



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

PROGRAMS COMMITTEE MEETING

Wednesday, October 4, 2017

3:00 p.m. - 4:30 p.m.

America's Job Center of California at Riverpark (Ventura Room)
2901 N. Ventura Road, Oxnard, CA

AGENDA

3:00 p.m.	1.0 Call to Order, Introductions, and Agenda Review	Tony Skinner
3:02 p.m.	2.0 Public Comments <i>Procedure: The public is welcome to comment. All comments not related to items on the agenda may be made at the beginning of the meeting only.</i>	Tony Skinner
3:05 p.m.	3.0 Approval of Minutes: August 2, 2017	Tony Skinner
3:08 p.m.	4.0 AJCC Evaluation Committee Introduction <ul style="list-style-type: none">• Certification Overview• Roles and Responsibility	Patrick Newburn
3:20 p.m.	5.0 AJCC Certification Evaluation and Tour: <ul style="list-style-type: none">• Certification Process Overview• AJCC Guided Tour• Document Review & Verification	Vivian Pettit
4:05 p.m.	6.0 Action Item Recommendation that the Programs Committee Recommend to the Executive Committee of the Workforce Development Board of Ventura County (WDB) Approval and Recommendation to the WDB the Certification of the Comprehensive America's Job Center Of California (AJCC) At Riverpark (Oxnard, California) According to the Attached Baseline Criteria Matrix	Patrick Newburn
4:25 p.m.	7.0 Committee Member Comments	Tony Skinner
4:30 p.m.	8.0 Adjournment <u>Next Meeting:</u> December 6, 2017 (3:00 p.m. - 4:30 p.m.) Human Services Agency (Redwood Room) 855 Partridge Drive, Ventura, CA 93003	Tony Skinner

Individuals who require accommodations for their disabilities (including interpreters and alternate formats) are requested to contact the Workforce Development Board of Ventura County staff at (805) 477-5306 at least five days prior to the meeting. TTY line: 1-800-735-2922.



WDB Programs Committee Meeting
August 02, 2017

MINUTES

Meeting Attendees

Committee Members

Tony Skinner (Chair)*
Roger Rice (Vice Chair)*
Jerry Beckerman
Linda Fisher-Helton
Kathy Harner*
Mary Navarro-Aldana*
Leslie Webster

WDB Staff

Melissa Livingston
Patrick Newburn
Vivian Pettit

Guests

Mariana Cazares (BGCOP)
Jennifer Harkey, (County of
Ventura/CEO/Continuum of Care)

*WDB Members

1.0 Call to Order and Agenda Review

Tony Skinner called the meeting to order at 3:07 p.m.

2.0 Public Comments

No Public Comments

3.0 Approval of Minutes: June 7, 2017

Motion to Approve: Linda Fisher-Helton
Second: Leslie Webster
Motion approved

4.0 Presentation:

Ventura County Continuum of Care Alliance
County of Ventura / County Executive Office
Jennifer Harkey, Program Administrator

Jennifer Harkey, Program Administrator, from the County of Ventura's Continuum of Care Alliance (CoC) presented an overview and description of Homeless services coordinated through the County Executive Office. Homelessness is considered a high-risk condition and immediate access to services is the aim of the program. The principle services offered are Homeless Prevention, Emergency Shelter, Transitional Housing, and Rapid Housing for the county's homeless population. The primary focus is to assist clients with intake assessment and referrals to multiple agencies. Special attention is given to Homeless Youth, Veterans, and families. The program annually receives over \$3 million from the Department of Housing and Urban Development (HUD) and the County of Ventura to fund the critical services.

The recent Homeless count "point in time" revealed 1152 homeless persons. The expert belief is that this is only a portion, and the actual number is higher. The cities of Oxnard and Ventura have the highest counts in the county. Additionally Ms. Harkey presented a 2017 youth survey in Ventura County, that focused on homeless youth ages 13-24. The CoC focus in 2017-2018 is prevention of youth homelessness. Jennifer provided hand-out materials to illustrate the coordinated multi-

agency effort using a shared software system among all partners: Homeless Management Information System (HMIS). There are over 13 agencies and Community Based Organizations (CBO) in the county that participate in the *Pathways to Home* program.

Committee members had discussion and follow-up questions for Ms. Harkey about the survey and CoC program. The committee agreed that this information should be shared with the AJCC partners.

5.0 WIOA Implementation and Development

- AJCC Certification

Patrick Newburn informed Committee Members about 2017 EDD Workforce Services Directive that the Workforce Development Board of Ventura County (WDB) must conduct evaluation and certify the America's Job Center of California (AJCC) one-stop system. The intent of the process is to determine the one-stop delivery system effectiveness, physical, and programmatic accessibility as well as provide for continuous improvement. The WDB must certify that the AJCC meets two levels of certification: *Baseline* Certification and *Hallmarks of Excellence* Certification. *Baseline* Certification is due by December 31, 2017 and *Hallmarks* Certification is due by June 30, 2018. The Programs Committee as a standing committee which has responsibility for programs oversight will be incorporated into the certification process and taskforce. The importance of onsite visitation and observation will require the taskforce to visit the AJCC. The committee agreed to hold their next regular meeting October 4 at the AJCC.

- WIOA Enrollment/ Performance Evaluation

Members carefully reviewed the 4th Quarter Programs Enrollment Report. The four providers of WIOA services are Human Services Agency/ Adult and Family Services department -Adult and Dislocated Worker, Boys & Girls Clubs of Greater Oxnard & Port Hueneme (BGCOP), PathPoint, and Ventra Adult and Continuing Education (VACE). Patrick Newburn reminded the committee that the performance measures report normally provided, is not available due to technical programming issues within the management reporting software CalJOBS. The State is working to implement changes to CalJOBS that will incorporate the new WIOA performance indicators that will replace the old Workforce Investment Act (WIA) measures. Reports will resume once software updates are completed in coming months.

- 2016-2017 Year-End review

Members provided thoughtful review and critique of the 2016-2017 Year-End Review. Members provided additional insights to be incorporated into the Review. Members were encouraged to contact WDB staff with any additional insights prior to the WDB Board Meeting August 24.

6.0 Member Comments

- Linda Fisher-Helton announced that Ojai has 4 bedroom units now accepting applications for eligible residents through the Ventura County Area Housing Authority (AHA). Members also received contact cards about referrals to the AHA and partner agencies.
- Tony Skinner reported that he was appointed by WDB Chair Vic Anselmo to continue as committee chair for 2017-2018. Mr. Skinner also announced that Juan Mercado from the California Conservation Corps has resigned committee membership due to change in work

assignments. Tony thanked Mr. Mercado for his service to the committee as well as his previous membership and support on the Youth Council.

- Tony Skinner also announced that the *Northern Area Building Trades Union* (NABTU) is developing a pre-apprentice program *Apprenticeship Readiness Program* (ARP), *Multi-Craft Core Curriculum* (MC3), which is a certificated program for the trades. The ARP gives participants the chance to “try on” union crafts within the construction industry. Tony elaborated that the International Brotherhood of Electrical Workers (IBEW) in Oxnard is hiring an instructor for the pre-apprentice program and will be accepting participant applications in the near future. WIOA may provide supportive services and referrals for Department of Labor (DOL) Registered Apprenticeship programs.
- Jennifer Harkey, from CoC, reported that the recent Ventura County Veteran *Stand Down* hosted 160 homeless veterans and provided healthcare, legal, and social services. Tony Skinner also reported that IBEW provided all the power and lighting for the *Stand Down* for the 26th consecutive year.

7.0 Adjournment

Tony Skinner adjourned the meeting at 4:20 p.m.

Next Meeting (AJCC Visitation)

October 4, 2017 (3:00 p.m. – 4:30 p.m.)

America’s Job Center of California

2901 N. Ventura Rd., Oxnard, Ca.



Workforce Development Board
Bringing People & Opportunities Together



America's **JobCenter**
of CaliforniaSM

Programs Committee Meeting & AJCC Evaluation

Wednesday, October 4, 2017
3:00 p.m. - 4:30 p.m.

America's Job Center of California at RiverPark (Ventura Room)
2901 N. Ventura Road Oxnard, CA



WELCOME !

Introductions

Name? Organization? Title?

WDB Board Member?



Today's Agenda

1. Programs Committee Meeting and Consent Items
2. AJCC Evaluation
 - Introduction of Certification Process and Overview
 - AJCC Guided Tour
 - AJCC Staff Presentation
 - Critical Document Review and Verification
 - Baseline Evaluation Survey
3. Committee Member Comments



WDB Programs Committee Meeting

Mr. Tony Skinner, Chair

1. Call To Order
2. Public Comments
3. Approval of Minutes
 - (August 2, 2017)
4. AJCC Evaluation





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of CaliforniaSM

AJCC Evaluation Overview

- Roles and Responsibilities

Patrick Newburn, WDB Administration Manager



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Programs Committee Responsibilities



AJCC Evaluation Overview

- The Programs Committee has been designated with the task to serve as the ad hoc **AJCC Evaluation Committee** with responsibility to provide an **objective** and **independent** evaluation of our comprehensive America's Job Center of California at RiverPark in Oxnard (AJCC)
- You are asked to provide objective and independent evaluation based upon three key requirements for AJCC certification:
 1. Effectiveness of the AJCC
 2. Physical and Programmatic Accessibility for individuals with disabilities
 3. Continuous Improvement



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WDB-VC Responsibilities



AJCC Evaluation Overview

- WIOA mandates that WDB-VC must conduct an independent and objective evaluation of their comprehensive AJCC once every three years using criteria and procedures established by the California Workforce Development Board.
- The WDBVC must formally adopt the **Baseline Certification** and submit its decision* not later than **December 31, 2017** and
- The more rigorous **Hallmarks of Excellence Certification** is due by **June 30, 2018**



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WDB-VC Responsibilities



AJCC Evaluation Overview

- * If “Not Yet Able to Certify” the AJCC:
 - WDB-VC must submit a corrective action plan along with their *Baseline Certification* matrix due by **December 31, 2017**
 - Corrective action plan outlining how the WDB-VC will work with the AJCC to bring the AJCC into compliance due by **April 1, 2018**

Baseline Certification is the Prelude to Hallmarks of Excellence Certification



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AJCC Evaluations Committee

What is asked of you?



AJCC Evaluation Overview

- **Conduct two on-site evaluations**
 - October 4, 2017 and
 - Spring 2018 (Date To Be Determined).
- **Evaluate observations and rate/score** the *Baseline Certification Matrix* and the *Hallmarks of Excellence Certification Matrix* and provide recommendations for Corrective Action Plan (CAP) if appropriate and recommend continuous improvement
- **Review and verify** WIOA Required Documents in addition to on-site visitation.
- **Report committee's assessment** to the WDB-VC with recommendation for Certification and any required CAP or continuous improvement recommendations. Then WDB-VC officially decides certification.



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AJCC Certification Process



The certification process is divided into 2 parts:

1. **“Baseline Criteria”**
2. **“Hallmarks of Excellence”.**

Vivian Pettit, WDB Administration Manager



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AJCC Certification Process



AJCC Certification Process

Today the Evaluation Committee will be reviewing the “**Baseline Criteria**”.

Baseline Criteria is intended to ensure that every comprehensive AJCC is in compliance with key *Workforce Innovation and Opportunity Act* (WIOA) **statutory and regulatory requirements**.



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AJCC Certification Process



AJCC Certification Process

How will the certification process be accomplished?

Utilizing the “matrix” for baseline criteria, verification will be accomplished through:

- **Independent** committee established to provide objective observation and evaluation
- Documentation **review and verification**
- **On-site Tour** of the AJCC
- Program Staff **Interview & Presentation**

Criteria for verification is listed in your handouts

Quantitative – “**Yes**” or “**No**”



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Baseline Criteria Matrix Explained

Vivian Pettit, WDB Administration Manager



Baseline Criteria Matrix

In your Packet

**Comprehensive AJCC Certification Matrix
Baseline Criteria**

The Baseline America's Job Center of CaliforniaSM (AJCC) Certification is intended to ensure that every comprehensive AJCC is in compliance with key *Workforce Innovation and Opportunity Act* (WIOA) statutory and regulatory requirements. If an AJCC does not meet one or more of the criteria, they will be considered "not yet able to certify." In this instance, the Local Workforce Development Board (Local Board) must develop a corrective action plan that outlines how they will bring the AJCC into compliance by April 1, 2018.

Local Boards must submit a completed matrix and, if needed, a corrective action plan to their Regional Advisor for each comprehensive AJCC by December 31, 2017.

Name of Local Board _____

Name of AJCC _____

Baseline Criteria	Yes	No
Implements the signed Memorandums of Understanding (MOU)		
A Memorandum of Understanding (meeting the Phase I and Phase II requirements in Workforce Services Directive WSD15-12 and WSD16-09) has been signed by all the required AJCC partners.		
The signed MOU identifies the AJCC as a comprehensive center.		
The AJCC is implementing the MOU specifications applicable to comprehensive centers.		
Implements the Local Board defined roles and responsibilities of the AJCC Operator and Career Services Provider		
AJCC Operator selected in compliance with WSD16-14.		
Roles and responsibilities of AJCC Operator are clearly identified.		
Career Services Provider selected in compliance with WSD16-14.		
Roles and responsibilities of the Career Services Provider within the AJCC are clearly identified.		



The “Baseline Criteria” ...is divided into 4 parts:



Baseline Criteria

- **Part I**

Implements the signed Memorandum of Understanding (MOU)

- **Part II**

Implements the Local Board defined roles and responsibilities of the AJCC Operator and Career Services Provider

- **Part III**

Meets all regulatory requirements to be a comprehensive AJCC

- **Part IV**

Ensures Equal Opportunity for Individuals with Disabilities



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Baseline Criteria Matrix Part I



Baseline Criteria

Part I - Implements the signed Memorandum of Understanding (MOU)

Verification Method: This will be accomplished by presenting to your board:

- Copy of the MOU Phase I
- Copy of the MOU Phase II
- All required signatures for your review and verification.



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Baseline Criteria Matrix Part II



Baseline Criteria

Part II - Implements the Local Board defined roles and responsibilities of the AJCC Operator and Career Services Provider

Verification Method: This will be accomplished by presenting to your board:

- Copy of the Request for Proposal (RFP) (Selection Process)
- Copy of MOU Phase I and MOU Phase II (Roles and Responsibilities)



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Baseline Criteria Matrix Part III



Baseline Criteria

Part III - Meets all regulatory requirements to be a comprehensive AJCC

Verification Method – Tour of the AJCC

- Lobby
- Resource Center
- AJCC Staff / Partner areas
- Physically accessible



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Baseline Criteria Matrix Part IV



Baseline Criteria

Part IV - Ensures Equal Opportunity for Individuals with Disabilities

Verification Method:

- Tour of the AJCC
 - Verify **Physically Accessible**
- Interview with AJCC Title I staff
 - Verify **Programmatically Accessible**



AJCC Tour Worksheet

In your Packet



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY
AJCC Evaluation Committee

America's Job Center of California at Riverpark (Ventura Room)
2901 N. Ventura Rd. Oxnard, CA

AJCC Tour Worksheet

AJCC provides access to all **basic and individualized** career services identified in WIOA Joint Final Rule Section 678.430

Career and Training Services under WIOA, the WIA core and intensive services are merged into a new category entitled "career services." The career services category includes basic career services, found at WIOA Section 134(c)(2)(A)(i)-(x), and individualized career services, found at WIOA Section 134(c)(2)(A)(xii).

Basic Career Services consist of the following:

Criteria	Where Found in AJCC	Y	N
A. Determination of eligibility to receive services.	Lobby / Resource Center, Staff questions to ascertain customer needs		
B. Outreach, intake, and orientation to the services available through the one-stop delivery system	Lobby / Resource Center Lobby Powerpoint describing AJCC services		
C. Initial assessment of skill levels (including literacy, numeracy, and English language proficiency) , aptitudes, abilities (including skills gaps), and supportive service needs	Lobby / Resource Center Staff questions to ascertain customer needs		
D. Labor exchange services, including the following: 1. job search and placement assistance and, career counseling, such as the information on indemand industry sectors and occupations as well nontraditional employment; and 2. recruitment and other business services on behalf of employers in the local area, such as information and referral to specialized business services not traditionally offered through the one-stop delivery system.	Lobby / Resource Center 1. Resource center, computers, CalJOBS 2. Employer On-site recruitment flyers		





Thank You

...for your time, expertise and objectivity in ensuring this AJCC is evaluated and verified.

Shall we begin?





AJCC CERTIFICATION PROCESS OVERVIEW

1. AJCC Evaluation Committee Duties:

- Conducts two AJCC on-site evaluations, observations, and interviews with AJCC staff. Dates: First visit is October 4, 2017 and second on-site visit to be determined in Spring 2018.
- Evaluates observations and rates/scores the *Baseline Certification Matrix* and the *Hallmarks of Excellence Certification* matrix and provides recommendations for Corrective Action Plan (CAP) as may be appropriate and continuous improvement
- Review reports and performance data in addition to on-site visitation.
- Formally report committee's assessment to the WDBVC Executive Committee with recommendation for Certification and any required CAP or continuous improvement recommendations (report dates: December 2017 for the *Baseline Certification* and in May 2018 for the *Hallmarks of Excellence Certification*)

2. WDBVC Duties:

- WDBVC Chair directs WDB Programs Committee to serve as ad hoc AJCC Evaluations Committee.
- WDBVC Executive Committee considers Action Item from AJCC Evaluation Committee for recommendation to certify AJCC (Fall 2017 and Spring 2018)
- WDBVC Board considers Action Item from WDBVC Executive Committee recommendation for AJCC certification (December 2017 and Spring 2018)

3. AJCC Consortium Duties

- Conduct Self-Assessment using Baseline and Hallmarks of Excellence Matrix
- Implement continuous improvement process with partners and AJCC staff
- Implement Corrective Action Plan (if any) prior to April 1, 2018

4. WDBVC Staff duties:

- Analyzes Directives/ TEGs, Deadlines and Required steps/deliverables and Communicate Process to WDBVC Executive Committee and Board
- As directed by Programs Committee chair, determines and invites AJCC Evaluation Committee (See Attachment B - Membership Roster)
- Establishes Evaluation Committee Chart of Work as per process plan, Prepare Instruction to Evaluations Committee about certification goals/outcomes, Methods to evaluate AJCC, and prepares Meeting Schedules and Agenda
- Conducts planning meeting with AJCC Consortium to determine necessary steps and documentation necessary to provide evidence to Evaluation Committee in fulfilling *Baseline Certification* and *Hallmarks of Excellence Certification*.
- In collaboration with AJCC Consortium, provide process for AJCC self-assessment
- Documents minutes, reports, and WDBVC Action Items, and archive documentation for monitoring



AJCC CERTIFICATION TIMELINE

June 2017: Attend Certification Training (WDBVC staff)

August 2017: WDBVC staff prepares chart of work, communicates with WDBVC Executive Committee, invites AJCC Evaluations Committee to attend October 4, 2017 on-site AJCC visitation.

