



San Benito County Workforce Development Board
Executive Committee Meeting
1161 San Felipe Road, Building B - Hollister, CA 95023
September 13, 2022 @ 3:00 P.M.

AGENDA

NOTICE OF TEMPORARY PROCEDURES FOR THE WORKFORCE DEVELOPMENT BOARD

Pursuant to California Governor Gavin Newsom’s Executive Order N-29-20 issued on March 17, 2020, relating to the convening of public meetings in response to the COVID-19 pandemic. Additionally, members of the WDB Board are allowed to attend the meeting via teleconference and to participate in the meeting to the same extent as if they were present.

The meetings are open to the public, under the following conditions: All Attendees may attend the Board meeting in person and follow the State guidelines. If an attendee is not fully vaccinated it is highly recommended that an attendee wears a face covering or face shield. All attendees must comply with any other rules of procedures/instructions announced by the WDB Board and/or County Staff.

Join Zoom Meeting

https://us06web.zoom.us/j/97879980043?pwd=a0lyMkFNdEFsQmVzbCswNmdNNjFjdz09

Meeting ID: 978 7998 0043 - Passcode: 392237

One tap mobile

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US (San Jose)

Table with 2 columns: Representing the Private Sector (PR) and Representing the Public. Rows include names like Richard Bianchi, Chair and Kendra Bobsin, Treasurer.

I. GENERAL INFORMATION:

A. Public Comment Period: Select the “Participants Tab” and click “Raise Hand” icon, the zoom facilitator will unmute you when your turn arrives. Guests may introduce themselves and request to comment on any non-agenda items. Time is limited to three (3) minutes per guest unless the board determines that more time is needed.

II. REGULAR AGENDA:

A. Roll Call: Roll will be taken to determine excused absences for attendance requirements.



ADA / Equal Opportunity Employer / Program Auxiliary Aids and Services are available upon request to individuals with disabilities. Some conditions may apply. For TTY access call: (831) 637-3265



B. **Resolution for Remote Meetings**: AB361 requires that a resolution be adopted every month to continue to allow teleconferenced meetings. Resolution **enclosed** *Action Required*

C. **Meeting Minutes**:

1. **Executive Committee**: The June 14, 2022, Ex Committee meeting are **enclosed** for review and approval. *Action Required*.
2. **Full WDB**: The April 12, 2022 and the July 12, 2022 full WDB meeting minutes are **enclosed** for board info and will be tabled to the next full WDB Meeting for approval.
3. **Audit Committee**: The June 14, 2022, Audit Committee meeting minutes are **enclosed** for information only.

III. **CONSENT AGENDA**: Items as a whole may be voted on. For any item the board wishes to discuss further, the board may request it to be pulled and placed in the Discussion/Action Items.

A. **Layoff Aversion Services/Rapid Response Report/Business Services Report**: **Enclosed** was the report for August 2022.

B. **Labor Market/Unemployment and Economic Summary**: **Enclosed** was the California Unemployment Report for July 2022.

C. **Information Notices & Directives**: The most recent Workforce Services Directives [WSD22-01 thru WSD22-04](#) and Information Notices [WSIN 22-01-thru WSIN 22-10](#) were **enclosed**.

IV. **DISCUSSION/ACTION ITEMS**:

A. **Slate of Officers**: The Nomination Committee will present a slate of officers for fiscal year 2022/2023. *Action Required*.

B. **Board Membership**: Any applications received will be reviewed for appointment to the board. The current vacancies are: Private Sector Representatives Two (2)

1. **Omar Rosa**: An application was received from Omar Rosa, Chief Executive Officer of the Hollister Downtown Association, to fill the vacancy, Public Sector, Economic Development a mandated position. See **enclosed**. *Action Required*.
2. **Irene Guevara**: An application was received from Irene Guevara, Marich Confectionery, to fill a Private Sector Vacancy. See **enclosed**. *Action Required*
3. **Hope Services**: Kristi Alarid recommended Sara Grignon to fill this vacancy for the private sector.
4. **Term Expirations**: Karen Para and Jose Rodriguez terms are due to expire on October 8, 2022. Should they decide to continue on the board, *Action Required*.

C. **Comprehensive Economic Development Strategy (CEDS)**: Staff and members may provide an update on the Comprehensive Economic Development Strategy (CEDS) for SBC. See **enclosed**.

D. **CWA Meeting of the Minds Conference**: Staff and/or Board Members may provide an update on the Meeting of the Minds in Monterey, held September 6-8, 2022.

E. **One-Stop Operator Report**: Racy Ming Associates, our One Stop Operator provided a letter summarizing the activities of local partners meeting the goals of our Memorandum of Understanding and the benchmarks outlined in the Hallmarks of Excellence. See

enclosed.

- F. **North Central Coast RPU Negotiations**: Per State Level Performance Goals and Local Area Negotiations (WSD19-11), the Regional Planning Unit's negotiation date is scheduled for 9/22/2022 from 10-11 AM. See enclosed
- G. **Prison to Employment (P2E) 2.0**: Staff may provide an update on the application submitted on, which was due August 1, 2022.
- H. **San Benito County AJCC Job Fair**: The AJCC Job Fair for adults and youth is scheduled for Thursday, September 22, 2022 at the Veterans Memorial Building from 11am-3pm. See enclosed.
- I. **Board Proxy**: Assign board proxy, per the WDB Bylaws Article IV. Section 4.01.
- J. **Committee Updates**: Committee members may provide recommendations or updates for their respective committee.
 - 1. **Nomination Committee**: Committee members may provide an update.
 - 2. **Audit Committee**: Staff and committee members may provide an update on the Audit Committee audit reports received for the following monitoring visits:
 - a. The State Compliance Review Division conducted the Program review from January 21, 2020 thru January 24, 2020. See enclosed.
 - 3. **Ag Committee**: Committee members may provide an update.
 - 4. **Executive Committee**: Committee members may provide an update on the Executive Committee goals.
 - 5. **Business Services Committee (BSC)**: Committee members may provide an update.
 - 6. **Youth Committee**: Staff may provide an update on the Summer Youth Employment Program.
 - 7. **Membership Committee**: Committee members and staff provided an update on recent recruitment efforts.
- V. **ADDITIONAL INFORMATION**:
- VI. **ADJOURNMENT**: to the next Ex Committee meeting is scheduled for September 13, 2022 at 3 PM

The full WDB meeting is scheduled for October 11 2022, at 3 PM

RESOLUTION #22-091322
AUTHORIZING USE OF REMOTE TELECONFERENCING PROVISIONS (AB
361)

WHEREAS, the San Benito Workforce Development Board (“WDB”) is committed to open and transparent government, and full compliance with the Ralph M. Brown Act (“Brown Act”); and

WHEREAS, the Brown Act generally requires that a public agency take certain actions in order to use teleconferencing to attend a public meeting virtually; and

WHEREAS, the WDB recognizes that a local emergency persists due to the worldwide COVID-19 pandemic; and

WHEREAS, the California Legislature has recognized the ongoing state of emergency due to the COVID-19 pandemic and has responded by creating an additional means for public meetings to be held via teleconference (inclusive of internet-based virtual meetings); and

WHEREAS, on September 16, 2021, the California legislature passed Assembly Bill (“AB”) 361, which amends Government Code section 54953 and permits a local agency to use teleconferencing to conduct its meetings in any of the following circumstances:

(A) the legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing;

(B) the legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; or

(C) the legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, pursuant to subparagraph (B), that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; and

WHEREAS, in order for the WDB to use teleconferencing as allowed by AB 361 after October 1, 2021, it must first adopt findings in a resolution, allowing the Board of Education to conduct teleconference meetings for a period of thirty (30) days; and

WHEREAS, Governor Gavin Newsom declared a state of emergency for the State of California due to the COVID-19 pandemic in his order entitled “Proclamation of a State of Emergency,” signed March 4, 2020; and

WHEREAS, the WDB hereby finds that the state and local emergencies have caused and will continue to cause imminent risks to the health or safety of attendees; and

WHEREAS, the WDB is conducting its meetings through the use of telephonic and internet-based services so that members of the public may observe and participate in meetings and offer public comment;

NOW THEREFORE BE IT RESOLVED, that the recitals set forth above are true and correct and fully incorporated into this Resolution by reference;

BE IT FURTHER RESOLVED, that the WDB has determined that given the state of emergency, holding in-person meetings would present imminent risks to the health or safety of attendees.

BE IT FURTHER RESOLVED, the WDB hereby authorizes staff to take all actions necessary to conduct WDB meetings in accordance with Government Code section 54953(e) and all other applicable provisions of the Brown Act, using teleconferencing for a period of thirty (30) days from the adoption of this Resolution after which the Workforce Development Board will reconsider the circumstances of the state of emergency.

PASSED AND ADOPTED by the San Benito Workforce Development Board this 13th day of September, 2022, by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN



San Benito County Workforce Development Board
FULL WDB MEETING
1161 San Felipe Road, Building B - Hollister, CA 95023
April 12, 2022 @ 3:00 P.M.
MINUTES

Table with 4 columns: Quorum Met, Private Sector (PR), Public, and Public. Rows list board members and their attendance status.

Chair, called the meeting to order at

I. GENERAL INFORMATION:

- A. Public Comment Period: Youth Alliance participated in the Public Comment, they are wanting support for Youth Impact Center and is requesting letter of support from the WDB.
B. Success Stories: Staff and/or participants will present success stories. A Work Experience participant shared her success story, she shared her experiences working at the San Benito County Administration office as an Administrative Office Assistant Trainee where she was able to gain skills in the Human Resources Department.
C. Guest Speaker: Joyce Aldridge, presented on the Sling Shot 4.0.

II. REGULAR AGENDA:

- A. Roll Call: Roll was taken to determine excused absences for attendance requirements. There was no quorum.
B. Meeting Minutes:
1. Executive Committee: The March 8, 2022, Ex Committee meeting minutes were enclosed for board information.
2. Youth Committee: The February 8, 2022, & March 8, 2022 Youth Committee minutes were enclosed for board information.
3. Full WDB: January 11, 2022, full WDB minutes were enclosed for review and approval. Action Required. No action taken due to lack of quorum.

III. CONSENT AGENDA: Items as a whole may be voted on. For any item the board wishes to discuss further, the board may request it to be pulled and placed in the Discussion/Action Items. Action Required.

- A. Layoff Aversion Services/Rapid Response Report/Business Services Report: Enclosed were the report for March 2022.
B. Labor Market/Unemployment and Economic Summary: Enclosed were the California



Unemployment Report for March 2022.

- C. **Information Notices & Directives:** The most recent Workforce Services Directives [WSD21-04 thru WSD21-05](#) and Information Notices [WSIN 21-35-thru WSIN 21-36](#) were enclosed.

IV. **DISCUSSION/ACTION ITEMS:**

- A. **Board Membership:** No applications were received to be reviewed for appointment to the board. The current vacancies are: Private Sector Representatives five (5). Lizz Sañchez Turner stated the applicant she had in mind has changed direction. As board members we should constantly be recruiting.
1. **Term Expirations:** The terms of Chuck Frowein and Nelson Leonor expired February 5, 2022. Request board approval for reappointment for a 3-year term. **Table due to lack of quorum Action Required.**
- B. **Workforce Development Board Memorandum of Understanding (WDB MOU) and Resource Sharing Agreement (RSA):** The WDB MOU & RSA is due to expire on June 30, 2022. Staff requests board review and approve the enclosed MOU & RSA. **Table to the next full WDB due to lack of quorum Action Required.**
- C. **Hospitality & Healthcare Sector Regional Forum:** Staff provided the board an update on a Hospitality and Healthcare Sector Regional Forum. An informational memo was enclosed stating: The North Central Coast Workforce Development Board region (Monterey, Santa Cruz and San Benito County) and the California Workforce Association (CWA) met on April 7th to discuss the planning of two regional sector forums. It was agreed to focus these two forums on Hospitality/Tourism and Healthcare. The Hospitality/Tourism regional sector forum will take place on May 19th from 2:30 p.m. The Healthcare Regional Sector Forum will take place after the Hospitality forum sometime in July.
- D. **SB1 Building & Construction Trades Pre-Apprenticeship Training:** Staff provided an update on the upcoming regional trainings which is scheduled to conclude at the end of April. Lamont has taken in 3 appointments from the apprenticeship program.
- E. **Regional Equity Recovery and Partnerships (RERP):** Staff provided an update on the enclosed overview. At the March 8 WDB Executive Committee meeting, the board received an update on the Regional Equity Recovery and Partnership (RERP). The Labor and Workforce Development Agency (LWDA) and the California Workforce Development Board (CWDB) announced the Request for Proposal (RFP) in the amount of \$24,050,000 to fund Regional Equity and Recovery Partnerships (RERP) between local Workforce Development Boards and Community College Regional Consortia. RERP invests in partnerships to support high road approaches to existing sector strategies and career pathway programs. “High Road” is a set of economic and workforce development strategies to achieve economic growth, economic equity, shared prosperity, and a clean environment. The strategies include 1) improvement job quality and job access, including for women and people from underserved and underrepresented populations; 2) meet the skill and profitability needs of employers; and 3) meet the economic, social, and environmental needs of the community. Once the application is submitted San Benito will need to fulfill 27 trainings with a budget of \$150,000. Kick-off will be next January 2023. After further planning with the regional WDBs (Monterey, Santa Cruz, San Benito) and the community colleges (Gavilan, Hartnell, Cabrillo, Monterey Peninsula), the following trainings may be proposed:
1. Healthcare-Community Health Worker-Medical Assistant- Phlebotomy as a pathway to living wages
 2. Forestry Management- 20-week curriculum-8 weeks of which is a paid internship
 3. Megatronics/Joby/Pre-apprenticeship
 4. IT Essentials/Cyber Security/Tech Support Program
 5. Hospitality-Culinary Arts American Culinary Certification
 6. Welding
- F. **Program/Grant/Expenditure Updates:** Staff may provide an update on the **enclosed**.
- G. **Board Meetings:** Discuss holding in person meetings. Will go hybrid for now.

- H. **Board Proxy**: Assign board proxy per the WDB Bylaws Article IV. Section 4.01.
- I. **Committee Updates**: Committee members may provide recommendations or updates for their respective committee.
1. **Audit Committee**: The State Compliance Review Division completed the program review on December 17th. AJCC is awaiting the draft report.
 2. **Ag Committee**:
 3. **Executive Committee**: There is a need for the Executive Committee to meet prior to their next meeting to update the Strategic Planning goals and priorities for the WDB.
 4. **Business Services Committee (BSC)**: The BSC and staff provided an update on their enclosed goals. They will meet once a month moving forward to update goals.
 5. **Youth Committee**: The Youth Committee provided an update on their goals.
 6. **Membership Committee**: Committee members and staff may provide an update on recent recruitment efforts. Schedule another meeting to discuss recruitment actions. If anyone wishes to attend the BOS meeting and share during public comment on what the WDB is doing and at the same time share the need for board members.

V. **ADDITIONAL INFORMATION**:

VI. **ADJOURNMENT**: *Adjourn at 4:00 P.M.*

The next Executive Committee meeting is scheduled for May 10, 2022, at 3 PM

The full WDB meeting is scheduled for July 12, 2022, at 3 PM



San Benito County Workforce Development Board
Executive Committee Meeting
1161 San Felipe Road, Building B - Hollister, CA 95023
June 14, 2022 @ 3:00 P.M.
MINUTES

Table with 4 columns: Quorum Met, Representing the Private Sector (PR), Representing the Public, and Staff/Guest information.

Call to Order: Nelson Leonor at 3:06 P.M.

I. GENERAL INFORMATION:

A. Public Comment Period: Introductions were made by everyone present. Renee Wells stated that EDD is working on a Comprehensive Economic Development Strategy (CEDS) for San Benito County and recommend that someone from the Workforce Development Board sit on the CEDS Strategy Committee while we prepare the CEDS for the next 5-year period (2023-28), which is vital to our community. Link to current CEDS: https://edcsanbenito.org/wp-content/uploads/2022/03/CEDS-Final.pdf. Add this to the full WDB meeting agenda to seek committee members.

