support, mentorship and technical assistance, and access to business resources needed to establish and sustain licensed childcare businesses. In addition, funds will support the design and implementation of a Business Resource Center at the AJCC for any business in Madera County. The project addresses the critical childcare shortage in the region while creating pathways to self-employment and small business ownership. These supplemental funds expand MCWIC's capacity to provide workforce services, increase access to training and employment opportunities, and address local workforce needs throughout Madera County.

MCWIC has also renewed its contracts with Madera County Probation for an additional three years. The contracts will ensure continued staffing and delivery of transitional workshops for in-custody adults and youth, as well as continued operation of the Mini American Job Center of California (AJCC) located at the Justice Center. Services provided will continue to support a seamless referral process, connecting participants to workforce development services and comprehensive wraparound support as needed to transition, secure and retain long-term employment outcomes.

Lastly, Madera County's Workforce on Wheels (WOW) mobile continues to gain momentum and will expand its outreach efforts through partnerships with local community-based organizations (CBOs) and public agencies. These collaborative efforts will focus on reaching underserved and hard-to-reach populations in rural communities, increasing access to workforce services and supportive resources. MCWIC anticipates expanding marketing and outreach activities to further increase program awareness, strengthen community partnerships, and connect more individuals with employment and career development opportunities.

The following is a chart of grants and contracts obtained during the fiscal year as well as the enrollment and activity by grants:

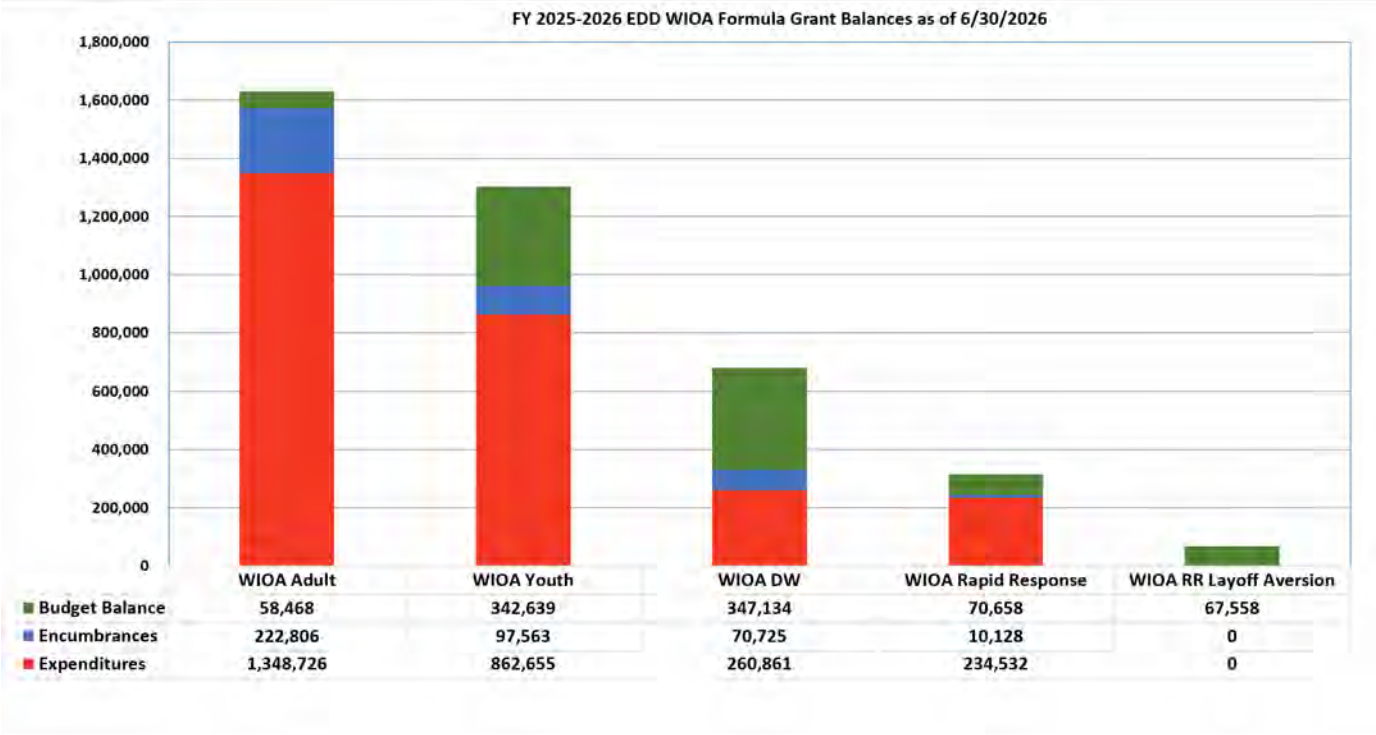
GRANTS and CONTRACT	Project Award Amount	Term	Count Served as of 6.30.26
WIOA Formula Adult	**$1,724,987.00**	**7/1/2025-6/30/2026**	**348 Enrolled**
SCOPE: Provide employment, training, and supportive services assistance for eligible adult participants.			
WIOA Formula Dislocated Worker (DW)	**$724,855.00**	**7/1/2025-6/30/2026**	**56 Enrolled**
SCOPE: Provide employment, training, and supportive service assistance for individuals who have been laid off due to a company downsize or closure.			
WIOA Formula Youth	**$1,290,153.00**	**4/1/2025-6/30/2026**	**93 Enrolled**
SCOPE: Provide youth between the ages of 16-24 with employment, training, and supportive service assistance.			
WIOA Formula Rapid Response & Layoff Aversion (Business Services)	**$283,747.00**	**7/1/2025-6/30/2026**	• ***11 WARN Notices*** • ***19 RR Orientations*** • ***24 In person hiring events*** • ***30 Recruitment flyers*** • ***16 Small Business Workshops*** • ***96,894 Text messages*** • ***13 OJTs*** • ***1068 Businesses served***
SCOPE: Provide timely and effective response to potential layoffs and business closures (WARN notices) as well as enable affected workers to return to work as quickly as possible following a layoff. Assist businesses with targeted job fairs and other employment services.			
DOR/AJCC Collaborative	**$814,757.00**	**8/1/2025-9/30/2026**	**6 Enrolled / 19 Served**
SCOPE: In collaboration with DOR and America's Job Centers of California (AJCC), funding will support local efforts to foster a culture of disability inclusion, rebuild staff capacity, and strengthen collaborations by increasing co-enrollments that support workforce participation in training, employment, and retention, ultimately leading to long-term positive outcomes for individuals with disabilities.			

