

WORKFORCE SERVICES INFORMATION NOTICE

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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: USING THE ADULT BASIC CAREER SERVICES APPLICATION

This serves to provide information on the use of the Adult Basic Career services (ABC) application when enrolling *Workforce Innovation and Opportunity Act* (WIOA) clients into CalJOBSSM.

With the changes in WIOA, as outlined in TEGL 03-15, core services are now referred to as “basic career services,” and intensive services are now referred to as “individualized career services.”

When enrolling WIOA clients into CalJOBSSM, there are two application options. The first option is to use the Adult Basic Career services (ABC) application, previously known as the short application or the core application under the *Workforce Investment Act*. This option allows staff to collect limited information on customers only receiving basic career services. Use of the ABC application is limited to the low-income question, right-to-work verification and selective service registration. The second option is to use the full WIOA application, previously known as the long application under WIA. The full WIOA application will allow eligible clients to receive individualized career and adult training services, as well as career basic services.

The ABC application cannot document eligibility for dislocated worker and youth services, nor individualized career or adult training services. If staff expect that additional services will be required, it is recommended that the full WIOA application be completed and all required documentation collected.

/S/ JOSÉ LUIS MÁRQUEZ, Chief
Central Office Workforce Services Division

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