



**WORKFORCE DEVELOPMENT BOARD  
OF SOLANO COUNTY**

**Planning & Oversight Committee Meeting**

Tuesday, August 27, 2024

3:00 p.m. – 5:00 p.m.

Location:

500 Chadbourne Road, Suite A  
Fairfield, CA 94534



**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

**PLANNING & OVERSIGHT COMMITTEE**

**Tuesday, August 27, 2024**

**3:00 – 5:00 p.m.**

**500 Chadbourne Road, Suite A**

**Fairfield, CA 94534**

**MEETING AGENDA**

- I. Welcoming/Convening**
- II. Agenda Changes and/or Deletions**
- III. Public Comment** – *Public comments on agenda items and items under the jurisdiction of the Committee shall be made at this time. A time limit of 3 minutes may be imposed. No action may be taken on non-agenda items.*
- IV. Action Items**

	<b>Pages</b>
A. Approval of June 25, 2024 Meeting Minutes	<b>1</b>
B. Review and Accept the Workforce Development Board of Solano County’s Final Sub-Monitoring Reports for Adult and Dislocated Worker Programs and America’s Job Center of California (AJCC)	<b>3</b>
C. Review and Approval of the Revisions Concepts for WIOA Adult and Dislocated Worker Enrollment and Eligibility Policy	<b>13</b>
- V. Informational Updates**
  - A. Workforce Development Month Activities
  - B. Upcoming AJCC Certification
  - C. ETPL Public Testimony
- V. Discussion**
  - A. Review of Current Key Partnerships – Industry, Community, and Training
  - B. 5-Year Participant Training Analysis
- VI. Adjournment**

Note: The next Planning & Oversight Committee meeting is October 22, 2024

**MINUTES**  
**PLANNING & OVERSIGHT COMMITTEE MEETING**  
**June 25, 2024**

**I. Welcoming/Convening**

Committee Chair, Chris Huxsoll, called the meeting to order at 3:12 p.m. Quorum was established.

**Members Present:** Suzanne Castano, Chris Huxsoll, Glenn Loveall

**Members Absent:** Rhuenette Alums, Shannon Dodds, Gerald Huber, David Tam

**Staff Present:** Heather Henry, Tammy Gallentine, Marion Aiken, Matt Moon-Bailey, Cynthia Seals-Roper

**II. Agenda Changes and/or Deletions**

There were no changes or deletions to the agenda.

**III. Public Comment**

There were no public comments.

**IV. Action Items**

**A. Approval of April 23, 2024, Meeting Minutes**

**MOTION #1**

A motion was made and seconded to approve the meeting minutes.

**(Loveall/Huxsoll) MOTION PASSED UNANIMOUSLY**

**V. Discussion**

**A. Upcoming Year WIOA Requirements**

Ms. Henry announced there are a number of compliance requirements this year that will be presented to the committee. In general, there are policies that will need to be updated. Staff are working on finalizing the revisions to those policies. The state has made a few changes in their policy which will require we amend to policies as well. As policies are completed, they will be presented to the committee for review and approval.

The first big item this year is the AJCC Certification. Per federal requirements, the job centers must be certified. Federal and state requirements are published for both the comprehensive job centers and affiliate job centers. Currently, the Vallejo location is the designated comprehensive job center while Fairfield is considered the affiliate job center. A comprehensive job center requires mandated partners to be connected to the job center with certain programs that have to be offered there. Both job centers must be certified by November. The One-Stop Operator will conduct the certification. The certification will likely go to the Board for approval at the November meeting so it will be presented to the committee in October for review.

The other large item this year is the Local and Regional Workforce Plan. This is conducted every five years. The state has not yet put out any guidance on the local plan, but it should be published soon. We do know that everything will need to be finalized by June 30, 2025. Generally, as part of the plan, local workforce boards are supposed to engage with stakeholders, which goes really well with the partnership piece of the action plan. In the fall, we begin our stakeholder engagements which include surveys and meetings. Starting in January we begin writing the draft plan. The Regional Plan will have the labor market data, the industry job trends, and how the region will work together. The plan does need to be approved by the Board and has to go out for public comment for 30 days. It has to be finalized and approved by the Solano County Board of Supervisors. In January, staff will bring to the Board the main themes of the stakeholder engagement process and bring back the draft in March and have the Board approve it. The committee will have the opportunity to review it more in depth prior to the draft being presented to the Board.