GRANTS and CONTRACT	Project Award Amount	Term	Count Served as of 6.30.26
EDC Good Jobs Challenge	**$507,195.00**	**4/01/2023-3/31/2026**	**126 WIOA Co-Enrolled**
SCOPE:	In partnership with Fresno Economic Development Corporation and other key stakeholders, MCWIC will serve as the backbone lead for the Transportation industry and provide guidance and support through all phases of the grant in determining gaps in the training pipeline, facilitating sector partnership meetings between industry and education partners, and increasing access to trainings and opportunities to upskill individuals. In addition to Transportation, Madera will also coordinate with other backbone leads for training and employer support in the Business Services, Construction, and Manufacturing industries.		
Stanislaus P2E 2.0	**$148,796.00**	**6/1/2023-12/31/2025**	**38 Enrolled**
SCOPE:	Funding to provide individual direct services to formerly incarcerated and other justice involved individuals.		
Fresno - High Road Training Partnership- Central California Forestry Corp	**$137,555.00**	**05/01/2024-12/31/2025**	**25 Enrolled**
SCOPE:	In partnership with Fresno Workforce Board and Yosemite Adult School, funding will support recruitment, enrollment, supportive services, and employment activities for 35 individuals from low-income and underserved communities and candidates with barriers to employment who are interested in a career in Forestry. Individuals will attend a 10-week Forestry Training at Yosemite Adult School. Upon completion, participants will be eligible for employment with any local, state, and federal companies and earning self-sustaining wages.		
Quality, Jobs Equity Training (QUEST) National DW Grant	**$156,226.00**	**10/1/2022-9/30/2025**	**22 Enrolled**
SCOPE:	Funding will be used to enable individuals adversely affected by the COVID-19 pandemic and the social and economic inequities that the pandemic exacerbated to enter, return to, or advance in high-quality jobs in growth industry sectors such as infrastructure, environment and climate, care economy, and other critical sectors with high-quality jobs.		
Regional Equity and Recovery Partnership (RERP)	**$131,342.00**	**10/1/2022-12/31/2026**	**Regional Equity and Recovery Partnership (RERP)**
SCOPE:	Funds will serve English language learner, immigrant, justice involved, veterans, older youth, dislocated workers, and low-income household target populations on building skills in manufacturing production, manufacturing welding/fabrication, and industrial/maintenance through training and work-based opportunities that will lead to sustainable quality jobs.		
CDCR-VSP	**$150,000.00**	**7/1/2025-6/30/2028**	**112 Referrals / 35 Scheduled 35 Orientations / 77 Mail Outs**
SCOPE:	Staff assist residents with employment readiness, skills development, job training, and employment services. Staff work with inmates nearing parole to provide connections to an AJCC program in their area of residence post-release, labor market data, referrals to appropriate community resources, and support the development of basic job search portfolio, based on needs and interests identified.		
Madera County AB109 CCP In-Custody	**$67,996.00**	**7/1/2025-6/30/2026**	**38 Referred - 35 Completed**
SCOPE:	Provide a maximum of 8, 4-week transitions workshops for In-Custody Pre-Release customers at Department of Corrections. The workshop is designed to serve individuals who are within 120 days of release from the correctional facility but can be offered to any individual that DOC staff deem appropriate.		
Madera County Mini AJCC @ Probation	**$258,332.00**	**7/1/2025-6/30/2026**	**200 Referred / 135 Appointments 8 Pending Eligibility / 47 WIOA Enrolled**
SCOPE:	Located onsite at the Justice Center, staff provide Probation referrals with access to the full array of services normally available only at the Workforce Assistance Center. Staff May provide career assessment, career counseling, workshops, development of an individual employment plan, labor market information/research, training, supportive services, job search activities, employment referrals, follow-up, and any other appropriate services.		
Madera County Juvenile Probation Realignment- Older Youth	**$37,795.00**	**7/1/2025-6/30/2026**	**5 Referred - 4 Assisted/Connected to Resources**
SCOPE:	Provide a 10-week workshop for In-Custody Pre-Release Older Youth at the Youth Correctional Facility Monday through Friday. The workshop is designed to serve Individuals who are within 90 to 120 days of release from the facility but may also be offered to any individual that Youth Correctional Staff deem is appropriate.		