II. REGULAR AGENDA:

A. Roll Call: Roll was taken to determine excused absences for attendance requirements. Karen Para was excused. Richard Bianchi and Chuck Frowein were unexcused for not contacting staff.

B. Meeting Minutes:

1. Executive Committee: The May 17, 2022, Ex Committee meeting were approved as presented. M/S/C Kendra Bobsin/Lizz Sanchez Turner

III. CONSENT AGENDA: Items as a whole may be voted on. For any item the board wishes to discuss further, the board may request it to be pulled and placed in the Discussion/Action Items. M/S/C Kendra Bobsin/Lupe Rubalcava

A. Layoff Aversion Services/Rapid Response Report/Business Services Report: Enclosed was the report for May 2022.

B. Labor Market/Unemployment and Economic Summary: Enclosed was the California



Unemployment Report for May 2022.

- C. **Information Notices & Directives:** The most recent Workforce Services Directives [WSD21-04 thru WSD21-05](#) and Information Notices [WSIN 21-43-thru WSIN 21-49](#) were enclosed.

IV. **DISCUSSION/ACTION ITEMS:**

- A. **Board Membership:** No additional applications were received to be reviewed for appointment to the board. The current vacancies are: Private Sector Representatives four (4).

1. **Term Expirations:**

- The term of Shelley Giancola, Private Sector member, is due to expired July 9, 2022 and she has agreed to serving another 3-year term. After discussion, the WDB approved the application of Shelley Gaincola which will be forwarded to the Board of Supervisors (BOS) for re-appointment to the WDB. *M/S/C Lizz Sañchez Turner/Lupe Rubalcava.*
- The term of Michelle Leonard, Public Sector, is due to expired July 9, 2022 and she will not be serving another term. Michelle covers EDC which is a mandated position. The vacancy will be posted for EDC representatives to submit their applications.

2. **Resignation:** Randy Brown submitted his notice of resignation due to retirement. He has recommended that Susan Sweeny, Interim Dean of Student Success and Workforce Pathways, to be appointed as his replacement and she submitted an application for board review and approval. After discussion, the WDB approved the application of Susan Sweeny which will be forwarded to the BOS for appointment to the WDB. *M/S/C Kendra Bobsin/ Lupe Rubacalva.*

- B. **Resolution for Remote Meetings:** AB361 requires that a resolution be adopted every month to continue to allow teleconferenced meetings. **Attached** is the AB361 Legislation along with the resolution. *M/S/C Kendra Bobsin/Lizz Sañchez Turner.*

- C. **CWA WORKCON:** Staff and members provided an update on the CWA WORKCON 2022 attended in San Diego from May 24-27, 2022. Lizz Sañchez Turner shared her experience and appreciation for the staff and all the work they do stating many organizations are having difficulty finding workers. She will share a link with some of the recordings to be reviewed by WDB members who are interested. Ms. Sañchez Turner felt there is opportunity to boost programs, there is support out there, was encouraged and with all of the excitement around people being ready to work, she felt the Federal government is listening to communities and working to provide services. Enrique Arreola felt this was the best CWA conference he has ever attended. Discussed the Business Services and how the local areas can come together and working across counties with a focus on messaging and services that promote and support the investment to our local workforce. There is a need to list to current trends and make changes as “Change is Good”. We can’t stay in the mindset of “this is how we have always done it.” Need to embrace failure, learn from it, move on. Self-Care was also a hot topic. Nelson Leonor also attended and stated that many of the workshops he attended were centered around Racial Equity and Diversity, how COVID-19 shaped companies, different ways to adopt new programs and services in the workforce as well as dealing with the many resignations. Staff stressed the importance of attending the conferences and WDB member participation.

- D. **Workforce Development Board Memorandum of Understanding (WDB MOU) and Resource Sharing Agreement (RSA):** Staff provided an update on the WDB MOU &

RSA which is due to the State June 30, 2022.

- E. **Hospitality & Healthcare Sector Regional Forum**: Staff provided an update on the forum held May 19th at 2:30 p.m. Enclosed were the notes from the forum. Discussed were issues with hospitality/healthcare finding staff, changes on how services are provided with shortages/obstacles. There is a need to reach out to hospitality providers to get a sense of their needs, communicate with businesses more often and offer support. When conducting outreach, it would be good to focus on hospitality during job fairs. It was interesting to hear what is/isn't work for local restaurants/caregivers. With 24 in attendance, it would have been nice if there was more.
- F. **San Benito County Job Fair**: Staff provided an update stating that the Chamber decided not to move forward with their Job Fair. AJCC staff will move forward with planning and a committee will be established to move forward with a job fair within the next quarter.
- G. **Board Proxy**: Assign board proxy, per the WDB Bylaws Article IV. Section 4.01. Explained the importance of a proxy to maintain quorum and staff requests board members select someone in their agency to act on their behalf should they not be able to attend.
- H. **Committee Updates**: Committee members may provide recommendations or updates for their respective committee.
 - 1. **Nomination Committee**: The Nomination Committee will present a slate of officers at the July full WDB meeting for fiscal year 2022/2023. Staff will set up a committee meeting.
 - 2. **Audit Committee**: The Audit Committee met just prior to today's meeting to review the audit reports received for the following monitoring visits, which will be reported at the July full WDB meeting.
 - a. The State Compliance Review Division conducted the Fiscal and Procurement review from June 2, 2021 thru June 11, 2021.
 - b. The State Compliance Review Division conducted the Program review from January 21, 2020 thru January 24, 2020.
 - 3. **Ag Committee**:
 - 4. **Executive Committee**: Committee needs to schedule a meeting to update their goals & priorities. Suggested Tuesdays at 3pm. June 21, 28, July 19. Staff will poll committee.
 - 5. **Business Services Committee (BSC)**: Committee members provided an update.
 - 6. **Youth Committee**: Staff provided an update on the Summer Youth Employment Program. Currently have 4 applications. Worksite agreements ready for: Hollister Paint, Bumper to Bumper, Garden Mart, Library and La Catrina. Staff is still promoting on social media. Applications are being picked up, but they aren't being turned in. Staff also did a mass mailing to previous clients who may be eligible.
 - 7. **Membership Committee**: Committee members and staff provided an update on recent recruitment efforts.

V. **ADDITIONAL INFORMATION**:

- 1. **City Wide Job Fair**: Nelson Leonor will provide a flier for distribution.

VI. **ADJOURNMENT**: *M/S/C Lizz Sanchez Turner/Lupe Rubalcava 4:04 P.M.*

The full WDB meeting is scheduled for July 12, 2022, at 3 PM

The next Executive Committee meeting is scheduled for August 9, 2022, at 3 PM



San Benito County Workforce Development Board
Executive Committee Meeting
1161 San Felipe Road, Building B - Hollister, CA 95023
July 12, 2022 @ 3:00 P.M.
MINUTES

Table with columns for 'Representing the Private Sector (PR)' and 'Representing the Public'. Includes names like Bianchi, Richard, Fisher, Mike, Para, Karen, Sanchez-Turner, Lizz, Adams, Lamont, Alarid, Kristi, etc.

Chair, Richard Bianchi, called the meeting to order at: 3:04 P.M.

I. GENERAL INFORMATION:

- A. Public Comment Period: No public comments were received.
B. Success Stories: Participant, Devin Macias, Out-of-School Youth shared his Success Stories on how he applied for job training and found a position in the IT Department at Emergency Vehicle Specialists.

II. REGULAR AGENDA:

- A. Roll Call: Roll was taken to determine excused absences for attendance requirements.
B. Meeting Minutes:
1. Executive Committee: The June 14, 2022, Ex Committee meeting are enclosed for review and approval. information only.
2. Full WDB: The April 12, 2022 full WDB meeting minutes were inadvertently left off the agenda and will be tabled to the next full WDB Meeting for approval.

III. CONSENT AGENDA: Items as a whole may be voted on. For any item the board wishes to discuss further, the board may request it to be pulled and placed in the Discussion/Action



Items. *M/S/C Kendra Bobsin/Karen Para.*

- A. **Layoff Aversion Services/Rapid Response Report/Business Services Report:** Enclosed was the report for May 2022.
- B. **Labor Market/Unemployment and Economic Summary:** Enclosed was the California Unemployment Report for June 2022.
- C. **Information Notices & Directives:** The most recent Workforce Services Directives [WSD21-06 thru WSD21-07](#) and Information Notices [WSIN 21-50-thru WSIN 21-52](#) were enclosed.
- D. **Final Report Program Year (PY) 2021-2 Annual Compliance Monitoring Review:** **Enclosed** is the Monitoring Review showing no findings. For WIOA PY 2021-22. The report was for WIOA Section 188 non-Discrimination and EEO Provision Monitoring.

IV. **DISCUSSION/ACTION ITEMS:**

- A. **Board Membership:** Any applications received will be reviewed for appointment to the board. The current vacancies are: Private Sector Representatives Two (2)
 - 1. **Resignation:** Kristi Alarid will be retiring and submitted her letter of resignation. She has suggested Steve Garcia as her replacement, and he submitted his application after the agenda was posted. Staff mentioned the criteria for membership based on the WDB Bylaws and the need for the vacancy to be posted for at least 10 days. After review and discussion, the board suggested holding the application of Steve Garcia pending clarification from the Regional Advisor, Mr. Garcia submitting an updated application, and posting of the vacancy. *Motion to accept the resignation of Kristi M/S/C Lizz Sánchez Turner.*
 - 2. **Term Expirations:** The term of Michelle Leonard, Public Sector, expired July 9, 2022 and she will not be serving another term. Michelle covers EDC which is a mandated position. The vacancy was posted for EDC representatives to submit their applications. A public sector application is pending, Omar Rosa of the Hollister Downtown Association is interested.
- B. **Comprehensive Economic Development Strategy (CEDS):** Renee Wells presented at the last meeting on the Comprehensive Economic Development Strategy (CEDS) for SBC and has requested a WDB member to sit on the CEDS Strategy Committee. More Info can be found at: <https://edcsanbenito.org/wp-content/uploads/2022/03/CEDS-Final.pdf>. Lizz Sánchez Turner indicated her interested in serving on this committee if it doesn't conflict with current duties. After discussion the board motioned to approve Lizz Sánchez Turner to serve on this committee. *M/S/C Kendra Bobsin/Kendra Bobsin.*
- C. **CWA Meeting of the Minds Registration now open:** Staff and/or Board Members to attend in person Meeting of the Minds, Monterey Marriott, September 6-8, 2022. Early Member rate of \$649 until 8/5/2022. Request to approve up to 3 staff/board. No overnight travel due to distance. Interested in attending: Scott Reese Staff will send additional information to Board. After discussion the full WDB approved 3 staff/board members to attend the MMM conference. *M/S/C Nelson Leonor/Lizz Sánchez Turner.*
- D. **Prison to Employment (P2E) 2.0:** **Attached** is a memo regarding the P2E 2.0 funding.

Application is due August 1st.

- E. **Cancel August Meeting:** Discussed cancelling the August meeting. *M/S/C Kendra Bobsin/ Karen Para*
- F. **Resolution for Remote Meetings:** AB361 requires that a resolution be adopted every month to continue to allow teleconferenced meetings. **Attached** is the AB361 Legislation along with the resolution. Add to top of next meeting. *M/S/C Kendra Bobsin/Karen Para*
- G. **San Benito County AJCC Job Fair:** Staff provided an update on the AJCC Job Fair. Staff has moved forward with committee of 8 staff members and partners to develop a job fair. Their first meeting was June 28th. Thursday, September 22, 2022. Secured Veterans Memorial Building. 11-3pm. For adults and youth. Next meeting is July 13, 2022 at noon.
- H. **Board Proxy:** Assign board proxy, per the WDB Bylaws Article IV. Section 4.01. Staff will be sending out a survey for board members to submit their proxy.
- I. **Committee Updates:** Committee members may provide recommendations or updates for their respective committee.
 - 1. **Nomination Committee:** The Nomination Committee will present a slate of officers for fiscal year 2022/2023. Table to September meeting. Committee will get together next week and forward recommendations to staff. **Table**
 - 2. **Audit Committee:** Staff and committee members may provide an update on the Audit Committee audit reports received for the following monitoring visits:
 - a. The State Compliance Review Division conducted the Fiscal and Procurement review from June 2, 2021 thru June 11, 2021. No Findings
 - b. The State Compliance Review Division conducted the Program review from January 21, 2020 thru January 24, 2020. Staff sent a letter and attachments to the state – Send information to board and **Table to next meeting.**
 - 3. **Ag Committee:** Board members may provide an update. No report
 - 4. **Executive Committee:** Committee members may provide an update on their goals.
 - 5. **Business Services Committee (BSC):** Committee members may provide an update. Will be meeting soon.
 - 6. **Youth Committee:** Staff provided an update on the Summer Youth Employment Program.. 2 employed, 12 application, 8 over income, 2 non-complete, 300 packets distributed, 82 applications mailed out to existing clients in CAP60, all high schools received applications, zoom meetings held, food bank and social media.
 - 7. **Membership Committee:** Committee members and staff may provide an update on recent recruitment efforts.

V. **ADDITIONAL INFORMATION:**

VI. **ADJOURNMENT:** to the next meeting. *M/S/C Kendra Bobsin/ Nelson Leonor*

The full WDB meeting is scheduled for July 12, 2022, at 3 PM

CANCELLED The next Executive Committee meeting is scheduled for August 9, 2022, at 3 PM



San Benito County Workforce Development Board
Audit Committee Meeting
1161 San Felipe Road, Building B - Hollister, CA 95023
June 14, 2022 @ 2:30 P.M.
MINUTES

Table with attendance information: Kendra Bobsin (checked), Richard Bianchi, Lizz Sánchez Turner Excused, Lupe Rubalcava, Kristi Alarid Excused, and Staff list.

Call to order at 2:35 P.M.

I. AGENDA:

- 1. Audit Committee: Review and discuss the audit reports received for the following monitoring visits:
a. The State Compliance Review Division conducted the Fiscal and Procurement review from June 7, 2021 thru June 11, 2021. Final monitoring report was reviewed by the committee chair. Staff shared the findings of purchased property missing. Staff provided proof that the items were located, and the State was provided a new inventory log and closed the finding.
b. The State Compliance Review Division conducted the Program review from January 21, 2020 thru January 24, 2020. Draft monitoring report was enclosed to included:
a. Finding 1 – Majority of SBC WDB are not representative of the local business area. There are only 17 WDB members. Discussed was need for assistance from Board Members to assist staff to help fill vacancies. Request each board member try to recruit at least one member and generate interest. Discussed was making the recruitment effort interactive and provide some sort of incentive for whomever recruits a member.
b. Finding 2- The Individual Service Strategy (ISS) does not demonstrate that all factors of the participant’s objectives assessment were considered. Staff will provide a corrective action plan and a monthly quality assurance review.
c. Finding 3- Monitoring report stated the MOU wasn’t submitted to EDD. The MOU was submitted.
d. Finding 4- Youth Participants who received supportive services and/or an incentive payment were not entered in CalJOBS as activities. Corrective action plan will be submitted.
e. Finding 5- Serving Out-of-School Youth, but did not provide the referral process that would be used to refer eligible In-School Youth: Corrective action plan will be submitted.



- f. **Finding 6-** San Benito does not require youth participants signature on Individual Training Accounts (ITA): Plan to contact neighbor counties to see if they have participants sign the agreements. Staff will seed corrective action as this has never been a practice and staff will seek guidance from County Counsel.
- g. **Finding 7-** WDB uses a Self-Attestation pre-application questionnaire to verify that a youth applicant has received a secondary school diploma or it recognized equivalent: Staff are not in agreement with this finding, participant's complete a pre-application and for those who have a secondary school diploma verification is collected and also verified on CalJOBS.

