



# MONTEREY COUNTY ECONOMIC DEVELOPMENT

ERIK CUSHMAN, WIB CHAIR  
JIM COOK, ECONOMIC DEVELOPMENT DIRECTOR

## Monterey County Workforce Investment Board (WIB)

### EXECUTIVE COMMITTEE

Shoreline Workforce Development Services  
249 10th Street, Marina, CA

**May 16, 2012; 8:00am**

#### Executive Committee Members:

*Erik Cushman, Chair*

Anthony Aniello

Cesar Lara

Diana Carrillo

Dave Potter

Joanne Webster

Mary Ann Leffel

### AGENDA

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**CALL TO ORDER / INTRODUCTIONS:**

Erik Cushman,  
*Chair*

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**CHANGES TO AGENDA:**

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**PUBLIC COMMENT:**

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**CONSENT CALENDAR:**

Erik Cushman

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C-1. **ACTION:** Approve minutes from April 18, 2012.

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C-2. **ACTION:** Concur with the March 15, 2012 Youth Council action to approve the Program Year 2010-11 Final Monitoring Report of the Office for Employment Training (OET) Youth program.

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C-3. **ACTION:** Concur with the May 10, 2012 Oversight Committee action to approve the extension of the WIA Title I Adult subcontracts with Shoreline and Turning Point and decrease their total contract budgets by 10%, for a total contract allocation of \$567,000 and require each subcontractor to expend a minimum of 25% of their contract funds on training for PY 2012-13.

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**BUSINESS MEETING CALENDAR:**

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1. **Information:** Review of WIB member composition and vacancies. Joyce Aldrich

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2. **Action:** Review and approve revised WIB Policy #2005-09 - Selective Service Registration. Joyce Aldrich

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3. **Information:** Review and discuss the WIB Strategic Plan for PY 2012-13. Jim Cook

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4. **Information:** Receive an update on the WIB Budget for PY 2012-13. Joyce Aldrich

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5. **Action:** Direct staff to negotiate with Geographic Solutions on the Virtual One Stop (VOS) add-on features of the Local portal, WorkKeys module, and scan card automated service tracking system. Joyce Aldrich

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6. **Information:** Review and discuss the DRAFT WIB Agenda. Joyce Aldrich

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**ANNOUNCEMENTS OF EVENTS:**

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**Subcommittee Meetings:**

Youth: 7/10/2012 – Shoreline, Marina  
Oversight: 6/14/2012 – Shoreline, Marina  
Executive: 6/20/2012 – Shoreline, Marina

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**WIB Meetings:**

6/6/2012 – Shoreline, Marina

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**ADJOURNMENT:**

Erik Cushman

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To request information, please contact the Monterey County Workforce Investment Board staff at (831) 796-6434 or visit our website at [www.montereycountywib.org](http://www.montereycountywib.org).

Monterey County  
Workforce Investment  
Board (WIB)

Joyce Aldrich,  
*WIB Consultant*

168 West Alisal Street  
3<sup>rd</sup> Floor  
Salinas, CA 93901  
(831) 759-6644  
[www.montereycountywib.org](http://www.montereycountywib.org)

**UNADOPTED**

**Monterey County Workforce Investment Board  
Executive Committee Minutes  
April 18, 2012; 8:00am**

Shoreline Workforce Development Services Conference Center  
249 10<sup>th</sup> Street, Marina, CA

**Members Present:** Erik Cushman (Chair), Anthony Aniello, Cesar Lara and Mary Ann Leffel

**Members Absent:** Diana Carrillo (excused), David Potter (excused) and Joanne Webster (excused)

**Others Present:** Rod Powell (OET)

**Staff Present:** Jim Cook (Director Economic Development Department), Joyce Aldrich (WIB Consultant), and Flor Galvan (WIB staff)

**CALL TO ORDER/INTRODUCTIONS:** Mr. Cushman called the meeting to order at 8:10am. He welcomed those in attendance and called for introductions. A quorum was established.

**CHANGES TO THE AGENDA:** None

**PUBLIC COMMENT:** None

**C-1 Action: Approval of minutes from March 9, 2012.**

**Motion:** Ms. Leffel motioned to approve the minutes as stated.

**Second:** Mr. Lara

**Motion Passed Unanimously**

1. **Action: Discussion and update on WIB member composition and attendance for Program year (PY) 2012. Approve resignations of D. Bernahl and R. Weakley.** Ms. Aldrich informed the committee that approval needs to be made to move forward with accepting Mr. Bernahl and Mr. Weakley's resignations from the Board so it can be brought to the full WIB in June for consideration. Thereafter it will be forwarded to the Board of Supervisors for approval so that vacancies representing business can be filled.  
**Motion:** Ms. Leffel motioned to accept the action as stated.  
**Second:** Mr. Lara  
**Motion Passed Unanimously**
  
2. **Action: Discussion of Local Workforce investment Area (LWIA) and WIB Budget and expenditures for PY 2011-12.** Ms. Aldrich had hoped to provide the 2012-13 LWIA budget to the Executive Committee for review; however OET's fiscal office needed more time to work on trying to resolve and decrease the \$2.4 million dollar gap before heading into the new fiscal year. In reviewing the budget information provided by OET's fiscal office, it was determined that we have an issue with this program year's budget. WIB staff is working with OET's fiscal office to resolve the issues. Mr. Cushman asked Ms. Aldrich to explain the 171% budget overages. Ms. Aldrich explained that OET's fiscal office uses the budget as a blueprint and they anticipate that the WIB will bring in additional dollars each year. When planning the LWIA budget, OET also budgets for staff salaries first, then services and supplies and lastly participant costs. In addition, Ms. Aldrich explained that OET's fiscal office sought WIB approval to transfer Dislocated Worker dollars into the Adult formula allocation, as allowed by the State. At the same time the transfer was being approved by the full Board, WIB staff was applying for additional assistance Dislocated Worker funds. Monterey County's EDD Regional Advisor advised the WIB not to transfer any funds when applying for additional monies. In the interim, OET's fiscal office assumed that the transfer would be approved by the State and adjusted the LWIA budget to reflect the transfer in funds. To date, the application to the State for the additional funds has not been approved. In addition, the State has mandated that local areas must allocate 25% of its WIA funds towards training opportunities, with the exception of youth formula funds, for participants prior to allocating staff salaries and services. Mr. Cook advised the committee that a meeting will be held on April 19, 2012 between Mr. Elliott Robinson, himself, Ms. Joyce Aldrich and other staff to reach a common understanding of the budget problem and discuss a series of options that will be formulated. Ms. Leffel suggested putting

together an Ad-Hoc Committee made up of 3 or 4 members that are very familiar with WIA, budgets and finances to work through this year's budget.

**Motion:** Ms. Leffel motioned to accept the action as stated.

**Second:** Mr. Lara

**Motion Passed Unanimously**

**3. Information: Receive information on trends in job placement, sectors and average hourly rate.**

Ms. Aldrich provided the committee with information on the top eight classifications for living-wage job opportunities.

**4. Action: Review and approve Letters of Support Policy on behalf of Workforce Investment Board.**

Ms. Aldrich explained that this item related to the WIB providing letters of support was previously brought to the Executive Committee. WIB staff was tasked with putting together a policy that establishes guidelines when the WIB is contacted to provide letters of support or commitment.

**Motion:** Mr. Lara motioned to accept the action as stated.

**Second:** Ms. Leffel

**Motion Passed Unanimously**

**5. Action: Approve election of Workforce Investment Board Officers.** Ms. Aldrich informed the committee that it is time for re-election of the Chair and Vice-Chair of the WIB. The action will move forward to the full WIB in June 2012. Ms. Aldrich stated that WIB member Ms. Webster will be retiring in September and she plans not to renew her position on the WIB. However, Ms. Webster plans to serve on the WIB's Youth Council. Ms. Leffel suggested that WIB staff send a letter to all committee members notifying them of the positions available on the WIB. The elections will take place at the June 6, 2012 full WIB meeting.

