



## Referral to Workforce Services Policy and Procedures

Department: Office of Economic and Workforce Development

Effective Date: July 1, 2022

### Overview

In order to ensure the integrity of information being reported to OEWD and the local government, referral, enrollment, workforce activities, placement and related programmatic outcomes will be reported by the provider.

### Referral Process

Provider will receive client referral from appropriate partner agency. Provider will complete intake and assessment to determine enrollment into programming. Once enrollment is determined, provider will complete Workforce Development application and all appropriate eligibility paperwork.

### OEWD Data Systems Process and Activity Definitions

#### **Workforce Central Process (WFC)**

Provider will capture referral, enrollment, workforce activities, placement and related programmatic outcomes in WFC in the typical procedure to create, submit, and add activities to participant applications.

#### **Activity Definitions**

<b>Activity Code</b>	<b>Activity Code Name and Definition</b>
RF10	<b>Referred to Workforce Development Services from Problem Solving</b> <i>A client referred to workforce development services from SF's Department of Homelessness and Supportive Housing's Problem Solving Unit.</i>
RF20	<b>Referred to Workforce Development Services from Rapid Rehousing</b> <i>A client referred to workforce development services from SF's Department of Homelessness and Supportive Housing's Rapid Rehousing Unit.</i>
86	<b>Removal of Barrier to Employment</b> <i>Removal of barrier(s) to employment for participants in order to fully benefit from workforce development services.</i>
125	<b>Job Search and Placement Assistance</b> <i>Providing a participant with job search and placement assistance and, in appropriate cases, career counseling, including the provision of information on in-demand industry sectors and occupations, and nontraditional employment.</i>
435	<b>Career Counseling and Planning (Youth)</b> A Youth participant received advice and support in making decisions about what career paths to take. Career counseling services may include providing information about résumé preparation, interview skills, potential opportunities

	for job shadowing, and the long-term benefits of postsecondary education and training.
187	<b>Supportive Service: Job Search Allowance</b> <i>A participant received an allowance to purchase items necessary for conducting a successful job search. Supportive services may be made available to any adult or dislocated worker participating in Title I career services (not including follow-up services) or training activities. *This service must be provided in conjunction with a career service or training service. Service dates for the supportive service must be within the dates of the career service or training activity.</i>
300	<b>Occupational Skills Training - Approved Provider List (ITA)</b>
328	<b>Occupational Skills Training – Non ETPL</b>

### **Job Center Process for Adding Activity**

1. Complete General Fund/CDBG WFC application OR WIOA application
2. Add Job Search and Placement Assistance (125 activity code for Adult Programs and 435 activity code for Young Adult Programs)
3. Add and complete appropriate Referred To activity code (see definitions above)
4. Add any other appropriate activity code(s) for services provided including but not limited to:
  - a. 86 - Removal of Barrier to Employment
  - b. 187 – Supportive Services: Job Search Allowance

### **Sector Training Process for Adding Activity**

1. Complete General Fund/CDBG WFC application OR WIOA application
2. Add Occupational Skills Training - (300 or 328 activity code depending on funding stream)
3. Add and complete appropriate Referred To activity code (see definitions above)
4. Add Job Search and Placement Assistance (125 activity code)
5. Add any other appropriate activity code(s) for services provided including but not limited to:
  - a. 86 - Removal of Barrier to Employment
  - b. 187 – Supportive Services: Job Search Allowance

### **Inquiries**

Inquiries should be addressed to your assigned OEWD Program Staff member or the OEWD Workforce and Sector Program Director.

OEWD and its service providers shall follow this policy. This policy will remain in effect from the date of issue until such time that a revision is required.