Staff has requested an extension date on responding which was granted.

II. **ADDITIONAL INFORMATION:**

III. **ADJOURNMENT:** 3:00 P.M.



America's **Job Center**
of CaliforniaSM

1111 San Felipe Road, Suite 107, Hollister, CA95023
Office: (831) 637-JOBS (5627) ● (831) 637-9293 ● FAX (831) 637-0996

September 9, 2022

To: Workforce Development Board
From: Lizz Sánchez Turner- Business Services Specialist/Rapid Response Coordinator
Re: Business Services, Layoff Aversion and Rapid Response Activities for August 2022

At the direction of the Workforce Development Board the following are the activities for August 2022:

1) Business Services Engagement:

a. Business Recruitments:

- TJ Maxx-Hollister – Multiple Positions Available 70 openings
- Holiday Inn Express & Suites- Multiple Positions Available
- Marich Confectionary—Multiple Positions Available
- Teknova— Multiple Positions Available
- Footsteps LLC an Amazon Co—Multiple Positions Available
- Casa De Fruta — Multiple Positions Available
- Hollister School District—Multiple Positions Available
- Taylor Farms SJB—Multiple Positions Available
- Infinity Staffing—Multiple Positions Available

Area Profile for San Benito County, CA

Area Labor Force, Employment and Unemployment Data Table

The table below shows the monthly not seasonally adjusted Labor Force, Employment and Unemployment data for San Benito County, CA in May 2022.

Area	Civilian Labor Force	Number Employed	Number Unemployed	Unemployment Rate	Preliminary
San Benito County	32,500	31,300	1,300	4.0%	Yes
California	19,191,200	18,530,500	660,700	3.4%	Yes

Source: Labor Market Statistics, Local Area Unemployment Statistics Program
Downloaded: 09/09/2022 10:01 AM

2) Job Search Assistance & WIOA Workshops

- a. WIOA Orientations are being held virtually and in-person until the end of the year every Wednesday and Friday.
- b. AJCC continues to serve clients and provide access to computers so they can log in to



ADA / Equal Opportunity Employer / Program Auxiliary Aids and Services are available upon request to individuals with disabilities.
Some conditions may apply. For TTY access call: (831) 637-3265



their EDD and Cal JOBS accounts.

- c. The AJCC is currently providing Resume writing assistance to all clients that come to our office.
- d. Monthly Calendars released at the start of the month to display AJCC orientations and workshops.
- e. Social Media Post twice a week to promote workshops on Instagram and Facebook.
- f. Instagram Reels have been created to explain and promote the WIOA Training Programs.

3) Job Fairs:

- a. Upcoming In person Employment & Community Resource Fair September 22, 2022

4) Success Stories:

- a. We hosted a weeklong hiring orientation for TJ Maxx with over 72 participants

5) Rapid Response/WARN Events:

- a. Coke Farms- Jardines Plant (Plant Closure coming in November 45 Employees Affected) We assisted with WARN NOTICE Instructions, and reviewed our services with them, we are waiting to hear back regarding a date for an Onsite Presentation together with our EDD Partners.

6) Social Media Insight:

- a. Holiday In Express Post
 - i. Post Impressions: 1,409 Post reach 1,324 Post Engagement 130
- b. Youth Employment Post-
 - i. Post Impressions: 3,040 Post reach 2,859 Post Engagement 142
- c. Job Fair Posts- for Employer:
 - i. Post Impressions 238 Post reach 227 Post Engagement 9
- d. Job Fair Posts- for Job Seekers:
 - i. Post Impressions 290 Post reach 281 Post Engagement 16

Page Overview

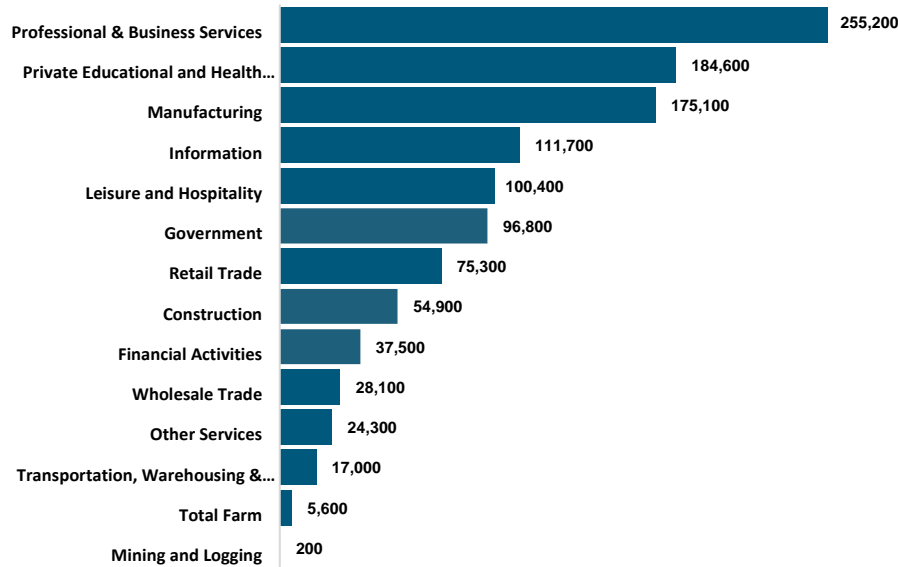
Followers: 2,034 Last 28 days

Post reach 5,573 Post Engagement 409 New followers 9

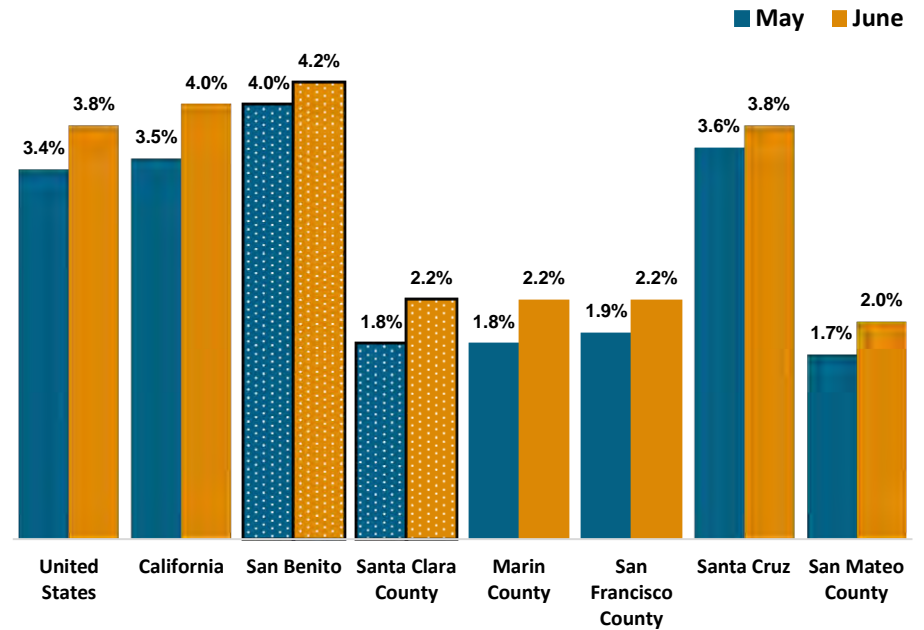
(Impressions: The number of times your post was on screen. **Reach:** The number of people who saw any of your posts at least once. Reach is different from *impressions*, which may include multiple views of your posts by the same people.

Post Engagement: The number of reactions, comments, shares and clicks on your posts.)

June Industry Sectors Ranked by Employment Size¹



Unemployment Rate (%)²



Online Job Advertisements – June 2022 Help Wanted OnLine³

Top 10 Employers

- Apple – 2,903
- Amazon – 2,382
- Google – 2,230
- Intel – 1,382
- Stanford – 1,283
- Tesla – 1,162
- Palo Alto Networks – 757
- Stanford Health Care – 700
- Nvidia – 646
- Applied Materials – 595

Top 10 Occupations

- Software Developers, Applications – 9,530
- Computer Occupations, All Other – 5,588
- Managers, All Other – 4,143
- Marketing Managers – 3,137
- Sales Representatives, Wholesale and – 2,068
- Registered Nurses – 1,983
- Retail Salespersons – 1,674
- Engineers, All Other – 1,557
- General and Operations Managers – 1,557
- First-Line Supervisors of Retail Sales Workers – 1,321

Top 10 Cities

- San Jose – 35,233
- Santa Clara – 15,678
- Sunnyvale – 10,696
- Palo Alto – 9,779
- Mountain View – 8,190
- Milpitas – 3,470
- Cupertino – 3,336
- Campbell – 1,792
- Stanford – 1,608
- Los Gatos – 1,514

Sources: ¹ Current Employment Statistics (June 2022), ² Local Area Unemployment Statistics (June 2022), ³ Conference Board; Help Wanted Online (June 2022)

MEMORANDUM

September 2022

TO: Workforce Development Board (WDB) Members**FROM:** Sylvia Jacquez, Program Manager; Enrique Arreola, Deputy Director**Summary of EDD Workforce Services Directives and Workforce Services Information Notices**

Background/Summary: Directives provide policy and guidance regarding various Workforce Services program requirements, funding and activities for EDD Workforce Services Staff and Workforce Partners.

Background/Summary (Information Notices): The Employment Development Department (EDD) issues Workforce Services Information Notices (WSIN) to disseminate announcements, general information, and procedural guidance on departmental programs for EDD staff, workforce partners, stakeholders, and other individuals in the workforce development system. Through the Workforce Innovation and Opportunity Act and the Wagner-Peyser Act, the EDD administers program for veterans, youth, dislocated workers, people with disabilities, including Trade Adjustment Assistance, CalJOBSSM, employer incentives and more. Directives provide policy and guidance regarding various Workforce Services program requirements, funding, and activities for EDD Workforce Services Staff and Workforce Partners.

Workforce Service Directives: https://www.edd.ca.gov/Jobs_and_Training/Active_Directives.htm

WSD22-01	Performance Guidance: This policy provides the guidance and establishes the procedures regarding the Workforce Innovation and Opportunity Act (WIOA) six primary indicators of performance. This policy applies to all Title I subrecipients, Title III staff, Jobs for Veterans State (JVSG) staff, National Dislocated Worker Grant (NDWG) project operators, and Trade Adjustment Assistance (TAA) staff, and is effective immediately. This policy contains some state-imposed requirements. All state-imposed requirements are indicated by bold, italic type. This Directive finalizes Workforce Services Draft Directive Performance Guidance (WSDD-230), issued for comment on May 20, 2022. The Workforce Development Community submitted no comments during the draft comment period. This policy supersedes Workforce Services Directive Performance Guidance WSD19-03, dated August 28, 2019. Retain this Directive until further notice.
WSD22-02	Standards for Oversight and Instructions for Substate Monitoring: This policy provides the guidance and establishes the procedures regarding general standards for the Local Workforce Development Area (Local Area) monitoring responsibilities regarding the Workforce Innovation and Opportunity Act (WIOA) and provides instructions for the development of substate monitoring plans to implement those standards. This policy applies to all Local Workforce Development Boards (Local Board), and is effective on the date of issuance. This policy contains some state-imposed requirements. All state-imposed requirements are indicated by bold, italic type. This Directive finalizes Workforce Services Draft Directive Standards for Oversight and Instructions for Substate Monitoring (WSDD-210), issued for comment on February 20, 2020. The Workforce Development Community submitted 14 comments during the draft comment period. A summary of comments, including all changes, is provided as Attachment 1. This policy supersedes Workforce Services Directive Standards for Oversight and Instructions for Substate Monitoring (WIAD00-7), dated April 10, 2001. Retain this directive until further notice.
WSD22-03	WIOA Data Validation Source Documentation: This policy provides the guidance and establishes the procedures regarding the Workforce Innovation and Opportunity Act (WIOA) program participant source documentation requirements. This policy applies to the following programs: Title I Adult, Dislocated Worker, and Youth, Title III Wagner-Peyser, Trade Adjustment Assistance (TAA), National Dislocated Worker Grant (NDWG), and Jobs for Veterans State Grant (JVSG). This policy is effective immediately. This policy contains some state-imposed requirements. All state-imposed requirements are indicated by bold, italic type. This Directive finalizes Workforce Services Draft Directive WIOA Data Validation Source Documentation (WSDD-233), issued for comment on May 18, 2022. The Workforce Development Community submitted five comments during the draft comment period. A summary of comments, including all changes, is provided as Attachment 3. Retain this Directive until further notice.
WSD22-04	WIOA Data Validation: This policy provides the guidance and establishes the procedures regarding the Workforce Innovation and Opportunity Act (WIOA) data validation requirements. This policy applies to the following programs: Title I Adult, Dislocated Worker, and Youth, Title III Wagner-Peyser, Trade Adjustment Assistance (TAA), National Dislocated Worker Grant (NDWG), and Jobs for Veterans State Grant (JVSG), and is effective immediately. This policy contains some state-imposed requirements. All state-imposed requirements are indicated by bold, italic type. This Directive finalizes Workforce Services Draft Directive WIOA Data Validation (WSDD-234), issued for comment on May 27, 2022. The Workforce Development Community submitted one comment during the draft comment period. A summary of comments, including all changes, is provided as Attachment 1. Retain this Directive until further notice.

Information Notices: https://www.edd.ca.gov/jobs_and_training/Information_Notices.htm

WSIN22-01	<p>Community Economic Resilience Fund – Notices of Intent: The Employment Development Department (EDD) in collaboration with the Labor and Workforce Development Agency, the Governor’s Office of Planning and Research, and the Governor’s Office of Business and Economic Development are providing a list of organizations that notified the EDD of their intent to apply for the Community Economic Resilience Fund Program (CERF).</p> <p>This list may not be fully comprehensive and the organizations represented are not endorsed by the EDD or the CERF Interagency Leadership Team. Individuals interested in participating in an application may contact any of the potential applicants for more information. Note that organizations are not limited to only participating in one application, and you may reach out to multiple or all of the potential applicants in your region.</p> <p>The CERF Solicitation for Proposal may be viewed on the Workforce Development Solicitations for Proposals webpage.</p> <p>CERF related questions may be directed to us at WSBCERF@edd.ca.gov. Please include “CERF” in the email subject line. For more information about this program, visit the Community Economic Resilience Fund Program.</p>
WSIN22-02	<p>Workforce Partnership Initiative - Grant Opportunity: The Workforce Services Branch in collaboration with the California State Library would like to announce the Workforce Partnership Initiative grant opportunity. This initiative is designed to help public libraries leverage and enhance their resources to promote equitable economic recovery, increase local employment, and build regional capacity by partnering with Local Workforce Development Boards.</p> <p>The Workforce Partnership Initiative encourages public libraries to become economic development leaders in their communities, enhancing their ability to support employment as California fights to recover from the effects of the pandemic. The Library Services and Technology Act (LSTA) funded Workforce Partnership Initiative will provide up to \$20,000 in funding to successful awardees through a new Copycat grant model. Awardees will partner with their Local Workforce Development Board to promote employment, career development, and skill-building for job seekers through activities such as workshops and enhanced collections and resources. Awardees are expected to increase skills and confidence of job seekers navigating the job search process as well as increase skills and confidence of library staff in assisting unemployed and underemployed individuals.</p> <p>Each library interested in applying for the Workforce Partnership Initiative Copycat grant is strongly encouraged to partner with their Local Workforce Development Board. A formal written agreement (such as a Memorandum of Understanding) and/or a letter of support is encouraged as part of the application for a grant. The agreement or letter should detail the responsibilities and contributions of each partner. Additional community connections might include local government agencies, employers, community colleges, the Department of Labor’s Employment and Training Administration (ETA), the Chamber of Commerce, SNAP Employment and Training, and the California State Library’s Career Pathways program.</p> <p>Please note that applications are accepted from public libraries. Local Workforce Boards interested in establishing stronger partnerships with their local libraries as well as boards that want to continue established relationships are encouraged to reach out to their local library jurisdiction. For any further questions or if unsure about who to reach out to at the local library level, please email julianna.robbins@library.ca.gov. For more information and resources regarding the grant opportunity visit the Workforce Partnership Initiative Copycat Grant page or the main Copycat grant page.</p>