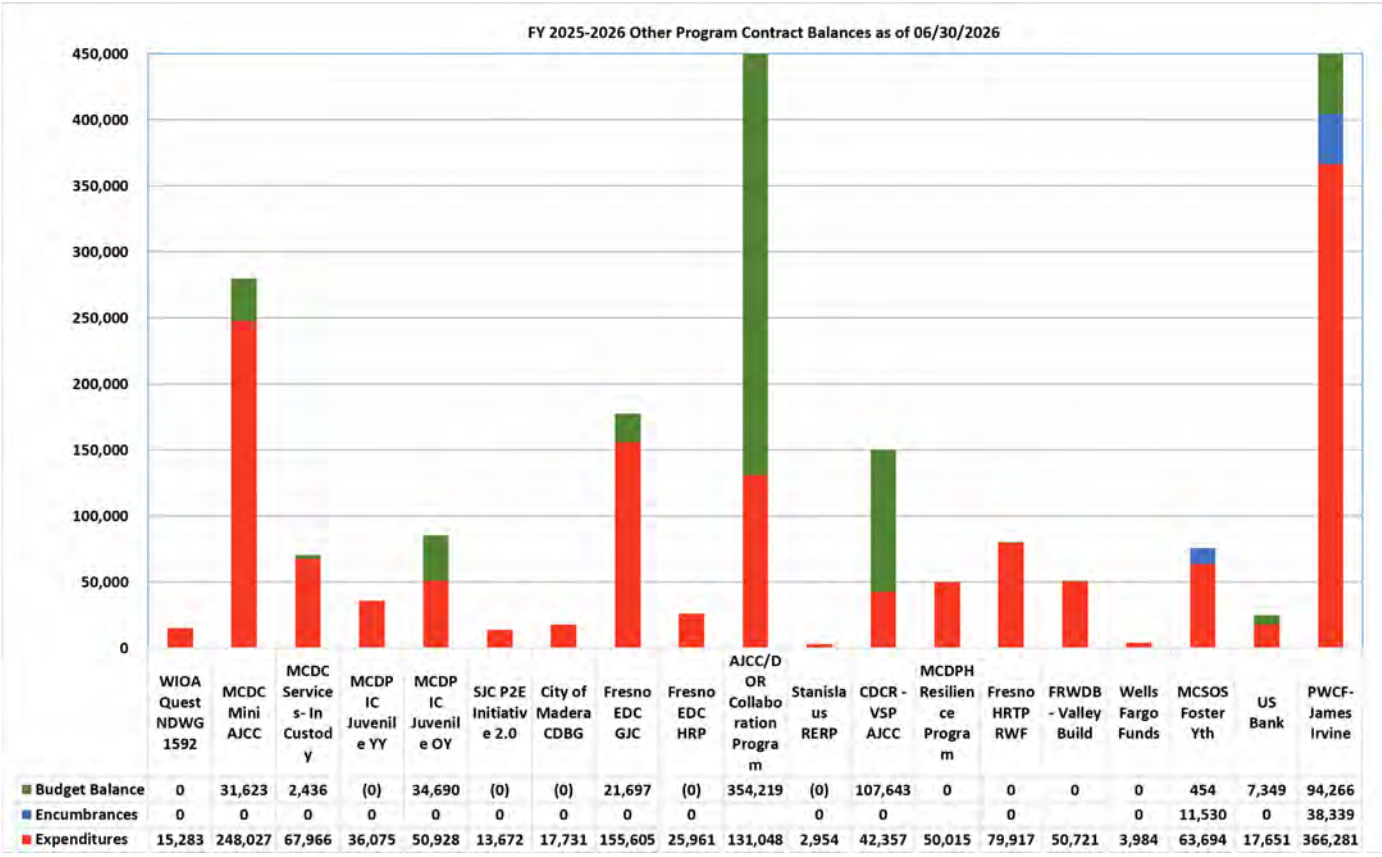
GRANTS and CONTRACT	Project Award Amount	Term	Count Served as of 6.30.26
Madera County Juvenile Probation Realignment-Younger Youth	**$37,225.00**	**7/1/2025-6/30/2026**	**47 in Workshops / 18 Completed**
SCOPE:	Provide a 7-day workshop for In-Custody Pre-Release Younger Youth at the Youth Correctional Facility Monday through Friday. The workshop is designed to serve Individuals who are within 90 to 120 days of release from the facility but may also be offered to any individual that Youth Correctional Staff deem is appropriate.		
US Bank	**$25,000.00**	**7/1/2025-6/30/2026**	**2 Enrollments**
SCOPE:	Funding to provide disconnected individuals who may not be eligible for WIOA Funds to access the broader workforce system through referrals, job readiness, vocational training, work experience, employment assistance and wrap around services. Additional activities may include childcare training and entrepreneurship opportunities that are outside the scope of the local board's priority industries and eligible training list.		
CDBG - In Home Child Care Pilot Project	**$18,446.20**	**7/1/2025-6/30/26**	**2 Enrollments**
SCOPE:	Funding will provide scholarships to low-income, underserved residents to participate in a 12-week on-line training program for home-based childcare entrepreneurs, offered through Nurture, a 501(c)3 and Community Development Financial Institution. Participants who successfully complete the program will result in a CA State License to become an in-home day care provider with the opportunity to access start-up capital upon completion.		
Department of Public Health Resilience Center	**$71,450.00**	**9/30/2025-1/31/2027**	**48 Engaged Employers/ 5 Events**
SCOPE:	Funding to provide guidance and technical support for green workforce development and disaster preparedness and recovery.		
James Irvine Foundation	**$496,889.00**	**9/1/2024-9/1/2026**	**47 Outreach Events/ Focus Groups 143 Surveys Received**
