

## REGIONAL AND LOCAL PLANS PY 17-21 – TWO YEAR MODIFICATIONS

### EXECUTIVE SUMMARY

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This policy provides the guidance and establishes the procedures regarding the two year modification of regional and local plans required by the *Workforce Innovation and Opportunity Act* (WIOA). This policy applies to Regional Planning Units (RPU) and Local Workforce Development Boards (Local Boards), and is effective on the day of issuance.

This Directive finalizes Workforce Services Draft Directive *Regional and Local Planning Guidance PY 18-19* (WSDD-180), issued for comment on April 30, 2018. The Workforce Development Community submitted 12 comments during the draft comment period. A summary of comments, including all changes, is provided as Attachment 12.

Retain this Directive until further notice.

### REFERENCES

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- *United States Code* (USC) Section 3123
  - WIOA (Public Law 113-128) Sections 106 and 107
  - Title 20 *Code of Federal Regulations* (CFR): 679.500 through 679.580
  - *California Government Code* Section 54950 et al.
  - Assembly Bill (AB) 2288 (Burke), Chapter 692, Statutes of 2016
  - AB 109 (Committee on Budget), Chapter 15, Statutes of 2011
  - AB 554 (Atkins), Chapter 498, Statutes of 2011
  - Workforce Services Draft Directive WSDD-178, Subject: *Quality Apprenticeship and Pre-Apprenticeship Opportunity* (March 12, 2018)
  - Workforce Service Directive WSD16-07, Subject: *Regional and Local Planning Guidance for PY 2017-2020* (September 16, 2016)

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

- Workforce Services Information Notice WSIN17-26, Subject: *Prison to Employment Initiative* (February 28, 2018)
- WSIN17-24, Subject: *Public Comment Period – Modifications to California’s State Plan* (February 9, 2018)

## BACKGROUND

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Under WIOA, a biennial update of regional and local plans is required in order to ensure plans remain current and account for “changes in labor market and economic conditions or in other factors affecting the implementation of the local plan” (29 U.S. Code § 3123). The California Workforce Development Board (State Board) has also made changes to the State Plan which require that Local Boards update their plans to keep them consistent with the policy direction of the State Plan. Pursuant to the [State Plan modifications](#) submitted to the U.S. Department of Labor in the spring of 2018 and approved on June 11, 2018, the State Board is providing guidance to Local Boards on the requirements associated with local and regional planning modifications. This Directive provides specific guidance and instructions on both required and elective modifications to local and regional plans. This Directive includes the following:

- Conditions and processes for robust stakeholder engagement during the regional and local plan modification process.
- Deliverables for regional and local plan modifications:
  - Required and elective regional plan modifications to align, coordinate, and integrate reentry and workforce services to the formerly incarcerated and other justice-involved individuals.
  - Required and elective local plan modifications arising from regional or local partnerships with county human service CalFresh programs.
  - Required and elective local plan modifications arising from regional or local partnerships with Local Child Support Agencies (LCSAs) to provide workforce services to unemployed, underemployed, and payment-delinquent non-custodial parents.
  - Required and elective local plan modifications arising from regional or local partnerships with programs that serve individuals with disabilities, including detail on strategies to implement Competitive Integrated Employment.
  - Required and elective local plan requirements pertaining to services for English Language Learners, the Foreign Born, and Refugees.
  - Required regional plan content detailing compliance with State Plan guidance and state law relating to Multi-Craft Core Curriculum (MC3) pre-apprenticeship partnerships.
  - Required regional self-assessment using Indicators of Regional Coordination and Alignment.
  - Other changes to regional and local plans made pursuant to changes in labor market and economic conditions or in other factors affecting the

implementation of local or regional plans, including modifications to negotiated performance goals.

- Submission process and Scoring Rubric.

Required and elective local and regional plan modifications marked with an asterisk \* in the guidance that follows must be included as informational attachments to the main narrative descriptions of local and regional plans to serve the identified populations. These include, but are not limited to, items pertaining to community engagement, outreach and the public comment process, background information, and information pertaining to the assessment of need and population size. All other required and elective local and regional plan modifications are expected to be addressed in the ten page narratives of the associated local and regional plans.

## POLICY AND PROCEDURES

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### Community Engagement and Public Comment Process

Local Boards are subject to the open meeting requirements of the *Ralph M. Brown Act* (Brown Act). The intent of the law is to ensure that meetings are properly noticed, agendas are made available and that the public has an opportunity to provide comment on local policy and operations.

For purposes of the forthcoming planning process, the State Board recognizes that a greater level of meaningful stakeholder, community, and service population participation is more necessary than that which is minimally required to comply with the Brown Act. As such, the State Board is providing additional community engagement requirements to ensure that the interests of client populations are placed at the center of planning conversations as Local Boards move forward and work with stakeholders to modify regional and local plans.

Requirements for Planning Process are as follows:

- Follow applicable open meeting guidelines.
- Must “notice” stakeholders listed by the State Board in each RPU about public meetings and planning activities, and related open events to ensure opportunities to participate in and provide feedback on local/regional plan modifications. Boards are expected to contact every partner listed in their RPU in the [Directory of Planning Partners](#) as well as the partners listed in the [Interactive Corrections Map](#).
  - An established list of stakeholders is provided on the State Board website and can be accessed the [Directory of Planning Partners](#). Boards must contact all of the stakeholders on this Directory of Planning Partners in your region and document outreach activities.
  - Stakeholders invited to participate in planning processes must include all of the following: organizations providing services to the re-entry population and English learners, as well as adult education partners, refugee resettlement

agencies, Human Service program leads/providers, community college and other education partners, immigration services providers, disability organizations associated with the Department of Rehabilitation and located within other systems, along with other required planning partners detailed in the Directory of Planning Partners. Refer to this directory providing a list of stakeholders in your region. Boards are required to contact each organization listed in their respective RPU. Note that the list of organizations in the *Directory of Planning Partners* is not comprehensive, and as such, Boards are not precluded from contacting other organizations not listed in the directory.