<p>WSIN22-03</p>	<p>Campesino de California Outreach Grant Award – Radio Media Program PY 22-23: The Employment Development Department announces the award of one grant totaling \$100,000 for the Campesino de California Outreach Grant-Radio Media Program Year (PY) 2022-23. Funding for this grant is provided by Wagner-Peyser Act, 10 Percent Discretionary Funds.</p> <p>The awardee will enhance existing outreach channels to supplement the outreach efforts by government, community-based organizations, and partners serving Migrant and Seasonal Farmworkers (MSFW) in rural and hard-to-reach communities. The awardee will develop and implement radio talk shows aimed at reaching domestic and foreign MSFWs and their families to inform them about workforce development programs and other community services available to MSFWs.</p> <p>The grant award, project summary, and contact information is available on the Workforce Development Solicitations for Proposals webpage under “Campesino de California Outreach Grant – Radio Media.”</p> <p>If you have questions regarding this SFP, contact grant project manager Jeanette Ochoa at Jeanette.Ochoa@edd.ca.gov or 1-916-215-9639.</p>
<p>WSIN22-04</p>	<p>Campesino de California Outreach Grant Complaint System Awareness and Referral Program PY 2022-23: The Employment Development Department (EDD) announces the availability of up to \$150,000 of Wagner-Peyser 10 Percent Governor’s Discretionary funds for the Campesino de California Outreach Grant – Complaint System Awareness and Referral Program Solicitation for Proposals (SFP) for Program Year (PY) 2022-23. The goal of this initiative is to create partnerships with organizations currently serving the Migrant and Seasonal Farmworker community to reduce barriers and expand access points to the Employment Service and Employment-Related Law Complaint System.</p> <p>The grantee must use a total of \$150,000 for regional projects during PY 2022-23. Each project must establish statewide access points for accepting and referring complaints to the nearest America’s Job Center of CaliforniaSM EDD Complaint Specialist.</p> <p>Eligible applicants include non-profit public or private organizations, community and faith-based organizations, tribal government, and educational institutions. Individuals are not eligible to apply. Proposal applications must be received no later than 3 p.m. August 8, 2022. To view this SFP, please visit the Workforce Development Solicitations for Proposals webpage under “Campesino de California Outreach Grant – Complaint System.”</p> <p>For questions or additional information, please contact Jeanette Ochoa at 1-916-215-9639 or jeanette.ochoa@edd.ca.gov</p>
<p>WSIN22-05</p>	<p>SNAP Employment and Training National Partnership Grants – Grant Application Opportunity: The United States Department of Agriculture (USDA) Food and Nutrition Service announces the availability of approximately \$3 million in grant funds for the Supplemental Nutrition Assistance Program (SNAP) Employment and Training National Partnerships Grants. Applicants can apply for awards between \$ 1 million to \$ 2 million, for a period of performance of 36 months. The USDA expects to award two to three organizations. The program goals are to provide technical assistance to consortium members with the aim that they become third party SNAP Employment and Training Providers.</p> <p>Interested organizations must have experience providing technical assistance, and have experience with SNAP education and training services. Activities include: organizing conferences and meetings, developing and supporting peer-to-peer learning networks, creating technical assistance materials such as toolkits, and promoting best practices by hosting webinars and site visits. There is no match requirement for this grant. The eligible applicants are nonprofits with at least 30 geographically diverse networks of consortia members. The final date to apply is September 3, 2022.</p> <p>For more information about the grant opportunity, visit the grants.gov website and reference USDA-FNS-SNAP-ETNP-2022. Visit the USDA website for a complete description of funds available, the funding entity, eligibility requirements, and links to the grant application</p>

WSIN22-06

WIOA Waiver for Out-of-School Youth Expenditure – PY 22-23: As part of the California Unified Strategic Workforce Development Plan Modification, the California Workforce Development Board (CWDB) and the Employment Development Department (EDD) were approved for a Department of Labor (DOL) Workforce Innovation and Opportunity Act (WIOA) waiver of WIOA Section 129(a)(4)(A) for Program Year (PY) 2022-23.

This waiver allows Local Workforce Development Boards (Local Board) to decrease the out-of-school youth (OSY) expenditure requirement from 75 percent to 50 percent. The waiver provides additional flexibility to Local Boards in order to increase in-school youth (ISY) enrollments of those who meet the WIOA-defined youth barriers related to foster care, justice-involved, and/or homelessness.

To expedite the implementation and use of this waiver, this notice provides the policy and procedures for Local Boards to apply for the WIOA OSY expenditure waiver.

Policy and Procedure

Under the DOL Secretary’s waiver authority outlined in WIOA Section 189(i)(3)(A) and in TEGL 8-18, the Secretary may waive certain provisions of WIOA Title I. Part of the waiver lifecycle requires states to estimate and then regularly assess whether the waiver is successfully achieving state goals.

Waivers provide the state and Local Boards with opportunities to innovate and experiment with new approaches to service delivery. States with approved waivers must report in detail the waiver’s impact and outcomes in the WIOA Annual Report. The DOL will consider outcome information as part of the criteria for granting renewal of a waiver if requested.

OSY Expenditure Waiver

The DOL approved the OSY Expenditure waiver for PY 22-23, which is from July 1, 2022, through June 30, 2023.

WIOA Section 129(a)(4)(A) requires Local Boards to spend at least 75 percent of their WIOA youth formula allocation on youth workforce investment activities for OSY. This waiver allows a Local Board to decrease their OSY expenditure requirement from 75 percent to 50 percent for PY 22-23 to increase their ISY enrollments of youth who are homeless, in foster care, or are justice-involved.

Projected Programmatic Outcomes

As part of the waiver request, California projected that Local Boards who apply for and use this waiver will see an increase of approximately 15 percent in the total number of ISY that they enroll who meet the WIOA-defined youth barriers related to foster care, justice-involved, and/or homelessness. While Local Boards will not be sanctioned if they do not meet or exceed the 15 percent increase, not meeting the target could impact the state’s ability to renew this waiver in the future.

Waiver Application Process

The DOL requires the state to evaluate the effectiveness of waivers as part of the WIOA Annual Report. The state must therefore track which Local Boards are using the waivers. To use the OSY Expenditure waiver, a Local Board must submit a WIOA OSY Waiver Application (Attachment). However, in order to comply with the DOL requirements, applications will have to be completed and approved every year the waiver is in effect.

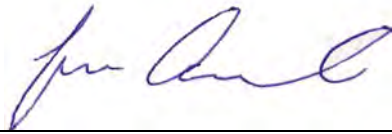
Waiver applications for PY 22-23 are due by Friday, August 19, 2022, and must be electronically signed by the Local Board’s Executive Director and emailed to CWDBPolicyUnit@cwdb.ca.gov with “WIOA Waiver Request Application” in the subject line. The CWDB and the EDD will review the applications and notify Local Boards by email of their approval or denial.

For any questions regarding this waiver guidance, contact the CWDB at CWDBPolicyUnit@cwdb.ca.gov.

<p>WSIN22-07</p>	<p>Rapid Response and Layoff Aversion Funds – PY 22-23: Rapid Response and Layoff Aversion fund allocations for each Local Workforce Development Area (Local Area) for the period of July 1, 2022 through June 30, 2023 are being announced with funding detail by Local Area. The allocations include both “formula” Rapid Response funding and Layoff Aversion funding consistent with the policy detailed in Workforce Services Directive Rapid Response and Layoff Aversion Activities (WSD16-04).</p> <p>Use of Rapid Response and Layoff Aversion Funds These funds can only be used to defray the cost of required and allowable Rapid Response activities in response to layoffs, business closures, and natural disasters. Only expenditures for activities described in 3(51) and 134(a)(2)(A) of the Workforce Innovation and Opportunity Act (WIOA) will be reimbursed under the formula Rapid Response grant codes. Other activities not described in these sections must be paid with other funds.</p> <p>As referenced in Workforce Services Directive Rapid Response and Layoff Aversion Activities (WSD 16-04), baseline, layoff-based, and hold-harmless Rapid Response funds will continue to be issued to each Local Area in their master subgrant, as grant codes 540 and 541. These funds must be spent on the wide range of required and/or allowable activities.</p> <p>Local Areas should continue to report Incumbent Worker Training participant enrollments funded with Rapid Response formula funds, under grant code 2285.</p> <p>Layoff Aversion funding will be issued to each Local Area in their master subgrant, as grant codes 292 and 293. These funds are to be spent exclusively on Layoff Aversion activities, which includes Incumbent Worker Training.</p> <p>Participants receiving Additional Assistance services must be enrolled in grant code 241. Funds used for training services when serving Additional Assistance participants qualify as “leveraged resources,” which will assist Local Areas in meeting the training expenditure requirement, as described in Workforce Services Directive WIOA Training Expenditure Requirement (WSD18-10).</p>
<p>WSIN22-08</p>	<p>AB 628: Breaking Barriers to Employment Initiative - Request for Applications: The California Workforce Development Board (CWDB), in partnership with the Foundation for California Community Colleges, is pleased to announce the availability of \$22.7 million in state general funds for Assembly Bill 628: Breaking Barriers to Employment Initiative (Initiative). The Initiative aims to provide individuals with barriers to employment the services they need to enter, participate in, and complete broader workforce preparation, training and education programs, to obtain and retain employment. The Initiative is intended to do the following:</p> <ul style="list-style-type: none"> • Supplement existing workforce and education programs by providing services to ensure the success of individuals either preparing to enter or already enrolled in workforce and education programs. • Address racial and ethnic exclusion and inequity in the labor force and enhance racial and economic justice. • Create pipelines to quality jobs, upward mobility, and income security for workers historically excluded from quality jobs and economic prosperity. <p>Applications may request up to \$750,000 and, at a minimum, must include a partnership of at least one community-based organization and one Local Workforce Development Board with experience in providing services consistent with the objectives of this Initiative and to the populations specified. All applications must be submitted through the Cal-E-Grants portal by 11:59 p.m. on Friday, September 2, 2022. Only applications submitted through the Cal-E-Grants portal will be considered. For more information, please visit the CWDBs Breaking Barriers to Employment Initiative webpage.</p>
<p>WSIN22-09</p>	<p>Deaf and Hard of Hearing Program Award - PY 22-23: The Employment Development Department announces the award of five grants totaling \$2,500,000 under the Deaf and Hard of Hearing (DHH) Grant for Program Year (PY) 2022-23. Funding for this award is provided by the Wagner-Peyser Act, 10 percent discretionary funds.</p> <p>The awardees will provide comprehensive employment and job-related services to DHH job seekers. These services include complete communication services, advocacy services to ensure equal treatment for DHH clients, job development and placement, follow-up counseling, problem-solving after a placement is made, and employment counseling.</p> <p>The grant awardees, project summaries, and contact information is available on the Workforce Development Solicitations for Proposals webpage.</p> <p>For questions or additional information, please contact Claudia Ochoa at wpsfp@edd.ca.gov.</p>

WSIN22-10

Advancing Equity Through Workforce Partnerships – Grant Application Opportunity: The Department of Energy's (DOE) Office of Energy Efficiency and Renewable Energy (EERE), on behalf of the Solar Energy Technologies Office (SETO), issued a Funding Opportunity Announcement (FOA) for Advancing Equity through Workforce Partnerships. Awards made under this FOA will be funded, in whole or in part, with funds appropriated by the Infrastructure Investment and Jobs Act, also more commonly known as the Bipartisan Infrastructure Law (BIL). Under Section 41007(c)(1), the BIL provides funding to conduct research, development, demonstration, and commercialization activities relating to solar energy technologies, including workforce development. Applicants can apply for awards of \$250,000 to \$1,000,000 for a project period of performance from 24 to 36 months. The DOE expects to award 8-16 organizations. The grant aims to ensure the agency's energy projects contribute to overall economic prosperity and expand access to and grow quality jobs by supporting strategies that develop a skilled and inclusive workforce to build and maintain the country's energy infrastructure. The activities funded under this FOA support the broader government-wide approach to addressing the climate crisis and maximizing the benefits of the clean energy transition as the nation works to curb the climate crisis, empower workers, and advance environmental justice. There is no match requirement for this grant. The eligible applicants of this cooperative agreement must be institutions of higher education, for-profit entities, non-profit entities, state and local governmental entities, and tribal nations. The final application date is December 6, 2022, by 5 PM ET. For more information about the grant opportunity, visit the grants.gov website and reference DE-FOA-0002769. Visit the DOE EERE website for a complete description of funds available, the funding entity, eligibility requirements, and links to the grant application.



7/07/22

Enrique Arreola, Deputy Director
San Benito County Workforce Development Board (WDB)

Date



San Benito County Board and Commissions

MEMBERSHIP APPLICATION

I hereby express an interest in being nominated for membership on the following committee: (PLEASE PRINT)

BOARD/COMMISSION: Workforce Development Board (WDB)

NAME: Omar Rosa
PHONE: 831-265-6463 E-MAIL: omar@downtownhollister.org
BUSINESS ADDRESS: 535 San Benito St
CITY: Hollister ZIP: 95023
LENGTH OF RESIDENCY: 2 years in current resident and 38 years overall

OCCUPATION: Chief Executive Officer
EDUCATION: BS Business Management
AFFILIATIONS: Hollister Downtown Association
REASON(S) FOR SEEKING APPOINTMENT:

The HDA represents over 100 businesses in Hollister mostly based in the downtown area. I am seeking appointment, because as a former Business Services Representative, I understand the goals of the WDB and its challenges. The HDA would like to partner with the SBC WDB to bring more hiring events and job fairs to this community with an added focus on the business in the downtown area.

DATE: 07/12/2022 SIGNATURE: Omar Rosa

Digitally signed by Omar Rosa
DN: cn=Omar Rosa, o=Hollister Downtown Association, ou, email=omar@downtownhollister.org, c=US
Date: 2022.07.12 15:27:09 -0700

Return completed form to:

San Benito County
Attention:
Clerk of the Board
481 Fourth Street
Hollister, CA 95023
Any Questions, Please Call:
(831) 636-4000

and/or

Community Services & Workforce Development
Attn: Andi Anderson
1111 San Felipe Road, Ste 107
Hollister, CA 95023
(831) 637-9293
(831) 637-0996 FAX
Email to: aanderson@cosb.us



San Benito County Board and Commissions

MEMBERSHIP APPLICATION

I hereby express an interest in being nominated for membership on the following committee: (PLEASE PRINT)

BOARD/COMMISSION: Workforce Development Board (WDB) - Youth Committee

NAME: Irene L Guevara

PHONE: 831.801.2783

E-MAIL: iguevara@marich.com

BUSINESS ADDRESS: Marich Confectionery / 2101 Bert Drive

CITY: Hollister

ZIP: 95023

LENGTH OF RESIDENCY: +15 years

OCCUPATION: People & Culture Manager (Human Resources)

EDUCATION: MA in Organizational Psychology

AFFILIATIONS: Marich Confectionery, Alpha Xi Delta Alum, Sonoma State Alum

REASON(S) FOR SEEKING APPOINTMENT:

Represent local and industrial sector of community employment opportunities. As a native to this area, I believe strongly that resources can make a huge difference in our community growth and development.

DATE: 7/19/2022

SIGNATURE: _____

A handwritten signature in blue ink that reads "Iguevara".

