



## Executive Committee Meeting

Wednesday, October 21, 2020

2799 S. 4<sup>th</sup> Street

El Centro, CA 92243

11:00 a.m.

**Executive Committee members please be advised:** If an item on the meeting agenda relates to the provision of services by you, your immediate family, the entity you represent, or any person who has made \$250 in campaign contributions to you during the last 12 months, or if approval or disapproval of an agenda item would have a foreseeable material affect on an economic interest of you, your immediate family, or the entity you represent, then please follow these procedures: When the agenda item is first introduced, please immediately announce that you are recusing yourself from participating in the agenda item, and then refrain from discussing, voting on, or otherwise influencing the Executive Committee consideration of the agenda item.

Supporting documentation is available for public review at the Imperial County Workforce Development Board Office.

- 1. Call to Order
  - a. Conflict of Interest Forms
- 2. Discussion of Agenda
  - a. Items to be pulled from Agenda
  - b. Approval of Meeting Agenda
- 3. Approval of Minutes
  - a. September 16, 2020.....p 2-4

### ACTION AGENDA

- 4. Discussion/Action to approve the release of Request for Proposal for Registered Nurse Mentorship training program for WIOA PY2021-2022.....p 5-27
- 5. Discussion/Action to approve revised Supportive Service Policy.....p 28-34

### INFORMATIONAL AGENDA

6. Public Comment: *This is an opportunity for members of the public to address the Executive Committee on any subject matter within the Executive Committee’s jurisdiction, but not an item on the agenda. Each speaker should complete and submit a “Public Comment Request to Speak” form to the Executive Committee Chair. When addressing the Executive Committee, state your name for the record prior to providing your comments. Individuals will be given three (3) minutes to address the Committee.*

7. Meeting adjournment



Next Executive Committee Meeting Wednesday, November 18, 2020, at 11:00 a.m.

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2799 S. 4<sup>th</sup> Street  
El Centro, CA 92243

## Executive Committee Minutes of September 16, 2020

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**Present:** Karina Alvarez, Elvira Anaya, Timothy Kelley, Jason Jackson

**Absent:** None

**Staff:** Priscilla Lopez, Tim Druihet, Jeff Burquist, Sabrina Rubin, Allison Duran, Francisca German, Julian Davila, Ana Lopez

**Guests:** None

## Agenda Items

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1. **Call to Order** Chair, Karina Alvarez, called the meeting to order at 11:07 a.m.

1a. **Conflict of Interest Forms** Members attended remotely and verbally attested to conflict of interest. No members had a conflict of interest.

### 2. **Discussion of Agenda**

#### 2a. **Items to be pulled from the Agenda**

None

#### 2b. **Approval of Meeting Agenda**

A motion was made by **Elvira Anaya** and seconded by **Jason Jackson** to approve the meeting agenda. Motion carried.

### 3. **Approval of Minutes for August 26, 2020**

A motion was made by **Elvira Anaya** and seconded by **Jason Jackson** to approve the minutes for August 26, 2020. Motion carried.

## Action Agenda

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### 4. **Discussion/Action to approve revisions to the Adult and Dislocated Worker Eligibility Criteria and Priority of Services Policy.**

Imperial County Workforce and Economic Development Office Director, Priscilla Lopez, introduced the item and explained the policy was taken before the One Stop Policy Committee and a recommendation was made to combine both policies into one policy to better facilitate and make the eligibility process more efficient. No changes were made to the language.



A motion was made by **Tim Kelley** and seconded by **Elvira Anaya** to approve revisions to the Adult and Dislocated Worker Eligibility Criteria and Priority of Service Policy. Motion Carried

#### **5. Discussion/Action to approve the Work Related Injury and Illness Policy.**

Imperial County Workforce and Economic Development Office Director, Priscilla Lopez, introduced the item and explained this is a new policy. This policy has already gone before the One Stop Policy Committee for approval. This is formal protocol on how to handle work injuries. It includes forms that need to be completed and information regarding who needs to be contacted in case of a work injury.

The One Stop Policy Committee suggested to provide participants and employers with a list of doctors that can be contacted in case of a work injury; however, this may be difficulty due to this list constantly changing. Analyst Sabrina Rubin mentioned there is a website in the policy that the employer and participant can use to look up doctors.

Karina Alvarez asked for clarification on how the policy was going to be communicated to participants Priscilla Lopez responded that during the eligibility process it is discuss with the participant what to do in case of a work injury. Participants will receive the information and a verbal training of worker's compensation.

A motion was made by **Jason Jackson** and seconded by **Elvira Anaya** to approve the Work Related Injury and Illness Policy. Motion Carried

### **Informational Agenda**

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#### **6. Public Comment**

**Priscilla Lopez** reported on the Layoff Aversion Grant, a \$60,000 grant from WIOA funds not related to the CARES Act. Small businesses from 1-25 employees are eligible for up to \$2,000 and 26-50 employees can be eligible for up to \$3,500. This grant can be used to purchase PPE, software and hardware, or any other equipment that will help in the reopening of businesses. The grant cannot be used for rent, wages, or utilities. This grant doesn't have a deadline; it will be open until funds are exhausted. Businesses who applied for the CARES Act can apply for the Layoff Aversion Grant. As of now, four applications have been received.

**Elvira Anaya** reported she has a zoom meeting with the Farmworkers Breakfast committee and they are looking for a new fiscal agent for the funds for the Farmworkers Breakfast. She asked if members knew a nonprofit organization that would like to be the new fiscal agent she will greatly appreciated.

**Tim Kelley** reported the governor wants to postpone the Regions Rise Together meeting to December 10, 2020 due to the California Economic Summit being held virtually on December 3-4, 2020. Imperial County will have a breakout session in this event. Mr. Kelley mentioned that Mark Baza and Tony Rouhotas are scheduling a meeting with Priscilla Lopez pertaining to the California Economic Summit to



discuss strategies to get more people to attend, as well as to have good attendance at the Regions Rise Together event.

