

Fresno Regional Workforce Development Board

A proud member of America's Job Center of CaliforniaSM Network

2125 Kern Street, Suite 208 • Fresno, California 93721 • 559.490.7100 • Fax 559.490.7199 •
www.workforce-connection.com

Blake Konczal, Executive Director

OPERATIONAL DIRECTIVE

FRWDB OD # 10-18, Revision B

Date Released: TBD

To: All Fresno Regional Workforce Development Board Providers of Services

From: Blake Konczal, Executive Director

Effective Date: January 3, 2018

Subject: ELL Special Project Process Flow

Applicable Program: English Language Learner Grant

Revision History: Initial Release - 1/3/18

The purpose of this Revision B is to update for transition to CalJOBS; and to provide further clarification for the co-enrollment with Title I process.

The ELL grant provides services to eligible Fresno County residents. The purpose of the ELL grant is to enhance focus on limited English individuals and immigrant population; it provides support strategies to outreach to these targeted populations, successfully enroll them, and once enrolled in the ELL grant, ensure that they have the support to access the services needed in the community. Furthermore, the ELL grant provides assistance to prepare individuals for the workforce and identify WIOA co-enrollments for training programs.

Services to be provided:

- Special ELL Project WIOA Orientation
- One-on-one case management to assist participants in navigating the system and accessing WIOA and other community based organizations that offer services that will support them in obtaining employment.
- Co-case management for all co-enrolled participants
- Job preparation services
- Referrals to:
 - Community based organizations for wrap around services
 - Immigration services
 - Citizenship classes
 - Adult Basic Education, GED, or High School Diploma
 - English language classes
 - WIOA co-enrolled services

Grant Codes:

- ELL enrolled Right to Work only – 1095
- ELL referral only – ELL Tracking Spreadsheet

Eligibility Requirements

Grant Code 1095:

- Must be Basic Skills Deficient or English Language Learner or a have a cultural barrier, **and**
- Must be a Fresno County resident, **and**
- 18 years or older, **and**
- Legal right-to-work in the United States, **and**
- Selective Services Registration as applicable

ELL Tracking Spreadsheet:

- Must be Basic Skills Deficient or English Language Learner or have a Cultural barrier, and
- Must be a Fresno County resident, and
- 18 years or older,

Data Entry Requirements

- **ELL/WIOA Co-enrollments:**
 - Adult – 201/1095 or
 - Dislocated Worker – 501/1095 or
 - Youth 18- 24 301/1095
- **Available Service Codes:**
 - 108 Referred to WIOA Services
 - 109 Referred to Community Resource
 - 112 Job Fair
 - 120 Use of AJCC Resource Room
 - 140 Referred to Other Federal/State Assistance
 - 181 Supportive Service –Transportation Assistance
 - 185 Supportive Service – Other
 - 188 Supportive Service – Tools/Clothing
 - 191 Supportive Service – Educational Testing
 - 200 Individual Counseling
 - 203 Objective Assessment
 - 205 Development of IEP
 - 209 Referred to State and Local Training (non-WIOA)
 - 222 English as Second Language (ESL) Services
 - 214 Adult Literacy, Basic Skills or GED Preparation

Process Changes for WIOA co-enrollments under this Project

- Navigator will refer ELL participants directly to the SRT schedule unit; special WIOA orientation has been given.
- WIOA staff will be required to update the application at the time of WIOA eligibility.
- WIOA Co-Enrollment Participant Flow:
 - Objective Assessment/IEP- Order of services provided will be determined based on the needs of each individual as identified during the creation of the Plan.
 - Services may include, but will not be limited to the following:
 - ESL Classes
 - GED Classes/HiSET
 - Basic Skills Development -Remediation Online or Adult School
 - Career Assessments

- Career Exploration
- Basic Computer Skills Workshop
- Job Readiness Workshop
- Vocational Training
- Supportive Service
- Referrals

If you have any questions, contact the FRWDB Program Manager.