Return completed form to:

San Benito County
Attention:
Clerk of the Board
481 Fourth Street
Hollister, CA 95023
Any Questions, Please Call:
(831) 636-4000

and/or

Community Services & Workforce Development
Attn: Andi Anderson
1111 San Felipe Road, Ste 107
Hollister, CA 95023
(831) 637-9293
(831) 637-0996 FAX
Email to: aanderson@cosb.us

OVERVIEW OF THE *COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY* AND THE *COMMUNITY ECONOMIC RESILIENCE FUND*

COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDS)

WHAT IS THE COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY?

A 5-year strategy-driven plan that contributes to effective economic development in communities and regions through a locally-based, regionally-driven economic development planning process that:

- Engages economic agencies; community leaders; educators; and the public, private, and nonprofit sectors to engage in meaningful conversations and debate about what best serves economic development in their County; and
- Establishes a strategic economic development “roadmap” for regional collaboration and prosperity, and builds on the strengths of the County as well as identifies gaps in resources or expertise.

WHY IS THE CEDS SO IMPORTANT & HOW OFTEN IS IT UPDATED?

With a CEDS in place, agencies seeking funding in the County are more likely to attract federal funding, and ***it is a prerequisite to any agency qualifying for any Economic Development Administration (EDA) funding, and must be:***

- Current;
- Updated every five (5) years;
- List specific projects that each jurisdiction plans to seek funding from the EDA to support; and
- Adopted by County Officials and Reviewed/ Approved by the EDA

WHAT IS THE COST TO PREPARE THE CEDS & WHO PAYS FOR IT?

Average cost is \$100K, which covers hiring a qualified contractor—selected thru an RFP process—who knows the County and can commit to a 5- to 6-month timeframe to develop a sustainable working document for the region.

- ***San Benito County’s current CEDS expires 12-31-22*** and the EDC—who managed the last CEDS update for the County—has committed to overseeing the update of the County’s CEDS covering the next 5-year period (2023 thru 2027).
- ***The EDA offers grant funding to support 80% of the cost of preparing or updating a CEDS; and the remaining 20% must be funded thru matching funds committed by the organization preparing the CEDS and/or support from City/County governmental agencies who benefit from the CEDS.***

The EDC has devoted \$15,000 (\$5,000 cash; \$10,000 in-kind staff time) toward this effort; obtained a \$5,000 contribution from the City of San Juan Bautista; and submitted a grant application to the EDA for the remaining \$80,000.

WHO WILL ENGAGE WITH THE CONTRACTOR TO DEVELOP THE CEDS?

The Contractor will work with the EDC and the CEDS Strategy Committee—*made up of the main economic interests of the County, including those from the private sector, City/County officials, community leaders, the public, workforce development, educational institutions, etc.—to:*

- Conduct reviews of existing research, strategic plans, and programs, and evaluate other programs that may be applicable to the County in development efforts;
- Develop a regional “plan of action” and “implementation plan”;
- Identify economic development goals and objectives;
- Develop and implement the framework for a business-retention program (with business resources, outreach, and financial assistance/incentive programs);
- Develop a viable CEDS that will create a strong sense of regional cooperation and partnerships between businesses and government; and
- Develop performance measures for the CEDS.

WHAT DOES THE CEDS INCLUDE?

- **A SUMMARY BACKGROUND** of the economic conditions of the County;
- **AN IN-DEPTH ANALYSIS** of the County's Strengths, Weaknesses, Opportunities, and Threats (commonly known as a "SWOT" analysis);
- **A STRATEGIC DIRECTION/ACTION PLAN** that builds on findings from the SWOT analysis and incorporates/integrates elements from other regional plans (as determined by the CEDS Strategy Committee and those engaged in development of the CEDS) to identify stakeholders' responsibilities for implementation, timetables, and opportunities for the integrated use of other local, state, and federal funds; and
- **AN EVALUATION FRAMEWORK** to define performance measures to evaluate the implementation of the CEDS and impact on the County economy.

WHAT IS THE REVIEW PROCESS FOR THE CEDS?

- **PUBLIC REVIEW**—The CEDS must be made available to the public for at least 30 days prior to it being finalized to give time for review/comment;
- **REGIONAL/COUNTY APPROVAL**—The CEDS must be reviewed/approved by County officials prior to its submission to the EDA; and
- **EDA REVIEW**—The CEDS must be reviewed/approved by the EDA, and, once approved, would become the current CEDS (or "working strategy") for the County.

COMMUNITY ECONOMIC RESILIENCE FUND (CERF)

WHAT IS THE COMMUNITY ECONOMIC RESILIENCE FUND?

The CERF program was developed using American Rescue Plan Act funding through the California's Labor and Workforce Development Agency, the Governor's Office of Planning and Research, and the Governor's Office of Business and Economic Development. The purpose of CERF is to build an equitable and sustainable economy across California's diverse regions and foster long-term economic resilience in the overall transition to a carbon-neutral economy. CERF will use a high-road approach to economic development to support the creation of quality jobs and equal access to those jobs.

There are two distinct phases to CERF:

Phase 1: Planning

13 regions, \$5M each

- Inclusive planning processes
- Development of economic recovery and transition plans
- Analysis: cluster, labor market, etc.
- Locally-embedded coordinator

Phase 2: Implementation

Upwards of \$500M total

- Projects that
 - Demonstrate proposed impacts to communities/industries harmed by COVID-19
 - Demonstrate community support
 - Promote state climate goals
 - Support labor standards and job quality
 - Demonstrate clear role in regional strategy
 - Complement existing funding sources

CERF planning grants will allow for flexible economic analysis at various geographic scales, including economic flows between different regions, and implementation grants will allow for projects that cross regional boundaries. Participants interested in applying for Phase II implementation grants must participate during the planning phase or receive a letter of support from the High Road Transition Collaborative (HRTC) to be eligible for funding.

- In Phase I, the CERF program will provide \$5 million dollar planning grants to each region to support one High Road Transition Collaborative (HRTC) per region. Regions were developed to prioritize recovery and transition strategies and to be consistent with existing economic development efforts, as well as other state definitions of regional economic and labor markets.

San Benito County



Economic Regions	Counties
Southern Border	<ul style="list-style-type: none"> Imperial San Diego
Inland Empire	<ul style="list-style-type: none"> Riverside San Bernardino
Los Angeles County	
Orange County	
Central Coast	<ul style="list-style-type: none"> Monterey San Benito Santa Barbara Santa Cruz San Luis Obispo Ventura
Northern San Joaquin Valley	<ul style="list-style-type: none"> Merced San Joaquin Stanislaus
Central San Joaquin Valley	<ul style="list-style-type: none"> Fresno Kings Madera Tulare
Kern County	
Eastern Sierra	<ul style="list-style-type: none"> Alpine Amador Calaveras Inyo Mariposa Mono Tuolumne
Bay Area	<ul style="list-style-type: none"> Alameda Contra Costa Marin Napa San Francisco San Mateo Santa Clara
	<ul style="list-style-type: none"> Solano Sonoma
Sacramento	<ul style="list-style-type: none"> Colusa El Dorado Nevada Placer Sacramento Sutter Yolo Yuba
Redwood Coast	<ul style="list-style-type: none"> Del Norte Humboldt Lake Mendocino
North State	<ul style="list-style-type: none"> Butte Glenn Lassen Modoc Plumas Shasta Sierra Siskiyou Tehama Trinity

- **San Benito County has partnered with Uplift Central Coast as the Central Coast region’s HRTC. Uplift Center Coast is a six-county partnership led by three economic development organizations—the Economic Development Collaborative (EDC), the Monterey Bay Economic Partnership (MBEP), and the Regional Economic Action Coalition (REACH)—that have united to attract investment and expand opportunity for residents throughout Santa Cruz, San Benito, Monterey, San Luis Obispo, Santa Barbara, and Ventura Counties.**
- *HRTCs will be composed of an administrative Fiscal Agent, a Regional Convener, and a wide range of partners reflecting the diversity of each region.*

Planning Phase: Primary Roles and Definitions			
<p>High Road Transition Collaborative: A “Team of Teams” incorporating efforts/leadership from around the region. Must include representation from community, environmental justice, labor, business, economic development, etc.</p>	<p>Neutral Convener: Lead org tasked to organize inclusive group of stakeholders, facilitate meetings, oversee third-party research</p>	<p>Fiscal Agent: Intermediary in grant management, has history and capacity to administer federal funds</p>	<p>Coordinator: Person hired or contracted by the convener to support outreach and facilitation</p>

- *Planning grants will be awarded to one HRTC and be administered jointly by the Fiscal Agent and Regional Convener; the Fiscal Agent will legally and financially represent the HRTC throughout Phase I.*
- *The HRTCs will implement transparent and inclusive processes to advance long-term prosperity and equity, work directly with Regional Climate Collaboratives where applicable, and include balanced representation from labor, business, community, government, and other stakeholders, including, but not limited to, economic development, philanthropy, education, and workforce partners. Together, these partners will form their respective regional HRTC to engage in strategic planning for economic resilience and equitable pathways to high road opportunities. HRTCs will work across industries, agencies, and communities to encourage engagement from all stakeholder groups, create inclusive and equitable economic plans, build capacity, break down silos to maximize the effectiveness of planning and implementation projects, and generate systemic changes to advance economic resilience.*
- *Planning grants can be used for a wide range of planning activities including capacity-building, community engagement, and research. Plans developed during the Planning Phase will inform projects eligible for funding during the Implementation Phase of the program. Plans will be based on actionable research and consultation from expert institutions, with a focus on equity, sustainability, job quality, economic competitiveness, and resilience. Strategies will complement, incorporate, or expand on existing plans such as Comprehensive Economic Development Strategies as applicable and relevant.*
- *CERF emphasizes inclusive planning to ensure equitable outcomes for each region’s disinvested communities. Disinvested communities face many challenges resulting from inequitable land use and zoning policies, exclusionary economic development processes, underinvestment, and a lack of meaningful engagement with community residents in planning and policy decisions. Investments that benefit disinvested communities will be a priority for proposed projects in the Implementation Phase.*
- *All 13 regions of California will receive funding for planning and implementation and only one award will be made per region.*



Enrique Arreola
San Benito Workforce Development Board
1111 San Felipe Road
Suite 107
Hollister, CA 95023

August 16, 2022

Dear Enrique,

Please accept this 2021-22 One Stop Operator (OSO) report, which summarizes the activities of local partners to meet the goals of their Memorandum of Understanding and the benchmarks outlined in the Hallmarks of Excellence continuous improvement plan.

As you are aware, the America's Job Center of California (AJCC) partners meet monthly, with the OSO facilitating quarterly, to cross train on partner services, share updates and information, and share progress on the Hallmarks of Excellence deliverables. The pandemic continued to affect services in PY 2021-22, but also represented an opportunity to enhance accessibility for customers and virtual services. In addition, many of the partner updates over the course of the year related to supportive services made available to the community because of the pandemic.

AJCC staff and partners made progress toward the completion and management of Hallmarks of Excellence benchmarks. Many of the projects are ongoing in nature and require regular attention. AJCC accomplishments as of May 2022 (last partner meeting facilitated by the OSO for PY 2021-22) include:

- Implementation of the VOS greeter system to maximize client engagement and to take advantage of productivity features;
- A review and reconfiguration of the AJCC lobby to better align with human centered; design standards as well as COVID safety protocols, including placement of job postings
- Progress toward installing and offering wi-fi at the AJCC;
- Continuous training and development for staff, including on the CalJOBS Business CRM module;

- Progress toward updating the customer satisfaction survey to provide more consistent client feedback and increase the ease of program access throughout San Benito County;
- Enhanced virtual services, including virtual orientations and workshops. EDD is also offering their workshops online. Staff are also using social media for AJCC outreach, using Engage by Cell to reach clients, and working to update the website.

Thank you for the opportunity to assist in the coordination of the the good work that is being done in the community. Please do not hesitate to contact me if you have any questions, or if I can provide any additional assistance.

Sincerely Yours,

A handwritten signature in blue ink that reads "Racy Ming". The signature is written in a cursive, slightly slanted style.

Racy Ming
One Stop Operator



SAN BENITO COUNTY PY 22/23 Proposed Performance Goals

*PY22-23 Proposed Performance Goals	ADULT	DW	YOUTH
Employment Rate 2nd Quarter After Exit	73%	75%	75%
Employment Rate 4th Quarter After Exit	75%	80%	60%
Median Earnings 2nd Quarter After Exit	\$ 7,000	\$ 10,000	\$ 6,854
Credential Attainment 4th Quarter After Exit	40%	45%	40%
Measurable Skill Gains	65%	48%	50%

*Proposed performance goals sent to the State on 8/26/2022 in preparations for our scheduled North Central Coast Regional Planning Unit Negotiations on 9/22/2022.

PY 2020 ACTUAL LEVELS OF PERFORMANCE	ADULT	DW	YOUTH
Employment Rate 2nd Quarter After Exit	82.6%	87.0%	87.5%
Employment Rate 4th Quarter After Exit	87.0%	90.0%	50.0%
Median Earnings 2nd Quarter After Exit	\$ 7,509	\$ 13,281	\$ 6,854
Credential Attainment 4th Quarter After Exit	50.0%	28.6%	0.0%
Measurable Skill Gains	100.0%	53.8%	81.3%

*PY 20-21 STATE APPROVED PERFORMANCE GOALS	ADULT	DW	YOUTH
Employment Rate 2nd Quarter After Exit	69%	71.9%	71%
Employment Rate 4th Quarter After Exit	66%	72.5%	69%
Median Earnings 2nd Quarter After Exit	\$ 6,700	\$ 8,054	\$ 3,000
Credential Attainment 4th Quarter After Exit	36%	45%	50%
Measurable Skill Gains	46%	44.5%	40%

*Source- WSIN20-15 Local Area Performance Goals PY 20 and 21





San Benito County



Job & Resource Fair

Thursday, September 22, 2022

11:00 AM - 3:00 PM

Free Admission

Veteran's Memorial Building

649 San Benito Street, Hollister, CA

Local Companies

America's **JobCenter**
of CaliforniaSM

**HOLLISTER
DOWNTOWN
ASSOCIATION**

EDD Employment
Development
Department
State of California

**ATTRACT
LOCAL
TALENT!**

Scan QR
Code to
sign-up



Job & Resource Fair Business/Resource Registration Form

- **Event Date: Thursday, Sept. 22, 2022 11-3 PM / Registration Deadline: Friday Sept. 9, 2022**

Contact

Person/Title: _____

Company Name: _____

Business Address: _____

Street Number City State Zip

Phone: _____

FAX _____

E-mail: _____

*Optional Info: Are you Registered on CalJobs? (Y/N) _____ *CATax ID# _____

List the people who will be staffing your booth:

Name: _____ Name: _____

How will you be accepting applications?

Please check all that apply:

- Accepting Resumes On-Site
- Apply through E-Mail
- Will be conducting interviews on-site
- Apply On-Line
- Fill out application on-site
- Other: _____

Positions Being Recruited:

Title: _____ # of openings: _____

Title: _____ # of openings: _____

Title: _____ # of openings: _____

Do you need special Accommodations? _____

Do you Need Electrical Outlets? Y or N

Will you be able to donate a raffle prize? Y or N

Please Return Completed Form Attn: Lizz Sánchez Turner

Email: LTurner@cosb.us

Phone: (831) 637-0439

Fax: (831) 637-0478

Mail: San Benito County AJCC

1111 San Felipe Road, Suite 107,

Hollister, CA 95023



ADA / Equal Opportunity Employer / Program Auxiliary Aids and Services are available upon request to individuals with disabilities.

TTY access call: (831) 637-3265





HOLLISTER DOWNTOWN ASSOCIATION



SAN BENITO COUNTY

EMPLOYMENT & COMMUNITY RESOURCE FAIR

Veterans

Memorial Building

649 San Benito St.
Hollister, CA 95023



SEPTEMBER 22ND

11AM TO 3PM

Sign up Now



RAFFLE

- SPEAK WITH EMPLOYERS
- CREATE A RESUME
- APPLICATION ASSISTANCE
- FIND OUT ABOUT TRAINING
- DRESS TO IMPRESS
- COMMUNITY ASSISTANCE
- RESUME CRITIQUE
- WIN PRIZES
- GET A JOB!