September 2017: WDBVC staff conducts meetings with AJCC Consortium to prepare for evaluations and finalizes agenda for evaluation

September 30, 2017: WDBVC staff provide AJCC Certification Process Outline to CDWB for their consideration and approval

October 2017: AJCC Evaluations Committee conducts first onsite visit October 4, 2017 and evaluates *Baseline Certification* criteria. WDBVC staff and AJCC Consortium gather documentation and evidence to support *Baseline Certification*

November 2017: CWDB provides approval of certification process by November 1, 2017. WDBVC staff finalizes evidence and data reporting for AJCC Evaluations Committee review in December meeting

December 2017:

- a. AJCC Evaluations Committee conducts meeting December 6, 2017 to evaluate reports and performance data
- b. AJCC Evaluations Committee reports recommendations to the WDBVC on December 7, 2017
- c. WDBVC considers recommendation to approve AJCC *Baseline Certification* (Action Item).
- d. WDBVC Chair signs the Certification
- e. WDBVC staff submits *Baseline Certification* to the CWDB no later than **December 31, 2017**

January 2018 – March 2018:

- a. AJCC Consortium implements any recommendations for improvement and/ or CAP.
- b. AJCC Consortium plans, prepares, implements improvements for the April 4, 2018 onsite evaluation

April 2018:

- a. **April 1, 2018** – corrective Action Plan (CAP) deadline
- b. WDB Evaluations Committee conducts second AJCC Visitation April 4, 2018 and ranks the comprehensive AJCC *Hallmarks of Excellence* matrix

May 2018 – June 2018:

- a. WDB Evaluations Committee reports recommendation to WDBVC Executive Committee or board.
- b. WDBVC Executive Committee or board considers recommendation for *Hallmarks of Excellence Certification* (Action Item).
- c. WDBVC Staff prepares report and gathers evidence and documentation for submittal to CWDB

June 30, 2018: Deadline for submittal to CWDB the *Hallmarks of Excellence Matrix* and continuous improvement plans



AJCC EVALUATION COMMITTEE ROSTER FOR AJCC CERTIFICATION

<u>NAME</u>	<u>TITLE</u>	<u>ORGANIZATION</u>
1. Anselmo, Vic*	President/CEO	Applied Powdercoat, Inc. (Chair, WDBVC)
2. Beckerman, Jerry	Executive Director/Founder	Segue Career Mentors
3. Bowman, Ray	Executive Director of the Small Business Development Center of Ventura and Santa Barbara Counties	Economic Development Collaborative, Ventura County
4. Fisher-Helton, Linda	Community Relations Manager	Area Housing Authority of County of Ventura
5. Harner, Kathy*	Manager, Staff Services	California Department of Rehabilitation
6. Liu, Greg*	President/CEO	Jaxx Manufacturing Inc. (Vice Chair, WDBVC)
7. Nickelberry, Tressie	Supervising Deputy Probation Officer, Juvenile Specialty Programs	Ventura County Probation Agency
8. Rice, Roger*	Deputy Superintendent, Student Services	Ventura County Office of Education
9. Skinner, Tony*	Executive Secretary/ Treasurer	Tri-Counties Building & Construction Trades Council (WDBVC Programs Cte Chair)
10. Van Meeuwen, Tom	Conservation Supervisor	California Conservation Corps
11. Webster, Leslie	Senior Vocational Rehabilitation, QRP	Department of Rehabilitation

*denotes WDBVC Board Member

Excluded from AJCC Evaluation as mandated in Directive WSD16-20:

- *Human Services Agency* (Service Provider for WIOA Title I adult and dislocated worker career services; AJCC Consortium lead member and AJCC Program Partner staff)
- *Employment Development Department* (AJCC Consortium member and AJCC Program Partner staff)
- *Center for Employment Training* (AJCC Consortium member and AJCC Program Partner staff)



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY
 AJCC Evaluation Committee

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Career and Training Services under WIOA, the WIA core and intensive services are merged into a new category entitled "career services." The career services category includes basic career services, found at WIOA Section 134(c)(2)(A)(i)-(xi), and individualized career services, found at WIOA Section 134(c)(2)(A)(xii).

Basic Career Services consist of the following:

Criteria	Where Found in AJCC	Y	N
A. Determination of eligibility to receive services.	Lobby / Resource Center, Staff questions to ascertain customer needs		
B. Outreach, intake, and orientation to the services available through the one-stop delivery system	Lobby / Resource Center Lobby Powerpoint describing AJCC services		
C. Initial assessment of skill levels (including literacy, numeracy, and English language proficiency) ., aptitudes, abilities (including skills gaps), and supportive service needs	Lobby / Resource Center Staff questions to ascertain customer needs		
D. Labor exchange services, including the following: 1. job search and placement assistance and, career counseling, such as the information on indemand industry sectors and occupations as well nontraditional employment; and 2. recruitment and other business services on behalf of employers in the local area, such as information and referral to specialized business services not traditionally offered through the one-stop delivery system.	Lobby / Resource Center 1. Resource center, computers, CalJOBS 2. Employer On-site recruitment flyers		

Criteria	Where Found in AJCC	Y	N
<p>E. Referrals to, and coordination of activities with, other programs and services, including programs and services within the one-stop delivery system and other workforce development programs.</p>	<p>Lobby / Resource Center Examples: Referrals to CalWORKs, EDD, Veteran Orientation, DOR, Coordination of activities: MSFW, VSN</p>		
<p>F. Workforce and labor market employment statistics information, including information relating to local, regional, and national labor market areas, including the following:</p> <ol style="list-style-type: none"> 1. job vacancy listings and the job skills necessary to obtain them; <p>and</p> <ol style="list-style-type: none"> 2. information on local in demand occupations and the earnings, skill requirements, and opportunities for advancement that accompany them. 	<p>Resource Center</p> <ol style="list-style-type: none"> 1. Job Postings 2. CalJOBS labor exchange, O*net website 		
<p>G. Information on performance and program cost of eligible providers of training services, youth workforce investment activities, adult education, career and technical education activities at the postsecondary level, career and technical education activities available to school dropouts, and vocational rehabilitation services</p>	<p>Resource Center ETPL List CalJOBS: Listing Training Providers</p>		
<p>H. Information regarding how the local area is performing on the local performance accountability measures and any additional performance information with respect to the onestop delivery system in the local area.</p>			
<p>I. Information on, and referral to, supportive services or assistance, including the following:</p> <ol style="list-style-type: none"> 1. childcare, child support, medical or child health assistance under title XIX or XXI of the Social Security Act; 2. benefits under the supplemental nutrition assistance program established under the Food and Nutrition Act of 2008; 3. assistance through the earned income tax credit under section 32 of the Internal Revenue Code of 1986; 4. assistance under a state program for temporary assistance for needy families funded under part A of title IV of the Social Security Act; and 5. other supportive services and transportation available in the local area. 	<p>Resource Center:</p> <ol style="list-style-type: none"> 1. Referrals to Child Development Resources (CDR) 2. Referrals to Food Stamps or CalFresh 3. Referrals / information about Earned Income Tax Credit 4. Referrals to CalWORKs 5. Referrals to Vta Co Transportation Commission, other community resources 		

Criteria	Where Found in AJCC	Y	N
J. Information and assistance regarding filing claims for unemployment compensation.	Resource Center UI Phones or online (computer)		
K. Assistance in establishing eligibility for programs of financial aid assistance for training and education programs that are not funded under WIOA.	Referrals to VACE for Pell Grant Eligibility		

Individualized Career Services consist of the following:

Criteria	Where Found in AJCC	Y	N
A. Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers, which may include the following: 1. diagnostic testing and use of other assessment tools; and 2. in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals	Interview with Title I staff: Describe WIOA Title I Program Interview Documentation: CalJOBS Objective Assessment		
B. Development of an individual employment plan, to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve the employment goals, including providing information on eligible providers of training services and career pathways to attain career objectives.	Interview: Display and Describe the CalJOBS Individual Employment Plan and how it meets each of the requirements of Section B		
C. Group counseling	Interview with Title I Staff: Describe AE Network Meetings		
D. Individual counseling.	Program Interview: Individual Counseling – ongoing Case Management		
E. Career planning.	Program Interview: Career Planning - IEP		
F. Short-term prevocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training.	Job Club		
G. Internships and work experiences linked to careers			
H. Workforce preparation activities			

Criteria	Where Found in AJCC	Y	N
I. Financial literacy services			
J. Out-of-area job search assistance and relocation assistance.	Interview: Describe how WIOA Title I services assists customers who move out of area (provide out-of-area job leads, etc.)		
K. English language acquisition and integrated education and training programs	Tour: Adult Ed partner area		

NOTES:

CAREER & resource FAIR

Thursday, October 26, 2017
1 - 4 p.m.

Open to all job seekers interested in learning about jobs, resources, and career opportunities within our community.

America's JobCenter

2901 N. Ventura Road, Suite #310 (3rd Floor) Oxnard, CA 93036 • (800) 500-7705



America's JobCenter
of CaliforniaSM



Equal Opportunity Employer

Program Auxiliary aids and services are available upon request to individuals with disabilities. TDD/TTY inquiries, call 1 (800) 735-2922



TO: PROGRAMS COMMITTEE

**FROM: MELISSA LIVINGSTON, CHIEF DEPUTY DIRECTOR
HUMAN SERVICES AGENCY**

DATE: OCTOBER 4, 2017

SUBJECT: RECOMMENDATION THAT THE PROGRAMS COMMITTEE RECOMMEND TO THE EXECUTIVE COMMITTEE OF THE WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB) APPROVAL AND RECOMMENDATION TO THE WDB THE CERTIFICATION OF THE COMPREHENSIVE AMERICA'S JOB CENTER OF CALIFORNIA (AJCC) AT RIVERPARK (OXNARD, CALIFORNIA) ACCORDING TO THE ATTACHED BASELINE CRITERIA MATRIX.

RECOMMENDATION

Recommendation that the Programs Committee Recommend to the Executive Committee of the Workforce Development Board of Ventura County (WDB) Approval and Recommendation to the WDB the Certification of the Comprehensive America's Job Center Of California (AJCC) At Riverpark (Oxnard, California) According to the attached Baseline Criteria Matrix.

BACKGROUND / DISCUSSION

The WIOA establishes a framework under which Local Boards are responsible for maintaining a network of high-quality, effective AJCCs. To assist in these efforts, the California Workforce Development Board (State Board), in consultation with an AJCC Certification Workgroup comprised of state-level partners and Local Board representatives, developed objective criteria and procedures for Local Boards to use when certifying the AJCCs within their Local Workforce Development Areas (Local Area).

The WIOA Joint Final Rule outlines three key requirements for AJCC certification: effectiveness of the AJCC, physical and programmatic accessibility for individuals with disabilities, and continuous improvement. California's certification process is centered on these key requirements and sets a statewide standard of service delivery that ensures all customers consistently receive a high-quality level of service.

In accordance with WIOA Section 121(g), Local Boards must conduct an independent and objective evaluation of the AJCCs in their Local Areas once every three years using criteria and procedures established by the State Board.

There are two levels of AJCC certification: Baseline and Hallmarks of Excellence. The Baseline AJCC Certification is intended to ensure that every comprehensive AJCC is in compliance with key WIOA statutory and regulatory requirements. The Hallmarks of Excellence AJCC Certification is intended to encourage continuous improvement by identifying areas where an AJCC may be exceeding quality expectations, as well as areas where improvement is needed.

The WDB will submit the Baseline Criteria Matrix to the State by December 31, 2017 and the Hallmarks of Excellence Criteria Matrix by June 30, 2018.

The authority for local boards to conduct the AJCC certification is specified in directive WSD16-20. The Ventura County Consortium (Human Services Agency, Employment Development Department, and the Center for Employment Training) is the approved AJCC Operator. Therefore according to the directive, WDB has the authority and responsibility to conduct an independent and objective evaluation and complete its own certification according to the process listed in the directive and outlined in the attached matrix. The WDB has established the Programs Committee as a standing committee, responsible for providing oversight to all WIOA career services and programs. The Programs Committee has been designated as the AJCC Evaluation Committee with responsibility to provide an evaluation of the comprehensive AJCC and provide its recommendation for certification and continuous improvement to the WDB.

October 4, 2017 the Programs Committee is invited to conduct an on-site visit of the AJCC and evaluate the key components outlined in the Baseline Criteria Matrix. Following the evaluation of the Baseline Criteria in compliance with WIOA statutory and regulatory requirements, it is recommended that the Programs Committee recommend to the Executive Committee of the Workforce Development Board of Ventura County (WDB) Approval and Recommendation to the WDB the Certification of the Comprehensive America's Job Center Of California (AJCC) At Riverpark (Oxnard, California) according to the attached Baseline Criteria Matrix.

If you have questions or need more information, contact Patrick Newburn at (805) 477-5306, email patrick.newburn@ventura.org.

Attachments:

Comprehensive AJCC Certification Matrix Baseline Criteria

Comprehensive AJCC Certification Matrix Baseline Criteria

The Baseline America’s Job Center of CaliforniaSM (AJCC) Certification is intended to ensure that every comprehensive AJCC is in compliance with key *Workforce Innovation and Opportunity Act* (WIOA) statutory and regulatory requirements. If an AJCC does not meet one or more of the criteria, they will be considered “not yet able to certify.” In this instance, the Local Workforce Development Board (Local Board) must develop a corrective action plan that outlines how they will bring the AJCC into compliance by April 1, 2018.

Local Boards must submit a completed matrix and, if needed, a corrective action plan to their Regional Advisor for each comprehensive AJCC by December 31, 2017.

Name of Local Board _____

Name of AJCC _____

Baseline Criteria	Yes	No
Implements the signed Memorandums of Understanding (MOU)		
A Memorandum of Understanding (meeting the Phase I and Phase II requirements in Workforce Services Directive WSD15-12 and WSD16-09) has been signed by all the required AJCC partners.		
The signed MOU identifies the AJCC as a comprehensive center.		
The AJCC is implementing the MOU specifications applicable to comprehensive centers.		
Implements the Local Board defined roles and responsibilities of the AJCC Operator and Career Services Provider		
AJCC Operator selected in compliance with WSD16-14.		
Roles and responsibilities of AJCC Operator are clearly identified.		
Career Services Provider selected in compliance with WSD16-14.		
Roles and responsibilities of the Career Services Provider within the AJCC are clearly identified.		
Meets all regulatory requirements to be a comprehensive AJCC (WIOA Joint Final Rule Section 678.305)		
AJCC has least one Title I staff person physically present.		

AJCC provides access to all basic and individualized career services identified in WIOA Joint Final Rule Section 678.430.		
AJCC provides access to training services identified in WIOA Joint Final Rule Section 680.200.		
AJCC provides access to any employment and training activities carried out under WIOA Section 134(d).		
AJCC provides access to programs, services, and activities of all required AJCC partners by having partner staff physically co-located at the AJCC, having a staff person at the AJCC who has been cross-trained to provide information about partner programs, or having direct linkage through technology to staff who can provide meaningful information or services.		
AJCC provides workforce and labor market information.		
AJCC provides customers with access programs, services, and activities during regular business hours.		
Ensures Equal Opportunity for Individuals With Disabilities		
<p>The AJCC is physically and programmatically accessible to individuals with disabilities, as described in WIOA Section 188 and Title 29 Code of Federal Regulations Part 38.</p> <p>Americans with Disabilities Act Title V provides that state requirements may supersede the ADA when state requirements provide greater or equal protection for the rights of individuals with disabilities. Therefore, the AJCC must also be in compliance with following California guidance related to equal access for individuals with disabilities:</p> <ul style="list-style-type: none"> • Fair Employment and Housing Act (California Government Code Section 12900-12996) • Unruh Civil Rights Act (California Civil Code Section 51-52) • Disabled Persons Act (California Civil Code Section 54-55) • California Building Code Title 24 Chapter 11B • California Government Code 7405 • California Government Code 11135 <p>Such requirements include, but are limited to, the following:</p> <ul style="list-style-type: none"> • Providing reasonable accommodations for individuals with disabilities • Making reasonable modifications to policies, practices, and procedures where necessary to avoid discrimination against persons with disabilities • Administering programs in the most integrated setting appropriate 		

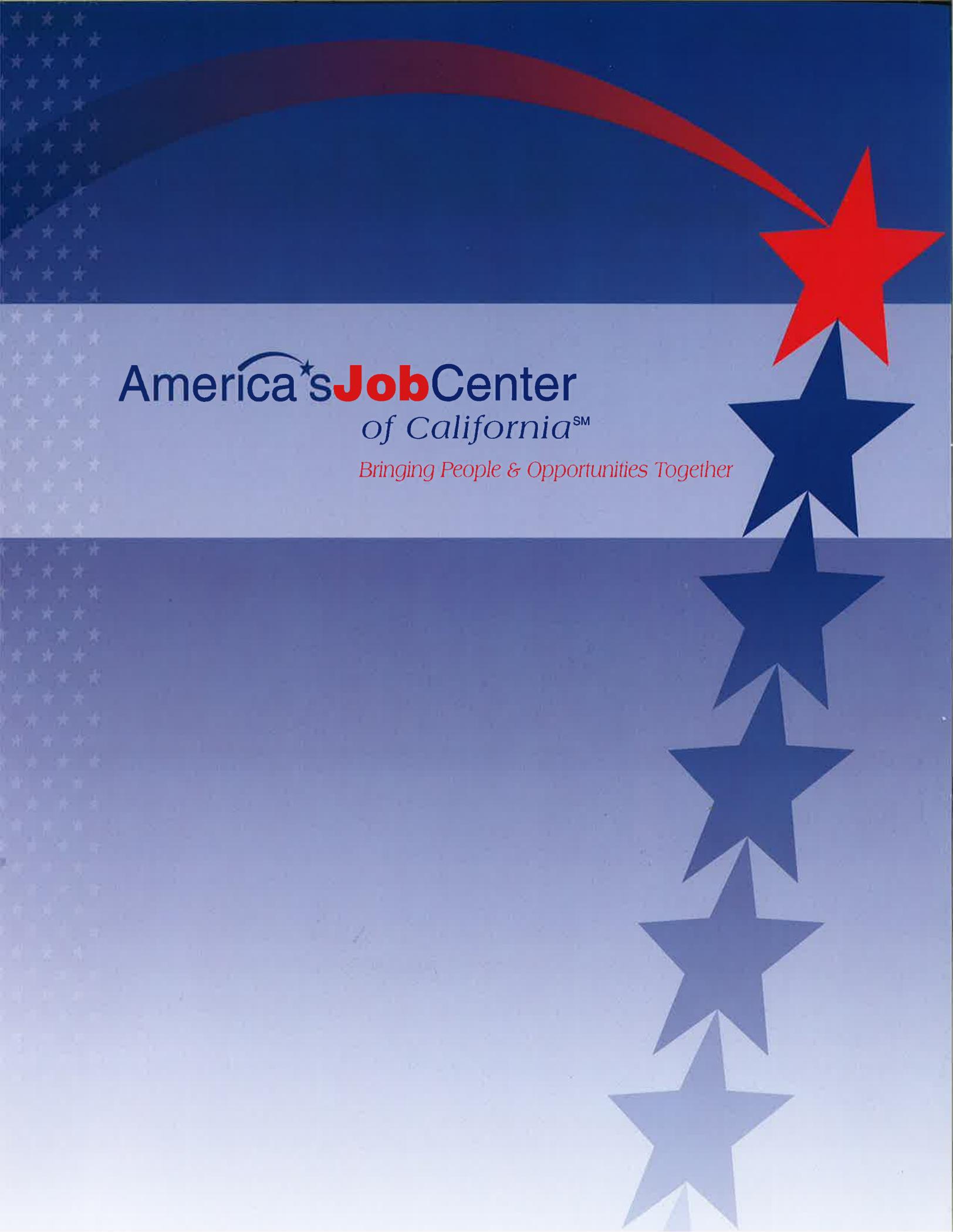
<ul style="list-style-type: none"> • Communicating with persons with disabilities as effectively as with others • Providing appropriate auxiliary aids and services, including assistive technology devices and services, where necessary to afford individuals with disabilities an equal opportunity to participate in, and enjoy the benefits of, the program or activity • Providing for the physical accessibility of the AJCC to individuals with disabilities 		
<p>The AJCC meets all Baseline Criteria for Baseline AJCC Certification</p>		

The Local Board Chair must attest the Local Board’s certification decision by signing below.

