



IMPERIAL COUNTY WORKFORCE DEVELOPMENT BOARD

2799 S. Fourth Street - El Centro, CA 92243 - Tel: (442) 265-4974 - Fax: (760) 337-5005

POLICY	ORIGINAL DATE	LAST REVISION
ICWDB WIOA Youth Services Policy	FISCAL YEAR 2014-2015	July 15, 2020

POLICY OVERVIEW:

The purpose of this policy is to provide guidance and procedures regarding the Workforce Innovation and Opportunity Act (WIOA) Title I Youth Service Program in Imperial County. It is to be used by the WIOA Youth Services Provider, Americas Job Center of California (AJCC) and Imperial County Workforce & Economic Development Office (ICWEDO) in the administration of the WIOA Youth Service Program.

REFERENCE:

- WIOA (Public Law 113-128)
- WIOA Section 129 (a) (1) Eligibility Criteria for WIOA Youth Program
- WIOA Section 129 (a) (c), Use of Funds for Youth Workforce Investment Activities
- Employment Development Department WSD17-07 WIOA Youth Program Requirements
- Training and Employment Guidance Letter WIOA NO. 21-16 3rd WIOA Title I Youth Formula Program Guidance
- Title 20 CFR Part 681: "Youth Activities under Title 1 of the WIOA"
- Title 20 United States Code (U.S.C.) Section 1401: Definitions

BACKGROUND

Operational implementation of the WIOA youth program began July 1, 2015, with all provisions taking effect July 1, 2016. The WIOA Section 129 introduced key investments in out-of-school (OS) youth and work experience. Specifically, it increased the minimum OS youth expenditure rate from 30 percent under Workforce Investment Act (WIA) to 75 percent under WIOA, and introduced a 20 percent work experience expenditure requirement. For Imperial County 80 percent of all youth enrollments shall be OS youth who are not younger than age 16 or older than age 24 and 20 percent in-school (IS) youth not younger than 14 or older than age 21. Additionally, WIOA added new program elements, increasing the number of required youth program elements from 10 under WIA to 14 under WIOA.

POLICY:

ORIENTATION

AJCC staff will be responsible for conducting an orientation for all youth participants prior to the intake appointment. The orientation, at a minimum, must include an explanation of services, eligibility process, AJCC facility tour, job boards, community resource board, computer lab, phone bank, etc. The Youth Service Provider will be responsible for an in-depth overview of the WIOA youth services program, activities, incentives, stipends, supportive services etc. Youth participants who were provided an orientation will be asked to sign and date when orientation occurred.

YOUTH ELIGIBILITY CRITERIA

The WIOA Section 129(a)(1) provides new eligibility criteria for the WIOA youth program. To be eligible to participate in the WIOA youth program, an individual must be an OS youth or an IS youth.

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

OS YOUTH ELIGIBILITY

A youth participant's eligibility is determined at intake; therefore, the youth remains eligible for youth services until exited.

To receive OS youth services an individual must meet the following eligibility criteria:

1. Not attending any secondary or postsecondary school (not including Title II Adult Education, Youth Build, Job Corps, high school equivalency programs [exceptions in definitions], non-credit bearing postsecondary classes, dropout reengagement programs or charter schools with federal and state workforce partnerships).
2. Age 16-24 years old.
3. One or more of the following barriers:
 - a. A school dropout.
 - b. A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year quarter.
 - c. A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual **and** is either basic skills deficient **or** an English language learner.
 - d. An offender.
 - e. A homeless individual or a runaway.
 - f. An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under Section 477 of the Social Security Act, or in an out-of-home placement.
 - g. An individual who is pregnant or parenting (custodial and non-custodial parent **including** non-custodial fathers).
 - h. An individual with a disability.
 - i. A low-income individual **who requires additional assistance** to enter or complete an educational program or to secure or hold employment.

IS YOUTH ELIGIBILITY

A youth participant's eligibility is determined at intake; therefore, the youth remains eligible for youth services until exited. In order to receive services as an IS youth, an individual must meet the following eligibility criteria:

1. Attending school, including secondary and postsecondary school.
2. Age 14-21 years old (A youth with disabilities who is in an individualized education program at the age of 22 may be enrolled as an IS youth [TEGL 21-16 and EC 56026]).
3. Low income individual.
4. Meets one or more of the following barriers.
 - a. Basic skills deficient.
 - b. An English language learner.
 - c. An offender.
 - d. A homeless individual or runaway.
 - e. An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under Section 477 of the Social Security Act, or in an out-of-home placement.
 - f. Pregnant or parenting (custodial and non-custodial parent **including** noncustodial fathers).
 - g. An individual with a disability.