- Boards must hold one listening session or planning meeting outside of regular business hours (regular business hours are presumed to be 8am-5pm Monday through Friday). This meeting should be public and made available to participants in the geographic area where the board has jurisdiction. A Meaningful Community Engagement for Workforce Planning guide with recommended engagement processes is attached as a resource for conducting outreach and interacting with community partners.
- RPUs and Local Boards must notify the State Board of any planning meetings, listening sessions, or other public meetings related to the planning process. This information will be collected and posted on the State Board website. The dates and times of each planning meeting, listening session, or other public meeting related to the planning process must be provided to the State Board for posting at least ten days in advance of the planning meeting, listening session, or other public meeting related to the planning process. The information should be provided to the State Board through email communication to the State Board's State Plan and Policy Manager Bethany Renfree at [Bethany.Renfree@cwdb.ca.gov](mailto:Bethany.Renfree@cwdb.ca.gov), the Information Technology Specialist Michael Dowdy at [Michael.Dowdy@cwdb.ca.gov](mailto:Michael.Dowdy@cwdb.ca.gov), and the Corrections Team Field Specialist, Rafael Aguilera at [Rafael.Aguilera@cwdb.ca.gov](mailto:Rafael.Aguilera@cwdb.ca.gov). Include in the subject line or the body of the email the purpose for the attached document(s) (i.e., Local and Regional Planning Meeting Schedule and Location for "\_\_\_\_\_".) and any corresponding deadlines.
- Local Boards must post the meeting notice in a prominent, clear location on the Local Board website, in the lobby of office(s), and at America's Job Centers of California (AJCCs) in the board jurisdiction. When the planning meetings are scheduled and if any changes are made, postings must be updated.
- RPUs and Local Boards must provide, as an attachment to the local and regional plans, an overall narrative description of the manner in which the stakeholder involvement and community outreach requirements were met for both the local and regional plans, must include documentation of outreach efforts to all required planning partners, and must provide documentation that the State Board was provided the relevant information on all planning meetings, listening sessions, or other public meetings related to the planning process. RPUs and Local Board plans will be scored on their stakeholder engagement and community outreach efforts as part of the local and regional plan scoring rubric.

Additionally to comply with Title 20 CFR Sections 679.500-580, Local Boards representing each Local Workforce Development Area (Local Area) in a RPU must provide an opportunity for

public comment on local and regional plan modifications developed through both the local and regional planning process before submitting the plan modifications to the Governor. To provide adequate opportunity for public comment, the Local Boards must additionally do all of the following once planning modifications have been drafted:

- Make copies of the proposed regional and local plan modifications available to the public through electronic and other means, such as public hearings and local news media.
- Include an opportunity for comment by members of the public, including representatives of business, labor organizations, education, and other relevant stakeholders.
- Provide no more than a 30-day period for comment on the plan before its submission to the Governor, beginning on the date on which the proposed plan is made available.
- The Local Boards must submit any comments that express disagreement with the plan modifications as an attachment to the plan modifications submitted to Governor.

Consistent with WIOA Section 107(e), the Local Board must make information about the development of plan modifications available to the public on a regular basis through electronic means and open meetings.

### **Planning Deliverables and Regional and Local Planning Processes: Do I Modify the Regional or Local Plan, and Do I Use a Local or Regional Planning Process?**

Given the movement towards regional partnerships, local boards are encouraged to utilize a regional planning process to develop all regional and local plan modifications, though regional planning processes are only required for the development of regional plan modifications as well as any local plan modifications that involve coordination of multiple Local Boards with a common county or a common LCSA. For example, Local Boards in Los Angeles County (which has seven Local Boards, but only one county welfare department) should engage the county human services agency collectively as a region during the planning processes to eliminate duplication of efforts.

Local Boards should also note the following:

- Required and elective content pertaining to efforts to coordinate and integrate reentry and workforce services to the formerly incarcerated and other justice-involved individuals are submitted as part of regional plan modifications.
- Required content pertaining to compliance with State Plan guidance and state law in regards to Multi-Craft Core Curriculum (MC3) pre-apprenticeship partnerships is submitted as part of regional plan modifications.
- Required content pertaining to required regional self-assessments using Indicators of Regional Coordination and Alignment are submitted as an attachment to regional plan modifications.
- Required and elective content pertaining to regional or local partnerships with county human service CalFresh programs are submitted as part of local plan modifications.

- Required and elective content pertaining to regional or local partnerships with LCSAs to provide workforce services to unemployed, underemployed, and payment-delinquent non-custodial parents are submitted as part of local plan modifications.
- Required and elective local plan modifications arising from regional or local partnerships with programs that serve individuals with disabilities, including detail on strategies to implement Competitive Integrated Employment are submitted as part of local plan modifications.
- Required and elective local plan requirements pertaining to services for English Language Learners, the Foreign Born, and Refugees are submitted as part of local plan modifications.
- Other changes to regional and local plans made pursuant to changes in labor market and economic conditions or in other factors affecting the implementation of local or regional plans are submitted as modifications to the regional or local plan they propose to modify
- Regional and local plan modifications are limited to ten pages each. Submission length will be ten pages plus ten pages for each local plan submitted as part of the regional plan. Information in attachments does not count toward these page limits. As stated above, required and elective local and regional plan modifications marked with an asterisk \* in the guidance that follows must be included as informational attachments to the main narrative descriptions of the local and regional plans. These include but are not limited to items pertaining to community engagement, outreach and the public comment process, background information, and information pertaining to the assessment of need and population size. All other required and elective local and regional plan modifications are expected to be addressed in the ten page narratives of the associated local and regional plans.

### **Workforce-Corrections Partnerships: A New Element of Regional Plans**

The State Board has entered into a formal partnership with the California Department of Corrections (CDCR), the California Prison Industry Authority (CALPIA), and the California Workforce Association (CWA), with the goal of improving labor market outcomes of the state’s formerly-incarcerated population. This partnership seeks to provide the state’s 14 RPUs with resources that will enable regions to better serve the formerly-incarcerated by fostering partnerships between RPUs, Local Boards, CDCR reentry service providers, parole field offices, county probation departments, employers, and community-based organizations (CBOs), labor organizations, vocational training providers, and social enterprises that serve the formerly incarcerated and justice-involved individuals. Additional information on the partnership can be found in *Prison to Employment Initiative* ([WSIN17-26](#)).

#### *Background*

In 2011, Governor Brown signed AB 109, commonly referred to as “Realignment.” This legislation has sought to reduce the volume of inmates convicted of low-level crimes in state prisons, placing more of these individuals under the purview of county probation departments. As the impact of this legislation has taken hold and additional state prison inmates are released

into the community, increasing attention has been placed on the state's rate of recidivism (the rate that former inmates are convicted of new crimes and return to prison). Studies suggest a link between an individual's ability to find a job after release from prison and a reduced risk of returning to prison.

Individuals released from state prisons are almost always released under some type of supervision. Traditionally these individuals were released under State Parole. However, under Realignment, roughly half of individuals released from the state prison system are now under the supervision of County Probation Departments, known as Post-Release Community Supervision (PRCS). County Probation Departments now supervise the PRCS population and individuals under county probation supervision—both those who have been released from the County Jails and those who have not been incarcerated at all. Workforce services are typically provided to this population in an ad hoc fashion, with a broad range of program and service availability depending on funding and the existence of local and regional partnerships, which have generally been formed independent of state-level partner agencies.