Signature

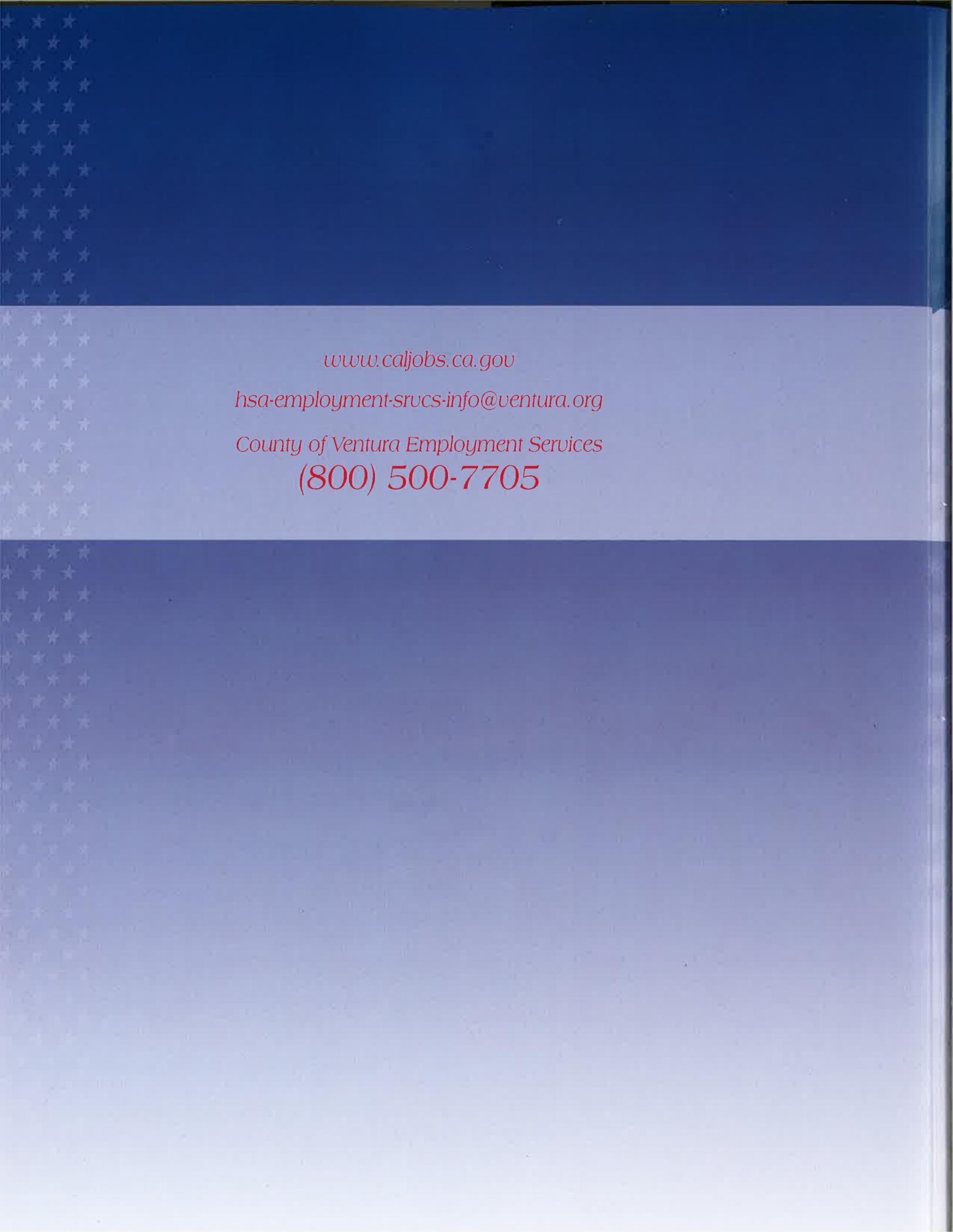
Name

Title



America's **JobCenter**
of CaliforniaSM

Bringing People & Opportunities Together



www.caljobs.ca.gov

hsa-employment-srvcs-info@ventura.org

County of Ventura Employment Services

(800) 500-7705

MORE INFORMATION

EDD programs and services

The EDD's home page is your link to information on:

- Job Placement and Referrals.
- Unemployment Insurance.
- Disability Insurance.
- Paid Family Leave.
- Employment and Training.
- Labor Market Information.
- Payroll Taxes.
- And More!

online job and résumé bank

Whether you're looking for a job or looking to list one, go to CalJOBSSM. With thousands of new job openings every day and the largest pool of job seekers in California, you'll find what you're looking for with our résumé and job listing services at no cost.

labor market information

Your source for thousands of labor market statistics on:

- Occupational and Industry Data.
- Employment/Unemployment Data.
- Emerging Occupations and Trends.

BOOKMARK



these websites
for products and services

www.edd.ca.gov

EDD programs and services

www.caljobs.ca.gov

online job and résumé bank

**[www.labormarketinfo.
edd.ca.gov](http://www.labormarketinfo.edd.ca.gov)**

Job market information



The American Job Center (AJC) network offers businesses convenient access to workforce development services. Account Executives work one-on-one with employers to help plan ways to build and train your workforce and to refer you to no-cost/low-cost consulting services.

Visit www.caljobs.ca.gov to find the AJC nearest you or call (800) 500-7705 for more employer services information.

The **Workforce Development Board** administers federal funds that help to support AJC and other job seeker, youth, and employer programs and services in Ventura County.

www.jobcenter.usa.gov

www.caljobs.ca.gov

www.workforceventuracounty.org



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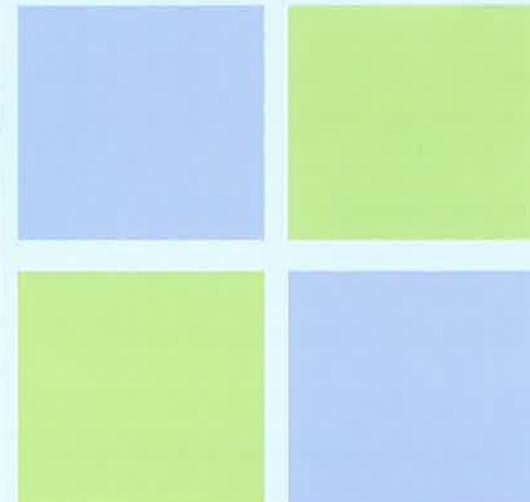
Bringing People & Opportunities Together

Equal Opportunity Employer/Program/Service. Auxiliary aids and services are available upon request to individuals with disabilities. TDD/TTY Inquires call (800) 735-2922.



EMPLOYER SERVICES

- **RECRUITMENT**
- **CUSTOMIZED TRAINING**
- **BUSINESS DEVELOPMENT**
- **RAPID RESPONSE**





American Job Center

The American Job Center (AJC) network can assist employers in finding, hiring and training skilled workers at no cost or low cost. Services available to employers include:

Recruitment

Save time and money with FREE AJC recruitment services.

- Postings for job openings
- Pre-screened candidates
- Hosting job recruitments at the AJC
- Meeting facilities for conducting interviews

Customized Training

Connect with local resources to provide training specific to the needs of your business.

- On-the-job training at employer sites
- Customized employee training programs
- Industry-specific education
- Employer reimbursement for employee training

Business Development

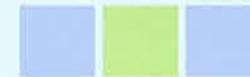
Connect with convenient and confidential professional, no-fee employer assistance.

- Business start-up guidance
- Industry-specific consulting
- Targeted loan fund programs
- International trade education

Rapid Response

Free services help employers and workers deal with the effects of layoffs and closures.

- Referrals for no-cost/low-cost business consulting
- Layoff aversion information
- Dislocated worker support services
- Downsizing/closure management



www.jobcenter.usa.gov

www.caljobs.ca.gov



The American Job Center (AJC) network offers job listings, career guidance, labor market information, training and education resources, and tools for job preparation.

Visit www.caljobs.ca.gov to find the AJC nearest you, or call (800) 500-7705 for more employment services information.

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JOB SEEKER SERVICES

- **JOB SEARCH RESOURCES**
- **EDUCATION AND TRAINING**
- **CAREER PATH GUIDANCE**
- **FINANCIAL ASSISTANCE AND RESOURCES**



American Job Center

Across Ventura County, the American Job Center (AJC) network offers FREE programs and services to help adults and youth job seekers choose and pursue careers. Services available to job seekers at no cost include:

Job Search Resources

Tools will help build your job search plan.

- Résumé building, networking, and interviewing help
- Job search tips and online job banks
- Career and growing occupation guidance
- Workshops for achieving employment success
- Computer, printer, and fax machine use

Education and Training

Training and support services are available at no cost to eligible job seekers.

- Education and training options
- Customized training
- On-the-job training
- Professional certifications and occupational licenses
- Registered apprenticeships

Career Path Guidance

Need help choosing a career? CalJOBS and the CareerOneStop are comprehensive employment services and information websites.

- Job listings and employer information
- Create and post résumés online
- Career research tools
- Skills and career assessment tools
- Online learning resources

Financial Assistance and Resources

Guidance is available for job seekers with specific and immediate challenges.

- Unemployment insurance
- Financial aid Information
- Veterans job seeker services
- Disabled job seeker services
- Older worker services



Los Beneficios para las Personas Que Buscan Empleo

- Acceso por Internet a los servicios de empleo las 24 horas del día, los 7 días a la semana, en cualquier lugar con acceso a Internet.
- Reduce la necesidad de solicitar servicios en persona.
- Acceso equitativo a las personas que sólo hablan español y a personas con discapacidades visuales.
- Una lista de empleos no duplicada a través del Internet.
- Herramientas por computadora para ayudarle a encontrar empleo que encaje con sus habilidades, experiencia laboral e intereses.
- Opciones fáciles de usar para explorar el mercado laboral local.
- Amplia información sobre educación, programas de entrenamiento y ayuda financiera.
- CalJOBSSM le da la capacidad de mantener y administrar toda su actividad de búsqueda de empleo en un solo lugar.



Estado de California

Agencia del Trabajo y Desarrollo de la
Fuerza Laboral

Departamento del Desarrollo del Empleo

El Departamento del Desarrollo del Empleo (EDD) es un empleador/programa de oportunidades equitativas. Servicios auxiliares y de asistencia para las personas con discapacidades, están disponibles cuando se solicitan. Peticiones para servicios, asistencia y/o formato alterno necesitan hacerse llamando al 800-758-0398 (voz). Los que usan TTY favor de llamar al "California Relay Service" al 711.



El Servicio de
CalJOBSSM



*El éxito de California comienza con usted.
Los trabajos están ahí, encontremos el suyo.*

Bienvenidos al Servicio de CalJOBSSM

¿Por Qué Debo Usar CalJOBSSM?

Cómo Registrarse con CalJOBSSM

CalJOBSSM es:

- Un centro de empleos virtual por Internet que le proporciona acceso a una lista de miles de puestos de empleo vacantes y le proporciona las herramientas necesarias para manejar su carrera y búsqueda de empleo.
- Fácil de navegar y le ayudará a desarrollar un historial de empleos que refleje sus habilidades y experiencia laboral.
- Accesible al público las 24 horas del día, los 7 días a la semana..

Si usted no tiene acceso a Internet, visite su Centro de Empleo de América en CalJOBSSM local donde encontrará computadoras disponibles para su uso.

Para encontrar un centro cercano a usted, llame al Servicio de Colocación de América (America's Service Locator, en inglés) gratuitamente al 1-877-872-5627, o TTY al 1-877-889-5627.

Contiene una Lista con una Amplia Variedad de Puestos de Empleo Vacantes.

Los puestos de empleo vacantes varían desde el nivel principiante hasta el nivel ejecutivo.

Ofrece Servicio de Preparación de Historial de Empleos.

CalJOBSSM le ayuda a desarrollar su historial de empleos, para después imprimirlo y presentarlo para solicitar puestos de empleo. También se exhibe su historial de empleo por Internet para que lo vean los empleadores que buscan llenar un puesto vacante.

Ahorre Tiempo y Dinero.

CalJOBSSM también le puede ayudar en su búsqueda de empleo por medio de avisos por correo electrónico dándole a saber de puestos de empleo vacantes que encajan con la información que aparece en su historial de empleos. No hay ningún costo para usar los servicios de CalJOBSSM.

Registración

- Visite www.caljobs.ca.gov.
- Complete su solicitud por Internet y establezca su propia información para ingresar a CalJOBSSM. La información de ingreso incluye el nombre de usuario y la contraseña.
- Conteste las preguntas que aparecen en la pantalla e inicie su búsqueda de empleo. En cuestión de minutos, tendrá la oportunidad de ver miles de puestos de empleo vacantes disponibles por todo el estado.



FOR YOUR BENEFIT:
CALIFORNIA'S PROGRAMS
FOR THE UNEMPLOYED

UNEMPLOYMENT
INSURANCE

DISABILITY
INSURANCE

PAID FAMILY LEAVE

WORKFORCE SERVICES

EDD Employment
Development
Department
State of California



STATE OF CALIFORNIA

LABOR AND WORKFORCE DEVELOPMENT AGENCY

EMPLOYMENT DEVELOPMENT DEPARTMENT

This publication is available on the EDD website at
www.edd.ca.gov/pdf_pub_ctr/de2320.pdf

The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Requests for services, aids, and/or alternate formats need to be made by calling the information numbers listed in this booklet.

America's **Job** Center of CaliforniaSM



The Workforce
Development Board
funds employment
and business
services in
Ventura County.



Service Sites:

Fillmore

Fillmore Community
Service Center
828 Ventura Street, #200

Moorpark

Moorpark Community
Service Center
(Ruben Castro
Human Services Center)
612B Spring Road, #301

Oxnard

America's Job Center of
California – Oxnard
2901 N. Ventura Road, 3rd Floor

Santa Paula

Santa Clara Valley Community
Service Center
725 E. Main Street, #101

Simi Valley

America's Job Center of
California – East County
2900 N. Madera Road, #100

Thousand Oaks

Thousand Oaks Community
Service Center
80 E. Hillcrest Drive, #200

Ventura

Ventura Community
Service Center
4651 Telephone Road, #200

Employment Services Information

(800) 500-7705
www.caljobs.ca.gov

Employer Services

[hsa-employment-srvcs-info@
ventura.org](mailto:hsa-employment-srvcs-info@ventura.org)

Welcome to the Resource Room

The Resource Room provides customers access to employment resources, tools, and services designed to identify, secure, and retain employment. Resource Rooms are located within America's Job Centers and Community Service Centers throughout the County of Ventura.

We invite you to take advantage of the resources available to the public. While visiting the Resource Room, please adhere to the following rules:

- All customers must scan-in, sign-in, and/or register with CalJOBS to access Resource Room services.
- All phone, fax, and computer usage is logged.
- Use of the Resource Room for personal interests is not permitted.
- Customers are expected to be courteous to other customers, staff, and visitors. Discourteous behavior is grounds for being asked to leave.
- Computer settings are not to be altered or reset.
- When the Resource Room is busy, there may be a time limit for computer use.
- Personal CDs, flash drives, cell phones, etc., may not be plugged into Resource Room computers.
- Please take cell phone calls outside to be considerate of other customers.
- Children are not permitted in the Resource Room. At select locations, children may be signed-in to the on-site Children's Corner.
- Do not bring food or beverages into the Resource Room.
- Please do not leave personal belongings unattended or bring large bags into the Resource Room.
- Please do not remove newspapers, books, or videos from the Resource Room.
- Registered Assistance Dogs are the only animals allowed in the Resource Room.

Thank you. Please let us know if you have any questions.

Equal Opportunity Employer

Program Auxiliary aids and services are available upon request to individuals with disabilities. TDD/TTY inquiries, call 1 (800) 735-2922



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www.vchsa.org

America's Job Center of CaliforniaSM



*El Bordo de
Desarrollo de
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ventura.org](mailto:hsa-employment-srvcs-info@ventura.org)

Bienvenidos al Centro de Recursos

El propósito del Centro de Recursos es proveerles a los clientes el acceso a los recursos, herramientas, y servicios diseñados para identificar, asegurar, y retener el empleo como un medio hacia la auto-suficiencia.

Le invitamos a aprovechar de todos los recursos del America's Centros de Empleo de California (AJCC) y de adherirse a las siguientes reglas mientras esté visitando el Centro de Recursos:

- Los clientes deberán inscribirse/escanearse con tarjeta al entrar para obtener acceso a los servicios del Centro de Recursos.
- Se debe anotar todo uso de los teléfonos, máquinas de fax, y computadoras.
- El Centro de Recursos y su equipo está disponible únicamente para actividades relacionadas con la búsqueda del empleo. No se permite el uso personal o de negocios.
- Se espera que los clientes sean cortés con los demás clientes, personal y visitantes. A las personas que se comportan de manera descortés, se les pedirá que se vayan del centro.
- No se debe de alterar ni reajustar las configuraciones de las computadoras.
- Cuando el Centro de Recursos esté ocupado, el uso de la computadora puede ser sujeto a un límite de tiempo.
- No se permite conectar ni cargar su tocadisco compacto, memoria flash, computadora personal, teléfono celular, etc., en las computadoras ni los contactos eléctricos.
- Como una cortesía a otros clientes del Centro de Recursos, deberá salir afuera para usar su teléfono celular.
- No se permiten niños en el Centro de Recursos. Puede inscribir a los niños al cuidado infantil del Centro cuando y donde este servicio sea disponible.
- Favor de no traer comida ni bebidas adentro del Centro de Recursos.
- Favor de no dejar artículos personales desatendidos. No se permite traer bolsos grandes o carritos de compra adentro del Centro de Recursos.
- Favor de no remover los libros, periódicos, y videos del Centro de Recursos.
- Únicamente perros de asistencia certificados pueden acompañar a los clientes adentro del Centro de Recursos.

Gracias. Favor de avisarnos si tiene preguntas o si hay manera en que le podamos servir mejor.

Empleador/Programa/Servicio de Oportunidades Equitativas.

Servicios auxiliares y de asistencia para las personas discapacitadas están disponibles cuando se solicitan. Para informes TDD/TTY, llame al 1(800) 735-2922



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DEVELOPMENT BOARD
workforceventuracounty.org

www.vchsa.org

America's **Job** Center of CaliforniaSM



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Employer Services

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ventura.org](mailto:hsa-employment-srvcs-info@ventura.org)

Explore your Employment & Training Options

Workforce Innovation & Opportunity Act Programs Can Help

Professional, trained employment services staff at the America's Job Center of California (AJCC) will guide you through your participation in Workforce Innovation & Opportunities Act (WIOA) services. These services include:

- AJCC Employment Services Orientation
- Employment Services Program Services
- Employment and Training Planning

Orientation Sessions:

Orientation sessions provide a complete overview of Workforce Programs. The following schedules are subject to change and require pre-registration in CalJOBS (www.caljobs.ca.gov).