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- h. An individual who **requires additional assistance** to complete an educational program or to secure and hold employment.

LOW INCOME

Under WIOA, a youth who receives or is eligible to receive, a free or reduced lunch under the Richard B. Russell National School Lunch Act is considered to be low-income. While the free/reduced lunch low-income category primarily applies to IS Youth, OS youth may also qualify as low income if the youth is a parent living in the same household as a child who receives, or is eligible to receive, free or reduced price lunch based on their income level. **However**, not all youth who receive a free or reduced priced lunch automatically qualify as low income for the WIOA youth program eligibility. *In areas where a school district subsidizes all student meals under the Hunger-Free Kids Act of 2010, the Local Area must base low-income status on an individual student's eligibility to receive free or reduced price lunch or on the youth's ability to meet one of the other low-income categories under WIOA.*

LOW INCOME EXCEPTION

The WIOA maintains a five percent low-income eligibility exception where five percent of Local Area youth participants who ordinarily would need to be low-income do not need to meet the low-income provision. However, because not all OS youth are required to be low-income, the five percent low-income exception under WIOA is calculated based on the five percent of youth enrolled in a given program year who would ordinarily be required to meet the low-income criteria. The five percent low-income exception may include OS youth under eligibility categories 3c and 3i, IS youth, or a combination of both, not to exceed five percent of all WIOA youth participants served in a given program year.

REQUIRES ADDITIONAL ASSISTANCE

For purposes of program eligibility, Imperial County Workforce Development Board's definition of "youth who require additional assistance" – is defined as an individual who requires additional assistance or has serious barriers to employment to complete an educational program or secure and hold employment or is one who in addition to meeting the income and age eligibility criteria, also meets one or more of the following barriers listed below:

- Have repeated at least one secondary grade level or are one year over age for grade;
- Have a core grade point average of less than 1.5;
- For each year of secondary education, are at least two semester credits behind the rate required to graduate from high school;
- Are previous dropouts or have been suspended five or more times or have been expelled;
- Have received court/agency referrals mandating school attendance;
- Are deemed at risk of dropping out of school by a school official
- Are emancipated youth;
- Have aged out of foster care;
- Resides in a non-traditional family setting (i.e., single parent, lives with guardian, latchkey, domestic partners, etc.);
- Have been referred to or are being treated by an agency for a substance abuse related problem;
- Have experienced recent traumatic events, are victims of abuse, or resides in an abusive environment as documented by a school official or other qualified professional.
- Have serious emotional, medical or psychological problems as documented by a qualified professional.
- Parents have a history of chronic unemployment, including living in a family on long-term public assistance;
- Member of a seasonal farm worker family;

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- Resides in a High Intensity Gang Activity Area (HIGAA), according to the Department of Justice (DOJ) and designated by the State of California;
- Child of incarcerated parents; ▪ Court involved youth or at-risk of involvement;
- Have never held a job (applies to OS youth);
- Have been fired from a job within the 12 months prior to program application (applies to OS youth).
- Have never held a full-time job for more than 13 consecutive weeks (applies to OS youth)

FOURTEEN (14) YOUTH PROGRAM ELEMENTS

The youth service provider staff will determine which of the following services a youth participant receives based on the participant's objective assessment and Individual Service Strategy (ISS).

1. Tutoring, study skills training, instruction and dropout prevention,
2. Alternative secondary school services, or dropout recovery services, as appropriate;
3. Paid and unpaid work experiences,
4. Occupational skill training,
5. Education offered concurrently with workforce preparation and training for a specific occupation or occupational cluster;
6. Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors;
7. Supportive services
8. Adult mentoring,
9. Follow-up services for not less than 12 months after the completion of participation;
10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth;
11. Financial literacy education such as budgeting;
12. Entrepreneurial skills training to expose students to the skills and knowledge necessary to support self-employment, small business ownership, and entrepreneurship;
13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and
14. Activities that help youth prepare for and transition to post-secondary education and training.