**Motion:** Ms. Leffel motioned to accept the action as stated.

**Second:** Mr. Lara

**Motion Passed Unanimously**

**6. Action: Consider participation in Economic Development Committee Ad-Hoc working group.** Mr.

Cook informed the members that following the WIB retreat, the WIB member consensus was to become more active with Economic Development. The next step to strengthen this connection would be to formalize a structure where members of the WIB, Economic Development Committee and representatives of local businesses look at the needs of industry for today's as well as tomorrow's workforce as they support economic initiatives. Mr. Cook shared an example that involved the agricultural industry and working with partners such as Lori Koster, Bruce Taylor and Larry Silva to put together a strong committee that involves industry representatives to begin the dialogue. Mr. Cook advised that the plan is a concept that he wanted to bring before the Executive Committee for possible interest in working with the Economic Development Committee. Ms. Leffel stated the Monterey County Business Council is putting together a manufacturing cluster in June that the WIB/Economic Development Committee can use to gather economic information from. Ms. Leffel feels the information and analysis provided to the Executive Committee is outdated. Mr. Cushman agrees with Ms. Leffel and stated that the WIB has been involved in economic related activities through it's members that represent all forms of industries. Mr. Lara stated as a Labor representative he connects with the agricultural industry daily and works with the farm laborers who have more of an understanding of the needs of the workforce than management. Mr. Cook feels there are other ways to promote the connection and he just wanted to notify the committee that he is headed in that direction. Ms. Leffel stated that environmental tourism is an idea that the WIB can take forward and is no where on anyone's mind. She currently knows of two companies (CGI and a 3-D Animation) that are looking to bring their companies to this area which would greatly increase our computer tech workforce.

**Motion:** Ms. Leffel motioned to accept the action as stated.

**Second:** Mr. Aniello

**Motion Passed Unanimously**

**7. Action: Approve the submission of a State Employment Development Department Veterans**

**Employment Assistance Program Grant for \$499,597.** Due to the short timeframe, Ms. Aldrich stated she is asking for retroactive approval regarding the submission of this grant. WIB staff was able to bring in partners that represent MPC, CSUMB, Monterey College of Law and Shoreline. The primary focus of this grant is to provide Education, Technology, Small Business, Tourism, Homeland Security

and Emergency Management sector training and placement opportunities. A major focus of this grant will be a public service academy for homeland security and emergency management for high-wage jobs. Mr. Seth Pollack is putting together the curriculum that is geared towards certification, if awarded. The target population will be primarily focused on recently separated veterans, service-connected disabled Veterans, campaign Veterans, Veterans with significant barriers, and eligible spouses of Veterans as defined in the Job for Veterans' Act.

**Motion:** Ms. Leffel motioned to accept the action as stated.

**Second:** Mr. Lara

**Motion Passed Unanimously**

8. **Information: Oversight Committee Workshop Agenda.** Ms. Aldrich reviewed the proposed Oversight Committee Workshop agenda. She stated an invitation was extended to previous members of the Planning Committee. She stated it's important to cover the roles and responsibilities of the Oversight Committee since it has assumed the former Planning Committee's responsibilities based on the amended WIB bylaws. The workshop will also focus on the WIB's Strategic Plan initiatives.
9. **CWA Conference Feedback.** Ms. Aldrich informed members that she and Mr. Cook attended the CWA Quarterly meeting as well as the CWA Spring Conference. She stated many changes are occurring that impact the Job Training Automation and Virtual One Stop systems locally and statewide. In July 2012, the CalJOBS system will transition into the new VOS system. In September, all local jurisdictions will be inputting and entering data into the system which will be called the New CalJOBS system. Geographic Solutions has explained many add-ons features incorporated into the system. Ms. Aldrich stated that she inquired about reduced rates for WIBs that join as a regional collaboration. The State is currently working with Geographic Solutions to reduce the price of the new add-on features. To add the WorkKeys component to the system, it would normally cost approximately \$7,500, which would require that Monterey County have its own portal at an additional cost of \$7,500 for a total of \$15,000. There are other add-on features that Ms. Aldrich feels would be beneficial to Monterey County such as the scan card system. She will provide the committee with all the information. She stated the new add-on features could equate to the same amount Monterey County is currently paying for the VOS system annually.

**ADJOURNMENT:** Mr. Cushman motioned to adjourn the meeting at 9:22 am.

**Motion:** Mr. Aniello motioned to accept the motion as stated.

**Second:** Mr. Lara

**Motion Passed Unanimously**

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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE  
**FROM:** STEPHANIE SHONLEY, WIB STAFF  
**SUBJECT:** CONCUR WITH THE MARCH 15, 2012 YOUTH COUNCIL ACTION TO APPROVE THE PROGRAM YEAR 2010-11 FINAL MONITORING REPORT OF THE OFFICE FOR EMPLOYMENT TRAINING (OET) YOUTH PROGRAM  
**DATE:** MAY 16, 2012

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**RECOMMENDATION:**

It is recommended that the Executive Committee concur with the March 15, 2012 Youth Council action to approve the Program Year 2010-11 Final Monitoring Report of the Office for Employment Training (OET) Youth program.

**DISCUSSION:**

This monitoring review is to report the results of the WIB staff's contract compliance monitoring of the Office for Employment Training's (OET) Workforce Investment Act (WIA) Youth Program for PY 2010-11.

**Background:**

The Monterey County Office for Employment Training is the County's main WIA youth (adult & dislocated worker) program provider. Since OET does not enter into contract with the County of Monterey, like outside service providers, WIB staff basis monitoring performance on the planned number of enrollments indicated through WIA Local Plan, a document sent to the state and modified each year to best meet the vision set forth in the state's plan. WIB staff also ensures that compliance is being met by following federal, state and local policies, laws and regulations. In August 2011, WIB staff monitored (file and on-site program review) the OET WIA Youth contract to review performance, assessed compliance and identified the current state of the program based on the number youth they planned on serving.

WIB staff sent a monitoring letter to OET on September 22, 2011; there were zero findings and five observations. The most concerning observation WIB noted during the monitoring was OET enrolled 185 new youth into their program, which was 62% of their planned goal of enrolling 300 youth. Please see page two of the full monitoring report to see the planned verses actual youth enrollments and page three to see a full list of all observations during the monitoring period.

**ATTACHMENT:** 1a-Reference attached monitoring report.

  
Joyce Aldrich, WIB Consultant  
Monterey County Workforce Investment Board

5/10/2012  
Date



# WORKFORCE INVESTMENT BOARD

## MONTEREY COUNTY

ERIK CUSHMAN, CHAIR

LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR

168 W. Alisal Street, 2nd Floor  
P.O. Box 2135  
Salinas, CA 93901  
Phone (831) 759-6644  
flinnlg@co.monterey.ca.us

September 22, 2011

Barbara Verba  
Deputy Director  
County of Monterey  
DSES, Employment Services Branch  
730 La Guardia Street  
Salinas, CA 93905

**RE:** Draft PY2010-11 Workforce Investment Act Title I Youth Monitoring Report

**Service Provider:** The County of Monterey, Employment Services Branch

**Objective:** The purpose of this monitoring was to evaluate compliance with the provisions of WIA, associated regulations and directives, local policies, and the provisions of the contract.

**Workforce Investment Board Analyst:**

Stephanie Shonley | (831) 796-6410 | [shonleys@co.monterey.ca.us](mailto:shonleys@co.monterey.ca.us)

**Monitoring Dates:** August 3-5, 2011 & August 22-24 One-Stop Career Center, 730 La Guardia Street, Salinas, CA 93905

**Review Period:** The review covered the period of April 2, 2010 (Q4) – June 30, 2011 (Q4). This monitoring did not include a review of fiscal compliance.

**File Review:**

**45 out of 449** (10%) active and retention participant files, enrolled in the youth program during between April 2, 2010 and June 30, 2011, were randomly selected for review. All case files reviewed were complete and included eligibility documentation, documentation of core and assessment services provided, completed individual employment plans and documentation of intensive and training services provided by OET. Case notes and all other forms of communication with participants and employers were thorough and recorded in a timely manner.

WIB staff was very pleased with the 'case synopsis' document found in each file. This form is succinct and thorough, identifying the participants' projected goals, outcomes and their top three job choices of interest. Staff noticed the majority of participants were placed in a work experience opportunity where they had expressed interest. Staff did have questions on the expressed job choices of interest. See observation.

WIB staff also appreciated the thoroughness of the youth supervisor reviewing and signing off on each file.

**Participant and Employer Interview Results**

**Entrance Conference:** Barbara Verba, Deputy Director; Rod Powell, Program Manager

**Participants:** (5) Merrisa W., Jose V., Jorge Hernandez Z., Melissa G. and Maria Picazo P. were interviewed at their worksites.