- America's Job Center of California – Oxnard
Mondays English 8:30 – 10 a.m.
 Spanish 10:30 a.m. – 12 noon
- America's Job Center of California – East County
Tuesdays English 9 – 10:30 a.m.
 Spanish as needed

Eligibility

Must be at least 18 years of age, with proof of a legal right to work in the U.S. More information on eligibility for specific programs and services is provided at the orientation session. Registration in CalJOBS is required (www.caljobs.ca.gov).

Equal Opportunity Employer

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upon request to individuals with disabilities.
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Explore sus Opciones de Empleo y Entrenamiento

Programas de trabajo pueden ayudar

Personal profesional entrenado en servicios de empleo ubicado en los Centros de Empleo de América en California (AJCC) están disponible para guiarlos a través de su participación en el programa sobre el Acto de Innovación y Oportunidad en la Fuerza Laboral (WIOA). Estos servicios incluyen:

- Orientación a los servicios de empleo del AJCC
- Programa de servicios de empleo
- Planeación de empleo y entrenamiento

Sesiones de orientación:

Las sesiones de orientación proveen una visión general de los programas de la fuerza laboral. Los siguientes horarios pueden variar y requieren registración previa en CalJOBS (www.caljobs.ca.gov):

- Centros de Empleo de América en California – Oxnard
Cada lunes: Inglés 8:30 – 10 a.m.
Español 10:30 a.m. – 12 noon
- Centros de Empleo de América en California – Este Condado
Cada martes: Inglés 9 – 10:30 a.m.
Español según la necesidad

Elegibilidad:

Debe ser mayor de 18 años de edad y tener prueba de derecho legal para trabajar en los EEUU. Más información sobre elegibilidad para los programas específicos en las sesiones de orientación. Registración en CalJOBS es requerido (www.caljobs.ca.gov).

Empleador/Programa/Servicio de Oportunidades Equitativas.

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725 E. Main Street, #101

Simi Valley

America's Job Center of
California – East County
2900 N. Madera Road, #100

Thousand Oaks

Thousand Oaks Community
Service Center
80 E. Hillcrest Drive, #200

Ventura

Ventura Community
Service Center
4651 Telephone Road, #200

Employment Services Information

(800) 500-7705
www.caljobs.ca.gov

Employer Services

[hsa-employment-srvcs-info@
ventura.org](mailto:hsa-employment-srvcs-info@ventura.org)

Discover the Easy Way to Find a Job

Resource Rooms Give You the Tools You Need

Resource Room services, located in the America's Job Centers of California (AJCC) and Community Service Centers, are available to the public at no cost. Resource Room services help job seekers take control of their careers and expanding their employment options. You may research employers, explore occupations, search for jobs online, and access training opportunities. A variety of services and resources available, include:

- Labor market information
- Job listings
- Career exploration
- Skills assessment
- Résumé and interview guides
- On-site employer recruitments
- Veteran services
- Youth services
- Staff assistance available at AJCC locations

Self-Service Job Searching

Search for jobs on your own or with the assistance of trained staff. Equipment and supplies provided in the Resource Rooms for your convenience include:

- Employer recruitments
- Internet access
- Phones and fax machines
- Training and career resources
- Typing test certification
- Mock interviews
- Employer workshops
- Free wifi access

CalJOBS: www.caljobs.ca.gov

CalJOBS is Ventura County's comprehensive employment services website, providing online resources to job seekers and employers at no cost. Log on from the computers in the Resource Rooms or from any computer with an Internet connection. America's Job Centers of California offer training workshops to show you how to use the CalJOBS website to create and e-mail résumés, search job postings, and more.

Eligibility

Resource Rooms at the countywide AJCC and Community Service Centers are open to the public. For more information visit an America's Job Center nearest you. Location and contact information is listed on side panel.

Equal Opportunity Employer

Program Auxiliary aids and services are available upon request to individuals with disabilities.
TDD/TTY inquiries, call 1 (800) 735-2922



WORKFORCE
DEVELOPMENT BOARD
workforceventuracounty.org



www.vchsa.org

America's Job Center of CaliforniaSM



El Bordo de
Desarrollo de
Personal financia
empleo y servicios
comerciales en el
Condado de Ventura.



Sitios de Servicio:

Fillmore
Fillmore Community
Service Center
828 Ventura Street, #200

Moorpark
Moorpark Community
Service Center
(Ruben Castro
Human Services Center)
612B Spring Road, #301

Oxnard
America's Job Center of
California – Oxnard
2901 N. Ventura Road, 3er Piso

Santa Paula
Santa Clara Valley
Community Service Center
725 E. Main Street, #101

Simi Valley
America's Job Center of
California – East County
2900 N. Madera Road, #100

Thousand Oaks
Thousand Oaks Community
Service Center
80 E. Hillcrest Drive, #200

Ventura
Ventura Community
Service Center
4651 Telephone Road, #200

**Employment Services
Information**
(800) 500-7705
www.caljobs.ca.gov

Employer Services
[hsa-employment-srvcs-info@
ventura.org](mailto:hsa-employment-srvcs-info@ventura.org)

Descubra la Manera Fácil para Encontrar un Empleo

Los centros de recursos le facilitan las herramientas que usted necesita

Los servicios de los centro de recursos, están localizados en los Centros de Empleo de América en California y el Departamento de Servicios a la Comunidad del Condado de Ventura, están a su disposición sin costo alguno. El centro de recursos le ayuda al solicitante de empleo tomar control de sus carreras y ampliar sus opciones de empleo. Usted puede investigar empleadores, explorar ocupaciones, buscar empleo virtualmente, y acceso a oportunidades de entrenamiento. Una variedad de servicios y recursos están disponible, incluyendo:

- Información de sobre el mercado laboral
- Listas de empleo
- Exploración de carrera
- Evaluación de habilidades
- Guías para entrevistas y currículos
- Reclutamiento de empleadores allí mismo
- Servicios para veteranos
- Servicios para jóvenes
- Asistencia de personal disponible en las localidades de AJCC (Centro de Empleo de América en California)

Búsqueda de Empleo de Auto-Servicio

Busque empleo con la ayuda de personal entrenado o por sí mismo. Todos los materiales proveídos para su conveniencia en el centro de recursos, incluyendo:

- Reclutamiento de empleadores
- Certificación de mecanografía
- Acceso a trabajos en el Internet
- Practica de entrevistas
- Entrenamiento y recursos de carreras
- Talleres de trabajo
- Teléfonos y máquinas fax
- Acceso gratuito a WIFI

CalJOBS: www.caljobs.ca.gov

CalJOBS es el sitio virtual de servicios de empleo completo en el Condado de Ventura, proporcionando recursos virtualmente a buscadores de trabajo y empleadores sin costo alguno. Puede conectarse a una computadora en el centro de recursos o de cualquier computadora con conexión a internet. Los Centros de Empleo de América en California ofrecen talleres de trabajo para mostrarle como usar el sitio internet CalJOBS para crear y enviar currículos por correo electrónico, buscar anuncios de trabajo y más.

Eligibilidad

Los centros de recursos de todo el Condado de Ventura en Centros de Empleo de América en California y el Departamento de la Comunidad están abiertos al público en general. Para más información visite uno de nuestros Centros de Empleo de América en California más cercano a usted. Lista de localidades están en el panel lateral.

Empleador/Programa/Servicio de Oportunidades Equitativas.

Servicios auxiliares y de asistencia para las personas discapacitadas están disponibles cuando se solicitan.
Para informes TDD/TTY, llame al 1(800) 735-2922



WORKFORCE
DEVELOPMENT BOARD
workforceventuracounty.org

www.vchsa.org

VETERANS' INTAKE FORM (VIF)
****CONFIDENTIAL****
 (SECTIONS 1-3 MUST BE COMPLETED BY VSN)

Date: _____

SECTION 1

Client Name: _____

Last four of SSN: _____

E-mail: _____

Phone: _____

Reason for today's visit:

All items below must be checked as confirmation of completion.

<input type="checkbox"/> Registered in CalJOBS SM	<input type="checkbox"/> Completed CalJOBS SM profile
<input type="checkbox"/> Completed résumé	<input type="checkbox"/> Verified RTW documents

SECTION 2

Check all that apply to client:

<input type="checkbox"/> Disabled/special disabled: (Receiving VA Compensation)	<input type="checkbox"/> Homeless
<input type="checkbox"/> Recently separated service member and unemployed (27+ weeks)	<input type="checkbox"/> Released from incarceration (within last 12 months)
<input type="checkbox"/> Lacking high school diploma or equivalent certificate	<input type="checkbox"/> Low income
<input type="checkbox"/> Veteran age 18 to 24 years old	<input type="checkbox"/> Gold Card (Post 9/11)
<input type="checkbox"/> Eligible Spouse (with SBE)	<input type="checkbox"/> Eligible Person: (see instructions)

(If any above are checked, client is referred to DVOP for services – DVOP see page 2)

Does the eligible veteran, eligible spouse or eligible person want services from a DVOP? Yes No

SECTION 3

After eligibility determined, check off the remaining applicable process as confirmation of completion.

1. Client referred to DVOP

<input type="checkbox"/> Enter service code 101-Orientation and 102-Initial Assessment into client's CalJOBS SM file.
<input type="checkbox"/> Add case note titled, "VSN Vet Intake-REF'D TO DVOP"
<input type="checkbox"/> Print and sign name below. Forward intake sheet to DVOP.

2. Client directed to Wagner-Peyser, partner services or provided referrals

VSN, check applicable items:

<input type="checkbox"/> Currently in school	<input type="checkbox"/> Currently employed
<input type="checkbox"/> Applied/receiving UI/DI benefits , If yes, circle UI or DI	<input type="checkbox"/> Need to update work skills

Check off the remaining applicable process as confirmation of completion.

<input type="checkbox"/> Enter service code 101-Orientation and 102-Initial Assessment into client's CalJOBS SM file.
<input type="checkbox"/> Add case note titled, "VSN Vet Intake-INITIAL"
<input type="checkbox"/> Print and sign name below. Forward intake sheet to designated program manager.

 VSN PRINT NAME

 VSN SIGNATURE

Notes:



The California Employment Development Department
In cooperation with the
America's Job Center of California
Announce an

EMPLOYMENT OPPORTUNITY

with

Signal 88 Security

Company Representatives will be on-site to provide information and answer questions.

Friday, October 13, 2017

11:00 am - 2:00 pm

America's Job Center of California in Oxnard
2901 N. Ventura Road, Third Floor, Oxnard Ca

REQUIREMENTS PRIOR TO APPLYING

- Must be registered in CalJOBSSM at www.caljobs.ca.gov.
- Review Job Order for complete information about available positions.
- Call 805-288-8400 to be scheduled for an interview.

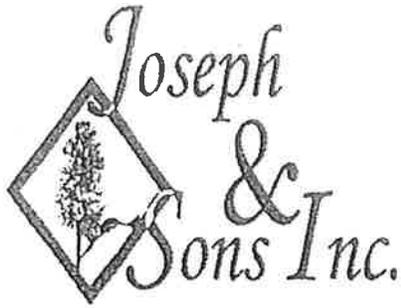
AVAILABLE POSITIONS

- Multiple Security Positions Located In Ventura County
- \$11.00 - \$12.50 an hour JO#15563929
- Must have a valid guard card to apply for positions.
- See additional job listings for Signal 88 Security in CalJOBSSM.

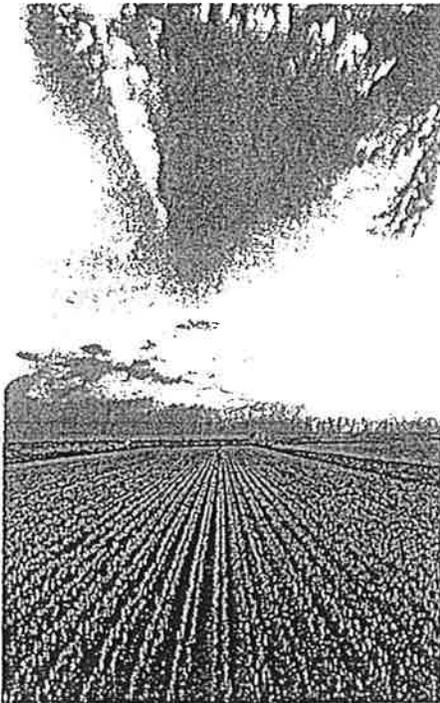
ADDITIONAL INFORMATION

All Veterans, spouses and dependents without guard cards qualify for free training to obtain a valid guard card. Pay varies from \$11.00 - \$12.50 depending on work site. Please call (805) 288-8400 to be scheduled for an interview with Signal 88 Security.

The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Requests for services, aids, and/or alternate formats need to be made prior to the event by calling [805-288-8400](tel:805-288-8400) (voice). TTY users, please call the California Relay Service at 711.



WE ARE HIRING



WE ARE LOOKING FOR PEOPLE TO JOIN
OUR TEAM

OPEN POSITIONS

- GENERAL LABORER
- PACKER (MUST KNOW HOW TO USE A FORKLIFT/ AND ABLE TO CARRY MORE THAN 40 POUNDS)
- CLASS "C" FIELD BOX TRUCK DRIVER
- PIECE RATE / CONTRACT

WALK-INS / OR CALL

Joseph & Sons Inc

Address: :12738 W. Telegraph Rd.
Santa Paula, CA 93060

Ask for Human Resources
Phone: (805) 933 - 5572

9/26
PA

Human Resources
Phone: (805) 933 - 5572
12738 w Telegraph Rd

Human Resources
Phone: (805) 933 - 5572
12738 w Telegraph Rd

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12738 w Telegraph Rd



County of Ventura Human Services Agency
America's Job Center
CareerShops of California
 Employment Services Workshops

You must be registered with **CalJOBS** to register for Career Shops

NOVEMBER 2017

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1	2	3
				Resumés that Sell OAJC 8:30 – 12 Técnicas para la búsqueda de trabajo OAJC 1:30 – 4
6	7	8	9	10
	Veterans' Orientation OAJC 8 – 12 Power of CallJOBS OAJC 8:30 – 12		0	Holiday Offices Closed
13	14	15	16	17
				Job Search / Social Media OAJC 8:30 – 12 Técnicas para la búsqueda de trabajo OAJC 1:30 – 4
20	21	22	23	24
			Holiday Offices Closed	
27	28	29	30	
	Power of CallJOBS ECAJC 8:30 – 12			

— FREE! Career Shops are offered at no cost to Job Seekers. FREE! —

LOCATION GUIDE

ECAJC – America's Job Center – East County 2900 N. Madera Road, Simi Valley (805) 955-2282	OAJC – America's Job Center – Oxnard 2901 N. Ventura Road, Oxnard (805) 204-5171
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Must be registered with CalJOBS to register for Career Shops
 Career Shops are sponsored by the Human Services Agency, EDD Workforce Services, and the Workforce Development Board
 Equal Opportunity Employer/Program/Service - TDD/TTY Inquiries call 1 (800) 735-2922
 Auxiliary aids and services are available upon request to individuals with disabilities

www.caljobs.ca.gov





County of Ventura Human Services Agency

America's Job Center of CaliforniaSM

CareerShops

Employment Services Workshops

You must be registered with
CalJOBS
to register for Career Shops

OCTOBER 2017

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	3	4	5	6
	Power of CalJOBS OAJC 8:30 – 12			Resumés that Sell OAJC 8:30 – 12 Tecnicas para la búsqueda de trabajo OAJC 1:30 – 4
9	10	11	12	13
	Veterans' Orientation OAJC 8 – 12			Winning Interviews OAJC 8:30 – 12 Power of CalJOBS OAJC 1:30 – 4
16	17	18	19	20
				Resumés that Sell OAJC 8:30 – 12 Tecnicas para la búsqueda de trabajo OAJC 1:30 – 4
23	24	25	26	27
				Job Search / Social Media OAJC 8:30 – 12 Tecnicas para la búsqueda de trabajo OAJC 1:30 – 4
30	31			
	Power of CalJOBS ECAJC 8:30 – 12			

— FREE! Career Shops are offered at no cost to Job Seekers. FREE! —

LOCATION GUIDE

ECAJC – America's Job Center – East County
2900 N. Madera Road, Simi Valley
(805) 955-2282

OAJC – America's Job Center – Oxnard
2901 N. Ventura Road, Oxnard
(805) 204-5171

Must be registered with CalJOBS to register for Career Shops
Career Shops are sponsored by the Human Services Agency, EDD Workforce Services, and the Workforce Development Board
Equal Opportunity Employer/Program/Service - TDD/TTY Inquiries call 1 (800) 735-2922
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www.caljobs.ca.gov

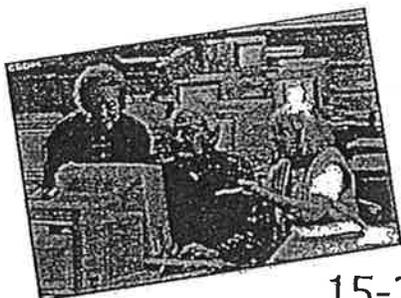


SER-Jobs for Progress, Inc.

Senior Community Service and
Employment Program

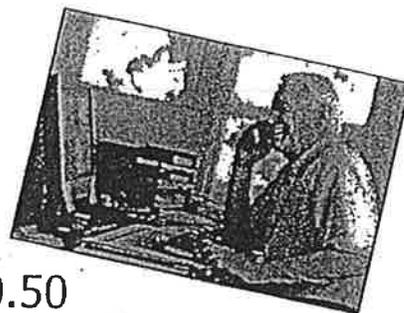
**EMPLOYMENT and TRAINING OPPORTUNITIES
for MATURE WORKERS**

**AGE IS NOT A LIMITATION
IT IS A QUALIFICATION!**



Provides Part-time Paid
Community Service
Job Training for
Low-income Seniors

15-20 hours per week at \$10.50



REQUIREMENTS

Unemployed

at least 55 years of age

Meet income criteria guidelines

Be a resident of Ventura County

For more information,

contact:

Maria Lopez
(805) 654-5239



Funded by
Ventura Area Agency on Aging

YOUTH EMPLOYMENT OPPORTUNITY PROGRAM



Are you between the ages of 15 and 25 and need help finishing high school, college, or finding a job? Let a YEOP specialist help you get back on track to reach your educational and/or career goals.

It's up to you!

Contact your local Employment
Development Department office:

Jesse Estrella jesse.estrella@edd.ca.gov (805) 288-3749

Alexis Ortiz alexis.ortiz@edd.ca.gov (805) 288-3750

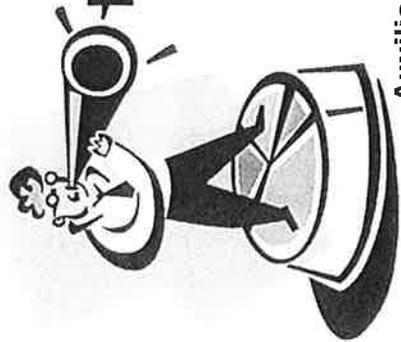
Jessica Cabral jessica.cabral@edd.ca.gov (805) 288-3751

Employment Development Department
Oxnard Workforce Services
2901 North Ventura Road, Third Floor
Oxnard, CA 93036

EDD Employment
Development
Department
State of California

The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Requests for services, aids, and/or alternate formats need to be made by calling 805-288-8400 (voice). TTY users, please call the California Relay Service at 711.