INCENTIVES FOR YOUTH

Incentives are allowable for WIOA Youth participants only. Incentives are payments that are based on a participant's attendance, recognition, achievement and/or performance. The milestones allowable for incentive payments must be documented and must correspond to the 14 – Program Elements for Youth Programs. For incentive payments, staff must have copies of awards of attainments such as certificates or diplomas or other documentation verifying successful completion of the activity. The justification for awarding incentives shall be defined in the youth's individual service strategy (ISS). Case notes must document why the incentive was provided, the amount of the incentive, and the date the participant received the incentive.

WORK EXPERIENCE:

The WIOA places a priority on providing youth with occupational learning opportunities through work experience. Work experience provides in-school and out-of-school youth an invaluable opportunity to develop work place skills. Work experience activities will be a priority service, including but not limited to summer jobs, year-round employment, pre-apprenticeships, on-the-job training, internships, and job shadowing, in order to help youth participants obtain gainful work experience.

- All work experience activities must be completed during the specified program year.

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- The maximum number of work experience hours per OS participant will be up to 400.
- The maximum number of second work experience hours per participant will be up to 400.
- The maximum number of work experience hours per IS participant will be up to 250.
- The maximum number of second work experience hour per participant will be up to 250.

The required academic and occupational education (workforce preparation activities, basic academic skills, and hands-on occupational skills training) must be taught within the same time frame and connected to training in a specific occupation, occupational cluster, or career pathway.

Based on WIOA reauthorization funding availability, appropriate youth incentives/stipends and limitations for academic and occupational education include some of the following services with successful completion for each activity (but not limited to):

- Tutoring - \$75
- Educational Activities/ Workshops - \$75
- Community Service \$75
- Work Readiness/Customer Service Academy - \$100
- Vocational Training and other certifications/credentials \$32,000
- Field Trips - \$8,000
- Leadership Activities - \$75
- Supportive Services - \$10,000
- Follow-up - \$120
- Other incentives - \$100 may include passing GED, entering post-secondary school, obtaining an occupational skills certificate, National Career Readiness Certificate (NCRC), unsubsidized employment, and/or high school diploma.
- Youth Committee attendance - \$25

In the event of a local, state or federal emergency declaration, a program participant's time commitment, stipend structure, and/or work experience terms may be modified at the discretion of the ICWED Director.

Under emergency situations, a digital signature is considered a valid signature. The client's original/digital signature on their program application will be validated by the site supervisor and all additional documentation. The site supervisor will be required to initial all applicable forms confirming the individual's signature is valid.

INCENTIVES FOR YOUTH

Incentives are allowable for WIOA Youth participants only. Incentives are payments that are based on a participant's attendance, recognition, achievement and/or performance. The milestones allowable for incentive payments must be documented and must correspond to the 14 –Program Elements for Youth Programs.

For incentive payments, staff must have copies of awards of attainments such as certificates or diplomas or other documentation verifying successful completion of the activity. The justification for awarding incentives shall be defined in the youth's individual service strategy (ISS) Case notes must document why the incentive was provided, the amount of the incentive, and the date the participant received the incentive.

REFERRALS FOR INELIGIBLE YOUTH

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

The AJCC and WIOA Youth Service Provider will be responsible for providing **ineligible youth** with information on other resources and making documented appropriate **referrals** to other programs and services.

DEFINITIONS

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

Adult Education – academic instruction and education services below the postsecondary level that increases an individual’s ability to: read, write, and speak in English, and perform mathematics or other activities necessary for the attainment of a secondary school diploma or its recognized equivalent; transition to postsecondary education and training; and obtain employment (WIOA Section 203).

Alternative School – an alternative school is a type of school designed to achieve grade-level (K12) standards and meet student needs (EC Section 58500). Examples of alternative schools include, but are not limited to, continuation, magnet, and charter schools. If the youth participant is attending an alternative school at the time of enrollment, the participant is considered to be in-school.

Attending School – an individual is considered to be attending school if the individual is enrolled in secondary or postsecondary school. If a youth is between high school graduation and postsecondary education, the youth is considered an In-School (IS) youth if they are registered for postsecondary education, even if they have not yet begun postsecondary classes. However, if the youth registers for postsecondary education, but does not follow through with attending classes, the youth is considered Out-of-School (OS) youth if the eligibility determination is made after youth decided not to attend postsecondary education. Youth on summer break are considered IS youth if they are enrolled to continue school in the fall (TEGL 21-16).