**Employers:** (4) Christine Aiello, Director, Miss Barbara's Child Development Center, Marina; Richard Medrano, Lead Mechanic, NUMSD Transportation Department, Prunedale; Kurt Ellison, Supervising Librarian, Castroville Public Library; Christopher Gallegos, Supervisor, Gonzales Public Library

WIB staff conducted face-to-face interviews with staff, participants and worksite supervisors to determine satisfaction with the program. Employers were very impressed with OET's youth program, the on-going communication with staff and the opportunities being provided. The youth were very appreciative of the opportunities they had been given by being enrolled in the program. They were very complimentary of the staff, workshops and support provided.

*Suggestions for improvement from interviews are to make sure participant applications get out in a timely manner and that OET contact phone numbers are current and do go directly to voicemail.*

**Planned Versus Actual Performance:**

The following data was queried from the from the Virtual One-Stop System, OET vosShell report and JTA, as reported to the State, to validate program enrollments/exits provided by OET during the program year. The monitor noted variance between data queried through each system versus numbers prepared by OET in the WIA Local Plan Modification - Title IB Participant Plan Summary for PY 2010-11.

| <b>Date Range:</b> 07/01/2010 - 06/30/2011                     | <b>Plan</b> | <b>Actual</b> | <b>% of Plan Achieved</b> |
|--|-------------|---------------|---------------------------|
| <b>Registrations/Enrollments</b>                               |             |               |                           |
| Registered Participants Carried in from PY2009-10              | 357         | 328           | 92%                       |
| New Registered Participants for PY2010-11                      | 300         | 185           | 62%                       |
| Total Registered Participants for PY2010-11<br>(line 1 plus 2) | 657         | 513           | 78%                       |
| Exiters for PY2010-11  | 400         | 266           | 67%                       |
| Registered Participants Carried Forward<br>(line 3 minus 4)    | 120         | 247           | 206%                      |
| <b>Youth Measures</b>  |             |               |                           |
| Attainment of a Literacy and/or Numeracy Gain                  | 150         | 77            | 51%                       |
| Attainment of a High School Diploma, GED, or Certificate       | 150         | 138           | 92%                       |

|                | <b>Min Goal</b> | <b>Target Goal</b> | <b>vosShell</b> | <b>% of Target Achieved</b> |
|----------------|-----------------|--------------------|-----------------|-----------------------------|
| <b>Central</b> | 10%             | 55%                | 55.2%           | 100.3%                      |
| <b>North</b>   | 10%             | 11%                | 12.1%           | 111%                        |
| <b>South</b>   | 10%             | 18%                | 19.7%           | 109%                        |
| <b>West</b>    | 10%             | 16%                | 13.1%           | 82%                         |

OET appeared to have exceeded the minimum geographic participation requirement of 10% in all areas of the County. Since the PY2009-10 monitoring, OET achieved their North County goals and increased their enrollments by 4.3%. Although OET achieved their South County goals, there was a 4% decrease in enrollments.

|                          | Budget             | Total OET Youth Expenditures | 2011-2012 Carry Over |
|--------------------------|--------------------|------------------------------|----------------------|
| Total Youth Budget 10-11 | \$1,972, 107       |                              |                      |
| Subcontractor Allocation | \$468,000          |                              |                      |
| Carry-In from 09-10      | \$316, 665         |                              |                      |
| Total OET Youth Budget   | <b>\$1,820,772</b> | (\$1,484,947)                | \$335, 825           |

**Current Findings and Related Recommendations:**

1. None

**Observations:**

1. Service to the North County area complies with WIB Policy 2010-1. Service to this area was greatly improved since the PY 2009-2010 monitoring period.
2. New registered participants were <65% of goal
3. Over 200% of participants were carried forward?
4. Attainment of a literacy and/or numeracy gain is < 55% of planned goal.

**Recommendation:** Briefly explain the method used to plan a new program year.

5. Summer Youth Employment timesheets do not state the name of the worksite, only states the pay period and the youth advisors name.

**Conclusion:**

A program exit interview was conducted on September 22, 2011. Program staff was advised on observations as noted above.

The results of the program review indicate that OET is satisfactorily complying with WIA regulations and local policies.

The WIB extends our appreciation to your staff for their cooperation and assistance during our review and wished to congratulate OET on its contributions to our local workforce development efforts.

Any response regarding the findings and recommendations of this report are required by Friday, October 14, 2011 after which time the report will be final. If you have any questions, please contact Stephanie Shonley at (831) 796-6410.

Sincerely,

  
 Loyanne Flinn  
 Acting Executive Director  
 Monterey County Workforce Investment Board

9/20/11  
 Date

cc:  
 Stephanie Shonley, WIB Management Analyst

# MEMORANDUM

**TO:** WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE

**FROM:** MARLEEN ESQUERRA, WIB ANALYST

**SUBJECT:** CONCUR WITH THE MAY 10, 2012 OVERSIGHT COMMITTEE ACTION TO APPROVE THE EXTENSION OF THE WIA TITLE I ADULT SUBCONTRACTS WITH SHORELINE AND TURNING POINT AND DECREASE THEIR TOTAL CONTRACT BUDGETS BY 10%, FOR A TOTAL CONTRACT ALLOCATION OF \$567,000 AND REQUIRE EACH SUBCONTRACTOR TO EXPEND A MINIMUM OF 25% OF THEIR CONTRACT FUNDS ON TRAINING FOR PY 2012-13

**DATE:** MAY 16, 2012

**RECOMMENDATION:**

It is recommended that the Executive Committee concur with the May 10, 2012 Oversight Committee action to approve the extension of the Program Year 2012-13 Workforce Investment Act (WIA) Title I Adult subcontracts with Shoreline Workforce Development Services (Shoreline) and Turning Point of Central California (Turning Point) and decrease their total contract budgets by 10%, representing a total WIA Adult subcontract allocation of \$567,000 and require each subcontractor to expend a minimum of 25% of their contract funds on training per Senate Bill 734, as follows:

1. Extend Shoreline’s subcontract to provide OJT/ITA and direct placement services and decrease their total contract budget by \$32,760 (10%) from \$327,600 to \$294,840, based on anticipated budget deficits, using WIA Adult funds for the period of July 1, 2012 through June 30, 2013.
2. Extend Turning Point’s subcontract to provide OJT/ITA and direct placement services and decrease their total contract budget by \$30,240 (10%) from \$302,400 to \$272,160, based on anticipated budget deficits, using WIA Adult funds for the period of July 1, 2012 through June 30, 2013.

The recommended funding with a 10% reduction for each subcontractor, 25% training set-aside requirement and a balanced change in the number of adults to be served is reflected below:

| Adult Subcontractors<br>PY 2012-13 | Net Contract      | Training Set-Aside<br>at 25% as per SB<br>734 | Total Funding    | # of participants<br>to be served |
|------------------------------------|-------------------|---|------------------|-----------------------------------|
| <b>Shoreline</b>                   | \$ 221,130        | \$73,710                                      | \$294,840        | 69                                |
| <b>Turning Point</b>               | \$ 204,120        | \$68,040                                      | \$272,160        | 63                                |
| <b>Total</b>                       | <b>\$ 425,250</b> | <b>\$141,750</b>                              | <b>\$567,000</b> | <b>132</b>                        |

The current subcontract allows for an extension of up to two years beyond the initial one-year subcontract period pending the availability of WIA funds and acceptable subcontractor performance.

Additional funding considerations are noted on pages 3 & 4 of this report.

**BACKGROUND:**

For Program Year 2011-12, the Monterey County Board of Supervisors approved the Monterey County Workforce Investment Board’s recommendation to initiate WIA Title I Adult subcontracts with Shoreline and Turning Point to start on July 1, 2011 and end on June 30, 2012. The subcontracts intend to enroll 147 economically disadvantaged adults in core and intensive services with 82 receiving training services and 65 receiving direct placement services for a total subcontract obligation of \$630,000 (average cost of \$4,285 per person). Of that amount, \$114,200 is set-aside for training contracts.