## **B. Partnerships Action Plan Step**

The Equity Committee met and will have some changes to the Action Plan. Ms. Henry reiterated that the goals were defined for partnerships. California Forever did present at the May Board meeting. They are presenting at the Board of Supervisors meeting in which there is a large presence of both supporters of the project and those that oppose. For the next quarter, the focus will include the partnership section of the action plan so if there are any elements in particular that should be discussed this would be a good time, especially with the local plan coming up. Staff will be inviting Board Member Coco House to present at an upcoming Board meeting about agriculture. Scheduling will depend on the harvest schedule.

The next piece that is coming up is identifying priority partnerships. In preparation, identifying industry partnerships will be key. Although the action plan indicates identifying industry partnerships in the spring, staff will bring an overview of partnerships at the August committee meeting so review current partners and invite regional partners to the September Board meeting to help solidify partners for the Local and Regional Plan. Staff are participating in an infinity group with other workforce boards in the region to strengthen and identify partnerships.

## **C. Industry-Based Solutions Action Plan Step**

Ms. Henry announced the reviewed key industry sectors and the status of them at the last Board meeting including the successes and strategies. Funding capacity is vague. The way training is structured, a certain amount has to be spent on training. Any work done outside of training does not have an impact the required outcomes. There is a federal requirement that 30% of adult and dislocated working funding be spent on training or leveraged training. The Senate released their draft WIOA reauthorization and made changes to the Eligible Training Provider List (ETPL). WIOA's the theory for the ETPL is that you do not want to put someone in training with a provider that is not accredited. There is a process to ensure providers are accredited and can be added to the list. The training must also be considered "in demand". Community college classes are not included on the ETPL because the training provider must provide a social security number for trainees and show if they obtained employment tracking purposes. Community colleges are not required to collect social security numbers, and they do not track job placement. There are exceptions. If the training is considered "in demand" staff can utilize a training provider that is not on the ETPL. The process to get on the ETPL is cumbersome.

There is not a specific funding structure for training. Prioritizing training for in demand industries can be done. Staff will provide examples of funding structures other areas have put together at the August committee meeting.

It's been difficult to bring businesses together in the same industry to talk about talent attraction and to form partnerships. Staff is currently working with Lightcast to provide a larger platform for the community to obtain information. There are a lot of models out there on how to bring businesses together. It is hard to bring some industries together in a group. Depending on industry some find it as competition and always there usually has to be a "what's in it for me". One of the models encourages to start with sharing industry data, figure out where the occupational needs are and create a training plan. It is found that businesses become uninterested by the time training plans are being created. Staff have been instead doing focus groups with Board members to get insight on industry needs and building off of the information. Even if we start with one business, we can share the success and continue to move forward. To bring industry specific businesses together, there needs to be a specific agenda.

## **D. Planning & Oversight Committee Schedule**

The committee discussed reaching out to the entire committee membership to ask if there is a different day of the week and time of the day that would be a preference to hold meetings. Committee members present are okay with the current schedule. Mr. Huxsoll will reach out to the committee via email to see if the current schedule works for those not present.

## **VI. Adjournment**

The meeting adjourned at 4:15 p.m.



**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

**AGENDA SUBMITTAL**

<b>SUBJECT</b> Review and Accept the Workforce Development Board of Solano County’s Final Sub-Monitoring Reports for Adult and Dislocated Worker Programs and America’s Job Center of California (AJCC)	<b>MEETING DATE</b> August 27, 2024	<b>AGENDA ITEM</b> IV.B
<b>FROM:</b> Heather Henry, President/Executive Director	<b>ACTION REQUIRED</b> YES ✓ NO	<b>ATTACHMENTS</b> A & B

**RECOMMENDATION**

It is staff’s recommendation that the Planning and Oversight Committee of the Workforce Development Board (WDB) of Solano County review and accept the WDB’s final sub-monitoring report for the Adult and Dislocated Worker program and for the America’s Job Center of California (AJCC).

**SUMMARY**

The WDB staff conducted an internal monitoring of the Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker Programs during the week of April 29, 2024, per WIOA sub-recipient monitoring regulations, for the period of January – December 2023. In addition, staff conducted an internal monitoring of the WIOA AJCC during the week of June 2024.