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

- WIOA Title II Adult Education, Youth Build, Job Corps, high school equivalency program, or dropout re-engagement programs. (A youth attending a high school equivalency program funded by the public K12 school system who is classified by the school system as still enrolled in school are the exception; the youth would be considered an IS youth (Title 20 CFR Section 681.230).
- Non-credit bearing postsecondary classes only (TEGL 21-16).
- A charter school program that provides instruction exclusively in partnership with WIOA, federally-funded Youth Build programs, federal Job Corps training or instruction, California Conservation Corps, or a state certified local conservation corps (in alignment with EC Section 47612.1).

Offender – An adult or juvenile subject to any stage of the criminal justice process or an adult or juvenile who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or convictions or for whom services under WIOA may be beneficial (WIOA Section 3[38]).

Postsecondary School – California community colleges, and accredited public and private universities (EC Section 66010).

School – any secondary or postsecondary school (Title 20 CFR Section 681.230). These include, but are not limited to, traditional K-12 public schools and private schools (e.g., continuation, magnet, charter, and home).

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

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

OVERSIGHT AND MONITORING

ICWEDO Program Compliance Coordinators shall monitor WIOA youth service program activities and work experience worksite as described in the youth service program contract, work experience agreement and Youth Program Services Request For Proposal. Compliance Coordinators shall ensure compliance with applicable fiscal requirements and federal/state and local policies and regulations as well as the work experience and performance goals being met by all parties.

ACTION

This policy supersedes the Youth component of WIOA Youth Adult and Dislocated Worker Eligibility and Priority of Services Policy. Please bring this policy to the attention of ICWDB, AJCC system staff and appropriate WIOA funded service providers and sub-recipients. This policy is effective immediately. All submitted forms are live documents and subject to change according to local, State, and Federal needs. Once the forms and exhibits pertaining to this policy are approved by the ICWDB, they will not require board approval if other changes occur, unless the change affects protocols. Should you have any questions, please feel free to contact ICWDB staff at (442) 265-4974, (442) 265-4959, (442) 265-4955 or the Program and Compliance Manager (442) 265-4963.

WORK EXPERIENCE WORKSITE AGREEMENT

The following individual has been identified to participate in a Work Experience activity through the Imperial County Workforce & Economic Development (ICWED) WIOA program.

Participant's Name

State ID

This document is intended to explain the Work Experience activity and clarify expectations of the Worksite Supervisor and Participant, should he or she be placed in the activity at the identified Worksite.

Name of Worksite

Work Experience:

The Work Experience activity is a service provided for WIOA Adults, Dislocated Workers, and Youth program participants that:

- I. *Is a planned, structured learning experience;*
- II. *Takes place in a workplace;*
- III. *Is set for a limited period of time;*
- IV. *Is paid only for actual hours worked up to 40 hours per week (pay for holidays or overtime is not allowed);*
- V. *Is designed to promote the development of good work habits and basic work skills*
- VI. *May be in the private for profit sector, non-profit sector, or the public sector;*
- VII. *May be paid or unpaid; and,*
- VIII. *Is covered under workers compensation by ICWED.*
- IX. *Is **not** eligible **nor** qualifies for Unemployment Insurance Compensation benefits upon completed.*

This Work Experience activity will begin on _____ (WEX – Start Date) and is estimated to be completed on _____ (Estimated Completion Date). The participant may not begin the work (experience) until the Worksite Host providing the WEX has reviewed this document and its contents with the worksite supervisor and the participant. The Worksite Host will also provide an orientation to the employee as well as direction on duties, evacuations, emergency protocols and any other relevant information.

This Work Experience activity is a paid activity at the rate of \$_____. _____ Per hour to be paid by ICWED. The rate of pay shall be the current minimum wage or the prevailing wage for the occupation, whichever is appropriate. If the prevailing wage is used, research and documentation shall be provided and added to the participant file as justification. The first pay date for this activity is _____.