ADA / Equal Opportunity Employer / Program Auxiliary Aids and Services are available upon request to individuals with disabilities.

TTY access call: (831) 637-3265





FOR IMMEDIATE RELEASE

PRESS CONTACT

Lizz Sánchez Turner (831) 637-0439

LTurner@cosb.us

**AMERICA'S JOB CENTER OF CALIFORNIA (AJCC) and THE WORKFORCE
DEVELOPMENT BOARD ARE PARTNERING WITH STATE OF CA EMPLOYMENT
DEVELOPMENT DEPARTMENT (EDD) & THE HOLLISTER DOWNTOWN ASSOCIATION
TO BRING YOU THE SAN BENITO COUNTY EMPLOYMENT & COMMUNITY RESOURCE FAIR**

We are happy to announce our upcoming "In Person" Employment & Community Resource Fair,
Come Join us:

- On Thursday September 22, 2022, 11:00 am – 3:00pm
- At the Veteran's Memorial Building: 649 San Benito St. Hollister, CA 95023
- Free Admission to Business & Community Resource Providers
- Registration Deadline is Friday September 9, 2022
 - To reserve a display space for your Company or Service Agency please complete our Online Registration Form
 - at: <https://survey.alchemer.com/s3/7003028/JobFair2022>
- Free Admission to Job & Resource seekers

**Come meet with local Employers and find your next job or career.
Or meet with Community Service Providers who provide a variety of Services & Programs
at No Cost!**

For questions contact: **Lizz Sánchez Turner- Business Services Specialist**

COMMUNITY SERVICES & WORKFORCE DEVELOPMENT

Phone: (831) 637-JOBS (5627)

Direct: (831) 637-0439

Email: LTurner@cosb.us

Cc: Workforce Development Board
County Admin Office
HHSA Management



COMMUNITY ACTION BOARD & WORKFORCE Development BOARD

SERVING SAN BENITO COUNTY SINCE 1978

The County CSWD is an equal opportunity employer/program





July 5, 2022

Ms. Margo Hattin, Chief
Compliance Monitoring Section
Compliance Review Office

SUBJECT: WIOA PY 2019-2020 Program Review DRAFT Monitoring Report for
San Benito County Workforce Development Board
Review Period: January 21, 2020, through January 24, 2020

Dear Ms. Margo Hattin,

This is in response to the monitoring letter dated April 15, 2022, regarding the WIA Fiscal & Procurement Review Draft Monitoring Report for Program Year 2019-2020 which took place from January 21, 2020, through January 24, 2020. This letter states that SBWDB did not comply with requirements regarding the Workforce Development Board (WDB) composition, infrastructure funding agreement (IFA), activity code reporting, eligible youth referral process, participant signature on Individual Training Accounts (ITA), and self-attestation. Below you will find our responses to your findings:

Finding #1: Program Review

Criteria: Title 20 Code of Federal Regulations (CFR), Chapter V, Part 679, Subpart C, § 679.320(b) states, in part, "A majority of the members of the Local WDB must be representatives of business in the local area." The County of San Benito Workforce Development Board Bylaws state, in part, "the provisions of federal and state laws regarding membership must be met, but in no event shall the WDB have less than 19."

Corrective Action: The SBCWDB must provide CRO a corrective action plan (CAP), including a timeline, to fill the two vacant business seats in order to meet the business majority requirement as well as the 19 members required by the WDB By-Laws. The SBCWDB must provide CRO documentation of the appointments and a revised WDB roster.

Corrective Action Plan: SBCWDB has established an Ad hoc Committee to recruit new employers to fill the vacancies of the business majority requirement. The Committee reports to the WDB on a monthly basis the status of the recruitment.

The committee has identified over fourteen (14) new potential employers and letters have been sent to those individuals to fill the vacant business seats. Presently there are 4 vacant positions for business representatives.

The SBCWDB expects to fill the vacant business seats by December 31, 2022



Finding #2: Program Review

Criteria: Title 20 CFR, Chapter V, Part 681, Subpart C, § 681.420(a)(2) states, in part, "The design framework services of local youth programs must...Provide for an objective assessment of each youth participant...and includes a review of the academic and occupational skill levels, as well as the service needs and strengths, of each youth for the purpose of identifying appropriate services and career pathways for participants and informing the individual service strategy...Develop, and update as needed, an individual service strategy based on the needs of each youth participant that is directly linked to one or more indicators of performance...that identifies career pathways that include education and employment goals, that considers career planning and the results of the objective assessment and that prescribes achievement objectives and services for the participant."

Corrective Action: The SBCWDB must provide CRO a CAP, including a timeline, to ensure that all fields in the ISS are completed and the participant's barriers are addressed. The CAP must also include how it will ensure that the ISS is updated when an activity is started, ended, or there are significant developments in the activity. Finally, the CAP must include how the ISS for all currently enrolled youth participants will be reviewed and updated as needed.

Corrective Action Plan: SBCWDB Case Managers have been trained on how to properly complete an IEP. They understand that the IEP is a living document that requires modifications throughout the start and ending of the services for each participant. The client and the SBCWDB Case Manager will jointly develop the IEP with client. The client will sign the "IEP Signature Page" agreeing to the IEP. The development process of the IEP begins during intake. The following information is completed:

Personal Data, Suitability for WIOA, Career Goals, Alternative Career Goals, Assessment Summary, Education, Basic Skills deficiency is documented, Barriers to Goal, Completion/Intervention, Educational Grants, Sequence of Services, Training Program, Referrals, and Employment History

Supervisor or Program Manager will review the IEP for the initial completion along with File Eligibility Review. Once file is approved, Case Manager will input into CalJOBS, recording proper activities 205. The IEP will be reviewed with the participant at least one time per month and updated accordingly. The IEP must be updated when necessary to reflect any goal changes from the initial plan. The update should be done jointly with the participant. Consistent and constant communication between the case manager and the participant will establish a solid rapport between them and will lend the participant increased success in attaining the goals. Case Management-Progress Form portion of the IEP must be completed to document the Summary of progress in training program and any removal of barriers. In addition, Case notes must document each interaction including the progress of the participant and on-going need. Activities in CalJOBS will document a new service and are now time sensitive. If participant completes training and successful securing employment, Case Manager will ensure completion of the IEP, updating the following on the IEP document:

- A. The outcome portion of Sequence of Services
- B. Unsubsidized Employment
- C. Education- addressing new certificates or credentials received
- D. Case Management-Progress Form
- E. Case Manager will give file to Follow-Up Case Manager.

Follow-Up Case Manager will update the participants Unsubsidized Employment Portion of the IEP document, documenting all quarters of Follow-up. The Supervisor/MIS Administrator will conduct a monthly Quality Assurance review on participant files to ensure completeness of IEP, case notes and activities.

Finding #3: Program Review

Criteria: Title 20 CFR, Chapter V, Part 678, Subpart E, § 678.755(b) states, in part, "The MOU...must contain the following information...Identification of an infrastructure and shared services budget that will be periodically reconciled against actual costs incurred and adjusted accordingly to ensure that it reflects a cost allocation methodology that demonstrates how infrastructure costs are charged to each partner in proportion to its use of the one-stop center and relative benefit received."

Workforce Services Directive (WSD) 18-12, WIOA Memorandums of Understanding, states, in part, "For this MOU process, Local Areas must submit an MOU that addresses shared customers, services, and costs...The WIOA requires that every MOU contain an assurance that they will be reviewed and updated at least every three years. It is also required that the IFAs and Other System Costs Budgets be reviewed annually and if any substantial changes have occurred, be amended. The reviews should be ensuring accurate, up-to-date information regarding funding, delivery of services, additional partners, and any changes in the signatory official of the Local Board, CEO, or AJCC partners. In order to allow for state monitoring and policy development, all MOUs shall be effective on the same three-year schedule starting on July 1, 2019...Attachments are available on the internet...Sample MOU Template...Sample IFA and Other System Costs Template."

Corrective Action: The SBCWDB must provide CRO a CAP, including a timeline, to review its MOU, IFA and Other Shared Costs budget and obtain signatures from all partners. The review should ensure that the MOU/IFA includes accurate, up-to-date information regarding funding, delivery of services, additional partners, and any changes in the signatory office of the Local Board, CEO, or AJCC partners. The SBCWDB must provide CRO a copy of the signed, revised MOU, IFA, and Other Shared Costs budget upon completion.

Corrective Action Plan: SBCWDB has been compliant with this requirement as was submitted prior to our representative. Attached is the required MOU/IFA.

Finding #4: Program Review

Criteria: Title 20 CFR, Chapter V, Part 677, Subpart C, § 677.205(a) states, in part, "Each local area in a State under WIOA title I is subject to the same primary indicators of performance for the core programs for WIOA title I...that apply to the State." Title 20 CFR, Chapter V, Part 677, Subpart F, § 677.240 states, in part, "States must...ensure that they submit complete annual performance reports that contain information that is valid and reliable." The EDD's WSD 19-06, CalJOBSSM Activity Codes, states, in part "The use of activity codes has a direct relationship to federal reporting and WIOA performance indicators, and should be evaluated closely to ensure the service provided aligns with the definition of the activity code selected for entry into CalJOBS...To ensure the EDD reports accurate data to the DOL, each CalJOBS activity code's definition was closely reviewed to ensure the definition clearly reflected the intent behind the service provided, and met the requirements of the program(s)...Supportive

services should be entered in CalJOBS and tracked based on Local Area policy...Most activity codes have been set to a one day service."

The EDD's WSD 19-03, Performance Guidance, states, in part, "The WIOA strives to ensure federal investments in employment and training programs are evidence-based, data-driven, and accountable to participants and tax-payers. One way WIOA strives to accomplish this is by requiring the core programs to report on common performance indicators...All performance measures (for both participants and employers) are quantified by the data that is entered into CalJOBS. Therefore, it is mandatory that all performance related data (e.g., activity codes, MSGs, credentials, etc.) are entered accurately."

Corrective Action: The SBCWDB must provide CRO a CAP, including a timeline, to: (1) ensure that all participants who receive a supportive service or incentive payment are enrolled in the appropriate activity code in CalJOBSSM, (2) ensure that the supportive service or incentive payment activity code reflects the actual date the participant received the service or payment, and (3) review all active case files and, if the participant has received a supportive service or incentive payment, enroll that participant into that activity.

Corrective Action Plan: SBCWDB Staff have been trained to properly input Supportive Services Activity codes in CalJOBS. Case Manager processes a reimbursement payment in the form of a live check to the participant from our County Auditor's department. Case Manager will input the appropriate activity code into CalJOBS with the actual date of receiving the live check using the date as the start and end date. Detailed Case notes will be documented along with the appropriate activity, Case Manager will case note clearly and summarize the activity being documented so that it may be understood by anyone reviewing the note. Case Manager will make a copy of the check and kept in the participant's file. The check will either be mailed or picked up depending on the agency's policy. In addition, Case Manager will print out updated CalJOBS activity sheet along with case notes and will be stored into the participant's file. Case Manager will then give participant's file to Supervisor/MIS Administrator for review to ensure proper documentation into the CalJOBS system.

The Supervisor/MIS Administrator will conduct a monthly Quality Assurance review on participant files to ensure completeness of Supportive Services payments, case notes and activities.

Finding #5: Program Review

Criteria: Title 20 CFR, Chapter V, Part 681, Subpart C, § 681.420(d-e) states, in part "Local WDBs must ensure that WIOA youth service providers meet the referral requirements...for all WIOA youth participants including...Referring these participants to appropriate training and educational programs that have the capacity to serve them on a sequential or concurrent basis...If a youth applies for enrollment in a program of workforce investment activities and either does not meet the enrollment requirements for that program or cannot be serviced by that program, the eligible training provider of that program must ensure that the youth is referred for further assessment, if necessary, or referred to appropriate programs to meet the skills and training needs of the youth."

Department of Labor's Training and Employment Guidance Letter 08-15 states, in part, that "'states and local areas may spend up to 100 percent of their local area youth funds on OSY if they choose.' However, states and local areas should keep in mind the requirement in WIOA Section 129(c)(3)(B) that each eligible

provider of a program of youth workforce investment activities shall ensure that an eligible applicant who does not meet the enrollment requirements of the particular program or who cannot be served shall be referred for further assessment, as necessary, and referred to appropriate programs. States and local areas must ensure that those eligible youth, including ISY, that are not enrolled in the program are appropriately referred to alternative programs.”

Corrective Action: The SBCWDB must provide CRO a CAP, including a timeline, to document the referral process that is used to refer eligible youth, who cannot be served in SBCWDB WIOA youth program, to appropriate alternative programs.

Corrective Action Plan: SBCWDB has been utilizing the referral process as identified in the current MOU since July 1, 2019. A universal referral form has been created by all AJCC partners during on-going monthly Partner’s meetings. All AJCC Partners received training on proper completion of the form. This form is utilized to refer any/all clients to appropriate alternative programs. Enclosed is a copy of the form utilized by all AJCC partners.

Finding #6: Program Review

Criteria: Title 2 CFR, Chapter II, Part 200, Subpart E, § 200.400(a) states, in part, “The application of these cost principles is based on the fundamental premises that...The non-Federal entity is responsible for the efficient and effective administration of the Federal award through the application of sound management practices.”

Title 2 CFR, Chapter II, Part 200, Subpart E, § 200.403(g) states, “Except where otherwise authorized by statute, costs must meet the following general criteria in order to be allowable under Federal awards...Be adequately documented.”

Title 20 CFR, Chapter V, Part 680, Subpart C, § 680.340(a) states, “Training services, whether under ITAs or under contract, must be provided in a manner that maximizes informed consumer choice in selecting an eligible training provider.”

Corrective Action: The SBCWDB must provide CRO a CAP, including a timeline, to revise the ITA to include the participant’s signature demonstrating that the participant has been informed of what is included in the final agreement.

Corrective Action Plan: Since the implementation of WIOA in 2014 and during annual Compliance Review monitorings, SBCWDB was never made aware of this potential finding. SBCWDB will request Technical Assistance from our Regional Advisor on this issue. Modification to our existing contract to include the participant’s signature will require review from our Legal Counsel and final ratification of said agreement by the Board of Supervisors.

Finding #7: Program Review

Criteria: Title 20 CFR, Chapter V, Part 681, Subpart B, § 681.210 states, in part, “An OSY is an individual who is...Not attending any school...Not younger than 16 or older than 24 at time of enrollment...and...One or more of the following...A recipient of a secondary school diploma or its recognized equivalent who is low-income individual and is either basic skill deficient or an English

language learner.” The WSD 15-14, WIOA Adult Program Priority of Service states, in part, “self-attestation is not to be used as the primary method of gathering documentation to verify data elements. Self-attestation as a documentation source is only to be used when the preferred options of paper documentation or third-party corroboration are not available.” adequately documented.”

Corrective Action: The SBCWDB must provide CRO a CAP, including a timeline, to ensure that self-attestation is not used as the primary method to verify a participant’s receipt of a secondary school diploma or its equivalent.

Corrective Action Plan: SBCWDB Staff are trained to request secondary school diploma or its equivalent. Self-Attestation is not used as a primary method to verify participant’s receipt of a secondary diploma or its equivalent. In fact, it is used as a last resort if the participant isn’t able to provide or locate.

SBCLWDA uses a Pre-Application Questionnaire to identify school status. In addition, clients receive a List of “Required Documents” during the WIOA Welcome Orientation process. The form requests that client provide a copy of their GED or High School Diploma or Transcript.