WORKFORCE INNOVATION AND OPPORTUNITY ACT



WELCOME!!! **Informational Session of Services,** **Guidelines and Requirements** **WIOA General Information Line 800-500-7705**

WIOA is an Equal Opportunity Employer/Program
Auxiliary aids and services are available upon request to individuals with disabilities by calling
805-204-5150. Requests should be made at least 5 working days in advance to ensure availability.
TTY - 1-800-735-2922

56-21-201
rev. 07/2017

America's Job Center
of California®

CalJOBS will be going through system maintenance from Friday, September 29, at 5 p.m. to Monday, October 2, 2017 at 8 a.m. During this time, CalJOBS will be temporarily unavailable to users. We apologize for any inconvenience.

[Provider Search](#)

[Provider Listing](#)

Search Results

Here is a list of providers that matched your keyword search. To select a provider, click on its title.

Provider	Address	City	State	Zip Code
AAA Institute - Canoga Park - Satellite	360 Mobil Ave #207A	Camarillo	CA	93010
Boys & Girls Clubs of Greater Oxnard and Port Hueneme - Primary	1900 West Fifth Street	Oxnard	CA	93030
Brooks Institute - Primary	5301 N Ventura Avenue	Ventura	CA	93001
California College of Natural Medicine - Primary	1237 S. Victoria Avenue #169	Oxnard	CA	93035
California State University Channel Islands - Primary	501 Marin Street, Suite 200	Thousand Oaks	CA	91360
Career Care Institute - Satellite	2051 North Solar Drive, Suite 125	Oxnard	CA	93036
Center for Employment Training -Main Campus - Satellite	761 South "C" Street	Oxnard	CA	93030
Charter College - Satellite	2000 Outlet Center Drive Suite 150	Oxnard	CA	93036
Clinical Training Institute - Primary	2775 N. Ventura Rd #213	Oxnard	CA	93036
Conejo Valley Adult Education - Primary	1025 Old Farm Road	Thousand Oaks	CA	91360

Page Of 5
 Rows

[\[Change search criteria \]](#)

Click [Provider Listing](#) to see an alphabetical list of all available training and education providers.

Occupational License(s) – Certificate(s)

Name on Certificate / License:

Issuing Organization:

Completion Date:

Expiration Date:

State:

Country:

REQUIRED QUESTIONS

Please answer the following questions and provide detail:

1. Do you have any personal, medical or legal issues that will interrupt your 1 to 2 years commitment to participate in the W.I.O.A. Program? (i.e. transportation, childcare, bankruptcy, surgeries, court dates, etc.)

NO YES Please explain: _____

2. Are you available to work Full-Time? NO YES Please explain: _____

3. If you are planning to attend training:

A. Are you available to attend on a Full-Time basis? NO YES

B. Are you financially able to support yourself/family while attending training? NO YES

Please explain: _____

4. Do you have any physical or medical condition(s) that require special work accommodations?

NO YES Please explain: _____

5. Are you currently on any program that does not allow you to work or places restrictions on your work ability? (i.e. worker's compensation, disability, etc.) NO YES

Please explain: _____

6. Do you have a defined job goal? NO YES

Please explain: _____

7. Other information? NO YES

Please explain: _____

Work History

List Employment for last 10 years (list most recent employment; include volunteer and unpaid work.)

EMPLOYER NAME:

PHONE#:

EMPLOYER ADDRESS:

Start Date: mm/dd/yyyy

End Date: mm/dd/yyyy

CITY:

STATE:

ZIP:

Start Wage:

End Wage:

JOB TITLE:

HOURS PER WEEK:

REASON FOR LEAVING:

DUTIES:

EMPLOYER NAME:

PHONE#:

EMPLOYER ADDRESS:

Start Date: mm/dd/yyyy

End Date: mm/dd/yyyy

CITY:

STATE:

ZIP:

Start Wage:

End Wage:

JOB TITLE:

HOURS PER WEEK:

REASON FOR LEAVING:

DUTIES:

EMPLOYER NAME:

PHONE:

EMPLOYER ADDRESS:

Start Date: mm/dd/yyyy

End Date: mm/dd/yyyy

CITY:

STATE:

ZIP:

Start Wage:

End Wage:

JOB TITLE:

HOURS PER WEEK:

REASON FOR LEAVING:

DUTIES:

Occupational License(s) – Certificate(s)

Name on Certificate / License:

Issuing Organization:

Completion Date:

Expiration Date:

State:

Country:

REQUIRED QUESTIONS

Please answer the following questions and provide detail:

1. Do you have any personal, medical or legal issues that will interrupt your 1 to 2 years commitment to participate in the W.I.O.A. Program? (i.e. transportation, childcare, bankruptcy, surgeries, court dates, etc.)

NO YES Please explain: _____

2. Are you available to work Full-Time? NO YES Please explain: _____

3. If you are planning to attend training:

A. Are you available to attend on a Full-Time basis? NO YES

B. Are you financially able to support yourself/family while attending training? NO YES

Please explain: _____

4. Do you have any physical or medical condition(s) that require special work accommodations?

NO YES Please explain: _____

5. Are you currently on any program that does not allow you to work or places restrictions on your work ability? (i.e. worker's compensation, disability, etc.) NO YES

Please explain: _____

6. Do you have a defined job goal? NO YES

Please explain: _____

7. Other information? NO YES

Please explain: _____

Other Assistance Programs:

Are you participating in or receiving assistance or have received assistance from any of the following programs? (mark all that apply)

- | | | |
|--|---|---|
| <input type="checkbox"/> Workers Compensation | <input type="checkbox"/> TANF/CalWORKSs/WTW | <input type="checkbox"/> Social Security Disability |
| <input type="checkbox"/> Housing Assistance | <input type="checkbox"/> CalFresh (Food Stamps) | <input type="checkbox"/> Social Security Retirement |
| <input type="checkbox"/> Unemployment Insurance | <input type="checkbox"/> General Relief | <input type="checkbox"/> SSI |
| <input type="checkbox"/> Vocational Rehabilitation | <input type="checkbox"/> Mental Health Services | <input type="checkbox"/> Training - such as from Goodwill or from any other program |

What services are you interested in?

- | | | |
|--|-----------------------------------|--|
| <input type="checkbox"/> Job Search Assistance | <input type="checkbox"/> Training | <input type="checkbox"/> On-the-Job Training |
| <input type="checkbox"/> Other _____ | | |

I understand and agree that the WIOA program is not an entitlement program and completing this form does not constitute any provision of services.

I certify that the information provided is true to the best of my knowledge.

I give permission to release/share information to other interagency partners and potential employers.

I also give permission for other agencies to release information to the WIOA program staff.

I understand that I may be subject to termination from the program if I have provided fraudulent information.

Signature _____ Date _____

Equal Employment Employer/Program
Auxiliary Aids Available Upon Request
TDD/TYY Inquiries please call 1(800) 735-2922

COUNTY OF VENTURA, W.I.O.A. PROGRAM USE SECTION:

Migrant and Seasonal Farmworkers

Facilitator's Guide

Training Tips

- √ Use flip charts to list responses to questions you ask - then use the responses to generate discussions about a topic.
- √ You can use questions to prompt learning. Divide participants into teams. Ask teams to study the identified material and place question marks next to information needing clarification or answers to questions. Reconvene the group and have teams present their questions, to which you will have ready answers, or record questions with a guarantee of getting answers in writing to all participants within a certain time frame.
- √ Reversal questions involve composing questions you might ask if you were a participant. Then ask participants the questions as though your roles were reversed. Announce the reversal to the participants as you begin the activity. Ask questions that seek to clarify, compare, challenge, or test the applicability of the material being learned.

Delivery

Suggested delivery of the material in the Migrant and Seasonal Farmworkers Self-Study Guide is listed below.

1. Present the objectives on **page 2**
2. Briefly present the historical information listed on **pages 3 to 7**. **Stress:**
 - the situation prior to 1971, **page 3**
 - 20 CFR Parts 651,653, & 658, **page 5**
 - the Monitor Advocate program, **page 7**
3. Have the participants complete the time line exercise on **page 8**
4. Have the participants review the answer key on **page 9**
5. Have the participants review the identifying factors on **page 10**
6. Explain the identifying factors on **pages 11 to 12**
7. Ask the participants if they have any questions
8. Review the definition of a Seasonal Farmworker on **page 13**

Helpful Web Sites

Department of Labor Web site for more information on Code of Federal Regulations

Title 20

http://www.dol.gov/dol/allcfr/ETA/Title_20/Chapter_V.htm

Part 651 General provision governing the Federal State Employment system

http://www.dol.gov/dol/allcfr/ETA/Title_20/Part_651/toc.htm

Part 653 Services of the Employment Service system, subpart B services for MSFWs

http://www.dol.gov/dol/allcfr/ETA/Title_20/Part_653/toc.htm

Part 658 Administrative provision governing the Job Service system, subpart E, Job Service Complaint System

http://www.dol.gov/dol/allcfr/ETA/Title_20/Part_658/toc.htm

MIGRANT AND SEASONAL AGRICULTURAL WORKER PROTECTION ACT Web site

<http://www.usda.gov/oce/oce/labor-affairs/mspasumm.htm>

Summary of the Migrant and Seasonal Agricultural Worker Protection Act

<http://www.usda.gov/agency/oce/oce/labor-affairs/mspasumm.htm>

SMALL BUSINESS HANDBOOK

Wage, Hour and Other Workplace Standards

Migrant and Seasonal Agricultural Worker Protection Web site

<http://www.dol.gov/dol/asp/public/programs/handbook/mspa.htm>

Migrant and Seasonal Agricultural Worker Protection Act (MSPA) Poster Web site

<http://www.dol.gov/dol/esa/public/regs/compliance/posters/mspaencr.htm>



STATE OF CALIFORNIA
Arnold Schwarzenegger
Governor

LABOR AND WORKFORCE DEVELOPMENT AGENCY
Victoria L. Bradshaw
Secretary

EMPLOYMENT DEVELOPMENT DEPARTMENT
Patrick W. Henning
Director

EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Special requests for services, aids, and/or special formats need to be made by calling 916-262-2162.



COMMUNITY SERVICES AND BENEFITS: > open a customer's record > left side menu > Community Services and Benefits link:

Please answer the following questions to determine your eligibility for one or more benefit programs.

Are you currently employed? Yes No

How old are you?

Please answer the following questions to determine your eligibility for one or more benefit programs.

- I was recently laid off or I was recently terminated
- I am eligible for unemployment
- I have used up my unemployment benefit
- I have been unemployed 15 of the last 26 weeks
- I lost my job and it is unlikely that I will be able to return to that occupation or industry
- I was formerly self-employed and am now out of work due to economic conditions or a natural disaster such as a hurricane, flood etc.

Here is a list of programs for which you may be eligible.

WIOA - Adults and Dislocated Workers - Most services for adults and dislocated workers will be provided through the "One-Stop" system and most customers will use their individual training accounts to determine which training program and training providers fit their needs.

The Act authorizes "core" services (which will be available to all adults *with no eligibility requirements*), and "intensive" services for unemployed individuals who are not able to find jobs through core services alone. In some cases, the intensive services will also be available to employed workers who need more help to find or keep a job:

While the services for adults and dislocated workers may be the same, there is a separate funding stream for dislocated workers.

Core services will include job search and placement assistance (including career counseling); labor market information (which identifies job vacancies; skills needed for in-demand jobs; and local, regional and national employment trends); initial assessment of skills and needs; information about available services; and some follow-up services to help customers keep their jobs once they are placed.

Intensive services will include more comprehensive assessments, development of individual employment plans, group and individual counseling, case management, and short-term pre-vocational services.

In cases where qualified customers receive intensive services and are still not able to find jobs, they may receive training services that are *directly linked to job opportunities in their local area*. These services may include occupational skills training, on-the-job training, entrepreneurial training, skill upgrading, job readiness training, and adult education and literacy activities in conjunction with other training.

If adult funds are limited in an area, recipients of public assistance and low-income clients will be given priority for services. The Act also authorizes the provision of supportive services (e.g., transportation) to assist participants receiving the other services and the provision of temporary income support to enable participants to remain in training.

Unemployment Compensation - Unemployment benefits are provided to eligible workers who have lost their job through no fault of their own. The eligibility requirements and benefit amounts vary from state to state. For more information about the unemployment insurance program in your state, visit [Unemployment Services](#).

SELECT ANOTHER COMMUNITY SERVICE

Please select from the Community Services and Benefits options listed below.

[Eligibility Requirements](#) - Select this option to answer a series of questions to determine if you may be eligible for a particular benefit or benefits.

[Programs and Services](#) - Select this option to explore information about the various community services and benefit programs that are currently available to you.

Community Services

The Employment Development Department (EDD) promotes California's economic growth by providing services to keep employers, employees, and job seekers competitive. In addition to the services provided by EDD, below is a list of additional resources that may assist you. In many parts of California, you can call 2-1-1 to learn about resources in your community or contact the agencies and organizations listed below directly to inquire about their programs. Some programs may have eligibility criteria.

[Additional Resources](#)

http://www.edd.ca.gov/About_EDD/Additional_Resources.htm

Basic Necessities Assistance

- [California Work Opportunity and Responsibility to Kids \(CalWORKs\)](#)
Cash assistance to families with children and pregnant women in the last 120 days of pregnancy, who have little or no assets or income.
- [e-Benefits California](#)
This site connects people with services in their county, such as Medi-Cal, CalFresh (formerly known as Food Stamps), and California Opportunity and Responsibility to Kids (CalWORKs), including cash assistance to families with children and pregnant women in the last 120 days of pregnancy, who have little or no assets or income.
- [General Assistance or General Relief](#)
Loans or grants are available for adults without children who have little or no assets or income.

Food Assistance

- [CalFresh](#) (formerly known as Food Stamps)
The CalFresh Program helps low-income people buy nutritious food at most grocery stores and some farmer's markets. 1-877-847-3663

- [Emergency Food Assistance Program and Local Food Banks](#)
In California, federal, state and local community organizations coordinate to ensure that groceries are available at local food banks.
- [Free Summer Lunch Programs](#)
Free lunches are available to all children under 18, regardless of income, every summer.
- [School Meals](#)
Free or reduced-price breakfast and lunch at public schools when in session.
- [Women, Infants and Children \(WIC\) Program](#)
Pregnant women and children under age 5 receive nutrition support at WIC. 1-888-942-9675

Medical Care and Healthcare Coverage

- [Covered California™](#)
Covered California™ is a marketplace for people to find out if they are eligible for financial help and buy health insurance, including Medi-Cal. They help you choose a plan that works best for your health care needs and your budget. You may even be able to get help paying for your health care or qualify for Medi-Cal.
- [Covered California for Small Business](#)
Covered California for Small Business is a marketplace where businesses with up to 100 employees can apply for coverage for their workers. Small businesses can offer employees a choice from affordable, top quality, brand-named health insurance within a budget set by the company. Some small businesses could be eligible for federal tax credits.
- [Medi-Cal](#)
Pays for health care for certain low and medium-income people.
- [County Medical Services Program](#)
Counties offer health care for low-income people not eligible for other help. Also check out CWDA's list of [County Human Services Agencies](#).
- [Community Health Clinics](#)
California Primary Care Association can help you find a community clinic.
- [COBRA](#)
COBRA (Consolidated Omnibus Budget Reconciliation Act) provide eligible individuals with the ability to continue group health insurance benefits during periods of unemployment.

Low Cost Car Insurance

- [Department of Insurance](#)
Learn about low-cost car insurance.

Community-Based Resources

- [America's Job Center of CaliforniaSM \(AJCC\)](#)
AJCC links all of California's state and local workforce services and resources. You can find your nearest job center, job seeker resources, information for employers, and more.
- [Apprenticeship Opportunities](#)
Learn more about apprenticeship opportunities through the "I Built It!" website at the Department of Industrial Relations.
- [Cal-Neva Community Action Partnership](#)
Local services including utility and rental assistance.
- [WE Connect](#)
Helpful resources on health, jobs, food, housing, tax help, and education for your family.

Credit Card Debt Relief

- ClearPoint Credit Counseling Solutions
A non-profit organization offering credit counseling.

Housing Resources

- Housing and Urban Development
 - Find local non-profit organizations that can offer housing assistance.
 - Learn about avoiding foreclosure.
 - Locate a regional housing authority.
- Keep Your Home California
This is a federally-funded foreclosure prevention program that may be able to help you. If you are unemployed and collecting EDD benefits, you may qualify for this mortgage assistance.

Participating in Keep Your Home California will not affect your Unemployment Insurance eligibility.

Find out if you qualify today: call Keep Your Home California toll free, (888) 954-KEEP (5337) or visit their website.

Utilities Assistance

- Department of Community Services and Development
Connecting people to home energy assistance, energy crisis intervention, and low-income weatherization programs.

California Public Utilities Commission (PUC) Resources:

Financial Coaching Program Fact Sheet



Short Program Description (for Veteran clients)

The financial coaching program is specifically for Veterans. A financial coach is a trained professional who will guide you in a process that is non-judgmental and based on your goals and values. Financial coaches provide support, encouragement, accountability, and tools to help you make informed decisions and define your financial dreams or aspirations. You can meet with a financial coach as many times as you need to and there are no additional qualifications for the program.

Frequently Asked Question (FAQs)

Q: Do I have to pay for this financial coaching?

No. The financial coaching program is free for all clients.

Q: Who is eligible for financial coaching?

This program serves all Veterans, regardless of the conditions of your separation. It cannot serve active duty service members. We can serve guardsmen and reservists who are not currently active, and family of service members who died on active duty.

Q: Will my coach be a Veteran?

Our coach specializes in working with Veterans of all ages, and can connect you with resources that are helpful for any transition, whether leaving the military, going back to school, or dealing with changes to your work or family. Many of the coaches in the national program are Veterans or military spouses themselves.

Q: How many times can I meet with a coach?

You may meet with a coach as many times as you like.

Q: What can a coach help me with?

Our coaches are trained professionals with information on many topics. Financial coaches provide support, encouragement, accountability, and tools to help you make informed decisions. Coaches can help you with questions on credit, debt, managing a household budget, and much more. Coaches cannot give you investment or legal advice and they cannot call any financial entities on your behalf.

Q: Will my coach share my financial information with anyone?

No. This service is entirely confidential. None of your personal or financial information is shared.

Q: How do I know if I'm ready or right for coaching?

If you have goals that you're ready to work towards, if you have specific questions about how your finances impact your current life and situation, or if you're simply curious about better ways to achieve financial stability, you are probably ready for coaching.

Q: Can coaches connect me with other resources?

Yes. Our coaches are connected to many other resources in the community and can help you get identify which of these resources would best fit with your goals.

Q: How are the coaches trained?

All coaches are required to have or be working towards their Accredited Financial Counselor Certification (AFC) and their Financial Fitness Coach Certification (FFC). They get ongoing training and education to make sure that they are up to date on any financial issues you may have.

Q: Who does the coach work for?

Coaches are employed by the Armed Forces Services Corporation, which manages the contract for the Consumer Financial Protection Bureau (CFPB) Financial Coaching Initiative. This program is funded by the CFPB Civil Penalties Fund.

Free professional financial coaching

A financial coach can help you plan and take steps to reduce or eliminate debt, build credit, pay bills on time, save money for life events, or transition from military to civilian life.

What is a financial coach?

A financial coach is a trained professional who will guide you in a process that is non-judgmental and based on your goals. Financial coaches provide support, encouragement, accountability, and tools to help you make informed decisions.

How does the program work?

One-on-one

Your coach will work with you, one-on-one, to help you identify your financial goals, create a plan, and track your progress.