#### *Implementing Workforce-Corrections Partnerships*

This corrections system has historically existed without systematized, statewide linkages to the workforce development system, presenting several gaps along the pathway from incarceration to employment. Individuals reentering society often have limited experience finding, obtaining, and sustaining employment and may not have career-ready skills. Most of these individuals will, however, have an immediate need for income upon release in order to meet their basic needs and meet conditions of their supervision. Further, formerly incarcerated individuals often require supportive services like substance abuse treatment, trauma-informed healing, and housing assistance, which are necessary for successful employment and/or participation in training or education. Research suggests shared case management, beginning pre-release, between corrections-side case managers (e.g. parole and probation officers) and workforce case managers, contributes to better outcomes for the formerly incarcerated. Developing such partnerships at the regional level requires coordination between workforce and corrections stakeholders to establish integrated pathways from the corrections system to employment.

The Legislature recently approved the Prison to Employment Program Trailer Bill, SB 866 (Committee on Budget and Fiscal Review, Chapter 53, Statutes of 2018), and the State Budget, SB 840 (Mitchell, Chapter 29, Statutes of 2018) and appropriated the first round of state funds to support partnership development through a regional planning process, as well as funds to build or, alternatively, scale-up existing programs that serve the needs of the reentry population. The funding in the 2018 State Budget will be distributed in three ways, with each region receiving one grant for each of the three categories as follows:

- **Regional Planning Grants** to fund collaborative development of regional partnerships and plans to serve the formerly incarcerated and other justice involved individuals. Approximately \$1.75 million will go to all 14 regions in fiscal year 2018-19. CWDB is currently developing the planning grant RFA with anticipated release in July 2018.
- **Regional Implementation and Direct Services Grants** to fund the implementation of regional workforce corrections plans and provide direct services provided pursuant to

these regional plans. Approximately \$6 million will go to some regions who identify high need and program readiness in fiscal year 2018-19, and approximately \$8 million will be provided to the remaining regions in the early part of fiscal year 2019-20. CWDB will develop this RFA with anticipated release in the spring of 2019.

- **Regional Supportive Services and Earn and Learn Grants**, which will provide funds to provide supportive services and “earn and learn” opportunities that offer access to immediate income for justice-involved and the formerly incarcerated. Approximately \$8 million will go to some of the regions who identify high need and program readiness in fiscal year 2018-19, and approximately \$12 million will be provided to the remaining regions in the early part of fiscal year 2019-20. CWDB will develop this RFA with anticipated release in the spring of 2019.

*Required Regional Plan Content Pertaining to the Corrections Workforce Partnership and the Prison to Employment Initiative*

The RPU's are required to submit an updated regional plan which describes how to best coordinate workforce and reentry services in each of the state's 14 regions. Regional plan updates must specify how Local Boards and RPU's will partner with CBO's, CDCR contracted reentry service providers, and representatives of State Parole and County Probation Departments to provide seamless, integrated, and effective services to the formerly incarcerated and other justice-involved individuals in each of the 14 regions. The CBO's will play a central role in successful corrections partnerships due to their expertise (often firsthand) and unique capacity to understand and provide impactful services to the reentry population. Regional plans should include specific strategies for how Local Boards will engage and work with specific partner CBO's to offer new, effective services that better meet the needs of their local reentry population.

The RPU's are required to regionally convene relevant stakeholders to develop the required modification to their regional plans. Required planning partners include the following:

- Local Boards and existing regional workforce partners, including WIOA core program partners, Adult Education Block Grant (AEBG) consortia, and regional Community College Consortia.
- Representatives of State Parole offices for the California Department of Corrections and Rehabilitation.
- Representatives of County Probation Departments who elect to participate.
- CBO's that elect to participate and who provide services to the reentry population in the region.
- Labor organizations and joint labor-management partnerships that elect to participate and who have prioritized and developed capacity in working with the reentry population.
- Public and private employers who have labor shortages or who have expressed a history or an interest in employing the formerly incarcerated and other justice involved individuals.



Local Boards are encouraged to work with stakeholders, including community based organizations to better understand the data, demographics, employment trends and other relevant information specific to the populations served by this agreement to develop better strategies to serve this population. This engagement could be conducted through specific stakeholder input sessions that are focused on these populations.

Regional Plan updates are required to provide the following information:

*Assessment of Need and Population Size\**

- Provide an overview of the size and, to the extent feasible, demographics of the supervised population in the region, an assessment of the types of services needed, and the evidence, rationale, and/or track record of success as to why those types of services are needed to help the supervised population achieve long-term employment outcomes in occupations that pay a family-sustaining, livable wage.\*
- Provide the number of individuals released annually from the state prison to the region.\*
- Provide, on an annual basis, the number of formerly incarcerated individuals served by the region's workforce development system since July 1, 2016 and any data on rates of success (e.g. training completions, job placements, long term employment outcomes, wages, demographics, etc.).\*
- Describe the ways in which program partners will facilitate information sharing to evaluate need.\*

*Services – Who, What, When, and How of Regional Alignment*

- Describe existing and prospective partnerships with stakeholders in the RPU and the Local Areas of each RPU to coordinate reentry, workforce, and related education service delivery to the formerly incarcerated and justice-involved populations.
- Describe strategies for offering services that are accessible to people who are likely to face the greatest challenges in the labor market such as persons with disabilities facing barriers to employment or low-income disconnected women and men with little to no previous work experience or education attainment and who require immediate income assistance.
- Describe the types of services that are currently funded by existing, new, and prospective regional partners, the baseline levels of service (number of individuals and types of service) currently being provided in the region to individuals from this population, and how the regional plans will modify the types and quantity of services provided if granted additional resources under the Prison to Employment Initiative. These modifications should reflect the diversity of services needed to address the evolving needs of individuals prior to and upon release.
- Identify potential barriers to successful participation and completion of workforce education and training among the region's reentry population, and describe which supportive services (e.g. transportation, childcare, housing assistance, etc.) will be provided, the partners responsible for providing those services, and the process by

which individuals will be furnished with those services. Included in this description should be a plan that articulates outreach and recruitment strategies for ensuring these services are provided to those individuals who need the services most.