When approved application is entered into CalJOBS, the following options for verification are allowed with both the highest education level completed and school status verification options are available:

CalJOBS Highest Education Level Completed Verification:
Other applicable Documentation, (specify)

CalJOBS School Status Verification:
School Records
Attendance
Drop-out Letter
Applicant Statement or attestation
Documentation in Case File

Again, thank you for taking the time to conduct this monitoring. SBCWDB will ensure to address the areas of concern, maintain open communication, and provide the best services to the most in need community members. Should there be any questions, I may be reached at (831) 637-9293.

Sincerely,



Enrique Arreola
Deputy Director

CC: Vivian Estrada, Regional Advisor

**Pre-Application Questionnaire
Self-Appraisal
Please fill out application completely**

Name					
Home Address		City			Zip
Mailing Address		City			Zip
Are you currently homeless?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Phone Number	-	-	Cell Number	-	-
Message Number	-	-	E-Mail		
Social Security #	-	-	Age		Date of Birth / /
Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Do not wish to answer				
Males 18 years and older, are you registered with the Selective Service?					<input type="checkbox"/> No <input type="checkbox"/> Yes
Selective Service Registration # (males only)					
Citizenship	<input type="checkbox"/> Citizen of U.S.A		<input type="checkbox"/> Alien with work authorization		
			Alien card #		
			Expiration Date		
Ethnicity	<input type="checkbox"/> Black (not Hispanic)		<input type="checkbox"/> Hispanic		<input type="checkbox"/> White (not Hispanic)
<input type="checkbox"/> Other not listed (please indicate):					
<u>Please answer all of the following questions honestly</u>					
The following questions will help us to determine:					
<ul style="list-style-type: none"> • If you are eligible for WIOA programs. • If WIOA programs can serve your job training needs. • If another agency / program can better serve your training needs. 					
1. Have you ever enrolled in a job training program before? (including JTPA/WIA/WIOA program)				<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. If yes, When, Where and What program					
3. What County did you attend the program?					
4. Did you complete?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	If no, Why?	
Are you a veteran of a U.S. military service? <input type="checkbox"/> No <input type="checkbox"/> Yes, please complete the following					
Date and type of discharge					
Branch of service					
Length of service					

5. Are you currently working?		<input type="checkbox"/> Yes, Where:	
		<input type="checkbox"/> No, Date last worked:	
6. Are you or your family currently receiving TANF (AFDC/Cash Aid)?			<input type="checkbox"/> Yes <input type="checkbox"/> No
		Worker #	
7. Have you received TANF for 36 months (3 yrs.) out of the last 60 months (5 yrs.)?			<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Are you or your family currently receiving food stamps?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Worker #			
9. Have you or your family received food stamps within the past 6 months?			<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Are you currently a Cal-Learn program participant?			<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Are you currently a CalWorks program participant?			<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Have you participated in CalWorks within the past six months?			<input type="checkbox"/> Yes <input type="checkbox"/> No
13. Are you a foster child?			<input type="checkbox"/> Yes <input type="checkbox"/> No
14. Are you a fluent in another language?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what language?			
15. Are you or a family member a Migrant Seasonal Farm Worker?			<input type="checkbox"/> Yes <input type="checkbox"/> No
16. Are you a Seasonal Worker?			<input type="checkbox"/> Yes <input type="checkbox"/> No
17. Have you ever been fired from a job?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, reason for firing			
18. Has alcohol / drug use ever interfered with working or gotten you fired?			<input type="checkbox"/> Yes <input type="checkbox"/> No
19. Have you ever been convicted of a crime? (other than a minor traffic violation)			<input type="checkbox"/> Yes <input type="checkbox"/> No
20. List convictions dates		<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor	
21. Offense			
22. Do you have any upcoming legal appointments or court activities?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please explain			
23. Do you think these appointments might conflict with your training or post-employment follow-up period?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please explain			
24. Do you have to pay any child support?			<input type="checkbox"/> Yes <input type="checkbox"/> No
25. Are you current on your child support payments?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, please explain			

26. What is your main source of transportation? (car, rides, bus, etc.)			
27. What is your backup transportation?			
28. Do you have a valid California driver's license? Class? <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C		<input type="checkbox"/> Yes <input type="checkbox"/> No	
29. Do you have car insurance?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
30. Do you need to arrange childcare in order to attend classes or work?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, ages of children requiring care			
31. Do you rent or own your home?		<input type="checkbox"/> Own <input type="checkbox"/> Rent	
32. Do you foresee any changes to your housing situation within the next 6 months to 1 year?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please explain			
33. What is the highest education (grade) you have completed?			
Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, what year?			
Last high school attended		Date	
Colleges attended		Date	
Courses Taken		Date	
Vocational schools attended		Date	
Degrees, Certificates, Occupational Licenses (make sure they are listed on your resume):			
34. What specific goals have you set for yourself in the future?			
In one year			
In three years			
In five years			
35. In the past month, what type of job search activities have you been involved with? (check all that apply)			
<input type="checkbox"/> Checked newspaper want ads	<input type="checkbox"/> Told family/friends that you are looking for work		
<input type="checkbox"/> Wrote a resume	<input type="checkbox"/> Turned in job applications? How many? _____		
<input type="checkbox"/> Registered with CalJobs	<input type="checkbox"/> Considered attending classes for further job training		
<input type="checkbox"/> Explored military opportunities	<input type="checkbox"/> Researched various job opportunities?		
<input type="checkbox"/> Contacted private employment agencies?	<input type="checkbox"/> Obtained references/letters of recommendations?		
<input type="checkbox"/> Attended Job Fairs?	<input type="checkbox"/> Social Media?		
<input type="checkbox"/> Created LinkedIn?	<input type="checkbox"/> Contacted Potential Employers?		

36. If you had the choice, what type of job would you most like to do?	
1 st choice	
	What are the main reasons for your 1 st choice particular job/occupation:
2 nd Choice	
3 rd Choice	
37. For your 1st choice, what do you know about this occupation?	
Job Duties:	
Entry level pay range:	
Working conditions:	
Education needed:	
38. 2 nd choice	
39. 3 rd choice	
40. WIOA training programs may last up to one year. How will you support yourself/your family if you enter training? (example: TANF/AFDC, UIB, working spouse, etc.)	
41. Do you need a job now? <input type="checkbox"/> Yes <input type="checkbox"/> No Why?	
42. Are you willing to attend a training program for 1-12 months before getting a job? <input type="checkbox"/> Yes <input type="checkbox"/> No	
43. Who in your support system is encouraging your decision to enter a training program? (family / friends)	
44. Who in your support system is discouraging you from entering a job training program?	
45. What activities or appointments do you have coming up within the next six months that would interfere with your training?	

46. **List the machinery, tools and / or office equipment you can operate:**

47. **Describe any additional experience, volunteer work, or hobbies you have that relate to a job or occupation:**

48. **List family members living in your household (include parents, children, spouse)**

<u>Name</u>	<u>Relationship</u>	<u>Age</u>	<u>Income</u>
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$

49. **Family income: Are you or any family member receiving (or have you or any family member received during the past six months) any of the following types of income:**

<input type="checkbox"/>	Salary/wages	<input type="checkbox"/>	Temporary Assistance for Needy Families (TANF)
<input type="checkbox"/>	Child Support		Case Worker's number or name
<input type="checkbox"/>	Social Security (SSA)	<input type="checkbox"/>	Unemployment Insurance Benefits (UIB)
<input type="checkbox"/>	Retirement/Pension	<input type="checkbox"/>	Pell Grant
<input type="checkbox"/>	Supplemental Security Income (SSI)	<input type="checkbox"/>	Scholarships / Fellowships/Educations Grants
<input type="checkbox"/>	Other		

50. If you are supported by your parents, please list below where they have worked in the last six months:			
Father:			
Mother:			
51. Have you ever worked under the table (cash)?			<input type="checkbox"/> Yes <input type="checkbox"/> No
52. Which of the following do you think will make it hard for you to get a job?			
<input type="checkbox"/>	Language Barrier	<input type="checkbox"/>	School Drop Out
<input type="checkbox"/>	Limited Education or Training	<input type="checkbox"/>	Ex-Offender, or subject to Juvenile or Adult Justice System
<input type="checkbox"/>	Limited Transportation	<input type="checkbox"/>	Homeless, runaway, in foster care or aged out of foster care
<input type="checkbox"/>	Limited Work History/ Experience	<input type="checkbox"/>	Other: _____
<input type="checkbox"/>	No Childcare		

Employment History

List all job that you have had either paid or volunteered, **STARTING WITH THE MOST RECENT JOB**. Use additional sheets if needed. Please document to match with your resume.

1.	Employer (Company) _____		Phone# _____
	Address _____		Zip _____
	City _____		
	Job Title _____	Wage per hour	\$ _____
	Dates of employment ____ / ____ / ____ to ____ / ____ / ____		Hours per week _____
	Duties (be specific) _____		
Reason for leaving _____			

2.	Employer (Company) _____		Phone# _____
	Address _____		Zip _____
	City _____		
	Job Title _____	Wage per hour	\$ _____
	Dates of employment ____ / ____ / ____ to ____ / ____ / ____		Hours per week _____
	Duties (be specific) _____		
Reason for leaving _____			

3. **Employer**
(Company) _____

Address _____ **Phone#** _____

City _____ **Zip** _____

Job Title _____ **Wage per hour** \$ _____

Dates of employment ____ / ____ / ____ to ____ / ____ / ____ **Hours per week** _____

Duties (be specific)

Reason for leaving

4. **Employer**
(Company) _____

Address _____ **Phone#** _____

City _____ **Zip** _____

Job Title _____ **Wage per hour** \$ _____

Dates of employment ____ / ____ / ____ to ____ / ____ / ____ **Hours per week** _____

Duties (be specific)

Reason for leaving

5. **Employer (Company)** _____

Address _____ **Phone#** _____

City _____ **Zip** _____

Job Title _____ **Wage per hour** \$ _____

Dates of employment ____ / ____ / ____ to ____ / ____ / ____ **Hours per week** _____

Duties (be specific) _____

Reason for leaving

6. **Employer (Company)** _____

Address _____ **Phone#** _____

City _____ **Zip** _____

Job Title _____ **Wage per hour** \$ _____

Dates of employment ____ / ____ / ____ to ____ / ____ / ____ **Hours per week** _____

Duties (be specific) _____

Reason for leaving

List four relatives or friends not living with you:

IT IS VERY IMPORTANT TO INCLUDE PHONE NUMBERS

1.	Name/Relationship	_____
	Address	_____
	City, State, Zip	_____
	Phone Number	() -

2.	Name/Relationship	_____
	Address	_____
	City, State, Zip	_____
	Phone Number	() -

3.	Name/Relationship	_____
	Address	_____
	City, State, Zip	_____
	Phone Number	() -

4.	Name/Relationship	_____
	Address	_____
	City, State, Zip	_____
	Phone Number	() -

Certification:

I certify that all the information given on this questionnaire is true to the best of my knowledge, and I understand that falsification of any item is grounds for termination and may result in action to recover the monies paid to me while participating in the program. I understand that all information provided on this form is subject to verification and hereby authorize release of any related information to the Community Services & Workforce Development. Completion of this questionnaire and/or eligibility for WIOA programs does not create an entitlement to the programs available through the Community Services & Workforce Development.

Applicant's Signature

Date

Workforce Innovation Opportunity Act (WIOA) Programs
Welcome Orientation

Please note, during the COVID-19 Shelter in Place order our office is closed to the public, we are conducting all services virtually via phone, email and Zoom meetings.

If you are seeking services, please follow these steps:

- *Register onto the CalJOBS website: <https://www.caljobs.ca.gov/vosnet/Default.aspx>**
(Instructions are attached)

- *Schedule your WIOA Orientation onto the CalJOBS Website**
(Instructions are attached)
 - You will receive an email confirmation from CalJOBS regarding your scheduled Orientation and Zoom meeting ID information.

- Attend your Orientation via Zoom**
 - You won't be able to attend Orientation if you don't follow the above steps.
 - If you don't receive an email confirmation, please call the agency for assistance.

Your scheduled Orientation date:	
---	--

During the Orientation, we will review available training opportunities and give you an overview of training programs we have to offer, feel free to come with a list of questions you might have.

After you attend the Orientation gather all the required eligibility paperwork starting on **page 2 of this packet.**

You have **5 days** to submit all paperwork to the Workforce Professional.



ADA / Equal Opportunity Employer / Program Auxiliary Aids and Services are available upon request to individuals with disabilities.
TTY access call: (831) 637-3265



If you have any questions on the listed instructions, please don't hesitate to call 831-637-5627 for more clarification.

You have 5 days from your Orientation day to submit the required forms for eligibility. If you fail to submit timely you will have to attend another Orientation to restart the process.



- ❖ To be eligible for training services, you must bring the supporting documentation:
 - Adults, Dislocated Workers and Out of School Youth 16-24 years of age
 - Call us if you have any questions regarding the required documentation

Eligibility Criteria	Acceptable Documentation (only one item is need per section)
<input type="checkbox"/> Citizenship	<input type="checkbox"/> Baptismal Record <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Certificate of Naturalization <input type="checkbox"/> Passport <input type="checkbox"/> Permanent Resident Card
<input type="checkbox"/> Current Picture Identification	<input type="checkbox"/> Driver's License <input type="checkbox"/> Federal, State or Local Government Issued Identification Card <input type="checkbox"/> Identification Card <input type="checkbox"/> School Identification Card
<input type="checkbox"/> Proof of Residence (Street Address): Cannot be a P.O. Box. The document must have your name on it.	<input type="checkbox"/> Postmarked Mail <input type="checkbox"/> Bill <input type="checkbox"/> Rent Receipt
<input type="checkbox"/> Social Security Number	<input type="checkbox"/> Original Social Security Card <input type="checkbox"/> W-2 Form (must contain all 9 numerical digits on form)
<input type="checkbox"/> U.S Work Authorization/Employment Eligibility Verification "List of Acceptable Documents" See attachment	One document from list "A" OR one document from list "B" AND one document from list C. Example: Driver's License AND Social Security Card OR U.S. Passport. All documents must be UNEXPIRED .
<input type="checkbox"/> Selective Services Registration (This section is only for Males 18 or over and must be registered in order to participate in our program).	<input type="checkbox"/> Selective Services acknowledgement letter. <input type="checkbox"/> Form DD-214 "Report of Separation" <input type="checkbox"/> Printout Verification from Selective Services www.sss.gov
<input type="checkbox"/> Individual Status or Family Size	<input type="checkbox"/> Birth Certificate <input type="checkbox"/> Permanent Resident Card <input type="checkbox"/> Marriage Certificate <input type="checkbox"/> Decree of Court <input type="checkbox"/> Divorce Decree <input type="checkbox"/> Public Assistance/Social Services records (Passport to Services)

<input type="checkbox"/> Individual or Family Income- If married include income (Past 6 months, please no W2's as proof of Income). Date _____ to _____ Date Date	<input type="checkbox"/> CalWorks/Cash Aid Benefits <input type="checkbox"/> Child Support <input type="checkbox"/> Disability Benefits Records <input type="checkbox"/> Paycheck Stubs <input type="checkbox"/> Public Assistance/Social Services records (Passport to Services) <input type="checkbox"/> Social Security Benefits Records <input type="checkbox"/> Worker's Comp <input type="checkbox"/> Unemployment Insurance Benefits <input type="checkbox"/> Applicant Statement (Self-Certification if no proof of income is available.)
<input type="checkbox"/> Public Assistance	<input type="checkbox"/> Food Stamps/CalFresh letter of approval <input type="checkbox"/> Social Services Record <input type="checkbox"/> CalWORKS statement of benefits <input type="checkbox"/> San Benito County Passport to Services
<input type="checkbox"/> For Youth ages 16-24 If you are still living with your parents or are being supported by them or have lived with them during the past six months, you must bring in a copy of their most current tax returns.	<input type="checkbox"/> Copy of parent's most current tax returns
<input type="checkbox"/> For Youth ages 16-24 to determine school status.	<input type="checkbox"/> GED or High School Diploma or Transcript
<input type="checkbox"/> Bring an updated Resume	<input type="checkbox"/> Resume included
<input type="checkbox"/> FASFA Notification If interested in education https://studentaid.gov/h/apply-for-aid/fafsa	<input type="checkbox"/> Notification emailed to AJCC Counselor
<input type="checkbox"/> Labor Market Information	<input type="checkbox"/> Form filled out and emailed to AJCC Counselor
<input type="checkbox"/> Pre-Application Questionnaire	<input type="checkbox"/> Questionnaire completed and emailed to AJCC Counselor
<input type="checkbox"/> DMV Printout- only if interested in Truck Driving Education	<input type="checkbox"/> Copy sent to AJCC Counselor
<input type="checkbox"/> Assessments (TABE and Eureka testing) Scheduled	<input type="checkbox"/> Call to schedule 831-637-5627 or schedule onto CalJOBS, instructions are included.