**Tim Kelley** also mentioned they have been visiting businesses and have been very successful in helping Imperial County in doing businesses assessments in order to reopen. Assessments will be ongoing throughout the county until the end of the year approximately.

### Meeting Adjourned

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7. Meeting adjourned at 11:31 a.m.

**Next Meeting: Wednesday, October 21, 2020, at 11:00 a.m.**

**Imperial County Workforce Development Board  
Executive Committee  
Action Agenda Item 4**

**MEETING DATE:** October 21, 2020

**ITEM:** 4

**SUBJECT:** Discussion/Action to approve the release of Request for Proposal for Registered Nurse Mentorship training program PY 2021-2022

**FROM:** Priscilla A. Lopez, ICWEDO Director

**RECOMMENDATION:**

ICWEDO Director recommends to approve the release of the Request for Proposal (RFP) for Registered Nurse Mentorship training program for WIOA PY 2021-2022.

**BACKGROUND:**

On August 19, 2016, the Departments of Labor and Education published the WIOA Final Rules in the Federal Register. Training services are governed by sections 20 CFR 680.200 through .230 and 20CFR 680.300 through .350 of the WIOA Final Rule. The proposed RFP will emulate the previous successful Imperial County Workforce Development Board and Imperial County Board of Supervisors approved Registered Nurses Mentorship training programs since PY 2011-2012. This RN Mentorship program has produced outstanding performance and placement which increase the overall performance rate.

**FISCAL IMPACT:**

\$350,000.



**IMPERIAL COUNTY  
WORKFORCE DEVELOPMENT BOARD**

**REQUEST FOR PROPOSAL  
FOR  
REGISTERED NURSE MENTORSHIP PROGRAM  
PY 2021-2022**

America's **JobCenter**  
of California<sup>SM</sup>

**2799 S. 4TH STREET  
EL CENTRO, CA 92243  
(442) 265-4959 and/or (442) 265-4955**

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# WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

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## **I - WIOA INTRODUCTION AND REQUEST FOR PROPOSAL (RFP) INFORMATION**

### **I A. WIOA Introduction**

WIOA was signed into law by President Barack Obama on July 22, 2014, and took effect on July 1, 2015. WIOA supersedes the Workforce Investment Act of 1998 (WIA) and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973. WIOA is the legislation that provides funding, guidance and alignment of public workforce development systems across the United States. The intent of WIOA is to equip workers with the skills necessary to meet business needs and to provide businesses with access to the talent pool needed to compete in their local, regional and global economies.

### **I B. Purpose of RFP**

The Imperial County Workforce Development Board (ICWDB) is required to conduct an open and competitive process in order to select their Registered Nurse (RN) Mentorship Program provider. The purpose of ICWDB 2021-2022 RN Mentorship Program Request for Proposal (RFP) in accordance with WIOA regulations is for the procurement of services from an experienced and qualified entity to serve as the RN Mentorship Program Provider for the ICWDB in Imperial County. RN Mentorship providers are responsible for coordinating service delivery within Imperial County. Proposers should base their budgets on a one-year allocation, based on acceptable service delivery, satisfaction and available funding, contracts will be extended by a one-year period. The period of performance of the first year is January 30, 2021, through January 29, 2022. The terms and conditions of this RFP may change based on WIOA legislation. The successful respondent to this RFP will be expected to remain informed on WIOA regulations and requirements.

### **I C. Eligible Respondents**

ICWDB is requesting proposals from experienced, qualified entities/organizations. Qualified respondents may include:

- For-profit organizations;
- Non-profit organizations;
- Faith-based organizations;
- Community-based organizations;
- Public agencies; and/or
- A collaboration of these organizations

A consortium, joint venture, or collaboration of organizations with complementary skills and experience is permitted to respond to the RFP; however, the proposal must demonstrate that all contractual responsibility (administration, coordination, implementation and performance) rest solely with one legal entity serving as the fiscal agent and that the proposed arrangement would enable the Respondent to provide timely, efficient, and quality services and that a minimum of three (3) WIOA required programs are in partnership.

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## II - PROPOSER SCOPE OF WORK, CONTRACTS AND ACCOUNTABILITY

### II A. Proposer Scope of Work

The RN Mentorship Program provider will be expected to do the following:

- Student capacity: Minimum 15 to 25 per cohort
- Duration: Minimum 320 Classroom Training hours  
Minimum 120 Internship Training hours
- Total Program Costs: \$350,000.00
- Case Management Services: Assess and document the needs, progress, and achievements of participant from program enrollment through follow up. Complete, track and update activities not to exceed a 90 day period.
- Supportive Services: stethoscope, watch, scrubs, shoes, test & license, etc.
- Placement Services: Placement services shall be provided for each client enrolled in proposed course. Placement shall be in the field for which training completed.
- Follow up Services: These services must be provided for a minimum of twelve (12) months after exit. Follow up services include activities such as: minimum bi-weekly contacts with client, tracking client progress, addressing training and employment related problems that may arise.

### II B. The Roles and Responsibilities of RN Mentorship Program Provider (s)

The RN Mentorship Program provider will serve as the coordinator of program to provide comprehensive services and training to eligible clients. The role and responsibilities include the following:

- Provide vocational training orientation to include: AJCC, ICWDB and Service Provider information, network and process, resume, job search, placement assistance, job listings, job readiness workshops, supportive services information, CalJOBS, and career counseling, etc.
- Develop Individual Employment Plan (IEP) jointly with client to include strategies for achievement, level of services, and pre and post training and employment career goals, etc.
- Arrange for participants to attend development conferences to support career and educational growth
- Provide internal monitoring of program and fiscal requirements and regulations
- Provide gainful employment upon completion of the provided vocational training
- Be available for services at various times of the day to accommodate the client (outside the normal 8:00 a.m. to 5:00 p.m. hours of operation), in order to coordinate the training and employment activities of WIOA
- Provide Follow up services for a minimum of one year after the exit quarter for each individual client
- Be accountable to maintain performance accountability as established by local ICWDB and the State
- Successful clients will receive a certification and/or licensing
- Maintain client file with all relevant training program information

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### **II C. Term of Contract**

The contract period will be from January 30, 2021 through January 29, 2022. The County reserves the right to extend the term of the contract for up to two (2) successive one (1) year periods, subject to available funding and performance.