The PY 2011-12 subcontractor funding and number of adults to be served is reflected in the chart below:

| Adult Subcontractors<br>PY 2011-12 | Net Contract     | OJT Set-Aside    | Total Funding    | # of participants<br>to be served |
|------------------------------------|------------------|------------------|------------------|-----------------------------------|
| Shoreline                          | \$259,600        | \$68,000         | \$327,600        | 77                                |
| Turning Point                      | \$256,200        | \$46,200         | \$302,400        | 70                                |
| <b>Total</b>                       | <b>\$515,800</b> | <b>\$114,200</b> | <b>\$630,000</b> | <b>147</b>                        |

**Available WIA Funding PY 2011-12:**

For Program Year 2011-12, Monterey County reportedly received \$1,703,873 in WIA Adult formula funds. For the WIA Title I Adult allocation, this represents a reduction of 12% compared to the previous allocation in PY 2010-11, as shown below:

| Funding Stream    | Allocation<br>PY 2010-11 | Allocation<br>PY 2011-12 | Allocation<br>Difference | Annual %<br>Increase / Decrease |
|-------------------|--------------------------|--------------------------|--------------------------|---------------------------------|
| WIA Title I Adult | \$1,911,145              | \$1,703,873              | (\$207,272)              | -12.00%                         |

**Available WIA Funding PY 2012-13:**

At the Oversight Committee meeting on April 12, 2012, the members had an opportunity to review the WIA Title I formula allocations impacting Monterey County for the upcoming PY 2012-13. For the WIA Title I Adult allocation, this represents a reduction of 1.13% compared to the previous allocation in PY 2011-12, as shown below:

| Funding Stream    | Allocation<br>PY 2011-12 | Allocation<br>PY 2012-13 | Allocation<br>Difference | Annual %<br>Increase / Decrease |
|-------------------|--------------------------|--------------------------|--------------------------|---------------------------------|
| WIA Title I Adult | \$1,703,873              | \$1,684,911              | (\$18,962)               | -1.13%                          |

**WIA Adult Subcontractors Performance 3-Year Comparison:**

Attached is a spreadsheet that provides a 3-year actual to plan performance review of each Adult subcontractor’s program to include total expenditures, OJT enrollments, performance outcomes, geographic and demographic goals for PY 2008-09, 2009-10 and 2010-11 (up to April 30, 2012). Performance has been routinely reviewed by WIB staff for programmatic and fiscal compliance. Monitoring reports has shown Shoreline and Turning Point to be in compliance. Below is a summary of each Adult subcontractor’s performance, based on the attached 3-year actual to plan performance review.

**Shoreline’s Subcontract Performance:**

- Consistently complies with spending cap of average cost per participant.** (PY 2011-12 - up to January 2012, Shoreline expended an actual average of \$2,321 (46%) per OJT/ITA and Direct Placement; Shoreline’s 3-year average is \$3,410 (51%) per enrollment). Additional costs will be accrued as the PY 2011-12 is completed.
- Consistently meets or exceeds OJT enrollment goals.** (PY 2009-10 enrolled 46 over 45 (102%); and PY 2011-12 enrolled 39 of 40 as of April 2012, with a 3-year aggregate at 113 (100%) of goal.

3. **Consistently met or exceeded plan vs. actual contracted enrollment goals and timelines.** (Plan is 100% OJT/ITA enrollments by end of contract.)
4. **Exceeded average OJT placement goals into WIB approved industry clusters.** (Plan is 50%; actual 3-year aggregate is 61%)
5. **Exceeded the State mandated Entered Employment Rate.** (Standard rate is 67%; actual 3-year average is 95%)
6. **Exceeded contract minimum hourly wage rate for participants in subsidized employment.** (Plan is \$10/hour; actual 3-year average is \$11.24)
7. **No outstanding audit or program issues exist over the 3-year period.**

**Turning Point's Subcontract Performance:**

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1. **Consistently complies with spending cap of average cost per participant.** (PY 2011-12 - up to January 2012, Turning Point expended an actual average of \$2,512 (50%) per enrollment; Turning Point's 3-year average is \$3,953 (59%) per enrollment). Additional costs will be accrued as the PY 2011-12 is completed.
2. **Consistently meets or exceeds OJT enrollment goals.** (PY 2009-10 enrolled 55 over 54 (102%); and PY 2011-12 enrolled 42 (100%) of 42 as of April 2012 with a 3-year aggregate of 141 over 139 (101%).)
3. **Exceeded OJT placement goals into WIB approved industry clusters.** (Plan is 50%; actual 3-year aggregate is 51%)
4. **Exceeded the State mandated Entered Employment Rate.** (Standard rate is 67%; actual 3-year average is 73%)
5. **Exceeded contract minimum hourly wage rate for participants in subsidized employment.** (Plan is \$10/hour; actual 3-year average is \$11.15)
6. **No outstanding audit or program issues exist over the 3-year period.**

**Additional Funding Considerations:**

The following are additional funding options for the Executive Committee to consider for the WIA Adult subcontracts for PY 2012-13.

**Consideration #1:**

- 1a. Extend Shoreline's WIA Adult OJT subcontract for the period of July 1, 2012 through June 30, 2013 at the current level of \$327,600, based upon levels of demonstrated performance by Shoreline over the past two years and projected performance for PY 2011-12. Of this amount \$81,900 shall be set aside for training contracts to serve a total of 77 enrollments with 40 participating in OJT/ITA training and 37 as direct placements.
- 1b. Extend Turning Point's WIA Adult OJT subcontract for the period of July 1, 2012 through June 30, 2013 at the current level of \$302,400, based upon levels of demonstrated performance by Turning Point over the past two years and projected performance for PY 2011-12. Of this amount \$75,600 shall be set aside for training contracts to serve a total of 70 enrollments with 42 participating in OJT/ITA training and 28 as direct placements.

The funding for each subcontractor and the number of adults to be served is reflected below:

| Adult Subcontractors<br>PY 2012-13 | Net Contract     | OJT Set-Aside<br>At 25% as per<br>SB 734 | Total Funding    | # of<br>participants to<br>be served |
|------------------------------------|------------------|--|------------------|--------------------------------------|
| Shoreline                          | \$245,700        | \$81,900                                 | \$327,600        | 77                                   |
| Turning Point                      | \$226,800        | \$75,600                                 | \$302,400        | 70                                   |
| <b>Total</b>                       | <b>\$472,500</b> | <b>\$157,500</b>                         | <b>\$630,000</b> | <b>147</b>                           |

**Consideration #2:**

Extend the WIA Title I Adult OJT subcontracts for PY 2012-13 at an alternate (increased or reduced) amount, to be determined by the Oversight Committee, but not to exceed 10% or change the scope of services with a balanced change in the number of adults served.

**Consideration #3:**

Not to extend the WIA Title I Adult subcontracts for PY 2012-13, in which case the funds may be reallocated to the Office for Employment Training to provide OJT services.

In summary, this funding recommendation allocates up to \$567,000 in WIA Title I Adult funds to local subcontractors for core, intensive and training services. Should the Executive Committee approve this funding recommendation, it shall be forwarded to the full Board and finally to the Board of Supervisors to approve the contract extensions for PY 2012-13. Additionally, in consideration of Senate Bill (SB) 734, the subcontracts will be required to expend a minimum of 25% of their subcontract funds on workforce training programs. Remaining funds not allocated for the subcontracts will be returned to the WIA Title I Adult funding stream for use by OET's Adult program.

**ATTACHMENT:** WIA Adult Subcontractor's 3-year actual to plan performance review.

  
\_\_\_\_\_  
Joyce Aldrich, WIB Consultant  
Monterey County Workforce Investment Board