- Identify existing and potential opportunities to collaborate with parole and probation partners to determine pre-release when formerly incarcerated individuals are being released into the community and how workforce partners will work with parole and probation to link those being released to workforce services that align with the level of support each individual needs.
- Identify existing intake and case management needs for serving the justice-involved population, and describe how case managers will obtain current information about the education and training an individual received while incarcerated so as to build on both prior assessments of needs and pre-release education and training when determining which services and training to provide as well as how to best position individuals for job placement. This should include the sharing of transcripts or other training information acquired while incarcerated (e.g. certificates, diplomas, degrees, documented work experience, etc.) with LWDBs.
- Identify data collection methods and reporting procedures that will ensure outcomes of justice-involved individuals are tracked in accordance with the performance reporting requirements outlined in AB 1111 (E. Garcia, Chapter 824, Statutes of 2017) and the Prison to Employment Program Trailer Bill, SB 866 (Committee on Budget and Fiscal Review, Chapter 53, Statutes of 2018).
- Describe how supportive services will support job retention.

#### *Relationship to Regional Labor Market Needs, Regional Sector Pathway Programs, and Regional Partnerships*

- Describe how regional partnerships to serve the formerly incarcerated will interface with existing regional sector pathways efforts described in existing WIOA regional plans.
- Describe how regional partnerships to serve the formerly incarcerated will interface with existing State Board grantees that serve this population, including Forward Focus, Workforce Accelerator Fund, and High Road Partnerships for Construction Careers grantees. Locations and contact information for these grantees can be found on the [Workforce-Corrections interactive map](#) located on CWDB's website.
- Describe how information about priority industry sectors and occupations will be provided to partners.
- Describe the process in which identification of and engagement with employers, industry sector partnerships, and labor-management partnerships who are willing to hire formerly incarcerated and justice-involved individuals, including those with felony convictions, and those who are currently under state or county supervision will occur.
- Develop resources to inform employers about AB 1008 Fair Chance Hiring (McCarty, Ch. 789, Statutes of 2017), the federal Work Opportunity Tax Credit, California New Employment Tax Credit, Federal Fidelity Bonding through the California Employment Development Department's state bonding services, information about CBOs and other organizations that provide job placement services for formerly incarcerated people, and the benefits of hiring formerly incarcerated people.\*

- Identify and catalog employers willing to employ the formerly incarcerated and other justice involved individuals to utilize for job placement efforts. This employer list should be used as an internal resource for case managers and local workforce development professionals.\*
- Describe anticipated changes to existing Memorandum of Understandings (MOUs) with AJCCs and/or new MOUs with other service providers that correspond with the requirements of this Directive.
- Describe how new MOUs will be established with other service providers to meet the requirements of this Directive, including but not limited to addressing any challenges associated with local ordinances or policies relevant to executing new MOUs.
- Describe staff and training needs of RPUs, Local Boards, and partners to adequately serve this population.
- Describe how the region will pursue shared case management of the formerly incarcerated and justice involved individuals served pursuant to the workforce-corrections partnership, including the following:
  - How workforce professionals will coordinate services and referrals with representatives of State Parole and County Probation supervision.
  - How workforce professionals will work with CBOs to provide peer support, housing, transportation, food, family reunification, and other supportive and direct services.

### **Additional Planning Partners for Corrections Workforce Partnership Regional Plans**

RPUs should build on existing regional partnerships, including existing Community Corrections Partnerships (CCPs) to develop a comprehensive regional vision and plan for successfully integrating the formerly incarcerated and other justice-involved individuals into the labor market. The State Board has developed an interactive web [map](#) containing contact information for a range of required and preferred corrections partners. Local Boards should consult this map as RPUs work to identify planning partners. In addition to entities identified by the State Board, RPUs are strongly encouraged to include the stakeholders listed below in the planning process. If these stakeholders are not included, the RPU must provide an attachment documenting outreach efforts to those stakeholders.\*

- CCPs, which exist in every county, under Realignment and are administered by County Probation Departments.
- Programs operating in the region under the CALPIA, and potential engagement with those programs.
- County Departments of Human Services that administer CalFresh Employment and Training Programs
- County and regional Human Services departments that administer CalWORKS child support programs (Many formerly incarcerated individuals carry child support debt that may present a barrier to self-sufficiency.)
- CBOs who serve the formerly incarcerated and justice-involved populations but who may not currently be partners.

- Local reentry councils who are generally comprised of County Probation Departments and CBOs.
- Other local government entities providing services to the formerly incarcerated and justice involved individuals.
- Existing State Board grantees that serve this population, including Forward Focus, Workforce Accelerator Fund, and High Road Partnerships for Construction Careers grantees.
- Other private entities who employ the formerly incarcerated or justice-involved populations, or who have an interest or stake in this population.
- Local and/or regional Department of Rehabilitation affiliates

Some Local Boards may wish to make modifications to their local plans that correspond with the regional planning requirements described above. Such modifications are welcome but are not required, and all local plan modifications relevant to the workforce-corrections partnership component of this Directive should align with content included in the regional plan. The State Board will continue to publish content that supports the planning activities described in this section online at [the corrections-workforce partnership page](#).

### **New Partnership Agreement with CalFresh and Strengthened Partnerships with Human Service Agencies**

The State Board has entered into a formal partnership with the California Department of Social Services (CDSS), the County Welfare Directors Association (CWDA), and the CWA with the goal of improving labor market outcomes for all recipients of CalFresh, including but not limited to participants in CalFresh Employment & Training services. This new partnership builds on existing partnerships with Human Service agencies and the California Work Opportunity and Responsibilities to Kids (CalWORKS) benefits and services, and also complements the new partnership with the Immigrant and Refugee Program’s employment services. This partnership focuses efforts on:

- Coordinating between Local Workforce Development Boards (Local Boards) and county Human Service Agencies to ensure strategic implementation of the State Plan.
- Better aligning employment outcome measures of CalFresh, CalWORKs, and Immigration and Refugee Programs with WIOA.
- Improving employment rates and wage gains for all people who receive public benefits, a priority population for both Workforce Development Boards and Human Service Agencies.

#### *Background*

Currently in California, 38 county Human Service agencies offer CalFresh Employment and Training (CalFresh E&T) program services to CalFresh participants on a voluntary basis. Importantly, CalFresh E&T program participation is not time-limited. Participants develop an Individual Employment Plan with the goal of identifying a prompt path to employment without being limited to a specific program length.

According to the CDSS's [California State Employment and Training Plan](#) (E&T Plan), California's E&T program helps CalFresh recipients gain skills, training, and work experience that will increase participants' ability to obtain regular employment, advance on a career pathway, and achieve economic self-sufficiency. The program is now serving more Californians than ever before. In FFY 2018, CalFresh E&T expects to serve over 100,000 CalFresh recipients. This growth is supported by a unique funding opportunity. CalFresh E&T providers, including County Human Services Agencies and other third-party partners, are eligible to receive uncapped federal 50 percent reimbursement for costs paid using non-federal funding to provide allowable E&T services to people receiving CalFresh.