### **II D. Proposal and Contract Conditions**

1. All costs of proposal preparation shall be borne by the proposer. The ICWDB shall not, in any event, be liable for any costs incurred by the proposer in the preparation and/or submission of the proposal.
2. The proposer shall include the proposer's best terms and conditions. Submission of the proposal shall constitute a firm and fixed offer to the ICWDB that will remain open and valid for a minimum of four months from the proposal submission deadline.
3. Nothing contained in this RFP shall create any contractual relationship between the proposer and the ICWDB. Selection of proposer as a contractor is not an acceptance of the terms and conditions included in the proposal as is. Selection is only the beginning of an offer-counteroffer process.
4. The proposal must set forth accurate and complete information. Unclear, incomplete, and/or inaccurate documentation may not be considered for contract award.
5. The ICWDB reserves the right to withdraw this RFP at any time without prior notice. The ICWDB makes no representation that any contract will be awarded to any offer or respondents to this RFP. The ICWDB reserves the right to reject any or all bids and or items therein.
6. The ICWDB reserves the right to determine that the RFP is a "failed competition"; that there are not a sufficient number of satisfactory proposals to award all of the funds. In that case, the ICWDB may reissue the RFP to get additional proposals or award the contract on a sole source basis.
7. Proposals submitted shall be prescreened and evaluated for minimum qualifications. Award recommendations will be presented by a specialized evaluation team under the direction and guidance of the ICWDB. No changes or additions may be made by the proposer after the deadline for receipt of proposals.
8. If proposer knowingly submits false information, the ICWDB reserves the right to reject that proposal. If a contract was awarded as a result of false data submitted in response to this RFP, the ICWDB reserves the right to withdraw the award or terminate contract.
9. The release of the RFP does not commit ICWDB to award a contract or to pay any cost incurred in the preparation of a proposal. The ICWDB reserves the right to accept or reject any or all proposals received as a result of this request.
10. The ICWDB reserve the right to negotiate final terms of the contract, including but not limited to contract amount, performance measures, and length of contract in accordance with WIOA regulations and/or reauthorization funding availability.

**II E. Funding Available**

WIOA funds available for this proposal is \$350,000. Total funding expended from awards from this RFP must be for activities and service that are reasonable, necessary and allowable. The funds are governed by WIOA; local, state and federal laws, regulations and directives; and Federal Register Uniform Guidance.

**II F. Fiscal Accountability and Audit Requirements**

The expenditure of WIOA funds is only allowable for those activities permitted by the WIOA statute or federal regulations. A sound financial management system in accordance with Generally Accepted Accounting Principles is an integral part of the required financial management system. A system of internal accounting controls that will provide reasonable assurance that all funding is safeguarded against loss from unauthorized use or disposition, and that accounting transactions affecting accountability are properly recorded to permit the preparation of accurate and supportable financial reports which are required to be submitted in accordance with the terms of the contract.

All funds awarded for the new program year must be audited in accordance with the Single Audit Act of 1984 and the applicable Uniform Guidance. Audit reports must be submitted to the ICWDB no later than six (6) months after the end of the audit period.

**II G. Record Keeping, Reporting Requirements and Monitoring**

Contractors are required to maintain fiscal records and must submit expenditure invoices monthly. A final report of expenditures and invoice will be submitted no later than 30 days after end of each program year.

Services shall be monitored at least twice during the program period by ICWDO and ICWDB staff to ensure compliance with applicable program and fiscal requirements, federal/state and local policies and regulations. Audits or reviews by the State of California and/or U.S. Department of Labor representatives may also occur.

**III - RFP TIMELINE, SUBMISSION AND EVALUATION PROCESS**

**III A. RFP Timeline**

With exception of proposal submission deadline, all dates are subject to change. The planned timeline for RFP-related activities/actions is as follows:

PRESENT RFP TO EXECUTIVE COMMITTEE	October 21, 2020
PRESENT RFP TO WORKFORCE DEVELOPMENT BOARD	October 21, 2020
RECOMMENDATION FOR APPROVAL TO ICBOS FOR RELEASE	November 10, 2020
TECHNICAL ASSISTANCE WORKSHOP (TENTATIVE)	November 19, 2020
DEADLINE TO SUBMIT RFP SUBMITTALS	December 11, 2020
EVALUATION PANEL MEETING	December 17, 2020
EXECUTIVE COMMITTEE APPROVE RECOMMENDATION	January 6, 2021
ICWDB APPROVE RECOMMENDATION	January 6, 2021
RECOMMENDATION FOR APPROVAL TO ICBOS	January 19, 2021
CONTRACT COMMENCES	January 30, 2021

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III B. **Technical Assistance Workshop (TENTATIVE – Dependent on COVID-19 group meeting restrictions)**

The ICWDB and ICWEDO will hold a RFP Technical Assistance Workshop at 2799 S. Fourth Street, El Centro, CA 92243, on the following date:

- Thursday, November 19, 2020 2:00 p.m.

The purpose of the Technical Assistance workshop is to review the RFP content and proposal requirements with prospective proposers and to answer questions regarding the RFP process. Attendance is recommended but not mandatory.

Questions regarding the RFP process should be directed to Timothy Druihet at (442) 265-4959 or Jeffrey Burquist at (442) 265-4955. Questions may be submitted in writing or via e-mail at [timothydruihet@co.imperial.ca.us](mailto:timothydruihet@co.imperial.ca.us) or [jeffreyburquist@co.imperial.ca.us](mailto:jeffreyburquist@co.imperial.ca.us). The RFP for Registered Nurse Mentorship Program PY2021-2022 is available on the ICWDB website at <http://www.ivworkforce.org>.