The Performance and Compliance Analyst conducted a thorough review of Adult and Dislocated Worker Programs to:

- Ensure only eligible participants were enrolled and applicable eligibility documentation was collected and properly recorded;
- Ensure proper maintenance and content of participant records to include data validation requirements;
- Confirm appropriate and adequate case notes were documented ensuring continuity from time of application through completion of services;
- Verify all relevant participant data and services had been accurately and timely recorded into the state’s MIS;
- Ensure programs and activities were effective in meeting the goals established in the four-year local plan;
- Verify that the training and work environment were safe for participants and staff members;
- Confirm compliance with the ADA and nondiscrimination and equal opportunity provisions of WIOA and other federal and state nondiscrimination laws; and
- Ensure that appropriate grant and program management policies and procedures as defined by WIOA were in place.

The Performance and Compliance Analyst conducted a thorough review of the AJCC to:

- Ensure the one-stop delivery system's compliance with the requirements of WIOA, the activities per Solano's Workforce Development Local Plan, and performance reporting requirements;
- Compliance with procurement and oversight of the one-stop operator;
- America's Job Center of California (AJCC) compliance, including compliance with WIOA Sections 121 and 188, Americans with Disabilities Act, and nondiscrimination laws and regulations; and
- Compliance with the AJCC Memorandum of Understanding and Infrastructure Funding Agreement regulations.

The final reviews of the Adult and Dislocated Worker and AJCC internal monitoring reports are presented, outlining the observed best practices, concerns, and potential findings.

## **DISCUSSION:**

### **Background:**

Workforce Innovation and Opportunity Act (WIOA) guidelines require adherence to subrecipient federal compliance and monitoring guidelines. As the WDB is also the provider of WIOA Title I activities, the Local Board is required to monitor its own activities. Policies and practices are in place for internal firewalls between staff providing services, staff responsible for oversight, and the Local Board.

The Planning and Oversight Committee is responsible for receiving the programmatic monitoring of the Comprehensive and Affiliate AJCCs and the WDB WIOA Adult, Dislocated Worker, and Youth programs. These internal monitoring reviews occur annually.

The internal monitoring process included a(n):

- Desk review of Adult and Dislocated Worker policies and procedures, training agreements, and pre-monitoring questionnaires completed by program staff;
- On-site monitoring visit of the WIOA Adult and Dislocated Worker program files;
- On-site monitoring visit of the AJCCs; and an
- Interview with an Adult/Dislocated Worker staff member regarding service delivery and knowledge of compliance requirements.

### **Summary of Final Monitoring Review**

#### *Adult/Dislocated Worker*

In general, the Performance and Compliance Analyst found the Adult and Dislocated Worker programs and the AJCC to be in compliance. Areas of best practice, concern, and potential findings were observed.

An issue identified in the last monitoring was the inconsistency of dates between files and CalJOBS. This was corrected and no new date inconsistencies were identified in the current monitoring year.

Three findings were identified:

1. **Observation:** Some files were reviewed that had supportive services documentation in the file, but activity codes in CalJOBS were not entered. Some case notes on supportive services entered

in CalJOBS did not meet the case note requirements outlined in WDB's *Supportive Services and Incentive Policy*.

**Corrective Action Plan:** Program management will conduct staff training on case notes and supportive service entries into CalJOBS to ensure staff understanding of the policies.

**This finding will remain open until the next monitoring.**

2. **Observation:** One of the files reviewed was coded in CalJOBS as WIOA Adult, but was funded out of ARPA. As such, the programmatic and performance information in CalJOBS did not match expenditure reporting.

**Corrective Action Taken:** Program staff completed a Data Change Request form to update the client data in CalJOBS to match expenditures.

**This finding will remain open until the next monitoring.**

3. **Observation:** Disability information was observed within the participant's working file. All disability-related information must be stored in a separate file or folder to be in compliance with nondiscrimination and equal opportunity provisions.

**Corrective Action Taken:** All disability information was removed from the participant's case file.

**This finding is now closed.**

A draft monitoring report was submitted to the Adult and Dislocated Worker staff documenting potential compliance issues and findings on May 24, 2024. The Adult and Dislocated Worker staff responded and corrected any findings noted on the report. A final monitoring report was issued on July 19, 2024, and is being presented to the Planning & Oversight Committee.