SCOPE:	Funds will provide the support needed to develop a marketing plan to expand our reach, tell "our story", and elevate the narrative of Madera County as the place to live and work and raise a family. Activities will include a comprehensive marketing assessment, logo redesign, and purchase of a mobile unit. Received an additional $30,000.00 to support marketing implementation activities.		
James Irvine Foundation 2.0 Better Careers	**$1,000,000.00**	**5/13/2026-6/30/2029**	**Pending Enrollment**
SCOPE:	The Better to Careers project is a workforce and entrepreneurship initiative designed to help low-income and underserved residents become licensed home-based childcare providers and small business owners. Through a partnership between MCWIC, Nurture, VCSBDC, and CVOC, participants receive childcare entrepreneurship training, supportive services, business start-up funding, and ongoing coaching to successfully launch and sustain their businesses. The project addresses Madera County's childcare shortage while creating pathways to higher income, economic mobility, and long-term financial stability for local families.		
Madera County Superintendent of Schools & Madera Unified School District Summer WEX Program	**$76,611.00**	**4/23/2025-7/31/2025**	**15 Served**
SCOPE:	Funding to provide the Summer PWEX program to prepare and place 15 foster youth homeless students in a paid work experience worksite that will provide students with hands-on job skills and knowledge required for various occupations of interest. This project was completed July 31, 2025.		
California Jobs First Economic Development Pilot Grant	**$200,000.00**	**2/13/25-9/30/2025**	**13 Served**
SCOPE:	Funding to work with employer(s) and training provider(s) to train 17 individuals as school bus drivers and provide job search/job placement assistance. Individuals participating will also receive case management support. In addition, funding can support other training offered on the Eligible Training Provider List.		
SS Ticket-to-Work Contract	**$12,520.00**	**Open Ended**	**6 Tickets Assigned**
Note: Amount above only reflects ticket holders who have entered milestone payments. Payments from SS tend to be 2-3 Qtrs. behind.			
SCOPE:	Provide employment and training support to SSI/SSDI beneficiaries.		