Personalized

The coaching relationship starts with you. Your financial coach will meet you wherever you are on your financial journey.

No cost to you

The financial coaching services are offered at no cost to you and with no strings attached.

Why should you participate?

You're going through a transition

You're making changes in your life, such as getting a new job, transitioning from the military to civilian life, or saving for life goals, such as buying a car or home.

You're ready to make a change

You're open to the coaching process and ready to take the steps you need to take control of your financial life.

You'd like to reduce stress

Financial stresses create barriers to attaining your goals. Taking control of your financial life through financial coaching can help.

Ready to get started?

Come prepared to take the actions required to meet your goals. One-on-one appointments and workshops are available. Make an appointment today.

Lucia Trujillo, JD, AFC

Financial Coach

Desk: 805-289-8124

Mobile: 805-335-0383

ltrujillo@afsc.com



Consumer Financial
Protection Bureau

Financial coaching is provided through an initiative of the Consumer Financial Protection Bureau (CFPB), a federal agency. This program is managed through a contract with the Armed Forces Services Corporation (AFSC).

CLASES DE INGLÉS

SEMESTRE DE OTOÑO: AGOSTO 29 A ENERO 18, 2018

LUNES A VIERNES 9AM-12PM Y 6PM-9PM

PARA INSCRIBIRSE, LOS ALUMNOS PUEDEN ACUDIR A LA ESCUELA DE SU PREFERENCIA Y TOMAR UNA PRUEBA DE COLOCACIÓN Y LA PRUEBA CASAS. LA CLASE PUEDE SER TOMADA INMEDIATAMENTE SI LA ESCUELA SE ENCUENTRA EN SESIÓN. PARA FECHAS Y HORARIOS DE PRUEBAS DE COLOCACIÓN LLAME AL TELÉFONO 385-5435 O ACUDA A LA ESCUELA DE SU ELECCIÓN DURANTE LAS HORAS DE CLASE.

Beginning to Advance Levels

Whether you want to get a job, get a promotion, go to college, prepare for the citizenship interview, or just communicate better with your neighbors and friends, improving your English skills is an important way to achieve your goals. We have English classes in the morning and evening, for all levels from beginning to advanced. Enrollment is open all year, but space is limited. Don't wait any longer!

How to register for an ESL class:

1. At registration, the student's level is assessed.
2. The language assessment takes approximately one hour.
3. A one hour CASAS reading assessment is given.
4. Students are placed in classes based on their assessed language level.

Contact the office for ESL registration and testing schedule.

FALL 2017 SEMESTER BEGINS AUGUST 29 – JANUARY 19, 2018

Credit	Non-Credit
Location	Second Street, Hueneme Road, Camarillo Library and Ray D. Prueter Library in Port Hueneme, Multi Service Center- La Colonia
Room	TBA
Entry	Open
Fee	FREE
Day	Time
M-F	9:00am - 12:00pm
M-Th	6:00pm - 9:00pm
Schedule may vary by location	

Program Interview Guide

****The following is a tool to assist and give structure to the Program Interview. It is not all inclusive nor is it intended to provide all the answers to how to conduct a Program Interview***

Does the Customer have Marketable Skills based on the labor market?

*Documents to be reviewed: WIOA Interest Applications, Resume, & other pertinent documents

- ✓ Work History (Is it consistent, long-term, sporadic, large gaps, or temporary?)
- ✓ Education (Job education requirements?)
 - *Note: If NO High School Diploma then an unlikely candidate for classroom training until attained*
- ✓ Transferable Skills
- ✓ Certifications (Are they required/suggested by labor market? Will they enhance employment odds? Does customer meet pre-requirements?)
- ✓ Labor Market Requirements
- ✓ Criminal Record (Will criminal record conflict with desired training and/or occupation?)
 - *Note: Search public records, <https://secured.countyofventura.org/courtservices/Docket/DocketSearch.aspx>*
- ✓ Wage Requirements (Does the minimum salary they are willing to accept match labor market information?)

Labor Market Tools

- ✓ CalJOBS (www.caljobs.ca.gov)
- ✓ EDD LMI (www.edd.ca.gov)
- ✓ O*Net (www.onetonline.org)
- ✓ Employment Websites (Indeed.com, Monster.com, etc.)
- ✓ Customer's Resume (Does their job history match with desired training and/or occupation?)
 - *Note: Compare different Labor Market sources to obtain consistency*

Is Customer able to support themselves in Training?

- ✓ Budget application (Review customer's Income vs. Expenses)
- ✓ Unemployment Insurance (request UI rewards letter or printout)
- ✓ Savings (Request bank account balance for verification)
- ✓ Family/Friend Support (Request Applicant Statement)
- ✓ Public Assistance (Request CalWins verification)
- ✓ Other Income

Will Customer be Competitive in the Labor Market?

- ✓ Compare labor market requirements to customer's background, work history, education, and experience
- ✓ Compare the training course outline to labor market requirements
- ✓ Compare skill set and qualifications customer will obtain by the end of training
- ✓ Compare wage expectations to job leads
 - *Note: Will the Customer meet the requirements to compete for the job following desired training? If not, investigate other options such as OJT (to be developed), career workshops, Workforce Development Academy, etc.*

Other Things to Consider?

- ✓ Will the desired training provide an **upgrade in skills, career pathway, or elevation in salary?** (Provide Justification for Training)
- ✓ Are there required certifications or pre-requisites for training?
- ✓ Are customer's skills outdated & obsolete based on labor market information?
- ✓ If the customer has marketable skills investigate if OJT (to be developed) is the best way to assist them on a return to the labor market

WIOA APPLICATION
CalJOBS

General Information

Application Status: Application Complete, Ready For Enrollment

Name: [REDACTED]

SSN: [REDACTED]

AppID: [REDACTED]

WIA Converted App ID: Not Applicable

State ID: 68861479

User ID: 21031088

LWIA: Workforce Investment Board, Ventura County Human S

Office: VNP - Community Services Dept (500)

Office of Responsibility: VNP - Community Services Dept (500)

Assigned Case Manager: Banuelos, Elsa

Agency: 500

Application Date: 03/24/2016

Login Name: Seanzie0397

Eligibility Dates

Basic Core Date: 03/24/2016

Adult Date:
03/24/2016

Dislocated Worker:

Youth Date:

Incumbent
Worker Date:

Contact Information

Current Address: 891 Saint Charles Dr. Apt. #3
Thousand Oaks, CA 91360 US

County: Ventura County

Mailing Address: 891 SAINT CHARLES DR APT 3
Thousand Oaks, CA 91360-4032 US

Eligibility Address: 300 Rolling Oaks Dr #233
Thousand Oaks, CA 91361 US Verified

County: Ventura County

Primary Phone: (805)766-6035
Phone Type: Cell/Mobile Phone

Alternate Phone:
Phone Type:

Fax:

Email: yellowcab105@gmail.com

Demographic Information

Date of Birth: 10/25/1971 Verified

Age: 44

Gender: Male

Selective Service: Yes Verified

Authorized to work in US: Citizen of U.S. or U.S. Territory
Verified

Selective Service Registration Number: 71-1669437-8

Alien Registration Number: Not Available

Selective Service Registration Date: 06/14/1990

Alien Registration Expiration Date: Not Available

Hispanic: No

Race: White

Race Ethnicity:

Considered to have a Disability: No

Type of Disability:

Transitioning Service Member Information

Type of Transitioning Service Member:

Estimated Discharge Date:

Veteran Eligible Spouse Information

Veteran Status: No

Disabled Veteran:

Campaign Veteran: No

Recently Separated Veteran(within 48 Months): No

Multiple Tours of Duty: No

Veteran Separation Dates:
-
-
-

Attended TAP Workshop within last 3 years: No

**WIOA APPLICATION
CalJOBS**

Employment Information

Employment Status: Not Employed Verified	If employed, under-employed: Not Applicable
Unemployment Eligibility Status: Neither Claimant nor Exhaustee Verified	
Number of weeks Unemployed: 11	Meets Long Term Unemployed Definition: No
Current or most recent Hourly Wage: \$12.50 Verified	Occupation of Most Recent Employment Prior to WIOA Participation:
Farmworker Status: No	Type of Qualifying Farm Work:

Termination/Layoff Information

Reason for Layoff:	
Actual Layoff Date:	Projected Layoff Date:
Dislocation Employer Name:	Employer Address:

Dislocation Hourly Wage:	
Attended Group Orientation: No	
Most Recent Date Attended Rapid Response Service:	Rapid Response Event:

Education Information

Federally Reported Highest School Grade Completed: Attained High School Diploma Verified

Enrolled in Education leading to a Diploma, GED/High School Equivalency or Certificate (secondary, post-secondary, adult education or other organized program of study)(WIASRD): No

Most Recent Date Attended Secondary School:

School Status: Not attending school; Secondary School Graduate or has a recognized equivalent - Verified

Attending any school(per state definition) excluding Adult Education: No Verified

Within compulsory school age and did not attend the most recent complete school year calendar quarter: Verified

Barriers

English Language Learner: No	Basic Skills Deficient/Low Level of literacy: No	Homeless: No
	Ex-Offender: No	

Barriers to Employment

Displaced Homemaker: No	Within 2 years of exhausting TANF lifetime eligibility: No	
Hawaiian Native: No	American Indian/Alaskan Native: No	Single parent including pregnant women: Yes
Cultural barriers: No	Eligible migrant and seasonal farmworker as defined in WIOA Sec. 167(i) : No	Meets Governors special barriers to employment: No

Public Assistance

Temporary Assistance for Needy Families (TANF):No

Supplemental Security Income (SSI): No

General Assistance (GA): No

Refugee Cash Assistance (RCA): No

Social Security Disability Income (SSDI): No

Supplemental Nutrition Assistance Program (SNAP): Yes Verified

**WIOA APPLICATION
CaJOBS**

Foster Child (state or local payments are made for applicant): No

Youth currently living in high-poverty area: No

Youth currently receives, or is eligible to receive free or reduced lunch under the Richard B. Russell National School Lunch Act : No

Receiving or been notified will receive any Pell Grant Monies: No

Ticket to Work Holder issued by the Social Security Administration: No

Income Information

Due to disability, qualifies as Family of One:No

Family Size: 2 Verified

Annualized Family Income: \$0.00 Verified

Eligibility

Applicant meets the definition for Low Income:Yes

Youth applicant meets low income based upon living in a high poverty area or free/reduced school lunch:No

Adult Basic Career Services Eligibility:Yes

Dislocated Worker Eligibility:

Youth Eligibility:

Adult Eligibility: Yes

Youth exception:Meets the 5% Exception and/or 5% Limitation (checkbox is displayed and is NOT checked)

WIOA Grant Eligibility

National Dislocated Work Grant NDWG (formerly NEG):Not Applicable

Statewide Adult Eligibility: Not Applicable

Statewide Dislocated Worker Eligibility:Not Applicable

Statewide Youth Eligibility:Not Applicable

Incumbent Worker Eligibility: Not Applicable

Statewide Rapid Response Additional Assistance:Not Applicable

Non-WIOA Program Eligibility

Non-WIOA Special Grants: Not Applicable

Local Funded Grants: Not Applicable

Staff Eligibility Information

Comments:

Adult Review: Met Requirements :Not Applicable

Adult Review Date:

Adult Review Staff:

Dislocated Worker Review: Met Requirements :Not Applicable

Dislocated Worker Review Date:

Dislocated Worker Review Staff:

Youth Review: Met Requirements :Not Applicable

Youth Review Date:

Youth Review Staff:

WIOA Miscellaneous Information

Gang Status: N/A

Youth of Incarcerated Parent: No

Parole Number:

Substance Abuse: No

Signatures

Applicant Certification Statement: *(Not to be signed and dated until all documentation has been provided.)* I certify that the information on this application is accurate to the best of my knowledge. I understand that my willful misstatement of the facts may cause my forfeiture of rights in the WIOA Program and may result in criminal action. I give permission for outside sources to be contacted and for them to disclose any information necessary to verify my eligibility for WIOA. I further understand and agree that my social security number and other information on this application will be provided to other government agencies if required by law.

**WIOA APPLICATION
CalJOBS**

Applicant Signature

Date

Parent/Guardian Signature

Date

Staff Signature

Date

**WIOA Participation
CalJOBS**

Projected Begin:	Actual Begin: 09/20/2016	Projected End: 09/30/2016	Actual End: 09/30/2016	Completion Status: Successful Completion
Credential:	Youth Diploma:		Youth School Status:	
Provider:		Program:		
Occupation:				
Employer/Worksite: N/A		Contact Name:		Hourly Wage:
		Phone:		Weekly Hours:
Activity/Service: 185 - Support Service: Other				
Projected Begin:	Actual Begin: 07/28/2017	Projected End: 07/28/2017	Actual End: 08/02/2017	Completion Status: Successful Completion
Credential:	Youth Diploma:		Youth School Status:	
Provider:		Program:		
Occupation:				
Employer/Worksite: N/A		Contact Name:		Hourly Wage:
		Phone:		Weekly Hours:
Activity/Service: 187 - Support Service: Job Search Allowance				
Projected Begin:	Actual Begin: 09/20/2016	Projected End: 09/30/2016	Actual End: 09/30/2016	Completion Status: Successful Completion
Credential:	Youth Diploma:		Youth School Status:	
Provider:		Program:		
Occupation:				
Employer/Worksite: N/A		Contact Name:		Hourly Wage:
		Phone:		Weekly Hours:
Activity/Service: 205 - Development of IEP/ISS/EDP				
Projected Begin:	Actual Begin: 03/24/2016	Projected End: 12/30/2017	Actual End:	Completion Status:
Credential:	Youth Diploma:		Youth School Status:	
Provider:		Program:		
Occupation:				
Employer/Worksite: N/A		Contact Name:		Hourly Wage:
		Phone:		Weekly Hours:
Activity/Service: 220 - Case Management				
Projected Begin:	Actual Begin: 03/24/2016	Projected End: 12/05/2016	Actual End: 06/30/2016	Completion Status: Successful Completion
Credential:	Youth Diploma:		Youth School Status:	
Provider:		Program:		
Occupation:				
Employer/Worksite: N/A		Contact Name:		Hourly Wage:
		Phone:		Weekly Hours:
Activity/Service: 300 - Occupational Skills Training (Approved ETPL Provider)				
Projected Begin:	Actual Begin: 03/23/2017	Projected End: 06/23/2017	Actual End: 06/23/2017	Completion Status: Successful Completion
Credential:	Youth Diploma:		Youth School Status:	

WIOA Participation
CalJOBS

Provider: GSF Driving & Truck Training School 16211 Filbert St. Sylmar CA 91342		Program: Complete Course CDL Class A		
Occupation: Heavy and Tractor-Trailer Truck Drivers				
Employer/Worksite: N/A		Contact Name:		Hourly Wage:
		Phone:		Weekly Hours:
Activity/Service: 300 - Occupational Skills Training (Approved ETPL Provider)				
Projected Begin:	Actual Begin: 09/13/2016	Projected End: 11/13/2016	Actual End: 11/17/2016	Completion Status: Successful Completion
Credential: Occupational Skills certificate or credential		Youth Diploma:		Youth School Status:
Provider: Alliance School of Trucking, Inc. 9410 Jordan Avenue Chatsworth CA 91311		Program: Advanced I Class A Tractor Trailer and Safety Program		
Occupation: Heavy and Tractor-Trailer Truck Drivers				
Employer/Worksite: N/A		Contact Name:		Hourly Wage:
		Phone:		Weekly Hours:

Client Signature: _____ **Date:** _____

Staff Signature: _____ **Date:** _____

Work Readiness:

Dependant Care:

Dependant Care Comments:

Drivers License: Does not have a License

Automobile: Access to Public Transportation

Contacts: Telephone in Home

Work Attire: Uniforms

Emergency Nutritional Needs: No

Work Readiness Summary Customer has reported no employment barriers that would impact full-time employment at this time.

Work Place Behavior:

Career Planning: Yes

Appearance and Hygiene Issues: No

Needs To Learn to Use Labor Market Information: Yes

Motivation Factors Affecting Employment:

Interviewing Skills: Yes

Resumé: Resume Requires Revision

Application Completion:

Work Place Behavior Comments:

Education History

Highest Grade

Currently Enrolled in School: No, Not Attending Any School

Completed: 12th Grade Completed

Education History Assessment Summary

High School Dropout: No

Lacks Computer Skills: Basic/Intermediate Level; would benefit from upgrading Computer Skills

Limited English Proficiency: No

Enrolled in ABE/Literacy or ESOL: No

Behind Grade Level for Age (Youth Only): No

Basic Skills Deficient: No

Basic Skills/Education Factors Summary

<u>Degree</u>	<u>Issuing Institution</u>	<u>Location</u>	<u>Date</u>	<>
12th Grade Completed	Oxnard H.S.	CA US	6/1980	<>

Certificate:

Organization:

Location

Issue Date: Expires:

Office Skills Procedure

Ventura College

CA US

6/1/1984

CalJOBS Objective Assessment and IEP Navigation steps:

1. Identify an Enrolled WIOA Customer
2. Search and Open the Customer's CalJOBS record: Manage Individuals>Assist an Individual>General Criteria(enter name & last 4 SSN)>Enter
3. Results View: Summary>Program Tab>Plan>Edit (Objective Assessment Summary) to view the existing OA
4. Scroll down to the Individual Employment Plan: click Edit to view the IEP

Objective Assessment Summary

Name: Ohman K. Sing

Address: 110 Santa Lucia Ave.

City State Zip: Oxnard CA 93030

User ID: 25146948

Program: Workforce Innovation and Opportunity Act (WIOA) Program

Office Location: VNP - Community Services Dept (500)

Assessment Create Date: 3/9/2016

Attach Active Plan: No

Staff ID: 28847127

Overall Note:

Program Expectations:

Services Sought: WIOA ITA Program

Employment Expectations:

Occupation 1: 31-1014.00 - Nursing Assistants

Occupation 3:

Desired Salary: \$12.00 hourly (25,000 annually) or more

Maximum Commute (in Miles): 25

Shift Preferences: Day Shift, Evening/Swing Shift, Night/Graveyard Shift

Job Search Assistance Requested: Resume Assistance, Interviewing Skills, Job Openings, Referrals to Employers

Other Assistance Expected: Provided as needed.

Phone: 805333-1243

Alt Phone:

Email Address: Oksing@yahoo.com

LWIA: Workforce Investment Board, Ventura County Human S

WIASRD ID:

Application ID: 15482953

Age at Assessment: 52

IEP ID:

Date Completed: 3/9/2016

Immediate Employment: No

Occupation 2: 31-1011.00 - Home Health Aides

Employment Type: Regular

Full or Part Time: Full Time (30 Hours or More)

Seeking Training Services: Yes

Desires Help in Career Planning: Yes

Benefits Needed: Health Insurance, Paid Vacation Time, Paid Sick Leave

Training Preferences: WIOA Individual Training Account, Certified Nursing Assistant training course.

Dept. of Rehabilitation

SER Program

Ventura County
Office of Education

COUNTY OF VENTURA
GENERAL PROVISIONS
(Continued)

and 34, and are administered and enforced by the DOL Directorate of Civil Rights. In undertaking to carry out its obligations under said Act and regulations, the Employer specifically agrees that all programs for which it receives Federal financial support through this Contract will be carried on in such a manner that no individual will be discriminated against in any of the ways set forth in this general provision and those regulations because of race, creed, color, national origin, sex, age, political affiliation, or beliefs, and agrees to submit all required reports. The Employer agrees to make available to OJT Employee/Trainees and applicants for OJT training and other interested persons information regarding its obligations under this general provision in such forms and at such times as the Workforce Innovation and Opportunity Act may specify. The Employer agrees that any violation of this general provision shall give the County the right to seek its judicial enforcement.