CalFresh E&T services are delivered by county Human Service Agencies and a variety of other service providers, including CBOs and community colleges. A number of County Human Service Agencies already work closely with their CWDBs and AJCCs to deliver some or all of their E&T components directly. In other counties, E&T participants have access to, and may be referred to, AJCCs to receive available services, since a number of employment programs other than CalFresh E&T are available to CalFresh recipients.

As most county CalWORKs programs have partnerships with AJCCs, these partnerships can serve as an avenue for CalFresh E&T programs to connect to or expand workforce services. Additionally, a few counties use their CalWORKs contractors as providers of E&T services. All of these partners are actively working to build partnerships, expand access to CalFresh E&T, and to improve the quality and diversity of workforce services offered to people receiving CalFresh. These entities are committed to achieve quality employment outcomes for people receiving public benefits.

A renewed focus on the quality of services offered has resulted in new program models and innovative practices. An increasing number of counties have developed "third party match" models in which counties, community colleges and CBOs deliver E&T services to CalFresh participants and receive 50% reimbursement of federal funds. Additionally, counties can reimburse participants for transportation needed to effectively participate in E&T activities. A number of counties also provide reimbursements for federally approved ancillary costs that are reasonably necessary and directly related to E&T participation, including text books, tools/supplies, uniforms and clothing, shoes, eye glasses, and haircuts. A few counties provide specified E&T participants with short-term housing stabilization services.

Local Boards are encouraged to contact County Human Service agencies and invite them to participate in regional planning efforts. Local Boards in single county RPUs are required to engage County programs at the RPU/County level so as to reduce duplicative efforts between Local Boards and County Human Services Agencies. [An example of reducing duplicative efforts is to develop cross-training of partner staff so as to facilitate smoother transitions of information between county/local entities].

## **Required Plan Content Pertaining to the CalFresh Employment and Training (E&T) Partnership Agreement**

Local Boards must submit local plan modifications to address the way in which Local Boards will engage with and work with the county Human Service agencies and other local CalFresh E&T partners such as CBOs and community colleges to serve their local CalFresh populations.

While WIOA Section 106 regional plans and partnerships are specifically focused on constructing a regional training and education architecture that aligns with regional labor markets, individuals will access and experience this regional workforce architecture primarily through local service delivery efforts, principally those of WIOA partners operating in the AJCC system, but potentially through other partners of the workforce system such as Human Services Agencies and organizations. In this regard, it is typically at the local level where services will be integrated, resources braided, and supportive services provided to individuals being served by the partners.

Local plan modifications must specify how Local Boards will partner with CBOs, service providers, community colleges, and representatives from County Human Service agencies for individuals in their local area\*. WIOA designates priority of service to focus on recipients of public assistance. CalFresh recipients are considered recipients of public assistance for the purpose of local and regional implementation of the CalFresh partnership agreement.

Local Boards, in partnership with their local County Human Service Agency, are required to convene relevant stakeholders to develop the required modification to their local plans. Required planning partners for the CalFresh partnership includes the following:

- Local Boards and existing workforce partners, including core program partners, AEBG consortia, and relevant regional Community College Consortia. CBOs and social enterprises that elect to participate and who provide services to human services program participants in the local area.
- Representatives of County Human Service Agency.
- Public and private employers who represent the regional sectors emphasized in regional sector pathway content of regional plans and who have expressed an interest or have an historical interest in partnering with county Human Services providers.
- Local Boards are encouraged to work with stakeholders, including community based organizations, to better understand the data, demographics, employment trends and other relevant information specific to the populations served by this agreement to develop better strategies to serve this population. This engagement could be conducted through specific stakeholder input sessions that are focused on these populations.

Local Plan updates are required to provide the following information:

### *Population Overview & Needs Assessment for People Receiving CalFresh\**

- Provide an overview of the size and characteristics of both the total CalFresh recipient populations in the local/area region and the CalFresh E&T participant populations, if

CalFresh E&T is available in the local area/region (e.g., gender, race/ethnicity, age, Limited English Proficient (LEP), foreign born, formerly incarcerated, etc.).\*

- Assess the types of workforce services needed to help people receiving CalFresh succeed in the regional and local labor market, including those services that are eligible for 50% federal reimbursement from CalFresh E&T (e.g. ESL classes, work experience, apprenticeship).\*
- Describe the employment barriers experienced by people receiving CalFresh in your local area/region, including potential barriers faced by people with disabilities, and resources that can be utilized to assist with overcoming these barriers, including those resources eligible for 50% federal reimbursement from CalFresh E&T (e.g. job readiness, child care, criminal history).\*
- Explain current and prospective local partnerships, including partnerships with local workforce development boards, local Human Service Agencies, and other CalFresh E&T providers, including those that are eligible for 50% federal reimbursement from CalFresh E&T (e.g. community colleges, community-based organizations, and other third-party providers). Describe the quality and level of intensity of services provided by these partners.\*
- Describe the ways in which program partners will facilitate information sharing to evaluate need.\*

#### *Regional Alignment, Coordination, and Integration*

- Describe how local/regional partners will braid resources and coordinate service delivery to people receiving CalFresh, including by leveraging 50% federal reimbursement from CalFresh E&T for workforce services, sector pathway programs, supportive services and retention efforts described below.
- Explain how local/regional partners will identify and partner with local/regional organizations that serve specific types of CalFresh populations (i.e. formerly incarcerated individuals, non-custodial parents, etc.) and strategies for leveraging existing resources in the community.
- Describe the types of workforce services available to people receiving CalFresh that are and can be funded by local/regional partners, the baseline level of service (e.g. number of individuals and types of services), and how the local/regional plan will modify the types and quantity of workforce services provided to this population.
- Describe the role of local/regional partners in helping provide services to and integrating people receiving CalFresh into sector pathway programs, including participation in program development, outreach, and the provision of specialized supportive services.
- Describe the ways in which local/regional partners will work together to provide *supportive services* to this population and facilitate program completion
- Describe the process Local Boards and their partners will use to retain this population in regional sector pathway programs as they progress into livable wage jobs and careers.

## **Partnership Agreement with the California Department of Child Support Services**

The State Board has entered into a formal partnership with the California Department of Child Support Services (DCSS) with the goal of improving labor market outcomes for unemployed, underemployed, and payment-delinquent non-custodial parents.

### *Background*

The DCSS serves as the state Title IV-D agency (*Social Security Act*, Child Support Enforcement) and is responsible to the federal government for the overall administration and regulatory oversight of the Child Support Program. Services are delivered through a network of over 48 LCSAs that serve over 3.5 million children and families annually. DCSS oversees the entire administration of the state's child support program and ensures compliance with all federal requirements and laws.