Program Expenditure Information:

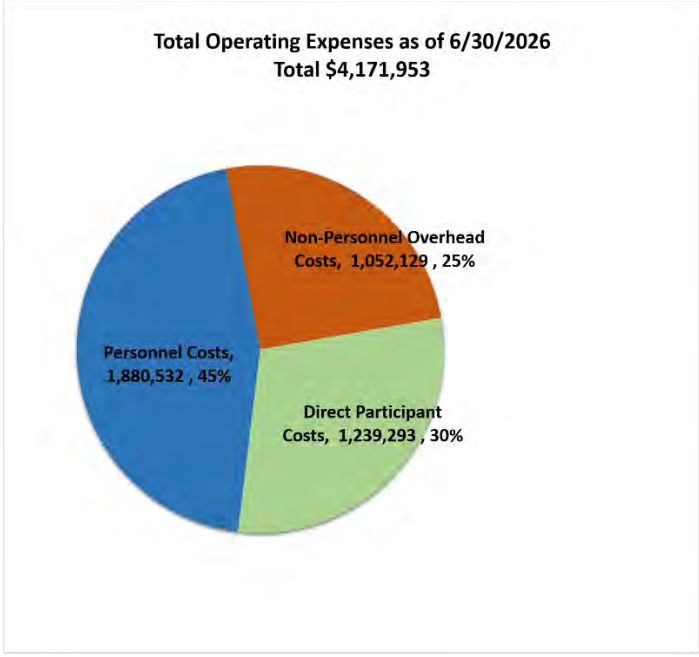
Below charts and graphs reflect data for all projects operated by MCWIC. Any chart that specifies WIOA, is only reflecting WIOA formula activity.