*America's Job Centers of California (AJCC)*

The Performance and Compliance Analyst found the AJCC to be in full compliance. No findings were identified.

A draft monitoring report was submitted to the AJCC staff documenting potential compliance issues and findings on July 3, 2024. A final monitoring report was issued on August 23, 2024, and is being presented to the Planning & Oversight Committee.

#### **REPORT PREPARED BY**

Heather Henry, President/Executive Director. Please contact Sonam Rajbhandary at 707-863-3510 if you have any questions regarding the information in this report.



**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

July 19, 2024

Workforce Development Board of Solano County  
ATTN: Marion Aiken, Workforce Services Director  
500 Chadbourne Rd, Suite 100  
Fairfield, CA 94534

**RE: Final Sub-Monitoring Report for Adult and Dislocated Worker Program**

Dear Mr. Aiken,

This final monitoring report is to inform you of the results of the Workforce Development Board (WDB) of Solano County's sub-monitoring review of Adult and Dislocated (AD/DW) programs.

The purpose of the review was to determine Workforce Innovation and Opportunity Act (WIOA) compliance by AD/DW with applicable federal, state, and local laws, regulations and policies, and any additional program requirements. This review focused on AD/DW's Desk Review, Program Files, and the Staff Interviews.

This report is based on the review of applicable policies and procedures, the information collected from AD/DW monitoring questionnaire and staff interviews. This report also includes findings from the Desk Review. The WDB has examined compliance with the requirements of WIOA, the Uniform Guidance at 20 CFR parts 678- 683.

**AD/DW REVIEW RESULTS**

**Areas of Best Practice**

- AD/DW staff were found to be very knowledgeable about their roles and responsibility. Staff were found to be resourceful and found to be well-informed of all the resources available to job seekers, as well as in areas of compliance.
- Staff members were very cooperative in the whole monitoring process.
- Files were labelled properly so it was easier to go over them.
- Last time, an issue noted during monitoring was the inconsistency of dates, but this time, the dates in CalJOBS and the files aligned appropriately.

*Linking Employers with Employees*

☐ **North-county Office:** 500 Chadbourne Road, Suite A, Fairfield, CA 94534 | (707) 863-3500 | FAX (707) 864-3386

☐ **South-county Office:** 1440 Marin Street, Vallejo, CA 94590 | (707) 863-3500 | FAX (707) 864-3386

[solanoemployment.org](http://solanoemployment.org)



**Area of Noncompliance and Corrective Action:**

**Finding One (1):**

**Cause:**

From WIOA 116: “In preparing the State reports described in this subsection, each State shall establish procedures, consistent with guidelines issued by the Secretary, in conjunction with the Secretary of Education, to ensure the information contained in the reports is valid and reliable.”

Performance and fiscal reports regarding services paid out of grant funds must match and have proper backup to ensure validity of services and grant allocation.

**Observation:**

Some files reviewed had supportive services documentation in the file and were shown as expended, but not reported in CalJOBS under a supportive services activity code. If funds are expended on participants using WIOA funds, activity codes must be entered to ensure information in the PIRL (Participant Individual Record Layout) reported to Department of Labor is accurate. Staff need to enter the supportive services activity code and put case notes mentioning the amount and date that the supportive services were provided per the WDB *Supportive Services and Incentive Policy*. In addition to this staff should also include which grant the supportive services is attributed to in the case notes.

CalJOBS ID	Observation
570448108	Had Supportive services on file but not in CalJOBS as an activity code.
344374192	Had Supportive services on file but not in CalJOBS as an activity code.
1005436236	Had Supportive services on file but not in CalJOBS as an activity code.
314664450	Had Supportive services on file but not in CalJOBS as an activity code.

**Corrective Action Required:**

If Supportive Services and Incentives are not entered into Cal JOBS as required, corrective action is necessary to rectify the situation. The following steps could be taken as corrective action:

Document Review: Verify if the supportive services and incentives were actually provided to the participants. This may involve reviewing any physical records, receipts related to supportive services or incentives.