The vision of DCSS is that all parents are engaged in supporting their children. This is achieved through the delivery of services including: establishing paternity, locating parents, establishing child and medical support orders, enforcing and modifying child and medical support orders, and collecting and disbursing child support payments.

The DCSS has a current caseload of 1.2 million cases and serves over 3.5 million children and families. In Federal Fiscal Year (FFY) 2015-2016, 297,057 of the 1.2 million cases were receiving public assistance and 647,448 formerly received public assistance. The remaining cases are families who have never received public assistance.

### **Required Plan Content Pertaining to the DCSS and Workforce System Partnership**

As explained in the Executive Summary, Local Boards must submit local plan modifications to address the way in which Local Boards will engage with and work with LCSAs and specific partner CBOs to serve their local non-custodial parent population.

Local plan updates must specify how Local Boards will partner with CBOs, service providers, community colleges, and representatives from LCSAs and county Human Service agencies for individuals in their local area\*.

Local Boards, in partnership with the LCSA, are required to convene relevant stakeholders to develop the required modification to their local plans. Required planning partners for the DCSS Workforce partnership includes the following:

- Local Boards and existing workforce partners, including core program partners, AEBG consortia, and relevant regional Community College Consortia.
- Local Child Support Agencies in the local area or region.
- CBOs and social enterprises that elect to participate and who provide services to non-custodial parents, including justice-involved individuals, the formerly incarcerated and social services program participants, in the local area.



- Public and private employers who represent the regional sectors emphasized in regional sector pathway content of regional plans and who have expressed an interest or have an historical interest in partnering with LCSAs and/or county human services providers.
- Local Boards are encouraged to work with stakeholders, including community based organizations, to better understand the data, demographics, employment trends and other relevant information specific to the populations served by this agreement to develop better strategies to serve this population. This engagement could be conducted through specific stakeholder input sessions that are focused on these populations.

Local Plan updates are required to provide the following information:

*Assessment of Need and Population Size\**

- Provide an overview of the size of the Child Support Program population in your local area including the following:
  - An assessment of areas of high concentration.\*
  - The percentage of noncustodial parents who are unemployed.\*
  - The percentage of noncustodial parents who are ex-offenders.\*
  - To the extent feasible, demographic information including race, ethnicity, gender, etc. \*
- Provide an assessment of the types of services needed for each targeted group challenged with meeting their parental responsibilities.\*
  - Describe the relative importance of the types of services needed to help program participants succeed in the labor market.\*
- Describe the types of baseline services that are currently being provided in the local area to individuals from the Child Support Program population and how the regional and/or local plans will modify the types and quantity of services provided.\*
- Describe barriers experienced by Child Support Program participants in your local area, including potential barriers faced by people with disabilities.\*
  - What existing resources can be utilized to assist with overcoming these barriers?\*
- Describe the ways in which program partners will facilitate information sharing to evaluate need.\*

*Existing Workforce and Education Program Partnerships*

- Describe the ways in which the program partners work together to provide supportive services to noncustodial parents to support job retention.
- Discuss the steps to be taken to ensure that a comprehensive provision of services is provided to noncustodial parents to facilitate successful labor market outcomes and progression into livable wage jobs and careers.
- Discuss how eligibility criteria for workforce services impacts the Local Board's ability to provide workforce services to the Child Support Program population.
- Explain obstacles to providing services to the Child Support Program population.

- Explain additional tools that can be explored to motivate and support participation and any legal or regulatory barriers to utilizing these tools.
- Explain obstacles to meaningfully engaging in local partnerships.

*Plans for Building Successful Partnerships or Scaling up Existing Successful Partnerships*

- Describe the process Local Boards and LCSAs will use to retain individuals in relevant workforce and education training programs to support progression into livable wage jobs and careers.
- Describe existing, new, and prospective partnerships with stakeholders to coordinate workforce and related training and education service delivery to Child Support Program participants.
- Describe how local partners, including LCSAs, County Human Service Agencies, Local Boards, community colleges, adult education providers, CBOs, social enterprise, and other stakeholders will braid resources and coordinate service delivery.
- Describe how local workforce development boards will engage CBOs with a history of serving and working with the targeted populations, such as vocational training providers, in order to offer basic skills and occupational training, job and career search assistance, and supportive services within the local workforce development system.
- Describe the referral process and forms utilized to track this population as they are referred from:
  - LCSA office
  - Family Court

*Working with LCSAs to identify incentives to increase the success of NCPs sustained participation in local workforce programs*

- Discuss the tools and incentives that LCSAs can provide to noncustodial parents to promote their participation in workforce development and education training programs.
  - Incentives and tools used to facilitate a successful referral.
  - Incentives and tools used to foster a sustained program participation.

**Revised Partnership Agreement Pertaining to Competitive Integrated Employment**

*Background*

In 2015, the Department of Rehabilitation (DOR) and the State Board developed a partnership agreement that outlined collaboration activities to achieve policy objectives of the State Plan. This agreement outlined four policy priorities identified by DOR: services to youth, employer engagement, capacity building and Competitive Integrated Employment (CIE). In the fourth priority area, CIE, the DOR indicated this statewide strategy would be further specified in the [CIE Blueprint](#) which was not publicly posted at the time. Key partners, which include DOR, the Department of Developmental Services (DDS), and the California Department of Education (CDE), developed this document and it was publicly posted in May 2017. In July 2017, the CIE partners (DOR, DDS, and CDE) created the [Local Partnership Agreement template](#) (LPA) to help

guide Local Educational Agencies (LEAs), DOR districts, and DDS regional centers in establishing agreements that work to create more CIE opportunities for individuals with intellectual disabilities and developmental disabilities (ID/DD). The LPA Template was designed to facilitate conversations amongst partners that result in collaborative plans to assist individuals in achieving CIE. To provide information and resources to local workforce boards about California's CIE Initiative and CIE LPAs, the State Board developed a [CIE policy brief](#) in September 2017.

In January 2018, the DOR partnership agreement was updated to include new language about how workforce, DOR, and additional CIE partners would collaborate to create more CIE opportunities for Californians with ID/DD. This updated agreement required further specificity in the local and regional planning guidance for Local Boards and Regional Planning Units to update their regional and local plans.