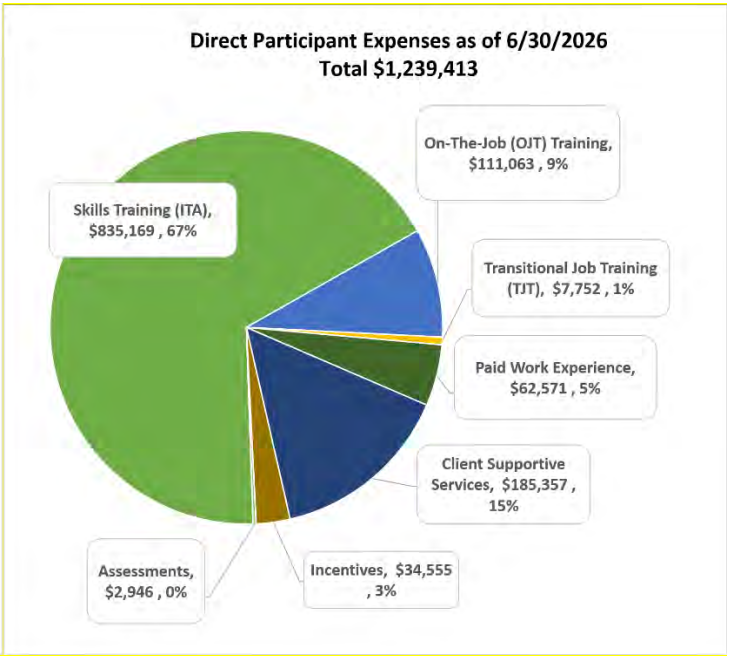


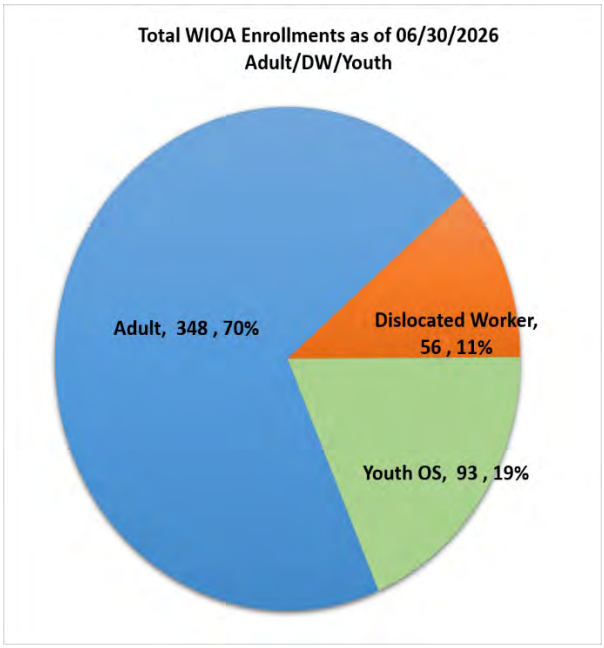
	WIOA Adult	WIOA Youth	WIOA DW	WIOA Rapid Response	WIOA RR Layoff Aversion
Budget Balance	58,468	342,639	347,134	70,658	67,558
Encumbrances	222,806	97,563	70,725	10,128	0
Expenditures	1,348,726	862,655	260,861	234,532	0



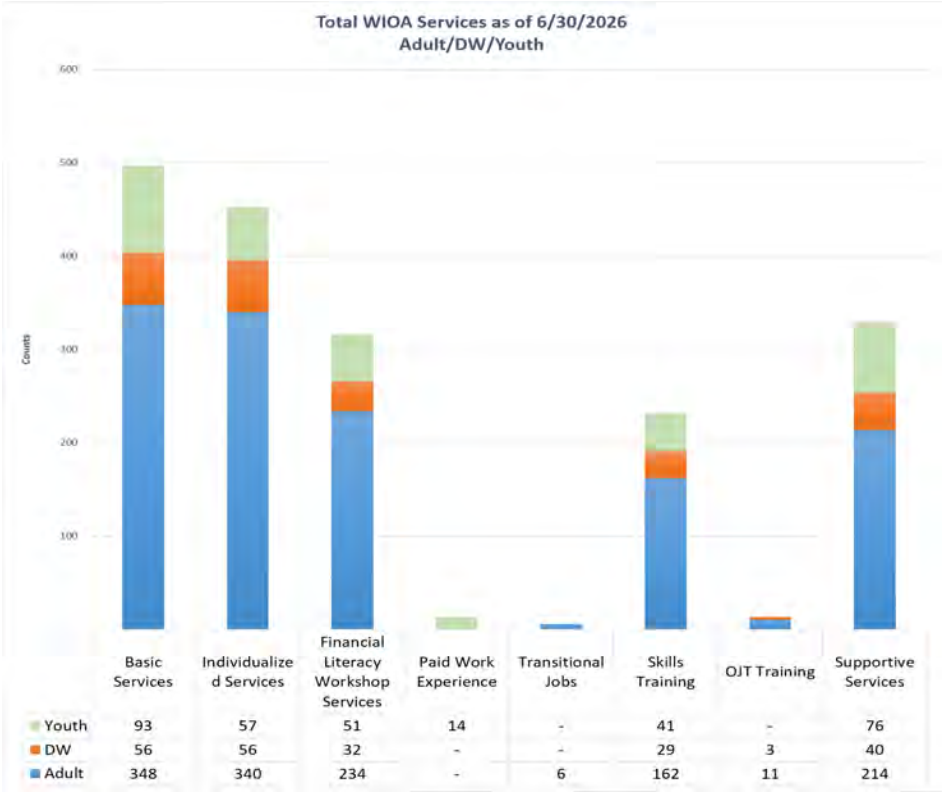
	WIOA Quest NDWG 1592	MCDC Mini AJCC	MCDC Services- In Custody	MCDP IC Juvenile YY	MCDP IC Juvenile OY	SJC P2E Initiative 2.0	City of Madera CDBG	Fresno EDC GJC	Fresno EDC HRP	AJCC/DOR Collaboration Program	Stanislaus RERP	CDCR - VSP AJCC	MCDPH Resilience Program	Fresno HRTP RWF	FRWDB - Valley Build	Wells Fargo Funds	MCSOS Foster Yth	US Bank	PWCF- James Irvine
Budget Balance	0	31,623	2,436	(0)	34,690	(0)	(0)	21,697	(0)	354,219	(0)	107,643	0	0	0	0	454	7,349	94,266
Encumbrances	0	0	0	0	0	0	0	0	0		0	0		0		0	11,530	0	38,339
Expenditures	15,283	248,027	67,966	36,075	50,928	13,672	17,731	155,605	25,961	131,048	2,954	42,357	50,015	79,917	50,721	3,984	63,694	17,651	366,281