Data Entry: Enter the missing information in Cal JOBS system and complete a data change request as necessary. Ensure that all the details are accurately recorded, including the date, type of supportive services or incentives and the participant’s information.

AD/DW must ensure that all the supportive services in the file are reported in CalJOBS. This is a repeat finding; please make sure that AD/DW will be compliant on reporting the supportive services and will not repeat this error again. The WDB suggests revisiting policies and procedures with staff to ensure full staff understanding.

**WDBSC Response:**

It is clearly documented in current policies and procedures that supportive services activities are reported in Cal JOBS. Both documents state the following:

**Supportive Services Policy & Procedure** – *“The use of funds is based on their availability. Supportive services provided must be reasonable, necessary, appropriate, and allowable. It is the responsibility of staff to ensure allowable, reasonable, and appropriate utilization of supportive services funds. Such justification will be documented via case notes in Cal JOBS, with an explanation of the lack of community resources available to the participant.”*

Therefore, the monitor’s recommendation is fully accepted and WDBSC Management Team will ensure that both current policy and procedural guidelines are reviewed with staff periodically. Documented instructions and timelines to enter such activities and case notes will be included in the review for participants’ case files from active enrollment and throughout the retention periods. These actions will occur by the end of this fiscal year, June 30, 2024, and include discussions related to concerns, issues, and suggestions stated in the letter.

**Corrective Action Taken:**

CalJOBS ID: 570448108- Client file is currently in Retention and a Data Change Request form(DCR) request was signed and in process today, 6/20/24 to update client data to include case notes and appropriate activity code to annotate that supportive services were provided.

CalJOBS ID: 344374192- Data Change Request form (DCR) was submitted on 6/4/24 to update client data and include case notes and appropriate activity code 181 for transportation supportive services provided.

CalJOBS ID: 1005436236- Activity Code 188 for supportive services provided has been entered into client case notes and activities as of 6/20/24.

CalJOBS ID: 314664450- Data Change Request form (DCR) must be submitted to update client data and include case notes and appropriate activity code 188 to annotate supportive services provided.

**WDB Conclusion:**

Thank you for accepting the monitor's recommendation regarding the review of current policy and procedural guidelines. We are pleased to hear that the WDBSC Management Team is fully committed to implementing the suggested actions and ensuring continuous improvement within the organization. We acknowledge and appreciate the Data Change Request submitted as part of the corrective action plan. The WDB accepts the Adult/Dislocated Worker program’s corrective action plan. However, this finding will remain open until it can be confirmed in our next monitoring.

**Finding Two (2):**

**Cause:**

From WIOA 116: “In preparing the State reports described in this subsection, each State shall establish procedures, consistent with guidelines issued by the Secretary, in conjunction with the Secretary of Education, to ensure the information contained in the reports is valid and reliable.”

Performance and fiscal reports regarding services paid out of grant funds must match and have proper backup to ensure validity of services and grant allocation.

**Observation:**

One of the files had Occupational Training code funded by WIOA but the 300 code was put in ARPA in CalJOBS. Since WIOA funded the training, the programmatic and performance information contained in CalJOBS must align with the expenditure reporting.

CalJOBS ID	Observation
779452268	The Occupational code (300) was entered into ARPA instead of WIOA.

**Corrective Action Required:**

AD/DW must ensure that the programmatic and performance data for training is attributed to the grant providing funds for the training.

Data Entry: Enter the missing information in Cal JOBS system and complete a data change request as necessary. Ensure that all the details are accurately recorded, including the date, and the participant’s information.

AD/DW must ensure that the occupational training code in the file is reported correctly in CalJOBS. Please make sure that AD/DW will be compliant on reporting occupational training in CalJOBS and will not repeat this error again. The WDB suggests revisiting policies and procedures with staff to ensure full staff understanding.

**Corrective Action Taken:**

CalJOBS ID 779452268- Data Change Request form (DCR) signed and dated 6/18/24 to update client data and include case notes and appropriate Occupational code 300 for WIOA Adult program instead of ARPA.

**WDB Conclusion:**

Thank you for submitting the Data Change Request as part of the corrective action plan to address the finding. We appreciate your efforts. However, the finding will remain open until the next monitoring.