The Employer agrees that it will not discriminate against any OJT Employee/Trainee or applicant for OJT training because of physical or mental handicap in regard to any position for which the individual is otherwise qualified. The Employer agrees to take affirmative action to treat qualified handicapped individuals without discrimination based upon their physical or mental handicap in all respects of this Contract.

23. Insurance

The Employer agrees that it shall procure and thereafter maintain worker's compensation, employer's liability, comprehensive general liability (bodily injury and property damage) and comprehensive automobile liability (bodily injury and property damage) insurance with respect to the performance of this Contract, and such other insurance as the County may from time to time require with respect to the performance of this Contract.

24. Records Retention

The Employer agrees to maintain all records pertinent to this Contract for a period of three years

from the date of the final payment of this Contract or until all audits are complete and findings on all claims have been finally resolved. In the event that the Employer is unable to retain these records, such records shall be transmitted to the County for acceptance in an orderly fashion with documents properly labeled and filed and in an acceptable condition for storage.

25. Access to Records

The Employer agrees that at any time during normal business hours and as often as deemed necessary, the County, State of California, U.S. Department of Labor, or other authorized Federal agencies or their agents may inspect and monitor any records or activities pertaining to this Contract. Such inspection shall be made to determine if the Employer is in compliance with the terms and provisions of this Contract and if the OJT Employee/Trainee is making sufficient progress.

26. Criminal Provisions

The Employer agrees to be bound by the Criminal Provisions that are specified in the Workforce Innovation and Opportunity Act.

27. Drug-Free Workplace

The Contractor agrees to be bound by the Drug-Free Workplace regulatory requirements that are specified in the Drug-Free Workplace Act of 1988, Public Law 100-690, Title V, Subtitle D; 41 USC Code 701 *et seq*; 29 CFR Part 98; Federal Register 54 CFR 4946.

28. Debarment and Suspension

OJT Contracts in the amount of \$25,000.00 or higher shall contain a completed certification regarding debarment and suspension. Debarment or suspension with one Federal agency results in suspension or being barred from doing business with all Federal agencies.

END OF AGREEMENT

COUNTY OF VENTURA
GENERAL PROVISIONS
(Continued)

Employer's grievance process and, if covered by collective bargaining, the applicable grievance process contained therewith. The Employer also agrees that the OJT Employee/Trainee has the right, after being processed through the Employer's grievance process, to appeal its ruling to the Workforce Investment Act and, ultimately, to the State of California. The Employer further agrees that no penalties shall be assessed the OJT Employee/Trainee based upon the fact that said person filed a grievance.

14. Trainee Information

The Employer agrees to furnish each OJT Employee/Trainee, upon commencement of training, with a copy of the training outline and training schedule and discuss mutual expectations.

15. Displacement of Currently Employed Workers

The Contractor agrees that no currently employed worker shall be displaced by the OJT Employee/Trainee, including a partial displacement such as a reduction in hours, wages, or employment benefits. The Employer also agrees that no OJT Employee/Trainee shall be placed into a position that is currently vacated by an employee who is on layoff, or into a position in which the Employer has terminated the employment of an employee with the intention of filling the position with an OJT Employee/Trainee. The Employer further agrees that this Contract does not infringe in any way upon the promotional opportunities of current employees.

16. Maintenance of Effort

The Employer agrees that it will continue all training efforts in existence prior to this Contract and that it has neither reduced nor will reduce the level of expenditure for training in any way as a result of this Contract.

17. Liability

The Employer agrees to indemnify and hold the County harmless from and against liabilities, claims, losses, and expenses which arise out of or result from a violation of the Employer's responsibilities.

18. Disputes

The Employer agrees that, except as otherwise provided in the Contract, any dispute concerning a question of fact arising under this Contract that is not disposed by agreement shall be decided by the County, who shall reduce its decision to writing and mail or otherwise furnish a copy thereof to the Employer. The decision of the County shall be final

and conclusive unless within 30 calendar days from the date of receipt of such copy, the Employer mails or otherwise furnishes to the State of California a written appeal.

The decision of the State for the determination of such appeals shall be final and conclusive unless determined by a court of competent jurisdiction to have been fraudulent, or capricious, or arbitrary, or so grossly erroneous as necessarily to imply bad faith, or not supported by substantial evidence. In connection with any appeal proceeding under this provision, the Employer shall be afforded an opportunity to be heard and to offer evidence in support of its appeal. Pending a final decision of a dispute hereunder, the Employer shall proceed diligently with the performance of the Contract and in accordance with the County's or State's decision.

19. Disclosure of Confidential Information

The Employer agrees to maintain the confidentiality of any information regarding the OJT Employee/Trainee or his/her family members that may be obtained through application forms, interviews, tests, or any other source. Such information shall not be divulged without the permission of the OJT Employee/Trainee and the County and then only as necessary for purposes related to the performance, compliance, or evaluation of the Contract.

20. Non-Competitive Agreements

The Employer agrees that it shall not require the OJT Employee/Trainee to sign any noncompetitive agreement that would limit the future employment of the OJT Employee/Trainee in respect to any period of time and/or geographical limits.

21. Hire-First Provision

The Employer agrees that the OJT Employee/Trainee will be hired prior to the start of training and reimbursement.

22. Equal Opportunity and Affirmative Action

The Employer agrees that during the performance of this Contract it will not discriminate against any OJT Employee/Trainee or applicant for OJT training because of race, creed, color, national origin, sex, age, political affiliation, or beliefs, and further that it will take affirmative action to ensure that OJT Employee/Trainees and applicants for OJT training are treated without regard to same. The Employer understands that this Contract is subject to Title VI of the Civil Rights Act of 1964 (78 Stat. 252) and are governed by the provisions of 29 CFR parts 31, 32,

COUNTY OF VENTURA
GENERAL PROVISIONS
(Continued)

are reduced by the U.S. Department of Labor or the State of California, the County reserves the right to suspend or terminate this Contract.

6. Termination for Cause

The Employer agrees that if, through any cause, the Employer shall fail to fulfill in a timely and proper manner its obligations under this Contract, or if the Employer shall violate any of the covenants, agreements, or stipulations of the Contract, the County shall thereupon have the right to terminate this Contract, by giving written notice to the Employer of such termination and specify the effective date thereof, at least five days before the effective date of such termination. In such event, the Employer shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder.

Notwithstanding the above, the Employer shall not be relieved of liability to the County by virtue of a breach of the Contract by the Employer, and the County may withhold any payment to the Employer for the purpose of set off until such time as the exact amount of damages due the County from the Employer is determined.

7. Release

The Employer agrees, upon final payment of amounts due under this Contract, less any credits, refunds, or rebates due the County, to release and discharge the Employer from the liabilities, obligations, and claims from this Contract.

8. Benefits

The Employer agrees that the OJT Employee/Trainee shall be provided with the same benefits, rights and labor standards afforded by the Employer to similar employed individuals. This includes the payment of comparable wage rates and compliance with the Davis-Bacon Act.

9. Conflict of Interest

The Employer agrees that no officer, employee, or agent of the Employer who exercises any function or responsibility in connection with this Contract shall use his/her office or confidential information received through his/her employment or office to obtain financial gain.

10. Union Agreements

The Employer agrees that this Contract shall not impair existing collective bargaining agreements. The Employer also agrees that the OJT

Employee/Trainee will not replace employees of the Employer who are not employed because of a labor dispute. The Employer further agrees to notify the County if a labor dispute occurs during the term of this Contract.

11. Use of Funds

The Employer agrees that no relative (wife, husband, son, daughter, mother, father, brother, sister, aunt, uncle, niece, nephew, in-law, stepparent, or stepchild) shall be employed under this Contract.

The Employer agrees that funds provided under this Contract shall not be used for lobbying activities as prohibited in 18 USC 1913.

The Employer agrees not to allow OJT Employee/Trainee to work on the construction, operation, or maintenance of any facility that is used or to be used for sectarian instruction or as a place of religious worship.

The Employer agrees that funds provided under this Contract shall not be used to assist, promote, or deter union organizing.

The Employer agrees that funds to be provided under this Contract have not caused a loss of employment for any employee of the Employer at a former location within the time period of 120 days prior to the date on which the Employer commenced operations at a new location.

The Employer agrees that neither the OJT Employee/Trainee nor funds received under this contract shall be used to conduct or support political activities.

12. Termination of OJT Employee/Trainee

The Employer agrees that the OJT Employee/Trainee shall not be terminated without prior notice and reasonable opportunity for correction or improvement of performance is given. The Contractor also agrees that it will immediately notify the County if the OJT Employee/Trainee has an attendance or disciplinary problem or has demonstrated an inability to perform in accordance with the training outline contained in this Contract. The Employer understands that the termination of OJT Employee/Trainee is subject to the grievance procedures of the County.

13. Grievance Procedures

The Employer agrees to provide the OJT Employee/Trainee the right of access to the

GENERAL PROVISIONS

1. Compliance with Laws

The Employer agrees to comply with all Federal, State, and local regulations, rules, laws, and policies. Such compliance shall include but not be limited to:

- a. The Employer shall comply with the requirements of the Workforce Innovation and Opportunity Act and with the regulations and policies promulgated thereunder, including any and all future revisions thereto;
- b. The Employer's buildings and surroundings pose no threat to the health, safety, or welfare of employees. Such buildings and surroundings, to the best knowledge of the Employer, also meet the standards set forth in rules and regulations of the Occupational Safety and Health Administration;
- c. The Employer shall not enroll individuals under 18 years of age in any occupation which the U.S. Secretary of Labor has found to be particularly hazardous for persons between 16 and 18 years of age;
- d. The Employer shall comply with all of the requirements of Title 21, USC, Chapter 5, Subchapter 6, relating to fair employment practices, to the extent applicable; and
- e. The Employer shall comply with all applicable business, licensing, taxation, and insurance requirements.

2. Assignments

The Employer shall not assign any services or training to be performed under this Contract. Payments to be made under this Contract will be made only to the Employer who shall be held responsible for its terms and provisions.

3. Changes/Modifications

Changes or modifications to this Contract shall be bilateral in nature except modifications to deobligate Contracts that have no activity or for which less than an adequate amount of training time remains for a replacement OJT Employee/Trainee; or when required by changes from the U.S. Department of Labor or the County of Ventura as a result of regulations, policies, or funding, or when required by a change in Federal or State Law. Modifications shall be in writing utilizing appropriate County forms.

4. Payments

The Employer shall be paid upon the submission of properly prepared invoices submitted at a time specified by the County and for training performed in accordance with the terms and general provisions of this Contract. The Employer shall be paid an Hourly Fixed Unit Cost, as specified in this Contract, up to the maximum training hours allowed in this Contract. Reimbursement shall not be claimed for time in which the OJT Employee/Trainee is absent from training. This includes authorized paid absences such as holidays, sick days, or vacation days. In no event shall payment exceed the Contract amount.

5. Termination for Convenience

The Employer agrees that the performance of work under this Contract may be terminated in whole, or from time to time, in part, by the County whenever it determines that such termination or suspension is in the best interest of the County, State of California, or the Federal Government. Termination of work hereunder shall be effected by delivery to the Employer of a Modification specifying the extent to which performance of work under the Contract is terminated and the date upon which such termination becomes effective. In no instance shall a termination for convenience be effective in less than ten days after receipt of notice thereof.

After receipt of the Modification, the Employer shall cancel outstanding commitments concerning the procurement or rental of materials, supplies, equipment, and miscellaneous items. In addition, the Employer shall exercise all reasonable diligence to accomplish the cancellation or diversion of outstanding commitments covering personal services that extend beyond the date of such termination to the extent that they relate to the performance of any work terminated by the Modification. With respect to such canceled commitments, the Employer agrees to:

- a. Settle all outstanding liabilities and all claims arising out of such cancellation of commitments, or ratify all such settlements; and
- b. Assign to the County in the matter, at the time and to the extent directed by the County, all of the rights, title, and interest of the Employer under the orders and subcontracts so terminated. The County shall have the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts.

The Employer agrees that, in the event that funds authorized for expenditure by the County

OJT AND WORK MATURITY EVALUATION SCORES
 Human Services Agency / Community Services Department
 WORKFORCE INNOVATION OPPORTUNITY ACT

Rating Scale Explanation of 3.0 point scale. Round to nearest .5 percentage	1. Can Do Only Simple Parts of the Task; Needs Extremely Close Supervision 0 = No training on this item to date .5/1.0/1.5 = Trained on SIMPLE parts of the task. Needs EXTREMELY CLOSE supervision	2. Can Do Most of the Task; Needs Close Supervision 2.0/2.5 = Trained on MOST parts of the task. Needs CLOSE supervision.	3. Can Do All Parts of the Task; Needs Entry-Level Supervision 3 = Can Do All Parts of the Task (fully trained); Needs Entry-Level Supervision
---	--	---	---

Work Maturity Skills Evaluation: (These are evaluated on the FIRST visit) Ratings: P = Poor / A = Average / E = Excellent

1. Consistently Being Punctual _____ 2. Maintaining Regular Attendance _____ 3. Demonstrating Positive Attitude/Behavior _____
4. Presenting Appropriate Appearance _____ 5. Exhibiting Good Interpersonal Relations _____ 6. Completing Tasks Effectively _____

Total from Previous Page:

Total Score: _____
 Possible Score: _____
 % Attained: _____

FOR JOB SPECIFIC SKILLS ONLY: I certify that the OJT Trainee has acceptable attendance and has successfully completed the training outline as submitted:
 Employer's Initials: _____

Industry-Related Credential Obtained? Yes No
 Comments:

Other Comments:

Training Outline Agreement Signatory Page
Human Services Agency / Community Services Department
WORKFORCE INNOVATION OPPORTUNITY ACT
On-the-Job Training Agreement

ALL PARTIES AGREE TO THE TRAINING OUTLINE:

Trainee Signature:

Person Responsible for Supervision / Training:

Employer Signature:

WIOA Program Operator Signature:

7.	Demonstrate and Practice	%	Observe and Review	No	Yes				
8.	Demonstrate and Practice	%	Observe and Review	Yes	No				

TRAINING OUTLINE WORKFORCE INNOVATION OPPORTUNITY ACT

Agreement No. OJT
OJT Employee/Trainee:
Job Title:

ONET Code:
Employer:

Total Planned Training Hours:

INDUSTRY RELATED CREDENTIAL Name/ Type: <u>N/A</u>	Describe: <u>N/A</u>	How Obtained?	Projected Date of Completion <u>N/A</u>
A Skills Required	B Training Method	C Estimated Time for Training	D Measurement Method
		E Assessment Training Needed	F Follow-Up Visit Date Rating
		Skilled	Date Date Date
Trainee will learn all the duties of a _____ which includes:			
1.	Demonstrate and Practice	%	Observe and Review No Yes
2.	Demonstrate and Practice	%	Observe and Review No Yes
3.	Demonstrate and Practice	%	Observe and Review No Yes
4.	Demonstrate and Practice	%	Observe and Review No Yes
5.	Demonstrate and Practice	%	Observe and Review No Yes
6.	Demonstrate and Practice	%	Observe and Review No Yes

COUNTY OF VENTURA

Program Information (Page 2 of 2)

Human Services Agency / Community Services Department
 Workforce Innovation and Opportunity Act
 On-the-Job Training Agreement

7. Is the occupation proposed for OJT subject to a collective bargaining agreement? NO

If **Yes**, then indicate that there has been concurrence by the appropriate bargaining representative as to the OJT program and the rates of pay agreed upon. Identify the individual contacted for this concurrence.

Name and Title: N/A

Union Affiliation: N/A

Part III: Reimbursement Computation and Payment Provisions

1. Payment Provisions: 50% of Reimbursement for Actual Training Costs Paid to Employer

2. Beginning Hourly Pay Rate: \$ Ending Hourly Pay Rate: \$

(If box is checked) *Employed Worker* (EW) requires wage increase at end of OJT:

EW Rate of pay at End of OJT= \$0.00

3. \$ (Hourly Reimbursement Rate) × Total Hours = \$

4. The Employer shall pay the participant at the agreed upon wage/salary rate on the following payroll schedule:

5. **INDUSTRY RECOGNIZED CREDENTIAL** (IRC) detail: None

Description / Title of IRC:	<u>None</u>
------------------------------------	-------------

	Industry Recognized Credential (IRC) Procurement Process:	AMT.
√		
A <input type="checkbox"/>	The <u>WIOA Program</u> has agreed to make arrangements/incur costs associated with obtaining the IRC.	<u>\$0.00</u>
B <input type="checkbox"/>	<u>Employer</u> has agreed to make arrangements/incur costs associated with obtaining the IRC. Employer will provide receipts and documentation for WIOA Program reimbursement. Employer will provide a copy of the IRC	<u>\$0.00</u>
C <input type="checkbox"/>	<u>OJT trainee</u> has agreed to make arrangements/incur costs associated with obtaining the IRC. OJT trainee will provide receipts and documentation for WIOA Program reimbursement. OJT Trainee will provide a copy of the IRC.	<u>\$0.00</u>

Program Information (PAGE 1 OF 2)
Human Services Agency / Community Services Department
Workforce Innovation Opportunity Act
On-the-Job Training Agreement

Agreement No: _

OJT Employee/Trainee:

OJT Account Executive:

Part I: General Information

1. Employer's Name: _ E-mail address:
Employer's Address:
Employer's Telephone Number/email address: _
Contact Person Name and Title:
2. Federal Employer Identification Number:
3. Number of Employer's Full-Time Employees:
4. Number of Employer's Full-Time Employees in Training Occupation:
5. Training Start Date: _ Training End Date:
6. Employer's Product or Service: _
7. Does the Employer have a current or previous WIOA or other U.S. Department of Labor Agreement?

Part II: Program Description

1. Employer's Job Title of Training Occupation: _
2. O-Net Code: _ O-Net Title: _ SVP Level:
3. NAICS Code:
NAICS Industry Description:
NAICS Industry Sector:
4. Industry-Related Credential Reference:
5. Location of Training Facility:
6. Name, title, and telephone number of person(s) assigned to supervise and/or provide the OJT:

COUNTY OF VENTURA

On-the-Job Training Agreement
Human Services Agency / Community Services Department
WORKFORCE INNOVATION OPPORTUNITY ACT

Signatory Sheet

Agreement No: _

EW 201 501

Case No:

OJT Employee/Trainee:

OJT Account Executive:

This Agreement is entered into between the County of Ventura Workforce Innovation and Opportunity Act programs, hereinafter called the County and __, hereinafter called the Employer, which is a(n) _.

The parties hereto agree that the Employer shall employ_, as an OJT Employee/Trainee and provide all of the on-the-job training services in accordance with the Program Information and General Provisions attached and made a part of this Agreement. In consideration for the services to be provided by the Employer for the period beginning _and ending _the Employer will receive a total fixed price not to exceed \$
Such amount to be paid pursuant to the General Provisions attached and made a part of this Agreement.

The Employer certifies that:

1. The training proposed in this Agreement is above that normally provided;
2. It is not involved in or affected by a labor dispute; and
3. Funds provided under this agreement shall only be used for activities that are in addition to those that would otherwise be available in the local area in the absence of such funds.