Note: Enrollment Chart includes co-enrollments



The chart below displays the occupations for which clients have enrolled in training services FY 25-26. The counts do not include active carry-in numbers that roll from 6.30.24 to 7.1.2024. All training determinations are based on an individual's service/employment plan as well as verifying current demand for the occupation resulting from the specific training. Services provided to individuals are to develop the right skills for today's labor market and to also provide a clear career path for those entering or re-entering the labor market.

O'Net Code	Total Training Costs	Counts
53-3051.00 School Bus Drivers	$ 208,338	27
53-3032 Heavy and Tractor-Trailer Truck Drivers	$ 181,618	29
47-2061.00 Construction Laborers	$ 125,704	20
29-0000 Healthcare Practitioners and Technical Occupations	$ 101,157	10
49-9071.00 Maintenance and Repair Workers	$ 84,726	12
33-0000 Protective Service Occupations	$ 74,950	10
31-0000 Healthcare Support Occupations	$ 68,214	22
41-0000 Sales and Related Occupations	$ 63,135	6
47-2111.00 Electricians	$ 60,000	5
43-0000 Office and Administrative Support Occupations	$ 58,721	11
51-4121 Welders	$ 39,204	5
53-7062 Laborers and freight, stock, and material movers	$ 30,254	5
49-9041-00 Industrial Machinery Mechanices	$ 22,204	3
39-0000 Personal Care and Service Occupations	$ 20,000	4
19-0000 Life, Physical, and Social Science Occupations	$ 15,722	5
43-5032 Dispatchers expect Police, fire, and ambulance	$ 12,154	1
43-6013 Medical Secretaries and Administrative Assistants	$ 11,454	2
35-0000 Food Preparation and Serving Related Occupations	$ 6,282	1
37-0000 Building and Grounds Cleaning and Maintenance Occupations	$ 3,072	1
Grand Total	**$ 1,186,911**	**179**

MADERA COUNTY WORKFORCE Development Board

Agenda Item 8.9

☐ **Consent** ☐ **Action** ☒ **Information**

To: **Madera County Workforce Development Board**

From: **Maiknue Vang, Executive Director**

Date: **October 15, 2026**

Subject: **California Workforce Association (CWA) Meeting of the Minds in Monterey (MMM) 2026 Conference**

Information:

Staff, along with partner and board member, Ara Keledjian and Jorge DeNava, attended the Meeting of the Minds in Monterey (MMM) conference hosted annually by the California Workforce Association (CWA) from Tuesday, September 8, 2026, through Thursday, September 10, 2026. The conference was a great opportunity to come together to engage in meaningful conversations, collaborative problem-solving, and forward-thinking planning. Staff look forward to taking additional board members next year.

Financing:

Workforce Innovation and Opportunity Act

MADERA COUNTY WORKFORCE Development Board

Agenda Item 8.10

☐ **Consent** ☐ **Action** ☒ **Information**

To: **Madera County Workforce Development Board**

From: **Maiknue Vang, Executive Director**

Date: **October 15, 2026**

Subject: **National Workforce Development Month Proclamation/Workforce Development Professional's Day**

Information:

Each September, states across the country join efforts to celebrate National Workforce Development Month and recognize the contributions of workforce professionals who provide critical links to support job seekers and employers. Workforce Development Month raises awareness about the importance of the workforce industry, the impact workforce programs have on local communities, and the value workforce services bring to the local economy. Workforce Development Month further honors stakeholders and partners for their outstanding efforts and contributions to the successes of their workforce programs.