\_\_\_\_\_  
5/10/2012  
Date

**Program Operator Performance Actual to Plan 2008 - 2011 (3 years)**

| WIA Adult Operators 3-Year Comparison               |                     | Turning Point    |                  |                  |                    | Shoreline        |                  |                  |                  |        |
|---|---------------------|------------------|------------------|------------------|--------------------|------------------|------------------|------------------|------------------|--------|
| CATEGORY  |                     | 2008-09          | 2009-10          | 2010-11*         | Total              | 2008-09          | 2009-10          | 2010-11*         | Total            |        |
| <b>TOTAL BUDGET</b>                                 |                     | <b>\$325,814</b> | <b>\$405,000</b> | <b>\$302,400</b> | <b>\$1,033,214</b> | <b>\$210,000</b> | <b>\$337,500</b> | <b>\$327,600</b> | <b>\$875,100</b> |        |
| Total Expenditure<br><i>(Less OJT Expenditures)</i> | Actual              | \$261,892        | \$215,345        | \$171,476        | \$648,713          | \$135,726        | \$167,193        | \$152,604        | \$455,523        |        |
|   | Plan                | \$261,486        | \$248,938        | \$256,200        | \$766,624          | \$170,000        | \$207,449        | \$259,600        | \$637,049        |        |
|   | % of Plan           | 100.16%          | 87%              | 67%              | 85%                | 80%              | 81%              | 59%              | 72%              |        |
| OJT Expenditure                                     | Actual              | \$51,001         | \$31,984         | \$32,843         | \$115,828          | \$34,484         | \$55,823         | \$40,366         | \$130,673        |        |
|   | Plan                | \$64,328         | \$54,812         | \$46,200         | \$165,340          | \$40,000         | \$42,077         | \$68,000         | \$150,077        |        |
|   | % of Plan           | 79%              | 58%              | 71%              | 70%                | 86%              | 133%             | 59%              | 87%              |        |
| Supportive Services Expenditure                     | Actual              | \$12,132         | \$13,431         | \$8,199          | \$33,762           | \$8,320          | \$12,697         | \$11,046         | \$32,063         |        |
|   | Plan                | \$12,132         | \$15,150         | \$26,947         | \$54,229           | \$10,000         | \$10,706         | \$15,500         | \$36,206         |        |
|   | % of Plan           | 100%             | 89%              | 30%              | 62%                | 83%              | 119%             | 71%              | 89%              |        |
| <b>Actual</b> Average Cost per OJT/ITA/DP           | Actual              | \$5,676          | \$3,671          | \$2,512          | \$3,953            | \$4,550          | \$3,359          | \$2,321          | \$3,410          |        |
|   | Plan                | \$7,500          | \$7,500          | \$5,000          | \$6,667            | \$7,500          | \$7,500          | \$5,000          | \$6,667          |        |
|   | % of Plan           | 76%              | 49%              | 50%              | 59%                | 61%              | 45%              | 46%              | 51%              |        |
| Staff Salaries and Benefits                         | Actual              | \$173,790        | \$144,405        | \$99,822         | \$418,017          | \$105,314        | \$139,566        | \$130,089        | \$374,969        |        |
|   | Plan                | \$173,377        | \$162,171        | \$162,575        | \$498,123          | \$134,078        | \$179,185        | \$210,548        | \$523,811        |        |
|   | % of Plan           | 100.24%          | 89%              | 61%              | 84%                | 79%              | 78%              | 62%              | 72%              |        |
| **Total Enrollments                                 | Actual              | 44               | 55               | 65               | 164                | 35               | 46               | 62               | 143              |        |
|   | Plan                | 43               | 54               | 70               | 167                | 31               | 48               | 77               | 156              |        |
|   | % of Plan           | 102%             | 102%             | 93%              | 98%                | 113%             | 96%              | 81%              | 92%              |        |
| **Total OJT/ITA Enrollments                         | Actual              | 44               | 55               | 42               | 141                | 28               | 46               | 39               | 113              |        |
|   | Plan                | 43               | 54               | 42               | 139                | 28               | 45               | 40               | 113              |        |
|   | % of Plan           | 102%             | 102%             | 100%             | 101%               | 100%             | 102%             | 98%              | 100%             |        |
| **Total Direct Placements (DP)                      | Actual              | n/a              | n/a              | 23               | 23                 | n/a              | n/a              | 22               | 22               |        |
|   | Plan                | n/a              | n/a              | 28               | 28                 | n/a              | n/a              | 37               | 37               |        |
|   | % of Plan           | n/a              | n/a              | 82%              | 82%                | n/a              | n/a              | 59%              | 59%              |        |
| Percentage of Total Enrollments                     | Central (Salinas)   | 10%              | 70.00%           | 78.00%           | 62.00%             | 70.00%           | 64.00%           | 52.00%           | 61.00%           | 59.00% |
|   | West                | 10%              | 18.00%           | 18.00%           | 19.00%             | 18.33%           | 25.00%           | 20.00%           | 10.00%           | 18.33% |
|   | North               | 10%              | 5.00%            | 0.00%            | 10.00%             | 5.00%            | 0.00%            | 2.00%            | 8.00%            | 3.33%  |
|   | South               | 10%              | 7.00%            | 4.00%            | 10.00%             | 7.00%            | 11.00%           | 26.00%           | 21.00%           | 19.33% |
|   | Veterans            | 10%              | 5.00%            | 9.00%            | 2.00%              | 5.33%            | 7.14%            | 4.34%            | 6.55%            | 6.01%  |
|   | Older Workers       | 5%               | 5.00%            | 2.00%            | n/a                | 2.33%            | 0.00%            | 4.34%            | n/a              | 1.45%  |
|   | Receiving TANF      | 12%              | n/a              | n/a              | n/a                | 0.00%            | 14.28%           | 23.91%           | n/a              | 12.73% |
|   | High School Dropout | 20%              | 36.00%           | 33.00%           | 62.00%             | 43.67%           | 21.42%           | 26.08%           | 27.86%           | 25.12% |
|   | Disabled            | 16%              | 75.00%           | 89.00%           | 69.00%             | 77.67%           | 0.00%            | 2.17%            | 13.11%           | 5.09%  |
|   | Limited English     | 10%              | 0.00%            | 0.00%            | n/a                | 0.00%            | 17.85%           | 10.86%           | n/a              | 9.57%  |
| Ex Offender   | 20%                 | 100.00%          | 102.00%          | 100.00%          | 100.67%            | 3.57%            | 4.34%            | 27.86%           | 11.92%           |        |
| Homeless  | 5%                  | 43.00%           | 35.00%           | 33.00%           | 37.00%             | 0.00%            | 6.52%            | 45.90%           | 17.47%           |        |
| Industry Clusters - OJT Placements                  | >= 50%              | 55%              | 42%              | 55%              | 51%                | 57%              | 78%              | 48%              | 61%              |        |
| Total Exits   | Actual              | 44               | 18               | 37               | 99                 | 28               | 39               | 49               | 116              |        |
|   | Plan                | 43               | 14               | 49               | 106                | 28               | 37               | 55               | 120              |        |
| Exits not Counted in Performance                    | Actual              | 0                | 0                | 0                | 0                  | 0                | 0                | 0                | 0                |        |
| Entered Employment Rate                             | >= 67%              | 78%              | 65%              | 76%              | 73%                | 85.71%           | 102%             | 96%              | 95%              |        |
| Average Hourly Wage                                 | >= \$10.00          | \$10.68          | \$11.64          | \$11.12          | \$11.15            | \$11.84          | \$10.91          | \$10.96          | \$11.24          |        |

\*Program Year (PY) 2010-11 planned vs. actual expenditures reflect up to the 2nd Quarter period ending January 31, 2012.

\*\*Program Year (PY) 2010-11 planned vs. actual enrollments reflect up to the 3rd Quarter period ending April 2012.

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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE  
**FROM:** JOYCE ALDRICH, WIB CONSULTANT  
**SUBJECT:** REVIEW OF WIB MEMBER COMPOSITION AND VACANCIES  
**DATE:** MAY 16, 2012

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**DISCUSSION:**

The current Monterey County WIB composition has two business vacancies. Reference the attached list of WIB members and their representation on the full Board.

As previously discussed, we will have four vacancies for our business members once the WIB and BOS approve the resignations of Mr. Robert Weakley and Mr. David Bernahl.