**Finding Three (3):**

**Cause:**

Under the requirement of 29 CFR 38.41-38.45 and WSD 17-01, collection, use, storage, and disclosure of medical and other data in compliance with the nondiscrimination and equal opportunity provisions of Section 188 of the Workforce Innovation and Opportunity Act (WIOA).

**Observation:**

Upon reviewing AD/DW participants files, the monitor identified that a participant’s disability- related documents were stored together in the participant file.

One participant was identified to have disability related document in the file.

<u>CalJOBS ID</u>	<u>Observation</u>
906866399	Disability information was on file.

**Corrective Action Required:**

All disability-related documents should be removed and placed in a separate file or folder from the working participant file. AD/DW must ensure that the file is easily identifiable, labeled clearly and appropriately secured to maintain confidentiality.

**Corrective Action Taken:**

CalJOBS ID 906866399- All disability information for State ID 906866399 was removed from the case file and placed in a folder and locked in a secured file cabinet drawer.

**WDB Conclusion:**

Thank you for removing the disability information from the file and placing it in a locked and secure file cabinet drawer as part of the corrective action. The monitor reviewed the file to confirm that the issue had been resolved. The finding is now closed.

Because the methodology for our monitoring review included sample testing, this report is not a comprehensive assessment of all areas included in our review. It is AD/DW’s responsibility to ensure that its AD/DW systems comply with the WIOA federal and state regulations, applicable state directives, and WDB policies.

These monitoring results are based on the WDB’s interpretation of the statue, along with the Workforce Innovation and Opportunity Act (WIOA), Uniform Guidance, the Final Rule released by the U.S. Department of Labor, and federal and state policies relating to WIOA implementation.

If you have any questions, feel free to contact Sonam Rajbhandary, Performance and Compliance Analyst at [srajbhandary@solanowdb.org](mailto:srajbhandary@solanowdb.org) or at 707-863-3510.

Sincerely,



Heather Henry  
President/Executive Director



**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

August 23, 2024

Solano America's Job Center of California  
ATTN: Tracy White, Senior One-Stop Manager  
500 Chadbourne Rd, Suite A  
Fairfield, CA 94534

**RE: Final Sub-Monitoring Report for America's Job Center of California**

Dear Ms. White,

This final monitoring report is to inform you of the results of the Workforce Development Board (WDB) of Solano County's sub-monitoring review of America's Job Center of California (AJCC) sites in Fairfield and Vallejo for the period of 1/1/2023 to 12/1/2023.

The review purpose was to determine Workforce Innovation and Opportunity Act (WIOA) compliance by AJCC with applicable federal, state and local laws, regulations and policies, and any additional program requirements. This review focused on AJCC's Desk Review, Site visit, and the Front Desk staff interviews.

The AJCC monitoring took place on the week of June 10, 2024, to June 14, 2024. This report is based on the review of applicable policies and procedures, AJCC MOUs, Partner MOUs, One Stop Operator contract and the information collected from AJCC monitoring questionnaire. The WDB has examined compliance with the requirements of WIOA, the Uniform Guidance at 2 CFR part 200 and 2 CFR part 2900.

**AJCC REVIEW RESULTS**

In general, the compliance pieces were in place.

**Areas of Best Practice**

- The Vallejo AJCC has resolved one of the concerns from our previous monitoring. Proper AJCC signage is now visible externally, displaying the America's Job Center common identifier branding.
- Fairfield AJCC staff were found to be very knowledgeable in a variety of tools and resources available to job seekers, as well as in areas of Compliance.
- Both AJCCs sites are easily accessible via public transportation and have plenty of free parking spaces available nearby.

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## Review Result

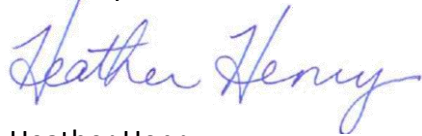
We conclude that we did not identify any areas of the Solano AJCC that did not meet WIOA requirements concerning AJCC compliance.

Because the methodology for our monitoring review included sample testing, this report is not a comprehensive assessment of all areas included in our review. It is AJCC's responsibility to ensure that its AJCC systems comply with the WIOA federal and state regulations, applicable state directives, and WDB policies.

These monitoring results are based on the WDB's interpretation of the statute, along with the Workforce Innovation and Opportunity Act (WIOA), Uniform Guidance, the Final Rule released by the U.S. Department of Labor, and federal and state policies relating to WIOA implementation.