* High school diploma or equivalent received: Yes No

* Highest education level completed:

* Verify: [[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]

Highest EduLevel Completed Verification

Other Applicable Documentation, (specify)

Reset

The School Status prompt below may be system-set or selections may be limited based on responses to questions above.

* School Status:

* Verify: [[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]
 Documentation in Case File

School Status Verification

- School records
- Attendance
- Drop-out letter
- Applicant statement or attestation
- Documentation in Case File
- Other Applicable Documentation, (specify)

Reset



**SAN BENITO COUNTY
 WORKFORCE DEVELOPMENT BOARD (WDB)
 PRIVATE SECTOR REPRESENTATIVES
 MEMBERSHIP ROSTER**

NAME & TITLE	Alternate	AGENCY	PHONE & E-Mail	TERM EXP.
1. Bianchi, Richard Ranch Manager Board Chair		Sabor Farms 7060 Lovers Lane Hollister, CA 95023	(831) 682-8302 richard@saborfarms.com	1/14/23
2. Fisher, Mike Owner		Fisher's Catering 888 Monterey St Hollister, CA 95023	(831) 245-5951 Mfisher1@sbhdsd.k12.ca.us	11/9/24
3. Frowein, Chuck Owner/Operator		Grillin & Chillin Alehouse 401 McCray St Hollister, CA 95023	(707) 580-2555 e-mail: Chuck@relaxgrillinchillin.com	5/10/22 pending
4. Giancola, Shelley HR Manager		Casa de Fruta 10021 Pacheco Pass Hwy Hollister, CA 95023	(831) 902-7709 shelley@casadefruta.com	7/9/22
5. Para, Karen Broker Associate Secretary		Intero Real Estate Services 800 San Benito Street, Suite C Hollister, CA 95023	(831) 905-3790 Cellular karen@karenpara.com Ethics Expires 02.13.20	10/08/22
6. Sanchez Turner, Lizz Owner		Empowered Solutions & Concepts, LLC PO Box 14 San Juan Bautista, 95045	(831) 207-9017 lizzturner@live.com	08/10/24
7. Fernandez, Rosa, CEO & President		San Benito Health Foundation 351 Felice Dr Hollister, CA 95023	(831) 245-6577 rvfernandez@sanbenitohealth.org	5/10/22 Pending
8. VACANT				
9. VACANT				
10. VACANT				
11. VACANT				

Ethics training can be completed at: <http://localethics.fppc.ca.gov/login.aspx>



**ADA / Equal Opportunity Employer / Program Auxiliary Aids and Services are available upon request to individuals with disabilities.
 Some conditions may apply. For TTY access call: (831) 637-3265**



**SAN BENITO COUNTY
WORKFORCE DEVELOPMENT BOARD (WDB)
PUBLIC SECTOR REPRESENTATIVES
MEMBERSHIP ROSTER**

NAME & TITLE	ALTERNATE	AGENCY	PHONE & E-Mail	TERM EXP.
12. Alarid, Kristi Director		HOPE Services 650 San Benito Street Suite 120 Hollister, CA 95023	(831) 637-8283 ext. 6885 kalarid@hopeservices.org	12/10/22
13. Bobsin, Kendra Resource & Referral Coordinator WDB Treasurer		Go Kids, Inc. Childcare Info. & Referral Svcs. 1101 San Felipe Road, Suite D Hollister, CA 95023	637-9205-w kendrab@gokids.org	05/12/23
14. Bradford, Duane Supervisor		Dept. of Rehabilitation 8060 Santa Teresa Blvd, Ste 200 Gilroy, CA 95020	(408) 846-8576 Bradford@dor.ca.gov <small>Ethics Expires 06.26.20</small>	02/09/24
15. Brown, Randy Gavilan College – Resigned 6/30/22		Gavilan College 5055 Santa Teresa Blvd. Gilroy, CA 95020	(408)848-4847 rbrown@gavilan.edu	02/09/24
16. Adams, Lamont Business Manager		IBEW234 10300 Merritt St Castroville, CA 95012	(831)731-0927 lamont@ibew234.org	07/14/23
17. Leonard, Michelle CEO Chamber of Commerce		243 Sixth Street, Suite 100 Hollister, CA 95023	(831) 245-6044 ceo@sanbenitocountychamber.org	7/9/22
18. Leonor, Nelson Employment Program Manager	James Dion (EDD Employment Program Manager II, Alternate Cluster Manager) james.dion@edd.ca.gov	Employment Development Department 1972 Eisenhower Dr Santa Clara, CA 95054	(408) 216-6111 nelson.leonor@edd.ca.gov	5/10/22 pending

19. Reese, Scott Labor Union Representative		Local393 Steamfitters 6150 Cottle Road. San Jose, CA 95123	(408)614-1757 scott@local393.org	10/12/24
20. Rodriguez, Jose Assistant Project Manager		Sunnyslope County Water District 3570 Airline Hwy Hollister, CA 95023	(831)524-0382 jose@sscwd.org	10/08/22
21. Rubacalva, Lupe Deputy Director		Health & Human Services Agency 1111 San Felipe Road, Suite 207 Hollister, CA 95023	lrbacalva@cosb.us (831) 630-5146	06/08/24

Ethics training can be completed at: <http://localethics.fppc.ca.gov/login.aspx>

STAFF:

Arreola, Enrique Deputy Director	CSWD 1161 San Felipe Road Hollister, CA 95023	(831) 637-9293 earreola@cosb.us	STAFF HHSA/CSWD
Jacquez, Sylvia Program Manager	CSWD/AJCC 1111 San Felipe Road, Ste. 107 Hollister, CA 95023	(831) 637-5627 sjacquez@cosb.us	STAFF HHSA/CSWD
Anderson, Andi Staff Services Specialist	CSWD 1161 San Felipe Road Hollister, CA 95023	(831) 637-9293 aanderson@cosb.us	STAFF HHSA/CSWD
Soto, Ruby Employment Training Supervisor	CSWD/AJCC 1111 San Felipe Road, Ste. 107 Hollister, CA 95023	(831) 634-0784 ssoto@cosb.us	STAFF HHSA/CSWD

IEP Signature Page

Participant Statement:

I understand and agree with the following:

- The above plan has been developed together with my WIOA counselor
- I am willing and able to complete the training activities in the plan
- All services are subject to availability of funds. Federal law says I do not have legal or entitlement rights to WIOA-funded services; in addition, this Individual Service Strategy does not constitute a contractual obligation for the Community Services & Workforce Development Office to provide services to me.
- (if ages of 16-17 and no diploma or GED) WIOA staff may have offered to me at least two (2) referrals to programs that would allow me to continue my education. I have chosen one of them as part of my career plan.
- (If female) WIOA staff has presented options for Non-Traditional Employment for women and have been encouraged to explore these opportunities.
- I have discussed the local labor market with my WIOA counselor. Using this information, I have chosen a job goal that will likely provide me with a reasonable wage to meet my needs.
- Upon successful completion of training, I will accept a job in the field of training or a related field.
- When I finish training, I can volunteer to help other trainees. Yes No Maybe
- I will cooperate with WIOA staff members regarding follow-up services throughout my participation as a WIOA client
- I will keep my WIOA counselor informed of any changes in my address or telephone number.
- I will keep my WIOA counselor informed of any changes in my personal situation that may make it difficult to continue or complete training. Together we will work to try to solve these difficulties.
- I realize that failure to live up to these responsibilities could affect any future program benefits.

Applicant's Signature

Date

Counselor's Signature

Date

Revised 4/2018



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TTY access call: (831) 637-3265



**Individual Employment Plan (IEP)
San Benito County Department of
Community Services & Workforce Development**

Personal Data

Name		Date
Address		
Phone		Message Phone
Age	Gender F M	Social Security #
Intake / Assessment Staff		

Suitability for WIOA

Recommended for WIOA training / supportive services: <input type="checkbox"/> Yes <input type="checkbox"/> No
Rationale: _____ _____ _____
If not, applicant will be referred to:

Career Goals

Primary Career Goals	D.O.T. Code
Entry Level Wage	Est. Months to achieve goal
Rational for goal selection (check all that apply)	
<input type="checkbox"/> Awareness of job characteristics	<input type="checkbox"/> Availability in local market
<input type="checkbox"/> Awareness of training requirements	<input type="checkbox"/> Educational preparation / certification
<input type="checkbox"/> Stated preference	<input type="checkbox"/> Motivation / commitment
<input type="checkbox"/> Transferable skills	<input type="checkbox"/> Meets participant wage requirements
<input type="checkbox"/> Tested aptitudes	<input type="checkbox"/> Non-traditional employment for women
Comments: _____ _____	

Alternative Career Goals

Alternative Career Goal	D.O.T. Code
Entry Level Wage	Est. Months to achieve goal
Rational for goal selection (check all that apply) <input type="checkbox"/> Awareness of job characteristics <input type="checkbox"/> Availability in local market <input type="checkbox"/> Awareness of training requirements <input type="checkbox"/> Educational preparation / certification <input type="checkbox"/> Stated preference <input type="checkbox"/> Motivation / commitment <input type="checkbox"/> Transferable skills <input type="checkbox"/> Meets participant wage requirements <input type="checkbox"/> Tested aptitudes <input type="checkbox"/> Non-traditional employment for women	
Comments:	

Assessment Summary

TABE (English)						
Reading _____	Math _____	Language _____				
Level D	9	10				
TABE (Spanish)						
Reading _____	Math _____	Math _____				
Level E	M					
Eureka Date taken: _____						
Comments: <u>Please see attached Eureka printout of client results</u>						
WorkKeys	Date of Referral _____	Date Completed _____				
Certificate Level:	BRONZE SILVER GOLD PLATINUM	<table border="1" style="margin: auto;"> <tr><td style="width: 30px; height: 20px;"> </td></tr> <tr><td style="width: 30px; height: 20px;"> </td></tr> <tr><td style="width: 30px; height: 20px;"> </td></tr> <tr><td style="width: 30px; height: 20px;"> </td></tr> </table>				
Core Assessments	Reading for Information	<input style="width: 80px; height: 20px;" type="text"/>				
	Applied Mathematics	<input style="width: 80px; height: 20px;" type="text"/>				
	Locating Information	<input style="width: 80px; height: 20px;" type="text"/>				
	Soft Skills (Talent)	<input style="width: 80px; height: 20px;" type="text"/>				

Education

Highest grade completed													1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	16+
Diploma / GED / None			Year			_____												Place			_____								
College Courses / Degrees			Year			_____												Place			_____								
Vocational / Technical Training			Year			_____												Place			_____								
Certificates / Licenses			Year			_____												Place			_____								
Description of Certificates/License: _____																													

Barriers to Goal Completion/Intervention

Potential Barriers	Service Provider	Date of Referral	Est. Duration
____ Child care			
____ Transportation			
____ Income for training			
____ Housing			
____ Food			
____ Uniform/ Clothing			
____ Health care			
____ Assistance devices / Svcs			
____ Substance abuse			
____ Legal problems			
____ Other			

Comments: _____

Educational Grants

Applicant eligible for Pell Grant?	_____ Yes	_____ No	_____ N/A
Pell Grant Amount \$	_____		
Pell Grant applied to tuition? \$	_____	WIOA amount \$	_____
Other financial assistance available? Explain:	_____		

Sequence of Services

Training Program	Site	Contact / Phone	Date in	Date out	Outcome

Training Program Referrals

Skills Needed	Program	Service Provider	Date of ref.	Estimated Duration
	Computer Enhanced General Education			
	On-the-Job Training			
	Individual Training Account			
	Work Experience			
	Job Search Skills / Workshops			

	Other			
--	-------	--	--	--

Unsubsidized Employment

Job Title	D.O.T. code	Wage
Employer	Contact Person	
Address	City / Zip	
Date began employment	Phone	
Follow up ___ 30 day Date: _____ ___ 1st Quarter Date: _____ ___ 60 day Date: _____ ___ 2nd Quarter Date: _____ ___ 3rd Quarter Date: _____ ___ 4th Quarter Date: _____		
Comments: _____		

Employment History

1. Employer: _____ Title: _____

Duties: _____

RFL: _____ Wage: _____ Hours Worked _____ Dates: _____

2. Employer: _____ Title: _____

Duties: _____

RFL: _____ Wage: _____ Hours Worked _____ Dates: _____

3. Employer: _____ Title: _____

Duties: _____

RFL: _____ Wage: _____ Hours Worked _____ Dates: _____

4. Employer: _____ Title: _____

Duties: _____

RFL: _____ Wage: _____ Hours Worked _____ Dates: _____

5. Employer: _____ Title: _____

Duties: _____

RFL: _____ Wage: _____ Hours Worked _____ Dates: _____

6. Employer: _____ Title: _____

Duties: _____

RFL: _____ Wage: _____ Hours Worked _____ Dates: _____

Case Management - Progress Form

Name: _____ SSN: _____

Review Period Number _____ Date: _____ Reviewed by: _____

Summary of progress in training program: _____

Summary of progress in removing barriers: _____

Modifications to participants ISS: _____

Review Period Number _____ Date: _____ Reviewed by: _____

Summary of progress in training program: _____

Summary of progress in removing barriers: _____

Modifications to participants ISS: _____

WIOA File Eligibility Review Organization

Tab 1	Tab 2	Tab 3	Tab 4	Tab 5	Tab 6	Tab 6 (Cont.)
Case notes	WIOA Application	Workshop Attendance (WEP/OJT Only)	ETPL Printout (ITA's only)	IEP	WIOA Training Referral	*Required Forms Signature Page
Emails	WIOA Application Signature Page	Resume	DMV Printout (ITA's Only Class A/B)	IEP Signature Page	CalWORKS Referral (CalWORKS clients Only)	ADA Compliance Applicant Info.
Letters	Nepotism Form	High School Diploma or GED	Pell Grant Confirmation (ITA's only)	Testing Referral	Client Check off list	Assessment Form CalWORKS Form Customer Satis. Equal Oppt.
	Pre-Application Questionnaire		ITA Expense CAP Form (ITA's only)	TABE	Labor Market information Form	Funding Avail. Grievance Form ITA Expense
SUPPLEMENTAL CASE FILE			Process for ITA Voucher form (ITA's only)	Eureka	Intake/Assessments Activities	Job Training Plan Media Release Non-Traditional
Attachment to WIOA Application				TABE	Client information sheet	Process for ITA Program Follow-Up
Confidential Disability Form					Intake & Assm. Behavior Observation checklist	Release of Info. Steps to Part.
Youth Medical Form					Photo ID	UI Info, Youth Intake
Youth Medical Emergency Form					Social Security card	Youth Work Permit (Under 18)
Doctor's Note					Proof of citizenship	
School IEP (Entire Document)					Verification of family members Proof of address	
Medical/Disability Information					Selective Services	
					Income Worksheet	
					DW Check list	
					DW/Applicant Statements	
					Proof of income documents	
					Public Assistance documents	
Revised 11/10/2021						