**ATTACHMENT:** Current WIB Composition (1 page)

  
Joyce Aldrich, WIB Consultant  
Monterey County Workforce Investment Board

5/10/2012  
Date

## Monterey County Local WIB Composition - As of March 2, 2012

| Board Representation   | Industry / Category of Representation                         | Incumbents   | Name of Business / Organization                                    | Geographic Area |
|--|---|--|--|-----------------|
| 1. Business  | Other - Technology Manufacturing                              | Anthony Aniello  | AJ Associates  | West            |
| 2. Business - <b>Pending Resignation</b>                       | Other - Retail  | David Bernahl, II  | Pacific Tweed, Incorporated  | West            |
| 3. Business  | Other - Marketing   | Wendy Brickman   | Brickman Marketing   | West            |
| 4. Business  | Other - Services  | Robert Chamberlain                                       | Monterey Technologies Inc  | West            |
| 5. Business  | Other - Media   | Erik Cushman   | Monterey County Weekly   | West            |
| 6. Business  | Building/Design   | Scott Grover   | Boundword INC dba art-f/x greetings                                | West            |
| 7. Business  | Other - Transportation  | Hunter Harvath   | Monterey-Salinas Transit   | West            |
| 8. Business  | Other - Services  | Neal Heckman   | Palace Office Interiors  | West            |
| 9. Business  | Building/Design   | Salvador Munoz   | Munoz and Associates   | Central         |
| 10. Business   | Other - Real Estate   | Judith Profeta   | Alain Pinel Realtors, Carmel                                       | West            |
| 11. Business   | Hospitality/Tourism   | Kimberly Schnader  | Carmel Valley Ranch  | West            |
| 12. Business   | Agriculture   | Lawrence Silva   | Tanimura & Antle Fresh Foods, Inc.                                 | Central         |
| 13. Business   | Other - Law/Legal   | Brian Turlington   | Fenton & Keller  | West            |
| 14. Business   | Hospitality/Tourism   | Mark Verbonich   | Pebble Beach Company   | West            |
| 15. Business - <b>Pending Resignation</b>                      | Hospitality/Tourism   | Robert Weakley   | Coastal Luxury Management  | West            |
| 16. Business   | Healthcare  | Joanne Webster   | Community Hospital of the Monterey Peninsula                       | West            |
| 17. Business <b>VACANT</b>                                     | -   | -  | -  | -               |
| 18. Business <b>VACANT</b>                                     | -   | -  | -  | -               |
| 19. Community Based Organization                               | Community Based Organization                                  | Al Davis   | National Association for the Advancement of Colored People (NAACP) |                 |
| 20. Community Based Organization                               | Community Based Organization                                  | Teresa Sullivan  | Alliance On Aging  | Central         |
| - Community Based Organization <b>VACANT, but not required</b> | Candelaria American Indian Council                            | <i>Not applicable, CAIC does not exist in LWIA</i>       |  | n/a             |
| 21. Economic Development                                       | Economic Development  | Mary Ann Leffel  | Veritas Associates LLC   | West            |
| 22. Economic Development                                       | Economic Development & Small Business Development Centers     | Andrea Zeller-Nield                                      | CSUMB, Small Business Development Center                           | South           |
| 23. Educational Entities                                       | Adult Education/Literacy & Post Secondary Vocational Programs | Dr. Douglas Garrison                                     | Monterey Peninsula College   | West            |
| 24. Educational Entities                                       | Adult Education/Literacy & Post Secondary Vocational Programs | Dr. Phoebe Helm  | Hartnell College   | Central         |
| 25. One-Stop Partner   | Migrant Seasonal Farmworker Programs                          | Diana Carrillo   | Center for Employment Training                                     | Central         |
| 26. One-Stop Partner   | Wagner-Peyser & TAA/NAFTA TAA & Veterans & UI Programs        | Rick Deraiche  | Employment Development Department                                  | North           |
| 27. One-Stop Partner   | Rehabilitation Programs                                       | David Dwyer  | Department of Rehabilitation                                       | Central         |
| 28. One-Stop Partner   | Welfare to Work & CSBG Employment & Training Programs         | Elliott Robinson   | Department of Social and Employment Services                       | Salinas         |
| 29. One-Stop Partner   | Older Americans Act   | Teresa Sullivan  | Alliance On Aging  | West            |
| 30. One-Stop Partner   | WIA Programs (Adult, DW, Youth)                               | Dave Potter  | County of Monterey, Board of Supervisors                           | West            |
| - One-Stop Partner <b>VACANT, but not required</b>             | HUD Employment & Training Programs                            | <i>Not applicable. HUD does not exist in LWIA.</i>       |  | n/a             |
| - One-Stop Partner <b>VACANT, but not required</b>             | Job Corps   | <i>Not applicable. Job Corps does not exist in LWIA.</i> |  | n/a             |
| 31. Organized Labor  | Organized Labor   | Maria Castillo   | Monterey Bay Central Labor Council                                 | Central         |
| 32. Organized Labor  | Organized Labor   | Cesar Lara   | Monterey Bay Central Labor Council                                 | North           |
| 33. Organized Labor  | Organized Labor   | Steve MacArthur  | Plumbers and Steamfitters Local 62                                 | North           |
| 34. Organized Labor  | Organized Labor   | Ralph Rubio  | Carpenters Local 605, Monterey County                              | West            |
| 35. Organized Labor  | Organized Labor   | Ken Scherpinski  | International Brotherhood of Electrical Workers (IBEW) LU 234      | North           |

| WIB Member Composition                                       | Current | Minimum Required |
|--|---------|------------------|
| Business   | 16      | 18               |
| Community Based Organizations                                | 2       | 2                |
| Economic Development Agencies                                | 2       | 2                |
| Educational Entities   | 2       | 2                |
| One-Stop Partners (1 person may represent multiple programs) | 6       | 6                |
| Organized Labor  | 5       | 5                |
| Total # of WIB Members                                       | 33      | 35               |
| Total # of Vacancies   |         | 2 (Business)     |

## Local Board Membership

Required categories of representation under WIA § 117(b) (2). [20 CFR 661.315] and SB 293

1. Representatives of business in LWIA with optimum policy-making or hiring authority. Business owners must make up the majority of the Board.
2. At least two representatives of community based organizations.
3. At least two representatives of economic development agencies including private sector.
4. At least two representatives of local educational agencies, local school boards, post-secondary educational institutions.
5. One or more representatives of each One-Stop partner.
6. At least 15% of local WIB members shall be labor organization reps unless the local Central Labor Council does not nominate enough members.

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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE  
**FROM:** JOYCE ALDRICH, WIB CONSULTANT  
**SUBJECT:** REVIEW AND APPROVE REVISED WIB POLICY #2005-09 - SELECTIVE SERVICE REGISTRATION  
**DATE:** MAY 16, 2012

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**RECOMMENDATION:**

It is recommended that the Executive Committee review and approve the revised WIB Policy #2005-09 – Local Workforce Investment Area (LWIA) Selective Service Registration based on the Directive from the Employment Development Department for participation in Workforce Investment Act (WIA) Title I funded services.

**BACKGROUND:**

The Monterey County WIB's Selective Service Registration Policy #2005-9 requires updates based on new guidance received through the EDD Workforce Services Directive issued on March 20, 2012 (attached).

The primary reason for the update is to include language to help Local Workforce Investment Area staff determine whether failure to register by a current or potential WIA participant was knowing and willful.

**ATTACHMENTS:**

Selective Services Registration Policy Update  
WSD11-8 Selective Services Registration March 20, 2012

  
\_\_\_\_\_  
Joyce Aldrich, WIB Consultant  
Monterey County Workforce Investment Board

5/10/2012  
\_\_\_\_\_  
Date

Monterey County Workforce Investment Board  
LOCAL POLICY BULLETIN #2005-9

Reference: WIA section 129 (c) (5)

Effective Date: June 1, 2004  
Supersedes Policy #2003-14

**Revision Date: June 6, 2012 (Pending full WIB Approval)**

To: All County of Monterey Providers of Workforce Investment Act (WIA) Program Services.

Subject: **Local Workforce Investment Area (LWIA) Selective Service Registration Policy**

**Background:** The Monterey County Local Workforce Investment Area (MCLWIA) disbursing services or benefits has the responsibility for deciding Selective Service Registration compliance and determining eligibility for services or benefits.

To facilitate the MCLWIA Selective Service Policy and to implement proper procedures in accordance with established guidelines, this policy will focus on the process that defines "Knowing and Willful" failure to register under the Military Selective Service Act. Furthermore, the burden of proof and required documentation necessary to determine eligibility will be the responsibility of the applicant. To assist male applicants 26 years of age or older, who have not registered with the Selective Service system, a "Status of Information Letter" request will be completed by the applicant and sent to the Selective Service System. For more information the individual can contact the Selective Service System at, 1-847-688-3117. The "Status of Information Letter" reply will contain codes that will assist program staff to define, "Knowing and Willful" failed to register for selective service. The turn-around response time is approximately 4-6 weeks. The individual can submit the "Status of Information Letter" to program staff upon receipt. However, in an effort to expedite the eligibility process, the following documents will also be accepted:

- a. Include a printout of the On-Line Selective Service Verification indicating registered, failure to register or no evidence of registration, and
- b. Applicant Statement indicating why individual failed to register. A Corroborating Witness Statement Signature is not necessary, and
- c. Third Party Affidavit indicating reason(s) why individual failed to register. A Corroborating Witness Statement is necessary.