WORKSITE SUPERVISOR shall:

- I. *Provide adequate direction and supervision for the participant and ensure sufficient work to occupy participant during the scheduled working hours;*
- II. *the Notify ICWED of any changes to the required hours and work necessary to be performed by the*

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- participant in order to evade any terminations due to lack of work;*
- III. *Provide a copy of its policy to the participant covering any specific rules or regulations by which the participant is expected to abide at the worksite;*
- IV. *Assure that appropriate standard for health and safety will be maintained, including but not limited to adherence to both federal and state Child Labor Laws and ensure a drug- free workplace;*
- V. *Follow the nondiscrimination and equal opportunity provisions found in Section 188 of WIOA and 29 CFR Part 38 which prohibits discrimination on the basis of race; color; religion; sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity); national origin (including LEP); age; disability; political affiliation or belief; or; for beneficiaries, applicants, and participants only, on the basis of citizenship status or participation in a WIOA Title I – financially assisted program or activity.*
- VI. *Not subcontract the Work Experience position to a third party and maintain that the worksite host will be the sole provider of the training.*

ICWED shall:

- I. *Ensure that the worksite host and participant are provided a WIOA worksite orientation prior to the start date of the participant on the worksite;*
- II. *Ensure that the work experience will be conducted in a safe and sanitary work environment;*
- III. *Be required to ensure there will be adequate supervision by qualified worksite supervisors;*
- IV. *Be required to monitor the participant’s progress in correlation to the participant’s employability development plan and conditions of the Work Experience activity.*
- V. *Provide counseling to the participant who may be experiencing unsatisfactory performance.*

MISCELLANEOUS

The Imperial County Workforce and Economic Development, as the Employer of Record, covers the Work Experience participant under worker’s compensation. In the event of an injury, the Worksite Supervisor shall ensure that the participant is provided medical attention and immediately notifies ICWED as the Workers’ Compensation provider of the incident. The Worksite supervisor will file an injury report. Please see attached workmen’s compensation protocols and forms.

A Job Description shall be provided by the Worksite Supervisor for the participant and attached to this document. The Job description will include skills that the participant will learn.

The Work Experience activity may be terminated if the arrangement is determined to be inappropriate or violates the terms of this document at any time during the activity by ICWED, the Worksite Supervisor or the participant and such determination is in the best interest of the participant.

The worksite supervisor shall assist the ICWED by maintaining and providing the appropriate documentation (signed timesheets) to ICWED on a timely basis and in conjunction with the pay schedule provided to ensure the participant is paid on a timely basis. Arrangements for collection of documents shall be made between the Worksite Supervisor and ICWED Employment Developer assigned
 _____ tel. _____.

In the event of funding restraints, the Work Experience activity may be terminated prior to the estimated date of completion. Should this need to occur, ICWED will communicate and work with the Worksite Supervisor and participant to resolve the issue as beneficially for the participant as possible.

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The Work Experience position shall not displace any currently employed worksite employee or jeopardize any current worksite employee's employment conditions such as a reduction in hours of non-overtime work, wages or employment benefits. The participant shall not be placed in a work experience activity if (a) any other individual has been laid off from the same or any substantially equivalent job, or (b) when the worksite has terminated the employment of any regular employee, or (c) has otherwise reduced its work force with the intention of filling the vacancy so created by utilizing a work experience participant.

DEFINITIONS

Employer of Record means WIOA Contractor "Imperial County Workforce and Economic Development"

Worksite Supervisor is the person at the worksite established to perform supervisory duties and responsibilities outlined in this document.

Work Experience Participant is the individual who has been determined eligible for and enrolled into the WIOA program and has been determined appropriate to participate in a Work Experience opportunity.

By signing this document, the Worksite Supervisor and participant state that this Guide and its contents have been explained clearly and that any questions or concerns that may have arisen have been addressed by the WIOA Employment Developer, representing ICWED.

Worksite Supervisor

Printed Name

Signature

Date

WIOA Participant

Printed Name

Signature

Date

ICWED Employment Developer

Printed Name

Signature

Date

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RELEASE AND WAIVER OF LIABILITY AGREEMENT

Work Experience Participants

Imperial County Workforce and Economic Development, Inc. hereinafter referred to as We or Our and You referring to your business or agency.

