Employment Development Department
State of California

INFORMATION NOTICE

Date: April 7, 2020 **Number:** WSIN19-40
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TEMPORARY CHANGES TO WIOA REGISTRATION AND ELIGIBILITY DETERMINATIONS DUE TO COVID-19

Due to the impact of the new coronavirus (COVID-19) outbreak, the Employment Development Department (EDD) recognizes the need for Local Workforce Development Areas (Local Area) to have maximum flexibility in providing *Workforce Innovation and Opportunity Act* (WIOA) services. In response to the California Department of Public Health's guidance regarding COVID-19, the America's Job Center of California[SM] system has begun to make changes to their service delivery models by offering in-person services on an appointment-only basis, or transitioning to remote options. The goals are to minimize disruption to service delivery while protecting the health and safety of the workforce development community, and to ensure that both WIOA requirements and the needs of individuals are being met.

In alignment with the Executive Order N-33-20 (PDF) issued by Gavin Newsom on March 19, 2020, to shelter-in-place, Local Areas may use self-attestation and temporarily waive the requirement for a wet or electronic signature on all enrollment forms for WIOA Title I programs. This temporary allowance will remove barriers and offer individuals easier access to WIOA services. Local Areas must establish a policy that outlines which method of self-attestation (verbal or email verification) is acceptable, how self-attestation and the date of enrollment is documented in case management, and the process by which an individual's signature will be obtained once in-person services resume.

In an effort to ensure undue hardship is not placed on individuals during this unique circumstance, Local Areas are strongly encouraged to remain flexible while exploring temporary methods to perform eligibility enrollments and assessments. Temporary options may include scheduling in-person appointments, scheduling telephone or video call appointments, or using email or text messaging.

If you have questions, please contact your Regional Advisor.

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

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