**File review of cases in which applicants do not comply with Selective Service registration and determination of whether failure to register for Selective Service was "Knowing and Willful" must be done by lead worker, supervisor or management level staff.**

References:

- [WIA Section 189\(h\)](#)
- [Title 50 United States Code Appendix 453 \(Military Selective Service Act\)](#)

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WIAB00-31

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- Title 20 Code of Federal Regulations Section 667.250
- Training and Employment Guidance Letter (TEGL) 11-11, Change 1, Selective Service Registration Requirements for Employment and Training Administration Funded Programs (January 20, 2012)
- TEGL 8-98, Selective Service registration (November 4, 1998)
- WIA Job Training Automotation System Client Forms Handbook

**Selective Service Registration Requirements:**

Deleted: <#>Training and Employment Guidance letter 8-98 from the Department of Labor (DOL)¶ <#>Employment and Training Administration Memo JRB#27-98¶

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Men born on or after January 1, 1960, are required to register with Selective Service within 30 days of their 18th birthday and up to, but not including their 26th birthday.

This includes men who are:

- Citizens of the U.S.;
- Non-citizens, including illegal aliens, legal permanent residents, seasonal agricultural workers, and refugees who take up residency in the U.S. prior to their 26th birthday;
- Dual nationals regardless of whether they live in the U.S.; and/or
- Veterans discharged before their 26th birthday.

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For U.S. citizens, Selective Service registration is not required if the man falls within one of the following categories:

- Men who are serving in the military on full-time active duty;
- Men attending the service academies;
- Disabled men who were continually confined to a residence, hospital or institution; and/or
- Men who are hospitalized, institutionalized, or incarcerated are not required to register during their confinement; however, they must register within 30 days after being released if they have not yet reached their 26th birthday.

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For non-U.S. citizens, Selective Service registration is not required if the man falls within one of the following categories:

- Non-U.S. male who entered the U.S. for the first time after his 26th birthday. Acceptable forms of supporting documentation include:
  - Date of entry stamp in his passport;
  - I-94 with date of entry stamp on it; or
  - Letter from the U.S. Citizenship and Immigration Services indicating the date the man entered the U.S. (shown along with documentation establishing the man's age).
- Non-U.S. male who entered the U.S. illegally after his 26th birthday. He must provide proof that he was not living in the U.S. from age 18 to 25.
- Non-U.S. male on a valid non-immigrant visa.

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**Acceptable Documentation:**

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In order to be eligible to receive WIA-funded services, all men born on or after January 1, 1960, must present documentation showing compliance with the Selective Service registration

requirement. Acceptable documentation to determine a person's Selective Service registration status includes:

- Selective Service Acknowledgement letter
- Form DD-214 "Report of Separation"
- Screen printout of the selective Service Verification site:
- [www.sss.gov/RegVer/wfVerification.aspx](http://www.sss.gov/RegVer/wfVerification.aspx). For men who already registered, this website can be used to confirm their Selective Service number as well as the date of registration, by entering a last name, social security number, and date of birth.
- Selective Service Registration Card
- Selective Service Verification Form (Form 3A)
- Stamped Post Office Receipt of Registration

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### Registration requirements for Men under 26

Before being enrolled in WIA-funded services, all men who are not registered with Selective Service and have not reached their 26th birthday must register through the Selective Service website at [www.sss.gov](http://www.sss.gov). If a male turns 18 while participating in WIA-funded services, registration with Selective Service must be completed no later than 30 days after he becomes 18 in order to continue to receive WIA-funded services. If a man under the age of 26 refuses to register with Selective Service, WIA-funded services must be suspended until he registers.

### Non-Registration by Men 26 and Over

Before enrolling in WIA-funded services, all men 26 years of age and older, must provide documentation of compliance with the Selective Service registration requirement. Individuals who did not register for Selective Service or who cannot provide any of the documentation listed in the "Acceptable Documentation" section of this directive must obtain a Status Information Letter from Selective Service indicating whether they are required to register. The Request for the Status Information Letter form can be accessed at [www.sss.gov/PDFs/infoform.pdf](http://www.sss.gov/PDFs/infoform.pdf) and the instructions can be accessed at [www.sss.gov/PDFs/instructions.pdf](http://www.sss.gov/PDFs/instructions.pdf). The individual will need to describe, in detail, the circumstances that prevented him from registering (e.g., hospitalization, incarceration, military service) and provide documentation of those circumstances. The documentation should be specific as to the dates of the circumstances.

### Status Information Letter

If the Status Information Letter indicates that an individual was not required to register for Selective Service, then he is eligible to enroll in a WIA-funded service. If the Status Information Letter indicates that the individual was required to register and now is unable because he is 26 or older, he is presumed to be disqualified from participation in WIA-funded activities and services until it can be determined that his failure to register was not knowing and willful. All costs associated with grant-funded services provided to non-eligible individuals may be disallowed.

### How to determine "Knowing and Willful" Failure to Register? (Documentation and Model Questions)

If the individual was required but failed to register with Selective Service, the individual may only receive services if he establishes by a preponderance of the evidence that the failure to

**Deleted:** Each individual participating in any program or activity established under Title I-B of WIA, or receiving any assistance or benefit under this Title, must comply with Section 3 of the Military Selective Service Act (WIA Section 189(h)).¶

¶ a. Males between the ages of 18 and 26 born after December 31, 1959:¶

¶ Individuals, who are required to register, but have not registered, and have not yet reached their 26<sup>th</sup> birth date, should be referred to SSS for registration prior to enrollment in WIA.¶

¶ Males between the ages of 18 and 26 may register on-line at [www.sss.gov/](http://www.sss.gov/)¶

¶ Other options for registration include by mail; at the post office; at their high school; and by the check box on the application form for Federal Student Financial Aid (FAFSA).¶

¶ Verification of compliance with Selective Service Registration requirements can be documented through telephone verification to 1-(847) 688-3117 or through on-line verification at the Internet site, [www.sss.gov/](http://www.sss.gov/)¶

¶ For a complete listing of individuals required to register see the Selective Service Web site at [www.sss.gov/](http://www.sss.gov/)¶

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register was not knowing and willful. The local area that enrolls individuals in WIA-funded activities, and is thereby authorized to approve the use of WIA grant funds, is the entity responsible for evaluating the evidence presented by the individual and determining whether the failure to register was knowing and willful.

#### Documentation:

Evidence presented may include the individual's written explanation and supporting documentation of his circumstances at the time of the required registration and the reason(s) for failure to register. The individual should be encouraged to offer as much evidence and in as much detail as possible to support his case. The following are examples of documentation that may be of assistance in making a determination in these cases:

- **Service in Armed Forces.** Evidence that a man has served honorably in the U.S. Armed Forces such as a Form DD-214 or his Honorable Discharge Certificate. Such documents may be considered sufficient evidence that his failure to register was not willful or knowing. ← --- Formatted: Bullets and Numbering
  
- **Third Party Affidavits.** Affidavits from parents, teachers, employers, doctors and others concerning reasons for not registering may help grantees in making determinations in cases regarding willful and knowing failure to register. ← --- Formatted: Bullets and Numbering

#### Model Questions

In order to establish consistency regarding the implementation of the requirement, local areas should consider the following questions as a model when determining whether a failure to register is knowing and willful.

In determining whether the failure was "knowing," local areas should ask:

- Was the individual aware of the requirement to register? ← --- Formatted: Bullets and Numbering
- If the individual knew about the requirement to register, was he misinformed about the applicability of the requirement to him (e.g. veterans who were discharged before their 26th birthdays were occasionally told that they did not need to register)?
- On which date did the individual first learn that he was required to register?
- Where did the individual live when he was between the ages of 18 and 26?
- Does the status information letter indicate that Selective Service sent letters to the individual at that address and did not receive a response?

In determining whether the failure was "willful," local areas should ask:

- Was the failure to register done deliberately and intentionally? ← --- Formatted: Bullets and Numbering
- Did the individual have the mental capacity to choose whether or not to register and decided not to register?
- What actions, if any, did the individual take when he learned of the requirement to register? ← --- Formatted: Indent: Left: 0"

#### Results of Findings

If the local area determines that an individual's failure to register with Selective Service was not knowing and willful and the individual is otherwise eligible, services may be provided. However, if the authorized organization determines that evidence shows that the individual's failure to register

was knowing and willful, WIA services must be denied. Individuals denied services must be advised of available WIA grievance procedures.

### Grievance/Appeal Procedures

Applicants denied services should be advised of the available grievance procedures under WIA. Decisions by the local areas may be appealed to the State.

The WIA and its regulations provide a system for handling grievances, complaints, hearings, and appeal rights under WIA. The specific procedures to be followed are developed at the local and State levels in accordance with the provisions of WIA. Under WIA, the State is responsible for making sure that there is a process in place to handle WIA complaints/appeals at the local level.