CIE partners:

- The DOR administers the largest vocational rehabilitation (VR) program in the country. Employment services are provided annually by approximately 1,300 staff in over eighty-five offices in California over an extended period of time to approximately 100,000 individuals with significant physical and mental disabilities to assist them to prepare for and obtain competitive employment in integrated work settings at or above minimum wage. More information about VR services can be found in Chapter 2 of California's WIOA Unified State Plan.
- The Special Education Division of the CDE provides general supervision of LEAs which provide transition services to 137,000 students with disabilities (SWDs) statewide. Additionally, 94,000 SWDs are served by LEA WorkAbility I programs. More information about the CDE can be found in Chapter 2 of California's WIOA Unified State Plan.
- The Department of Developmental Services (DDS) is the agency through which the state provides services and supports to individuals with ID/DD (intellectual disability, cerebral palsy, epilepsy, autism and related conditions). Services are provided primarily through contracts with 21 nonprofit organizations called regional centers which help find and access the services and supports available to individuals with ID/DD (including pre-employment and employment support services). As of January 2016, DDS, through regional centers or developmental centers, provided services to 291,896 consumers, of which 141,207 were of working age (18-61 years old). More information about regional center services can be found in Chapter 2 of California's WIOA Unified State Plan.

#### *Partnerships and Engagement to Increase CIE*

As explained in the Executive Summary, Local Boards must submit a local plan to address the way in which Local Boards will engage and work with partners to align with the State's CIE strategy, also called, "the Blueprint." Plans should outline how partnerships allow for the creation of more opportunities for CIE. Additionally, plans should identify the LEAs, regional centers, DOR districts and other partners that Local Boards and job centers are collaborating with to develop these opportunities. The State Board recommends that Local Boards and One-

Stop Operators/AJCCs are also engaged with the CIE LPA process as described in the LPA Template in the previous section.

- Explain how your area is engaged or plans to become engaged with local partners to increase CIE for jobseekers with ID/DD.\*
- List the names of organizations the Local Board is partnering with to implement these plans.\*
- If participating in CIE LPA as explained above, please describe the level of participation.\*

#### *Needs of Individuals with ID/DD*

Staff at AJCCs are expected to understand the needs of jobseekers with ID/DD and be knowledgeable about additional programs and resources that can aid in the success of the individual. The DOR, in coordination with CIE Blueprint partners, DDS and CDE, will provide CIE technical assistance to the Local Boards, partners, and employers to assist in filling potential knowledge gaps. DOR and State Board executive staff will also work collaboratively to ensure resources for disability expertise and cross-training of frontline staff in the AJCCs.

- Describe in your plan the ways in which AJCC staff have gained knowledge or training about serving individuals with ID/DD and the additional programs and resources available in the area.

#### *Supportive Services and Earn and Learn Strategies to Increase Opportunities for CIE*

To assist Local Boards and AJCCs in helping to create CIE opportunities through the provision of supportive services and utilization of "Earn-and-Learn strategies," the DOR's district staff will designate a point of contact for the Local Boards to help provide linkages to service providers of consumers with ID/DD. DOR district staff will provide supportive services (i.e., job coaching) to individuals with ID/DD who are VR consumers consistent with the individuals' Individualized Plan for Employment.

- Please explain how your area has or will connect with your DOR point of contact who can provide linkages to service providers and/or supportive services (i.e., job coaching) to individuals with ID/DD who are VR consumers.

#### *Employer Engagement Strategies to Increase CIE Opportunities*

To better identify earn and learn opportunities, DOR district staff will partner with the Local Boards to outreach to employers and partners to develop strategies to achieve CIE opportunities for consumers. The State Board recommends that Local Boards support the recruitment, referral, and employer engagement efforts of DOR representatives.

- Please describe how your DOR district partner is connecting with your area in their work to outreach to employers and partners to support opportunities for individuals with ID/DD to achieve CIE. If your area is developing its own recruitment, referral, and employer engagement strategies, please describe.

## **Provision of Services to English Language Learners, the Foreign Born, and Refugees**

Existing requirements in [WSD16-07](#) (page 15) require counties with 15 percent or more Limited English Proficient (LEP) to adequately describe, assess the needs of and plan for serving the LEP population in their jurisdictions. Updates to service delivery strategies, new partnerships, demographics and any other relevant information should be incorporated in this update. In an effort to better serve the LEP, Immigrant and Refugee populations, local plan updates are required to provide the following information:

- Describe how local/regional partners will braid resources and coordinate service delivery to people English learners, the foreign born and refugees, including increasing access to sector pathway programs, supportive services and retention efforts.
- Describe the process Local Boards and their partners will use to *retain* this population in regional sector pathway programs as they progress into livable wage jobs and careers.
- Local Boards are required to review and incorporate any workforce or employment service plans developed by stakeholders (e.g. Employment Services Plans developed by County Welfare Departments etc.). Refugee Employment Service plans for counties with significant Refugee populations are available at the [California County Plans](#) page.
- In areas where County Employment Service Plans do not exist, Local Boards are required to engage with stakeholders, including community based organizations, to better understand the data, demographics, employment trends and other relevant information specific to the LEP, foreign born and refugee populations. This information should inform the development of strategies to serve this target population. Specifically, Local Boards should engage stakeholders to accomplish the following:\*

  - Understand the demographics, barriers to employment and any other relevant information about the target population. \*
  - Develop an assessment of gaps in services that English Learners, foreign born and refugees experience in the workforce system. \*
  - Identify strategies for outreach and recruitment to these target populations.\*
  - Identify strategies detailing how Local Boards will work with partners to better serve the LEP, foreign born and refugee population.\*

- In communities where there are significant Migrant Seasonal Farmworker populations, Local Boards are required to coordinate with the 167 National Farmworker Jobs Program grantees. [Training and Employment Guidance Letter 18-16](#) describes program eligibility and enrollment guidance for the National Farmworker Jobs Program.
- Implementation of best practices around co-enrollments, leveraged funds and partnership and delivery of services with community based organizations is encouraged. Refer to the State Board Policy Brief on [Serving English Language Learners](#) for examples.

## **Required compliance with State Plan guidance and State Law regarding Multi-Craft Core Curriculum pre-apprenticeship partnerships**

In all industry sectors, it is the policy of the State Board that pre-apprenticeship training must connect directly to apprenticeship programs approved by the California Division of

Apprenticeship Standards. In the construction industry, it is also the policy of the State Board that pre-apprenticeship training utilize the Multi-Craft Core Curriculum (MC3). This is required by state law if utilizing WIOA Title I funds. See Directive [WSDD-178](#).

### *Background*

The MC3 is a standardized comprehensive pre-apprenticeship curriculum that delivers an industry-recognized credential. To become an MC3 training provider, an entity must contact a local building trades council in the entity's area of operation.