III C. **Proposal Submission Requirements**

**Seven (7) copies of the proposal must be received no later than 5:00 p.m. Pacific Daylight Time by Friday, December 11, 2020 at the following address:**

Imperial County Workforce Development Board  
2799 S. 4th Street  
El Centro, CA 92243

III D **Proposal Format**

Seven (7) complete copies of the proposal must be submitted. One copy must contain original signatures and be stamped "Original" on the cover sheet.

All proposals must be typed and bound or stapled on white 8 ½ x 11 paper with no less than ½ margins at the top, bottom, left, and right. Typeface must be no more than twelve (12) characters per inch.

Each page must be numbered sequentially at the bottom of the page.

Proposals will consist of a narrative, budget and other required exhibits.

Applicants must use the forms provided in completing their proposals. Information submitted on another format will not be accepted for review.

Do not submit information, data, forms or letters not specifically requested.

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**III E Proposal Evaluation Criteria**

The proposal recommendation process is as follows:

Proposals will be reviewed and evaluated with the designated RN Mentorship Program Proposal Review Committee. Award recommendations will be presented to the ICWDB for final approval. The criteria used to evaluate each proposal are indicated below and proposers are advised to note the points assigned to each program criteria before preparation of proposal.

Proposals may earn up to 100 points as follows:

Experience and Qualifications of Proposer/Lead Agency:	30 points
Proposed Services/Service Design:	30 points
Budget Justification	40 points

**I. Experience and Qualification - 30 Points**

Applicants will be scored on experience in workforce development and/or experience with an integrated service delivery approach.

**2. Proposed Services/Service Design - 30 Points**

Applicants will be rated on the narrative's compliance with the requirements of the RFP Scope of Work, and sufficient detail in the narrative to show the project can be successfully completed within the proposed timeline. The proposer's services record keeping methods to facilitate audit reviews

**3. Budget Justification - 40 Points**

Applicant's budget will be reviewed to determine that costs are reasonable, competitive, and comply with cost standards. Please provide a brief explanation and justification of planned expenditures.

The proposer's fiscal record keeping methods to facilitate audit reviews.

1. Acceptance for Review  
Proposals received by the deadline that meet the minimum eligibility requirements shall be accepted and reviewed
2. Contents Review  
Proposals received by the deadline and accepted for review shall be ranked and scored according to the criteria listed in this RFP.
3. Pre-award conference/contract negotiation

Upon final approval, the ICWDB shall conduct a pre-award conference to discuss expectations and contract negotiations. Contract negotiations will be scheduled with the recommended vendor/(s) to negotiate within a prescribed time. If a contract cannot be negotiated within this period of time, the contract award shall be withdrawn and any expenses incurred will not be reimbursed.

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### III F Appeals Process

After the entire RFP process is completed, a notice of funding will be issued to all proposers providing notification of agency funding or non-funding status. All proposers will have ten (10) working days after the post mark date to file an appeal.

All appeals must be in writing and hand delivered to the address on the cover page of this RFP. The appeal must include the nature of the appeal and the requested resolution. ICWDB staff will review all submitted appeals and will present them to the ICWDB chair for final decision.

The ICWDB Chair will schedule a meeting with the Executive Committee to review the appeal and forward recommendation to the ICWDB. If no resolution is reached the proposer may request a hearing.

## IV - PROPOSAL CONTENT, FORMS AND NARRATIVE QUESTIONS

### IV A Proposal Contents

Proposals submitted in response to the RFP will consist of the following contents in the order below:

- Proposal Narrative Questions
- Proposal Forms

### IV B Proposal Narrative Questions

Proposal narratives must address sections listed below. RFP Respondents should begin each narrative section on a new page, ensuring that:

1. Narrative sections are headed with the section number and title. For example:  
*“Narrative Section 1: Summary of Proposed Services”*
2. All questions and/or prompts in each narrative section are addressed in the response.
3. Responses do not exceed prescribed page limits.

The Narrative (***maximum 12 page response***) is divided into the four (4) following sections:

Narrative Section 1      Summary of Proposed Services

1. *Briefly describe how your proposed RN Mentorship Program services corresponds to the service needs of the ICWDB.*
2. *Briefly describe proposed services.*

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Narrative Section 2 Experience and Qualifications of Proposer

1. *Describe the proposer's experience in workforce development and/or experience with an integrated service delivery approach.*
2. *Describe the proposer's fiscal record keeping methods to facilitate audit reviews.*
3. *Describe the proposer's services record keeping methods to facilitate audit reviews.*

Narrative Section 3 Proposed Service Delivery

1. *Indicate if the response is a joint proposal and, if so, who the principal collaborator is and what the organization's overall responsibilities will be in the delivery of services.*
2. *Describe any partnerships and the partner's (s') role in the delivery of services.*
3. *Provide a description and summarize the services to be provided for each of the roles and responsibilities identified for the ICWDB RN Mentorship Program.*

Narrative Section 4 Budget Justification

1. *For all budgeted items, please provide a brief narrative explanation and justification of planned expenditures.*
2. *List the source (s) and amounts of leverage to be used to pay for services that will be provided under this proposal.*
3. *Provide a brief narrative explanation and justification of planned expenditures.*

**IV C. Proposal Forms**

1. Proposal Summary and Signature Form and Part 2 Proposers Signatures
2. Proposal Table of Contents
3. Narrative Section 1: Summary of Proposed Services
4. Narrative Section 2: Experience and Qualifications of Proposer
5. Narrative Section 3: Proposed Service Delivery
6. Narrative Section 4: Budget Justification and Leveraging
7. Proposal Form 3: Program Budget Details
8. Proposal Form 4: Assurance of Regulatory Compliance
9. Proposal Form 5: Certification Regarding Debarment, Suspension, ineligibility
10. Proposal Form 6: Certification Regarding Lobbying, Certification for Contracts and Cooperative Agreements
11. Proposal Form 7: Certificate of Drug Free Work Place
12. Proposal Form 8: Vendor EEO Certification
13. Proposal Form 9: Certificate of Liability Insurance

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## V. CONTRACT REQUIREMENTS

### Non-Discrimination/Equal Opportunity

Contractors shall comply with Federal, State, and County of Imperial non-discrimination/equal opportunity requirements.