1. Imperial County Workforce and Economic Development provide all wages, taxes, withholding, and workers' compensation. Medical benefits and vacation pay are not available to participants. We recruit and assign participants to you to perform the job duties you specify. You agree to notify us if those duties or workplace of participants change.
2. Imperial County Workforce and Economic Development complies with all Federal, State, and Local employment laws and regulations. You agree to provide our participants with a safe, suitable workplace and equipment, and to comply with all applicable Federal, State, and Local laws including appropriate workplace-specific safety and health training that adequately addresses potential hazards at your worksite. You agree to indemnify and hold Imperial County Workforce and Economic Development harmless from claims or damages resulting from your non-compliance with applicable laws and regulations. Imperial County Workforce and Economic Development pays work experience participants promptly, based on information approved by you.
3. We provide insurance to cover Workers' Compensation and General Liability. You agree to maintain liability Insurance for any motor vehicle, forklift, or other low speed or utility vehicles operated by an Imperial County Workforce and Economic Development participant, and agree to waive all rights of recovery against the County of Imperial or Imperial County Workforce and Economic Development as the employer for the WEX participant.
4. All services performed by our participants shall be under your direction, supervision and control, and you shall be responsible for ensuring that the services meet your requirements and agree that we are not responsible for the accuracy or correctness for the resulting work product.
5. If our participants have access to unattended premises or the care, custody, or control of cash, checks, credit card number, ATM bank cards, negotiable, confidential information, trade secrets, or other valuable property, then you agree to indemnify and hold us harmless from any resulting loss or damage.
6. Imperial County Workforce and Economic Development will provide participants for positions where operating a low speed, utility vehicle and forklift if notified in writing prior to an assignment. We must know in advance, so we can assign participants who are qualified to meet your specifications. During an assignment, if our participants operate a low speed, utility vehicle or forklift you agree to indemnify and hold us harmless for bodily injury, property damage, collision, or public liability claims, regardless of fault. Imperial County Workforce and Economic Development participant must not operate a motor vehicle or heavy equipment at any point while on the job as part of the job duty.
7. You supervise, direct, and control the work performed by Imperial County Workforce and Economic Development participant, and assume responsibility for all operational results, including losses or damage to property or data in the care, custody, or control of an Imperial County Workforce and Economic Development participant. You agree to indemnify and hold us harmless from any claims or damages that may be caused by your negligence or misconduct, and agree on behalf of your insurer(s) to waive all rights of recovery (subrogation) against us.

Company/Agency:

Signature: _____

Date: _____

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**Self-Attestation Statement
Work Experience**

Participant Information:

Participant Name: _____ Date: _____

WIOA State ID Number: _____ AJCC Location: _____

Eligible Participants (identify one of the following):

- Temporarily or permanently laid off due to COVID-19
- A dislocated worker as defined under 29 U.S.C 3102(3)(15)
- A long-term unemployed individual who became unemployed or significantly underemployed as a result of the disaster or emergency

Additional Comments (if additional space is needed, please use another sheet and staple to the back of this document):

Authorization:

I HEREBY CERTIFY AND ATTEST, UNDER PENALTY OF PERJURY, THAT THE INFORMATION STATED ABOVE IS TRUE AND ACCURATE, AND UNDERSTAND THAT THE ABOVE INFORMATION, IF MISREPRESENTED, OR INCOMPLETE, MAY BE GROUNDS FOR IMMEDIATE TERMINATION FROM WIOA, REIMBURSEMENTS OF PAYMENTS MADE AND/OR PENALTIES AS SPECIFIED BY LAW. I SHALL PROVIDE REASONABLE DOCUMENTATION TO MY CASE MANAGER FOR PROOF OF PAYMENT FOR ALL PAYMENTS MADE USING THE SUPPORT I RECEIVED.

Participants Signature: _____ Name: _____

Date: _____

AJCC Staff Signature: _____ Name: _____

Date: _____

STATEMENTS BELOW TO BE SIGNED ONCE SUPPORT PAYMENT HAS BEEN RECEIVED BY PARTICIPANT

Participant Verification of Support Paid:

I HEREBY CERTIFY AND ATTEST, UNDER PENALTY OF PERJURY, THAT I OBTAINED SUPPORTIVE SERVICE PAYMENT PROVIDED BY THE IMPERIAL COUNTY WORKFORCE AND ECONOMIC DEVELOPMENT WIOA PROGRAM.

Participants Signature: _____ Print Name: _____

Date: _____

Case Manager Documentation of Support Services Paid

I HEREBY CERTIFY AND ATTEST, UNDER PENALTY OF PERJURY, I HAVE REVIEWED, COLLECTED, AND FILED DOCUMENTATION ON THE PAYMENT MADE TO THE PARTICIPANT. THE SUPPORT SERVICES DOCUMENTATION ON FILE IS CONSISTANT AND ALLOWABLE PER THE REGULATION DEFINED BYWIOA.

ICWED/AJCC Staff: _____ Print Name: _____

Date: _____