If you have any questions, feel free to contact Sonam Rajbhandary, Performance and Compliance Analyst at [srajbhandary@solanowdb.org](mailto:srajbhandary@solanowdb.org) or at 707-863-3510.

Sincerely,



Heather Henry  
President/Executive Director  
Workforce Development Board of Solano County



**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

**AGENDA SUBMITTAL**

<b>SUBJECT</b> Review and Approval of the Revision Concepts for the WIOA Adult and Dislocated Worker Enrollment and Eligibility Policy	<b>MEETING DATE</b> August 27, 2024	<b>AGENDA ITEM</b> IV.C
<b>FROM</b> Heather Henry, President/Executive Director	<b>ACTION REQUIRED</b> YES ✓ NO	<b>ATTACHMENTS</b> NONE

**RECOMMENDATION:**

Staff is recommending the Planning and Oversight Committee review and provide preliminary feedback of the revised Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker Eligibility and Enrollment Policy. It is also recommended that the Planning and Oversight committee provide authorization to bring the completed draft policy to the full Board in September.

**DISCUSSION:**

The policy on WIOA Adult and Dislocated Worker eligibility and enrollment provides guidelines to the WIOA staff with respect to the eligibility requirements for Adult and Dislocated Worker enrollment, as well as the requirements within the enrollment process. Revisions to the Adult and Dislocated Worker Eligibility and Enrollment policy include changes at the federal and state level, as well as local determination additions. Per WIOA guidelines, certain elements around eligibility must be outlined in local policy.

Below are highlight of content for this policy:

**ARPA Eligibility and Enrollment Policy**

The policy on ARPA Eligibility and Enrollment provides guidelines to WDB and SBDC staff, as well as its subrecipients, on requirements and guidelines for eligibility of services. This is a new policy.

**Overview of Policy**

The policy on WIOA Adult and Dislocated Worker eligibility and enrollment provides guidelines to the WIOA staff with respect to the eligibility requirements for Adult and Dislocated Worker enrollment, as well as the requirements within the enrollment process. Previously, no policy was in place around WIOA eligibility, rather all guidance was provided through procedural manuals. Per WIOA guidelines, certain elements around eligibility must be outlined in local policy.

**Key Policy Elements**

- General WIOA eligibility requirements
- Dislocated Worker categories and eligibility requirements
- Adult Priority of Service categories and eligibility requirements
- Requirements for underemployed individuals
- Requirements for Veteran Priority of Service

- Military Selective Service requirements for males over 18
- Co-Enrollment guidance
- Process for verifying eligibility documentation, including low-income status
- Attachments with the required documentation sources for each potential eligibility data element

**Overview of Revisions**

Department of Labor (DOL) has put out recent guidance outlining the goal of reducing the administrative burden of eligibility documentation for job seekers to enroll into WIOA services. Revisions to the policy include changes to documentation requirements for each element based on new federal and state guidance.

Both federal and state guidelines have shifted to provide the ability to serve individuals without some eligibility documentation. Policy changes are needed to address this shift.

Federal guidelines have initiated a target quota for priority of service populations under Adult funding. The expectation is that at least 50.1% of participants meeting priority populations; the goal is at least 75%. This marks a shift for Solano’s system. In addition, staff would like to add an additional priority section for locally defined priority populations:

<b>First Priority</b>	Veterans and eligible spouses who are also low-income, recipients of public assistance and/or basic skills deficient
<b>Second Priority</b>	Individuals who are recipients of public assistance, other low income individuals, and/or individuals who are basic skills deficient
<b>Third Priority</b>	Veterans and eligible spouses who are not included in WIOA’s priority groups
<b>Fourth Priority</b>	Individuals who are not veterans and do not meet criteria to be considered part of a WIOA priority group, but is a member of the local priority group
<b>Fifth Priority</b>	All other individuals who do not meet the above priorities.

**ALTERNATIVES**

The Board could choose not to approve this policy and request a full draft to review before recommending that the policy be taken to the full Board.

**REPORT PREPARED BY**

Heather Henry, President/Executive Director. Please contact Heather at 707-863-3501 if you have any questions regarding the information in this report.