The County of Imperial is committed to a policy of Equal Opportunity Contracting. Qualified firms including small businesses and businesses owned by women, minorities, and disabled persons are encouraged to submit bids or proposals. Contractors expressly agree to comply with the County's ordinances and regulations regarding Affirmative Action and Equal Opportunity Employment as well as regulations that may be mandated by the source of the funds supporting this contract.

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**ICWDB R.N. Mentorship Program RFP**

**Proposal Form 1**

**Proposal Summary and Signature Form**

Part 1 – Proposer Information

**A. Proposer Information (“Lead Agency” if a Joint Proposal)**

Proposer Agency Name:

Address:

Telephone:

Fax:

Contact Name/Title:

E-mail:

Type of Organization:

- For-profit organizations;
- Non-profit organizations;
- Faith-based organizations;
- Community-based organizations;
- Public agencies; and/or
- A collaboration of these organizations

Proposed Budget: \$ \_\_\_\_\_

Proposed Program Service(s):

**B. Collaborator Information (Only applicable to Joint Proposals)**

Collaborator Agency Name:

Address:

Telephone:

Fax:

Contact Name/Title:

E-mail:

Type of Organization:

- For-profit organizations;
- Non-profit organizations;
- Faith-based organizations;
- Community-based organizations;
- Public agencies; and/or
- A collaboration of these organizations

Proposed Budget: \$ \_\_\_\_\_

Proposed Enrollments: \_\_\_\_\_

Proposed Program Service(s):

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**Part 2 – Proposer Signatures**

**A. Proposer Signature (for “Lead Agency” if a Joint Proposal)**

To the best of my knowledge and belief, all data in this application are true and correct. The Governing body of the applicant has duly authorized the document and the applicant will comply with all contractual requirements as dictated by the Department of Labor, State of California and/or ICWDB if awarded.

Typed Name of Authorized Representative:	Title:
Signature of Authorized Representative	Date:

**B. Collaborator Information (Only applicable to Joint Proposals)**

To the best of my knowledge and belief, all data in this application are true and correct. The Governing body of the applicant has duly authorized the document and the applicant will comply with all contractual requirements as dictated by the Department of Labor, State of California and/or ICWDB if awarded.

Typed Name of Authorized Representative:	Title:
Signature of Authorized Representative	Date:

If the proposal includes more than one (1) collaborator (i.e., financial partner), attach additional pages to include “Collaborator Information” and “Collaborator Signature” for this agency (ies).

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**ICWDB R.N. Mentorship Program RFP**

**Proposal Form 2**

**Proposal Table of Contents**

<b>#</b>	<b>Item/Form</b>	<b>Page</b>
1.	Proposal Form 1: Proposal Summary and Signature Form	
2.	Proposal Form 2: Proposal Table of Contents	
3.	Narrative Section 1: Summary of Proposed Services	
4.	Narrative Section 2: Experience and Qualifications of Proposer	
5.	Narrative Section 3: Proposed Service Delivery	
6.	Narrative Section 4: Budget Justification and Leveraging	
7.	Proposal Form 3: Program Budget Details	
8.	Proposal Form 4: Assurance of Regulatory Compliance	
9.	Proposal Form 5: Certification Regarding Debarment, Suspension, Ineligibility	
10.	Proposal Form 6: Certification Regarding Lobbying, Certification for Contracts and Cooperative Agreements	
11.	Proposal Form 7: Certificate of Drug Free Work Place	
12.	Proposal Form 8: Vendor EEO Certification	
13.	Proposal Attachment 1: Verification of Signature Authority	

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.

**ICWDB R.N. Mentorship Program RFP**

**Proposal Form 3**

**Program Budget Details**

Complete the following table by indicating budgeted amount in each applicable category. Please note that "Other" items listed must be specified.  
All budgeted items must be explained.

	Budget Item/Category	Budgeted Amount	
		WIOA	Non-WIOA/ Leverage
A.	Staff Salaries		
B.	Number of full-time equivalents: _____		
C.	Staff Benefits		
D.	Staff Benefit Rate (percent) _____%		
E.	Indirect Costs approved by Federal guidelines		
F.	Other (specify):		
G.	Other (specify):		
H.	Other (specify):		
I.	Other (specify):		
J.	Other (specify):		
K.	Other (specify):		
L.	<b>Total Funding (WIOA and Non-WIOA separately)</b>	<b>\$</b>	<b>\$</b>
M.	<b>Total Project Funding</b>	<b>\$</b>	

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**ICWDB R.N. Mentorship Program RFP**

**Proposal Form 4**

**Assurance of Regulatory Compliance**

Name of Applicant: \_\_\_\_\_

(Hereinafter called the "**Applicant**" hereby agrees that it will comply with the following laws and regulations regarding nondiscrimination under the Workforce Investment Act of 1998 and the Workforce Innovation and Opportunity Act):

Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all regulations issued pursuant to that title, prohibiting discrimination on the basis of race, color, national origin, or religion;

Title IX of the Education Amendments of 1972 (P.L. 92-318) and all regulations issued pursuant to that title, prohibiting discrimination on the basis of sex;

Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and all regulations issued pursuant to that title, prohibiting discrimination based on handicap;

The Age Discrimination Act of 1975 and all regulations issued pursuant to that title, prohibiting arbitrary discrimination against persons age 40-70.

The rights of the State, the DOL, or any of their authorized representatives access to any books, records, papers or other pertinent documents (records retention for 3 years for the purpose of auditing or monitoring). (29 CFR Part 95, Section 95.48 (d).

For the performance of experimental developmental, or research work the DOL's requirements pertaining to patent rights, copyrights, and rights in data. (29 CFR Part 95, Section 95.36)

Compliance with EEO provisions in Executive Order 11246, as amended by E.O. 11375 and supplemented by the requirements of 41 CFR Part 60.

