

WORKFORCE SERVICES INFORMATION NOTICE

Number: WSIN15-33

Date: March 22, 2016

Expiration Date: 04/22/18

50:158:kd

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: RELEASE OF THE NEW VOSCAN MODULE IN CALJOBSSM

The California Employment Development Department (EDD) is pleased to announce the release of the VOscan Module in CalJOBSSM. The module will be available for use by the Local Workforce Development Areas (Local Areas) and EDD staff effective April 1, 2016.

The VOscan Module is designed to give Title IB and Title III staff the ability to track and record client services through a fully integrated scan card system. The module will allow offices to improve front desk service delivery and reduce wait times. In order to take advantage of this functionality, individuals must first be registered in CalJOBSSM and have an active Wagner-Peyser application, which then allows the VOscan activities to populate into the individual's Wagner-Peyser application. Scan cards may be provided during or after the registration process by recording the card's unique number in the individual's registration. It is recommended that the scan card be provided to the jobseeker after the individual has self-registered in CalJOBSSM. The following three specific activity codes can be used with the scan card:

- 101 – Orientation
- 104 – Workshop
- 120 – Resource Room

Title IB or Title III staff who enroll individuals into Wagner-Peyser services are required to verify Right to Work documentation when providing staff assisted and intensive services. Title IB and Title III staff do not have to verify Right to Work documents for core A self-service or information activities, which includes: orientation, use of the resource room, self-service labor market research, self-service résumé preparation, and self-service job search. For additional information regarding verification of Right to Work documentation, please review the Technical Assistance Guide linked in the attachments of [WIA Title I Eligibility Directive WSD14-4](#). Please note, this policy is subject to change once further WIOA guidance is provided by DOL.

Each Local Area is responsible for covering the cost of the VOscan equipment for their respective area, and must go through its standard local procurement process to secure it. The required equipment includes magnetic cards, which are pre-encoded and pre-numbered, and either a programmable terminal (X1) or wedge reader (mini scanner). Taking into account that the mini scanners do not have reporting capabilities, purchasing the X1 machines is recommended. The

The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

magnetic cards, which have the America's Job Center of CaliforniaSM logo on the front, can be co-branded to include a local brand logo on the back. All magnetic scan cards must be purchased from the Geographic Solutions Inc. vendor due to the need for a centralized card numbering system, which allows the cards to be used throughout California, at any America's Job Center of CaliforniaSM location. Current pricing information is attached, but is subject to change. VOscan inquiries should be submitted to CalJOBSAdmin@edd.ca.gov.

For detailed instructions on this module, please refer to the *User Guide for Staff*, Chapter 17, under the Staff Online Resources menu in CalJOBSSM.

Contact Kristi Duthler with the CalJOBSSM Operations Team at 916-653-0202 if you have any questions.

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

Attachments are available on the internet:

1. [VOscan Card Quote](#)
2. [VOscan Hardware Quote](#)
3. [User Guide for Staff, Chapter 17](#)