The Madera County Board of Supervisors joined with the Madera County Workforce Development Board to present a proclamation designating the month of September as Workforce Development Month and to honor all individuals in Workforce Development organizations and partnerships who play such a vital role in our economy. In addition, staff celebrated Workforce Development Professional's (WDP) Day on Friday, September 4, 2026, and were honored to have Board members stop by to recognize staff and celebrate this day with us. We would also like to thank the following partners and businesses who graciously donated to our celebration: Central Valley Opportunity Center, Fresno Grizzlies, Grocery Outlet, Papa Murphy's, Raising Cane's, Rose Nails, Trader Joe's, Valley West Christian Center, and Visit Yosemite Madera County

Financing:

Workforce Innovation and Opportunity Act

BOARD OF SUPERVISORS

Proclamation

Workforce Development Month
September 2026

WHEREAS, the economic development of every region in our country and the ability of our businesses and industries to compete in the global economy are more than ever before dependent on the availability and quality of a skilled workforce and robust talent pipeline; and

WHEREAS, the complexity and fast-paced change in our economy and labor markets puts new demands on individuals and employers at all levels; and

WHEREAS, employers depend on similar levels of professional services to help them recruit and retain a competitive workforce and continually upgrade the skill sets of their incumbent employees;

WHEREAS, this is an opportunity to recognize and honor the contributions of workforce development professionals, instructors, mentors, employers, and volunteers who are committed to empowering individuals with knowledge, skills, and support services that lead to meaningful employment and community prosperity; and

WHEREAS, continuing to invest in workforce development reinforces Madera County's commitment to economic opportunity and long-ter growth for all residents.

NOW, THEREFORE, BE IT PROCLAIMED, that the Madera County Board of Supervisors joins with the Workforce Development Board of Madera County in designating the month of September as Workforce Development Month to honor all individuals in Workforce Development organizations and partnerships who play such a vital role in our economy.

Robert Macaulay, Chair
Supervisor District 5

Jordan Wamhoff
Supervisor District 1

David Rogers
Supervisor District 2

Robert Poythress
Supervisor District 3

Leticia Gonzalez
Supervisor District 4

MADERA COUNTY WORKFORCE Development Board

Agenda Item 8.11

☐ **Consent** ☐ **Action** ☒ **Information**

To: **Madera County Workforce Development Board**

From: **Maiknue Vang, Executive Director**

Date: **October 15, 2026**

Subject: **Unemployment Insurance (UI) Claim Information**

Information:

The most recent data on UI Claims for the period of August 15, 2026, through October 3, 2026, for Madera County is being provided for the WDB's review.

Financing:

Workforce Innovation and Opportunity Act

California Unemployment Industry & Demographics Data Dashboard

(Dashboard appears better when viewed in full screen mode. Click the icon in the bottom right-hand corner of screen next to download icon.)

About This Tool | **County Claims** | County Demographics | County Industry | Statewide Demographics | Statewide Industry

Weekly Initial Claims by County

	August 2026 (Week Ending)			September 2026 (Week Ending)				October 2026 (Week Ending)
County	15	22	29	5	12	19	26	3
Madera	150	149	139	176	149	169	202	204

Claim Type
(●) UI Claims
( ) PUA Claims

County
Madera

Claims by Y.. Multipl..

Claims by Week (Sele..
Multiple values

The data provided in these reports are the number of initial claim counts. It includes new claims, additional claims, and transitional claims. Data includes regular Unemployment Insurance program and federal extended benefit programs. Data for claimants who live outside of California, but collect benefits, and invalid addresses in California are not included in these numbers.

- A new claim is the first claim for a benefit year period (for the regular UI program it is 52 weeks). You can only have one new claim during a benefit year period.
- An additional claim is when a second claim is filed during the same benefit year and there is intervening work between the current claim and the previous claim. For example, an individual files a new claim, goes back to work, gets laid off and files another claim before the benefit year period of the first claim expires. An individual can have multiple additional claims during the same benefit year if individual you meet the eligibility requirements.
- A transitional claim is when a claimant is still collecting benefits at the end of their benefit year period and had sufficient wage earnings during that year to begin a new claim once the first benefit year period ends.