The applicant gives further assurance that no officers of this organization have been convicted of fraud or misappropriation of funds within the last two years.

This assurance is given in consideration of and for the purpose of obtaining Federal funds through the Imperial County Workforce Investment Area. The applicant recognizes and agrees that such Federal assistance will be extended in reliance on the representations and agreements made in this assurance. This assurance is binding on the Applicant, its successors, transferees, and assignees. The person whose signature appears below is authorized to sign on behalf of the Applicant.

Applicant's Name: \_\_\_\_\_

Applicant's Title: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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.

<b>ICWDB R.N. Mentorship Program RFP</b>	
<b>Proposal Form 5</b>	<b>Certification Regarding Debarment, Suspension, Ineligibility</b>

Name of Applicant:

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This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' Responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160 19211).

*Before completing certification, read instructions for certification on following page.*

1. The prospective recipient of Federal assistance funds certifies, by submission of this form, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded for participation in this transaction by any Federal Department or Agency.
  
2. Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this form.

Applicant's Name:

Applicant's Title:

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Applicant's Signature:

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Date:

## **Instructions for Certification Regarding Debarment, Suspension, Ineligibility**

By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.

1. The certification in this clause is material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies including suspension and/or debarment.
2. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person which this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous because of changed circumstances.
3. The terms "covered transaction", "debarred", "ineligible", "lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal", and "voluntarily excluded", as used in this clause, have the meanings set out in the Definitions and Coverage section of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
4. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
5. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

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<b>ICWDB R.N. Mentorship Program RFP</b>	
<b>Proposal Form 6</b>	<b>Certification Regarding Lobbying, Certification for Contracts and Cooperative Agreements</b>

Name of Applicant:

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The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal-loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit standard Form SF-LLL, "Disclosure of Lobbying Activities," pursuant to 31 U.S.C. 1352.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Applicant's Name:

Applicant's Title:

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Applicant's Signature:

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Date:

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<b>ICWDB R.N. Mentorship Program RFP</b>	
<b>Proposal Form 7</b>	<b>Certificate of Drug Free Work Place</b>

Name of Applicant:

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Pursuant to the State of California, Government Code, Section 8355 ff., the Contractor hereby certifies that:

1. Contractor agrees to the incorporation of this Certification into the Contract and Certifies that the Contractor will provide all participants and employees a drug- free work place, pursuant to Government Code Section 8355 ff. of the State of California, by doing all of the following:
  - a. Publishing a Statement notifying all employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the person's of organization's work place and specifying the actions that will be taken against employees for violations of the prohibition.
  - b. Establishing a drug awareness program to inform employees about the dangers of drugs and the types of help available to drug abusers.
  
2. Contractor further understands that, pursuant to the State of California, Government Code Section 8355 ff., payments to Contractor under this Contract may be suspended and/or terminated if ICWDB determines that any of the following has occurred:
  - a. Contractor has made a false certification under the State of California, Government Code Section 8355 ff.
  - b. Contractor has violated the Certification by failing to carry out the requirements of this Certification.
  
3. This Certification shall not be construed to require the Contractor to insure that other business with which it conducts normal business also provides drug-free work places.

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Applicants Name

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Applicants Title

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<b>ICWDB R.N. Mentorship Program RFP</b>	
<b>Proposal Form 8</b>	<b>EEO Certification</b>

Name of Applicant:

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In accordance with the provisions of the Fair Employment and Housing Act (Gov. Code 12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285 et seq.) contractor the supplier, or vendor certifies and insures that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment.

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Organization Date

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Name and Title Signature

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.

**ICWDB R.N. Mentorship Program RFP**

**Proposal Attachment 1**

**Verification of Signature Authority**

The State of California requires the ICWDB to obtain verification of signature authority from the agencies that contract with ICWDB. This signature verification is to remain on file at the ICWDB office.

***Please utilize this page as a cover sheet*** behind which should be attached documentation that names the individuals authorized to negotiate and sign contracts on behalf of your agency. This verification should be in the form of a board resolution or other appropriate action.

The State of California requires the ICWDB to obtain verification of signature authority from the agencies that contract with ICWDB. This signature verification is to remain on file at the ICWDB office.

***Please utilize this page as a cover sheet*** behind which should be attached documentation that names the individuals authorized to negotiate and sign contracts on behalf of your agency. This verification should be in the form of a board resolution or other appropriate action.

**Imperial County Workforce Development Board  
Executive Committee  
Action Agenda Item 5**

**MEETING DATE:** October 21, 2020

**ITEM:** 5

**SUBJECT:** Discussion/Action to approve revised Supportive Service Policy

**FROM:** Priscilla A. Lopez, ICWEDO Director

**RECOMMENDATION:**

ICWEDO Director recommends to approve revisions to the Supportive Service Policy.

**BACKGROUND:**

Recommended revisions made to the Supportive Service Policy address child care needs of low-income parents so they can access and be successful in education and training programs.

**FISCAL IMPACT:**

To be determined.



# 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
ICWED Supportive Service Policy	FISCAL YEAR 2014-2015	July 15, 2020

## **POLICY OVERVIEW:**

The purpose of this policy is to provide guidelines and criteria to be used by the Imperial County Workforce Development Board (ICWDB), Imperial County Workforce and Economic Development (ICWED), America's Job Center of California (AJCC) staff, and Workforce Innovation and Opportunity Act (WIOA) Title 1 funded service providers in the administration of supportive services for current Workforce Innovation Opportunity Act (WIOA) eligible adult, dislocated worker and youth participants residing in Imperial County.