*MC3 partnerships*, or what the State Board refers to as *High Road Partnerships for Construction Careers*, are established collaborations led by local building trades councils and can include local workforce boards, community organizations, colleges, and schools. In these partnerships, workforce entities work closely with building trades councils to establish pathways for and provide support to disadvantaged populations in accessing state-approved apprenticeship through joint apprenticeship training councils. Effective programs are embedded in large public works or commercial-scale infrastructure projects through community workforce agreements negotiated with or by local building trades councils. Job seekers get to explore different trades through introductory programs and decide which craft is the best fit. The building trades and construction contractors get a pool of qualified, diverse candidates who have received a minimum of 120 hours of rigorous pre-construction instruction.

### *Required Content*

The RPUs are required to submit an updated regional plan which describes in detail how each local workforce board and core regional planning partners will ensure coordination and partnership with one or more local building trades council when pursuing pre-apprenticeship training in the construction industry, as per state law and the State Plan.

## **Regional Coordination and Alignment Indicators**

### *Background*

The State Board has developed Regional Coordination and Alignment Indicators as a framework for assessing regional implementation progress in achieving the three objectives of the State Plan: demand driven skills attainment, upward mobility and equity for individuals with barriers to employment, and system alignment.

### *Required Content*

As an attachment of the Regional Plan modifications submitted to the State Board, each region must provide a self-assessment of regional coordination using the Regional Coordination and Alignment Indicators. The self-assessment must include, at a minimum, progress achieved through the Regional Plan Implementation (RPI) grants and should also include, to the extent feasible, regional achievements made with other investments, such as SlingShot, Regional

Training, Prop 39 High Road Partnerships for Construction Careers, Forward Focus, Workforce Accelerator Fund (Accelerator) and funds leveraged through other strategic partners.

A matrix of RPI goals cross walked to Regional Indicators is attached.

The Regional Coordination and Alignment self-assessment will be used to determine progress made to date in regional planning unit (RPU) workforce plan implementation and allow the State to assess in aggregate all RPU efforts underway. Additionally, the initial self-assessment will be used for subsequent assessment of regional coordination and alignment throughout the duration of regional plan implementation. The following are the Regional Coordination and Alignment Indicators:

### *Regional Coordination and Alignment Indicators*

#### Demand Driven Skills Attainment Indicators

Indicator A: Region has a team that jointly convenes industry and is led by Industry Champions

Indicator B: Region has shared industry sector focus and pools/shares resources to meet demand in the region

Indicator C: Region has a process to communicate industry workforce needs to supply-side partners.

Indicator D: Region has policies supporting equity and strives to improve job quality

#### Upward Mobility and Equity for Individuals with Barriers to Employment Indicators

Indicator E: Region has shared target populations of emphasis

Indicator F: Region deploys shared/pooled resources to provide services, training, and education to meet target population needs.

Indicator G: Region utilizes shared/common case management and capacity building strategies such as co-enrollment, professional development, to develop shared responsibility for providing services and ensure quality outcomes

#### System Alignment Indicators

Indicator H: Region has shared/pooled administrative systems or processes to achieve administrative efficiencies and program outcomes

Indicator I: Region has created formalized structures for decision-making

Indicator J: Region has developed a process for evaluating performance that includes, but may not be limited to:

- Qualitatively evaluating progress towards meeting regional industry and occupational demand;
- Tracking the number of Industry-Recognized Credentials and Apprenticeships;
- Aligning negotiated performance measures to regional Indicators; and

- Using the Indicators of Regional Coordination and Alignment to evaluate progress.

Using the guidelines outlined in the Attachment, *Regional Coordination and Alignment Regional Assessment Indicators*, each region should determine how it scores on each of the Indicators listed and provide a narrative rationale justifying the score it has given itself as part of the self-assessment. For each of the Indicators, three scores are possible: Learning/Experimenting; Operationalizing/Doing; and Growing/Expanding/Scaling. RPUs should provide to the extent feasible a robust self-assessment.

It is important to note, that the State is aware that each RPU may not have made progress on all indicators. Where this is evident, the RPU may elect the “no progress made at this time” option.

### **Employment Development Department’s Labor Market Information**

The Employment Development Department’s Labor Market Information Division has created the Regional Planning Unit LMI Dashboard as a web-based interactive tool for (optional) use by Local Workforce Development Boards and Regional Planning Units when modifying their strategic plans. This labor market information resource can be found [here](#).

### **Submission Requirements and Deadline for Regional and Local Plan(s)**

Regional and local plans must be submitted to the State Board no later than March 15, 2019.

Each RPU and Local Boards within the RPU must submit one package that includes the following:

- One electronic version of the regional plan and local plan(s) in a pdf format.
- One original of the regional plan and each local plan(s) with the original signatures of the RPU Local Board Chairs and the CEO(s) or their designated alternates.
- Three copies of the regional plan and each local plan(s). If local approval cannot be achieved by the submission deadline, the Local Board must submit at least one copy of the unsigned plan by the due date and provide a detailed explanation for the signature absence(s) and the date by which the signed original and copies will be sent. A signed copy must be submitted no later than August 1, 2019.

A CEO signature is required for local plans, but not for regional plans. However, CEOs are still required to approve final regional plans and include documentation of the approval (meeting minutes, resolution, etc.) with their submission.

Electronic copies of the signature approval page will be accepted and should be sent to [Bethany.Renfree@cwdb.ca.gov](mailto:Bethany.Renfree@cwdb.ca.gov), Attention: Regional and Local Plans. Please note, alternates



must be formally designated by official action of their respective Local Board or locally approved policy.

## ACTION

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Bring this Directive to the attention of staff and other relevant parties.

This planning guidance provides an outline of the submission process, including dates for submission and review as well as the scoring rubric for plan modifications. All required elements specified in the final guidance will be scored on a 0 to 2 scale based on whether the element's narrative content exceeds, meets, or fails to meet expectations. Plan modifications will be due March 15, 2019.

## INQUIRIES

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If you have any questions, contact Bethany Renfree at 916-657-1446.

/S/ JAIME L. GUTIERREZ, Chief  
Central Office Workforce Services Division

Attachments are available on the internet:

1. [Regional Coordination and Alignment Indicators](#)
2. [Crosswalk: Regional Coordination and Alignment Indicators](#)
3. [Directory of Local and Regional Planning Partners](#)
4. [Community Engagement Resource Guide for CBOs](#)
5. [Meaningful Community Engagement for Workforce Planning Resource Guide for Local Boards and RPU's](#)
6. [PY 2018-2019 Regional and Local Planning Timeline](#)
7. [PY 2018-2019 Regional and Local Plan Format](#)
8. [Stakeholder Engagement and Community Outreach Efforts Scoring Matrix](#)
9. [Regional Plan Scoring Matrix](#)
10. [Local Plan Scoring Matrix](#)
11. [Assurances](#)
12. [Summary of Comments](#)