AUTHORIZED FOR PROGRAM OPERATOR

AUTHORIZED FOR EMPLOYER

Nancy Ambriz, Program Manager

Signature

Signature

Person Authorized to Sign Invoices

Workforce Innovation and Opportunity Act Program
LISTA DE VERIFICACION DE LA CUENTA DE ENTRENAMIENTO INDIVIDUAL
 (Poner sobre los documentos ITA)

Nombre: _____ Caso #: _____

#	Documento – forma	√	No Aplica
1.	Certificado de Estudios/entrenamiento	<input type="checkbox"/>	
2.	Reportes de progreso mensual (56-21-346)	<input type="checkbox"/>	
3.	Enmienda a la cuenta de entrenamiento individual (Copia de la forma 56-21-344 con todas las firmas)	<input type="checkbox"/>	<input type="checkbox"/> No Aplica
	Vale de cuenta individual de entrenamiento (Copia de 56-21-345 con todas las firmas)	<input type="checkbox"/>	
	Copia del convenio de Entrenamiento TAA	<input type="checkbox"/>	<input type="checkbox"/> No Aplica
4.	Fuente alterna de financiamiento: <ul style="list-style-type: none"> • Copia de adjudicación para Beca Pell • Solicitó otra _____ 	<input type="checkbox"/>	<input type="checkbox"/> No Aplica debido a: _____
5.	Lista de proveedores de CalJOBS/Datos de Programa (antes conocido como ETPL)	<input type="checkbox"/>	
6.	Copia de transmisión de fax a EDD Verificación de inscripción al entrenamiento (TEV) 2 páginas	<input type="checkbox"/>	<input type="checkbox"/> No Aplica
7.	Convenio de la cuenta de entrenamiento individual del cliente	<input type="checkbox"/>	
8.	Forma de selección de proveedor de entrenamiento elegible (56-21-332)	<input type="checkbox"/>	
9.	Investigación de proveedores de entrenamiento elegibles (56-21-331)	<input type="checkbox"/>	
10.	Datos de escuela / Proveedor – horarios, etc.	<input type="checkbox"/>	
11.	Datos de investigación del Mercado laboral: <ul style="list-style-type: none"> • Reporte local O*NET con salarios locales. • Vacantes de empleo relevantes a la petición de entrenamiento 	<input type="checkbox"/>	
			<input type="checkbox"/>
12.	Presupuesto de Entrenamiento WIOA – firmado por el interesado	<input type="checkbox"/>	
13.	Solicitud para cuenta de entrenamiento individual – firmado por el interesado	<input type="checkbox"/>	

Workforce Innovation and Opportunity Act Programs

INDIVIDUAL TRAINING ACCOUNT CHECKLIST

(Place on top of ITA documents)

Name: _____ Case #: _____

#	Documentation – Print form	√	Not Applicable
1.	Certificate of Completion	<input type="checkbox"/>	
2.	Monthly Progress Reports (56-21-346)	<input type="checkbox"/>	
3.	Individual Training Account Amendment (Copy of 56-21-344 Form w/ signatures)	<input type="checkbox"/>	<input type="checkbox"/> Not Applicable
	Individual Training Account Voucher (Copy of 56-21-345 Form w/all signatures)	<input type="checkbox"/>	
	Copy of TAA Training Agreement	<input type="checkbox"/>	<input type="checkbox"/> Not Applicable
4.	Alternate Funding Source: <ul style="list-style-type: none"> • Copy of Award Letter for Pell Grant • Applied for other _____ 	<input type="checkbox"/>	<input type="checkbox"/> Not eligible due to: _____
5.	CalJOBS Provider List / Program Data Sheet (formerly known as the ETPL)	<input type="checkbox"/>	
6.	Copy of Fax transmittal to EDD Training Enrollment Verification (TEV) 2 pages	<input type="checkbox"/>	<input type="checkbox"/> Not Applicable
7.	Customer Individual Training Account Agreement (56-21-343)	<input type="checkbox"/>	
8.	Eligible Training Provider Selection Form (56-21-332)	<input type="checkbox"/>	
9.	Eligible Training Provider Research (56-21-331)	<input type="checkbox"/>	
10.	Provider / School information – schedule, etc.	<input type="checkbox"/>	
11.	Labor Market Research information: <ul style="list-style-type: none"> • Local O*NET report w/local wages • Job leads applicable to training request 	<input type="checkbox"/>	
		<input type="checkbox"/>	
12.	WIOA Training Budget – signed by customer	<input type="checkbox"/>	
13.	Individual Training Account Application – signed by customer	<input type="checkbox"/>	

Objectives to Goal #1

Objective Date Established Review Date Program Staff Status

Complete ITA 03/09/2016 07/31/2016 WIOA Villa, Rosaura Open

Comments: Customer Agreement I understand that the ultimate objective of my program services is to become employed and maintain my employment. I agree to:
Maintain contact with my Employment Specialist/Account Executive as requested (via email, phone, or in person) during the program and for a minimum of twelve months after transitioning into the follow-up phase.

Notify the Employment Specialist /Account Executive of any changes in employment, self-employment, problems that may impact my participation, become unemployed or change of address/phone number.

Upon employment, provide copies of paystubs to Employment Specialist/Account Executive as requested.

Meet with my Employment Specialist/Account Executive as requested; returning phone calls in a timely manner; complete all job applications; follow up on all job referrals and provide job search logs.

Attend workshops as recommended by WIOA staff.

WIOA Staff Agreement WIOA adopts a team approach in supporting your job search activities to help you meet your employment goals. You may be assigned to different WIOA representatives. Our team consists of both Employment Specialists/Case Managers and Account Executives/Job Developers.

Your Employment Specialist will: Maintain monthly contact with you, monitor classroom training, assist you with Supportive Service needs, guide you through the phases of the WIOA program and offer pre- and post-employment case management.

Your Account Executive will: Follow up on job leads, engage with potential employers, offer job search guidance and counseling, assist with resume development, provide job referrals and facilitate On-the-Job training agreements and information.

Acknowledgement and Agreement My signature acknowledges agreement of the potential services needed for employment. I understand that this does not entitle me to, nor guarantee any services. I further understand that although the Workforce Innovation and Opportunity Act (WIOA) program is here to assist me returning to work, the program may not have all the resources that I need. Furthermore, I understand that this plan may be modified or changed by WIOA staff as needed. I certify that all the information provided is true and accurate. Falsification or not adhering to this agreement may be grounds for termination from the WIOA program.

Ohman K. Sing (Sample)

Print Date: 03/28/2016;

Printed By: Elsa Banuelos

Page 1 of 2

WIOA INDIVIDUAL EMPLOYMENT PLAN

Type of Goal Employment

Term of Goal Intermediate Term

Date Established 03/09/2016

Estimated Date of Completion 09/31/2016

Goal Description: Unsubsidized Employment Post ITA

Comments: OCCUPATIONAL GOAL: CNA

ONET Code: 31.1014.00

Customer's wage expectation: \$12.00

LMI Ventura County Median Wage: \$13.16

(see Objective Assessment for background information)

Supportive Service needs: Provide as needed

RECOMMENDATION: Enrollment for Classroom training (ITA)

IRC (Industry Recognized Credential): CNA Certification

Customer will obtain work skills attainment in: Provide basic patient care under direction nursing staff. Perform duties such as feed, bathe, dress, groom, or move patients, or change linens.

Grant: 201

Brief work history: Customer has approx. 2 years of transferable skills in health care.

Skills Gap: Lacks certification as in Certified Nurse Assistance

Justification: Customer is eligible as an Adult Worker and is seeking classroom training in the certified nurse's assistance program. Ms. Zuniga is meeting her living expenses working as a Housekeeper. Customer has worked as a caregiver in the past but lacks the certification and upgraded skills to continue working in this field. Customer would benefit from the CNA training to upgrade her skills and obtain an industry recognized credential, increasing her wages.

License Expired Revoked: No

Vocational Occupational Factors Assessment:

Other Assistance Received:

Public Assistance: Yes, potential Medi-Cal for Health Insurance

Partner Services: Not at this time

Other Assistance Received Assessment: guidance to FASFA Application

Barriers to Employment:

Lacks Significant Work History: No

Sporadic or Limited Work History: No

Restricted Commuting Distance: Yes, prefers to work in West Ventura County only

Restricted Work Schedule: No

Unrealistic Wage Expectations: No

Legal Issues: No

Single Parent: Yes

Displaced Homemaker: No

Pregnant or Parenting Youth: No

Runaway Youth: No

LWIA Designated Barrier: No

Other: No

No Barriers to Employment or Work Readiness: Non reported

Agency Referrals

Reviewed With Customer Agree Disagree

Comments: _____

Customer Signature

Date

Employment History

<u>Employer</u>	<u>Job Title</u>	<u>Salary</u>	<u>Dates</u>
BUNNING GMC CADILLAC	CUSTOMER SERVICE/CASHIER 43417100	\$14.00 Hour	4/2012 1/2013

Left for Reason: Layoff

Duties:

Accounting: Payroll, Book Keeping, purchase orders, Insurance billing for customer repairs;
Data entry: Entered customer information into database
Customer Service: Set appointment for customer to have repairs made on their vehicle
Cashier: service, parts & sales cashier

DON WRIGHT	CAREGIVER 31101100	\$480.00 Week	5/2013 11/2014
------------	-----------------------	---------------	-------------------

Left for Reason: Other

Duties: helped prepared his clothes for the week, laundry, housekeeping, assisted in bed needs, assisted in bath, aid with meal feedings

COASTAL VIEW MEDICAL CENTER	HOUSEKEEPER 37201200	\$10.00 Hour	12/2014 12/2015
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Left for Reason: Still Employed

Duties: Clean areas in facility as scheduled. Assist with meals, lifting patients/residents, cleaning beds and rooms, assort laundry, and collect trash.

Health and Behavioral Observations:

Health: Yes

Lacks Medical Insurance
Coverage – Referred to
Medi-Cal

Behavior: No

Substance Abuse: No

Health and Behavior Observations Summary

Living Environment:

Housing: No assistance needed **Home Life:** No

Living Environment Assessment Summary Customer lives in Oxnard with two (2) adult children. Daughter receives SSI.

Economic and Financial Situation:

Credit Financial: No

Economic Factors Situation Assessment: Customer reported she is meeting her financial responsibilities from employment of approx. \$1600. per month.

Vocational Occupational Factors:

Obsolete Work Skills: Yes, needs to upgrade skills as an CNA

Workforce Innovation and Opportunity Act
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 of belief; or against any beneficiary of, applicant to, or participant in, programs financially assisted under Title I of the Workforce Innovation and Opportunity Act (WIOA), on the basis of the individual'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 or 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 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 CRC (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 may file a complaint with CRC before receiving that notice. 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.

FOR INFORMATION OR TO FILE A COMPLAINT, CONTACT

DON AGUIRRE, EQUAL OPPORTUNITY OFFICER
don.aguirre@ventura.org
County of Ventura, Human Services Agency
855 Partridge Drive, Ventura, CA 93003
(805) 477-5166

I certify that I have been afforded an opportunity to discuss the "EQUAL OPPORTUNITY IS THE LAW" notice with a WIOA Representative.

Please be advised. Information you provide to the WIOA may be made available to the Federal, State or Local agencies and their subcontractors who administer employment and training programs.

Effective Date: This notice is effective immediately and will remain in effect until further notice.

Print Name: _____

Signature: _____

Date: _____

Auxiliary aids and services are available upon request to individuals with disabilities.
Equal Opportunity Employer Program
TTY No: 1(800) 735-2922

Workforce Innovation and Opportunity Act
PROGRAM GRIEVANCE/COMPLAINT PROCEDURES

The County of Ventura Community Services Department (CSD) recognizes each individual's right to receive fair and impartial treatment under all of its services. As such, CSD encourages and supports a model of open communication and resolution at all program levels.

Workforce Innovation and Opportunity Act (WIOA) participants, applicants, sub-grantees, subcontractors and employees have the right to file a non-criminal complaint with regards to WIOA program activities. Grievances or complaints must be filed within one year of the alleged violation. **All grievances or complaints, amendments and withdrawals must be in writing.** All persons filing a grievance or complaint shall be free from restraint, coercion, reprisal, or discrimination.

The complaint procedure includes: 1) The opportunity to file a written complaint, 2) The opportunity for an informal resolution of the complaint, 3) A written notification of the opportunity for a hearing before an impartial hearing officer*, 4) Final written decision of the complaint within sixty (60) days from the filing date**, and 5) Notification of the right to appeal the final decision to the State, 6) The right to receive technical assistance in filing your complaint. In addition, you are entitled to file a complaint regarding the terms and conditions of your employment.

These procedures provide for resolution of complaints alleging a violation of WIOA regulations as promulgated under either Act, recipient grants, subagreements or other specific agreements under either Act, including terms and conditions of participant employment; and resolution of complaints arising from actions, such as audit disallowances or the imposition of sanctions taken by the governor with respect to audit findings, investigations or monitoring reports.

If you wish to file a complaint please adhere to the following process for the quickest resolution:

1. Complaints regarding staff or services should first be addressed with the Program Supervisor.
2. If the issue is not resolved, please ask to speak with the Program Manager.
3. If resolution has not been reached with the Program Manager, you may file a formal written complaint with the Grievance Officer.

Formal complaints may be filed with the County of Ventura, Human Services Agency, 855 Partridge Drive, Ventura, CA 93003; Attention: Don Aguirre, Grievance Officer (805) 477-5166; don.aguirre@ventura.org. All complaints will be handled confidentially.

 Read and Acknowledged by

 Date

* Hearings on any grievance or complaint shall be conducted within 30 days of filing. All parties will be notified in writing 10 days prior to the date of the hearing.

**You may request a State hearing if you have not received a local decision within 60 days by submitting a written notice of Appeal to: Chief, Compliance Review Division, MIC 22-M, Employment Development Department, P.O. BOX 826880, Sacramento, CA 94280-0001

Auxiliary aids and services are available upon request to individuals with disabilities.
 Equal Opportunity Employer Program
 TYY No: 1(800) 735-2922

Workforce Innovation and Opportunity Act
CONFLICT OF INTEREST STATEMENT

No individual receiving WIOA funding or services can be directly supervised by a member of his/her immediate family*, who is employed by the County of Ventura.

Additionally, no individual receiving WIOA funding or services can be directly supervised by a member of his/her immediate family*, who is an employee in a WIOA funded training program.

It is critical, under both circumstances, that Ventura County employees and subcontractors avoid conflict of interest and/or the appearance of a conflict of interest in the management of WIOA funds.

Note: Answering yes to either question does not affect eligibility to participate in WIOA services.

Please answer the following questions:

1) Are you related to anyone by blood, marriage, or adoption, who works for the County of Ventura?

Yes No If yes, please list.

Name: _____ Relationship: _____
Department: _____ Position: _____

2) Are you related to anyone by blood, marriage, or adoption, who is a staff person in your WIOA funded training program?

Yes No If yes, please list.

Name: _____ Relationship: _____
Department: _____ Position: _____

Immediate Family- Individuals who are related by blood, marriage or adoption include the following relationships: wife, husband, son, daughter, mother, father, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, step-parent and step-children.

Customer Signature: _____ Date: _____

Workforce Innovation and Opportunity Act
AUTHORIZATION TO RELEASE INFORMATION

In compliance with the Family Education Rights and Privacy Act (FERPA), and the Workforce Innovation and Opportunity Act (WIOA), the County of Ventura, Community Services Department (CSD) is responsible for the maintenance of customer records and for monitoring release of information related to those records.

The American Job Centers of Ventura County, staffed by representatives from partner agencies and organizations are responsible for the direct and indirect provisions of services set forth by WIOA. Staff from some or all of these agencies may need to access customer records to ensure the highest quality delivery of services to the Individual customer.

It is understood that the information shared between the CSD staff, and American Job Center partner agencies is confidential in nature and is used solely for the purpose of providing high quality services to you, the customer. The information will not be released to entities other than those listed without express written consent of the customer.

It is further understood that records are to be maintained by CSD staff, American Job Center Staff, and partners in a confidential manner, away from access by non-personnel who may be in the center as a visitor, a customer and for any other purpose.

I, the undersigned, _____, authorize the release of information to the Community Services Department Staff, CSD contractors (if applicable) and within the American Job Center system of Ventura County.

1. I release the power of confidentiality to contact past and/or future employers regarding hire date, starting / current pay, starting / position and all information that may / will pertain to job performance, placement and post-employment / follow-up services.
2. I hereby authorize and give permission to Employment Development Department to release base wage file records regarding my employment.
3. I hereby authorize and give permission to obtain and/or release information from my Employer, Probation Officer, Other _____

I understand that this release is effective until the conclusion of WIOA services.

Customer Signature

Date

Parent or Guardian Signature (if under 18 years old)

Date

WIOA Staff Signature

Date

**Workforce Innovation and Opportunity Act
Supportive Services Orientation**

Supportive services funds are available to assist you in successfully completing the various phases of the Workforce Innovation and Opportunity Act (WIOA) program; classroom training, job search and follow up.

Types of supportive services are those services considered to be reasonable and necessary by the WIOA program to successfully complete the above activities. They may only be provided to WIOA-enrolled customers and are considered on a case by case basis.

You will be referred to community resources, as all other resources available and services will need to be exhausted before providing WIOA supportive services.

In order to receive supportive services you will be asked to:

- Demonstrate financial need based on all family income in comparison to basic need expenses
- Complete a financial statement and submit documentation supporting your financial need
- Demonstrate active participation in the WIOA program per the Individual Employment Plan and WIOA requirements
- Meet all training requirements and timelines, attend regularly and have satisfactory progress and/or a "C" average when participating in vocational training
- Participate actively in job search and provide job search logs
- Attend workshops, meetings and interviews

Your Employment Specialist will assist you in determining if you qualify for these services. Eligibility for supportive services will be re-determined on a monthly basis.

Supportive services are not available for repayment of personal loans, credit card payments, medical costs fines, and/or offenses. Supportive services are not retroactive and are paid directly to a qualified vendor.

I have read the above Supportive Services orientation and understand that these funds are discretionary and may end at any time. I have received a copy of this information.

Customer Signature

Date

Workforce Innovation and Opportunity Act
EMPLOYMENT AND FOLLOW-UP SERVICES

It's All About Employment

When you become employed, we will ask for information about your new job. Your success is our success.

Each time someone gets a job, we are required to report this to the state. This will allow us to continue providing employment services to the residents of Ventura County. Therefore, we ask for your assistance.

How is employment reported?

We ask for a copy of your first pay stub as verification of your new job. This information is required whether you obtain employment from a direct WIOA referral or from other sources, including your efforts. We also use an Employment Information form (see other side).

If you are self-employed, please let us know. This type of verification is handled differently.

All employment information that you share with us will be kept **confidential** in your case file and will not be shared with anyone outside of the agency without your permission.

Transition to Follow-up Services

Once you transition to the follow-up phase of the program, we will contact you quarterly over the course of a year. We will contact you by letter and/or e-mail to obtain information about your employment. If you lose your job, let us know. You can write us, e-mail or call so that we may assist you with your job search.

What services are available after employment?

Follow-up or "next phase" services are to help you keep the job, become re-employed if you lose your job or to obtain another job. Services include counseling regarding the workplace, and supportive services when you transition into follow-up as a result of employment. Training is **not** available during the follow-up period.

I have read and understand the above information about employment and follow-up services.

Customer Signature

Date

WIOA Staff Signature

Date