## **REFERENCES:**

- WIOA Section 3 (59), Definition of Supportive Services
- WIOA Section 134 (c) (2), Required Local Employment and Training Activities
- WIOA Section 134 (d) (2) and (3), Permissible Local Employment & Training Activities
- WIOA Section 129(a)(c), Use of Funds for Youth Workforce Investment Activities
- Training and Employment Guidance Letter (TEGL) 19-16, Section 14
- Training and Employment Guidance Letter (TEGL) 21-16, Section 7
- 20 CFR: Part 663 Subpart H for Adults and Dislocated Workers

## **BACKGROUND:**

The WIOA provides program guidelines for supportive services for WIOA eligible adult and dislocated workers and youth participants. The term "Supportive Services" refers to those financial based or physical accommodations that are reasonably necessary, and/or required, in order for a individual to participate in activities authorized under WIOA Title I. Supportive services are provided to eligible WIOA adults, dislocated workers and youth when the those service will assist participants in helping remove barriers with the intent to help participants reach employment and training goals.

## **POLICY:**

Supportive services for eligible adults, dislocated workers and youth are defined in WIOA Section 3 (59) and 134 (c) (2) and (3). Supportive services are provided to address a participant's needs or barriers as identified during the initial and on-going individual assessment process, and may include services such as transportation, child care, eldercare, dependent care, housing, and needs-related payments that are necessary to enable an individual to participate in activities authorized under WIOA Title I.

The availability of and referral to supportive services is one of the services that must be made available to adults and dislocated workers through America's Job Center and is a required Youth Program element to be made available based upon demonstrated need. All efforts to secure supportive services from other sources must first be exhausted by the participant and documented in the participant's case file before expending WIOA funds.

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WIOA Title I supportive services are only to be provided when they are determined necessary, reasonable and allowable. The need for supportive services must be based on an objective assessment and described and justified when developing an Individual Employment Plan (IEP) for adults and an Individual Development Plan (IDP) for youth. Therefore, a thorough understanding of the resources and services available from other agencies is essential in providing services with WIOA funds. ***Under no circumstances should a participant be denied supportive services without the documented concurrence of an America's Job Center Site Supervisor.***

#### **INDIVIDUAL SUPPORTIVE SERVICE LIMITS:**

Supportive services are contingent upon funding availability and approval of request. Eligible WIOA participants are entitled to receive a **lifetime maximum limit of \$1,500**. The maximum lifetime limit may be exceeded only on a case by case basis based upon a documented needs assessment and approval by the ICWED Director. **Child care expenses will not be included in the lifetime limits and will be calculated separately.**

#### **ELIGIBILITY FOR SUPPORTIVE SERVICES:**

**Priority of service status is established at the time of eligibility determination and does not change during the period of participation.**

Eligibility to receive supportive services will coincide with the following criteria;

- Participating in programs with activities authorized under WIOA;
- Unable to obtain supportive services through other programs providing such services.

Non-WIOA funded programs may have different support service guidelines than those listed above. In these instances, funding specific grant guidelines should be followed.

In order to be considered to receive supportive services, a Supportive Services Request Form (see ATTACHMENT 1) must be properly completed by the participant and a service provider Case Manager (CM), or an ICWED Client Service Specialist (CSS).

The General Policy for Supportive Service Payments include the following requirements:

- All requested expenditures must be supported by an itemized invoice for the approved supportive services. All such documentation will be retained both at the service provider level and the ICWED Fiscal Department. Receipts must be submitted within thirty (30) days of purchase;
- Determination of needed supportive services on behalf of a participant must include documentation regarding the reasonableness of the specific supportive service and its associated costs determination;
- ICWED CSS/CM staff must coordinate with the participant regarding receipt of the approved supportive service and associated reimbursement for the supportive service;
- Supportive services payment for mileage will coincide with the current Internal Revenue Service (IRS) authorized per mile rate. This reimbursement rate will be updated as the IRS rate changes.
- Supportive services payments made on behalf of, or directly to, a participant must have written approval by CM/CSS supervisory staff. The written approval must denote the specific service to be provided and the amount to be expended;
- Supporting documentation must be retained in each participant's file with assessment of need in case notes and IEP for participants in Adult and Dislocated Worker programs and ISS for participants in Youth Program;

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- Service providers must implement a supportive services tracking log to ensure adequate safeguards are in place, prior to the payment of all supportive service; and
- CM/CSS shall ensure that case notes regarding supportive service received are entered in CalJOBS within three (3) working days from the date of service.

**DEFINITIONS:**

For the purpose of this directive, the following definitions apply:

*Self-Attestation: Self-attestation, also referred to as a participant statement, occurs when a participant states their status for a particular data element, such as identifying as low-income, and then signs and dates a form acknowledging this status.*

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 or in the event of a local, state or federal emergency declaration, self-attestation will be an acceptable method of verification.

In the event of a local, state or federal emergency declaration, necessary documentation can be obtained through self-attestation by verbal verification. If physical documents are not available, a photo or digital document can be accepted, if a form of identification is provided. The participant then must provide a signed copy of the Self Attestation Form to America’s Job Center of California staff. Staff members are responsible for documenting the Self-Attestation form and the date of enrollment.

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.

**ADULT AND DISLOCATED WORKERS:**

Supportive service categories for WIOA eligible adults and dislocated workers are outlined in the Allowable Supportive Services List (see ATTACHMENT 1) and include the following:

**1. Transportation**

Transportation is not subject to supportive services lifetime limits. Expenses may be provided to adults and dislocated workers when transportation assistance is needed for participants in WIOA activities, including employment activities such as OJT and Customized Training. Transportation expenses for eligible WIOA participants, *including round trip expenses to and from a childcare provider*, are authorized but limited to usual and customary public/community transportation, such as bus line, or on a mileage reimbursement basis.

Bus tokens are available to participants in order to engage in career services and Individualized Career Services. It is the responsibility of the America’s Job Center of California (AJCC) to determine if a participant is in need of transportation assistance to enable access to an America’s Job Center or training site. This supportive service is made available in order to assist all participants, including youth participating in Youth Programs or services, in accessing the AJCC or training facilities.

Gasoline/mileage assistance is provided to participants who use a vehicle registered to the participant or immediate family (spouse, domestic partner, parent, child, brother, sister, in-laws, uncle, aunt, nephew, niece, first cousin, step-parent, step-child) member. If a privately owned vehicle is used, the participant must provide a valid driver’s license, proof of vehicle registration, proof of financial

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responsibility (insurance) and the use of another's vehicle provided the participant has written authorization to do so.

Supportive services for transportation may continue to assist a participant retain employment no longer than the point of exit from the program. Continued documentation must demonstrate an ongoing need for services.

## **2. Housing**

Only under extraordinary circumstances may supportive services be used to pay for housing. Extraordinary circumstances may include a WIOA participant who has been confronted with a property owner's/landlord's notice of eviction or by a complaint filed in the appropriate jurisdiction of a local court of law. Funds may only be used to pay monthly rental costs and not for the purpose of being applied toward the purchase of a residence owned by the WIOA participant.

## **3. Ancillary Expenses**

Ancillary expenses shall be costs necessary to attend WIOA activities which include, but are not limited to, books, tools, clothing, background checks, testing fees, application fees, drug tests and other costs necessary to attend and/or participate in an approved training activity that is not otherwise included in the total cost of the program. An ancillary expense may also include those costs directly related to obtaining employment, including expenses related to a condition of employment and/or expenses for the purpose of interviewing for an employment position (i.e. hygiene, clothing, employment related physical or eye exam, tests for communicable diseases, safety or eye glasses, etc.

## **4. Child Care Assistance**

Participants with children 12 years or younger are eligible for child care when it is determined other funding sources, including but not limited to CalWORKS, are not available to pay for such services. Child care for children over the age of 12 years will be considered if the child is physically or mentally incapable of caring for themselves. The need for child care must be verified and documented by AJCC staff. Child care for multiple children is available, as long as the need is present and documented by AJCC staff.

If the participant spouse or significant other is not working, looking for work, or in a training program, child care will not be authorized. This does not include circumstances where the spouse of significant other is incapacitated or has special needs.

Types of allowable child care include: Child Care Centers, Family Child Care Homes, and TrustLined/Relative care. Payments for child care may not exceed the Regional Market Rate Ceilings for subsidized child care (<http://www3.cde.ca.gov/rcscc/index.aspx>). Participants must explore licensed Child Care Centers and Family Child Care Homes before TrustLined/Relatives can be considered. Information regarding licensed child care facilities can be found at <https://www.icoe.org>. If licensed child care is not immediately available, TrustLined/Relatives must be explored as an option. The selection of safe and adequate child care providers is the sole responsibility of the parent or guardian of the child in need.

## **YOUTH:**

Supportive services is one of the fourteen WIOA services elements that must be made available to eligible youth based on each participant's assessment and Individual Development Plan (IDP). The standard to authorize supportive services for youth shall not vary from those for adults and dislocated workers. These supportive services also include, but are not limited to, the following:

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- a. Linkages to community services;
- b. Assistance with transportation;
- c. Assistance with housing;
- d. Referrals to medical services; including eye glasses;
- e. Assistance with uniforms and protective gear; and
- f. Other appropriate WIOA activities.

All youth participants must receive follow up services for a minimum duration of 12 months after program exit. Follow up services include supportive services and continued documentation must be maintained and demonstrate an ongoing need for services.

In the event that an eligible youth is co-enrolled in an adult program, supportive services may be provided under the WIOA adult program.

**MONITORING:**

ICWED is responsible for ensuring oversight of the WIOA Title I funded programs. Monitoring shall take place by means of on-site visits to America's Job Center of California (AJCC) and contracted Service Providers. Site visits shall be performed at a minimum of once a year per each approved training. An annual monitoring visit schedule and monitoring review tool will be used to ensure adherence to WIOA laws, regulations and policies to insure that clients are provided appropriate access to programs or activities.

**ACTION:**

This policy supersedes WIOA Supportive Service Policy, July 15, 2020. Please bring this policy to the attention of ICWED, 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 question, please feel free to contact ICWDB staff at (442) 265-4974, (442) 265-4959, (442) 265-4955 or Program and Compliance Manager (442)265-4963.



### TrustLined/Relative Child Care Agreement

**Participant Information:**

Participant's Name: \_\_\_\_\_ Date: \_\_\_\_\_

WIOA State ID Number: \_\_\_\_\_ AJCC Location: \_\_\_\_\_

**Relative/Caregivers Information:**

Relative/Caregivers Name: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Address: \_\_\_\_\_

Will the child care take place at this locations?      Yes      No

If not, please provide the address of where the child care will take place:

\_\_\_\_\_

**Name and Date of Birth of the child/children who are in need of care:**

\_\_\_\_\_

\_\_\_\_\_

**Please explain why TrustLine/Relative child care is necessary:**

\_\_\_\_\_

\_\_\_\_\_

Date care is scheduled to begin: \_\_\_\_\_

How often child care services are needed: \_\_\_\_\_

THE PURPOSE OF THESE SUPPORT SERVICES ARE TO ENSURE YOUR PARTICIPATION IN YOUR WIOA TITLE I ACTIVITIES.

PLEASE BE ADVISED THAT IT IS THE RESPONSIBILITY OF THE PARENT/GUARDIAN TO ENSURE THAT THE CARE PROVIDED TO THEIR CHILD IS SAFE AND APPROPRIATE. THE PARENT AND THE CAREGIVER WILL ENSURE THAT THE CHILD'S/CHILDREN'S BASIC NEED ARE MET AND THE HOME ENVIRONMENT IS FREE OF ALL SAFETY HAZARDS. IN THE EVENT THAT THE PARENT'S SCHEDULE CHANGES, THEY MUST COMMICATE THAT WITH THE CAREGIVER REGARDING THEIR CHANGE OF SCHEDULE.

IF THE TERMINATION OF A CAREGIVER OCCURS, AJCC STAFF MUST BE NOTIFIED IMMEDIATELY. IN THE EVENT OF A NEW CAREGIVER, THE NEW CAREGIVER MUST FILL OUT A NEW AGREEMENT WITH THE AJCC.

Participants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Caregiver's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

AJCC Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

AJCC Staff Printed Name: \_\_\_\_\_