If a person does not receive a decision at the local level within 60 days of filing a complaint or grievance, or the person is dissatisfied with the decision he receives, the person has the right to request a review of his complaint by the State. Please note that under federal rules, the State's decision is not final.

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#### **Deleted: Status of Information Letter, Note: "You" refers to the Applicant¶**

You must provide an explanation and documentation why you did not register with Selective Service. Complete and submit copies of documentation for all areas below that apply to you. Submit the information on a "Status of Information Letter" to Selective Service System, ATTN: SIL, PO Box 94638, Palatine, IL 60094-4638. The turn-around time will be around 4-6 weeks before the letter is completed or status is determined. If applicable, upon receipt of the "Status of Information Letter" and copies of documents, the registration process can begin. See attached Status of Information Letter Request. Other considerations in the "Status of Information Letter" include:¶

<#>**Name:** you must provide your complete name, and any other names you have ever used. If you have more than one last name, you must provide both names. ¶

<#>**Address:** you must include your complete mailing address. Forms received without a mailing address will not be processed.¶

<#>**Social Security Account Number:** If you have a Social Security Account Number, you must provide it. Also, if you have ever used a different Social Security Account Number, provide that as well.¶

<#>**Date of Birth:** This form is only for men born after December 31, 1959, who are 26 years old or older. You must provide your complete date of birth.¶

<#>**Daytime Telephone Number:** If possible, provide a telephone number where you can be reached during the day, in case we need to contact you.¶

<#>**E-mail Address:** If possible, provide your e-mail address in case we need to contact you.¶

¶

<#>**Military:** To obtain proof of military service, you may call the Veteran's Administration at (800) 827-1000 or write to: National Personnel Records Center, GSA, Military Personnel Records, 9700 Page Blvd., St. Louis, MO, 63132.¶

<#>**Incarcerated, institutionalized, hospitalized, or confined to home:** for each instance, provide type of confinement, dates of confinement, and supporting documentation.¶

**NON CITIZEN / ALIEN:**¶

<#>If you entered the United States for the first time after your 26th birthday, you must provide

... [1]



INCARCERATED, INSTITUTIONALIZED, HOSPITALIZED, OR CONFINED TO HOME:  
List dates during which you were (circle appropriate situation) incarcerated, institutionalized, hospitalized, or confined to home. For multiple dates, list all:

\_\_\_\_\_ to \_\_\_\_\_, \_\_\_\_\_ to \_\_\_\_\_, \_\_\_\_\_ to \_\_\_\_\_

**Attach proof of each instance**

NON CITIZEN / ALIEN:

Date you entered the United States for the first time: \_\_\_\_\_  
month / day / year

INS status at time of entry: \_\_\_\_\_ List all alien status(es) held since entering the Country, and give dates: (attach separate sheet if necessary)

\_\_\_\_\_ to \_\_\_\_\_ INS Status: \_\_\_\_\_

Attach **copies** of supporting documentation (see information sheet for detailed instructions regarding this).

TRANSSEXUAL:

At birth my gender was: \_\_\_\_\_

Attach copy of birth certificate

REASON WHY YOU FAILED TO REGISTER WITH SELECTIVE SERVICE UPON REACHING AGE 18 AND BEFORE REACHING AGE 26:

\_\_\_\_\_  
\_\_\_\_\_

**Section 3:**

---

Sign and date, then send this letter, together with **copies** of required documents and whatever other supporting information you may wish to include to :

Selective Service System  
ATTN: SIL  
PO Box 94638  
Palatine, IL 60094-4638

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**No action can be taken until we receive the information/documentation needed.  
You should retain a copy of all documents and correspondence submitted to us.**

**Status of Information Letter, Note: "You" refers to the Applicant**

You must provide an explanation and documentation why you did not register with Selective Service. Complete and submit copies of documentation for all areas below that apply to you. Submit the information on a "Status of Information Letter" to Selective Service System, ATTN: SIL, PO Box 94638, Palatine, IL 60094-4638. The turn-around time will be around 4-6 weeks before the letter is completed or status is determined. If applicable, upon receipt of the "Status of Information Letter" and copies of documents, the registration process can begin. See attached Status of Information Letter Request. Other considerations in the "Status of Information Letter" include:

Name: you must provide your complete name, and any other names you have ever used. If you have more than one last name, you must provide both names.

Address: you must include your complete mailing address. Forms received without a mailing address will not be processed.

Social Security Account Number: If you have a Social Security Account Number, you must provide it. Also, if you have ever used a different Social Security Account Number, provide that as well.

Date of Birth: This form is only for men born after December 31, 1959, who are 26 years old or older. You must provide your complete date of birth.

Daytime Telephone Number: If possible, provide a telephone number where you can be reached during the day, in case we need to contact you.

E-mail Address: If possible, provide your e-mail address in case we need to contact you.

Military: To obtain proof of military service, you may call the Veteran's Administration at (800) 827-1000 or write to: National Personnel Records Center, GSA, Military Personnel Records, 9700 Page Blvd., St. Louis, MO, 63132.

Incarcerated, institutionalized, hospitalized, or confined to home: for each instance, provide type of confinement, dates of confinement, and supporting documentation.

**NON CITIZEN / ALIEN:**

If you entered the United States for the first time after your 26th birthday, you must provide documentation to support your claim. Valid documentation includes: entry stamp in your passport, I-94 with entry stamp on it, or a letter from the Immigration and Naturalization Service (INS) indicating the date you

entered the United States. If you entered the United States as a valid non-immigrant alien, and remained in that status to your 26th birthday, you must provide documentation to support your claim. For example, if you entered the United States as an F-1 Student, and remained in that status until your 26th birthday, you would need to provide documentation indicating that you were admitted on an F-1 visa and attended school full-time as required. (Acceptable documents for this situation include copies of your I-20s or a letter from the school you attended indicating your full time attendance as a non-immigrant alien). You should provide as much information as possible. We will use the information you provide to determine your registration status.

Transsexual: For individuals who have had a sex change. You must indicate what gender you were born as, and attach documentation, which indicates this as well.

Reason why you failed to register with Selective Service upon reaching age 18 and before reaching age 26: Provide a written explanation for not registering with Selective Service.

Status Information Letter codes (Found on the lower left hand corner of the Status of Information Letter received back from the Selective Service System):

(Employment and Training Administration Memo JRB#27-98)

- |                     |  |
|---------------------|--|
| Codes E1-E7         | “General Exemptions”<br>The applicant’s documentation indicates he was not required to register or was exempt for the entire time period (age 18 through 26).                  |
| Code RR             | “Required to Register – Is Not”<br>The applicant indicates he attempted to register but Selective Service has no record that he registered.                                    |
| Code RL             | “Required to Register – Compliance Letter Sent”<br>The applicant’s documentation indicates he was required to register but Selective Service has no record that he registered. |
| Code RL (continued) | Also, Selective Service records indicate he was sent one or more compliance letter(s) requesting his compliance during the period he was required to register.                 |
| Code RD             | “Required to Register – He stated he did not”  |

The applicant did not register, nor did he provide valid reasons or documentation why he failed to register.

### Determining “Knowing and Willful” Failure to Register

When the status information letter code is as follows, the local interpretation will be determined as indicated:

- E1-E7                      He has been determined exempt from registration and is not required to provide additional documentation or clarification with regard to his Selective Service registration status.
- RR                              He will be required to provide proof that his failure to comply with the MSSA was not “knowing and willful” failure to register for Selective Service.
- In this instance, SSS has investigated and determined that the applicant claims to have attempted to register. The SSS has no proof that this applicant “knowing and willfully” failed to register. Documentation will need to demonstrate the reason for his noncompliance with the MSSA.
- RL                              He will be required to provide proof that his failure to comply with the MSSA was not “*knowing and willful*” failure to register for Selective Service.
- In this instance, SSS has investigated and determined that the applicant was required to register, did not comply with this requirement, and was sent one or more compliance letter(s) requesting his registration. Further investigation is warranted.
- Documentation will need to demonstrate the reason for his noncompliance with the MSSA. This applicant’s clarification **must** address the fact that Selective Service records indicate compliance letters were sent. Without a reasonable explanation, this applicant will not likely be determined eligible for services.
- RD                              He will be required to provide proof that his failure to comply with the MSSA was not “*knowing and willful*” *Further* investigation is warranted. Documentation will need to demonstrate the reason

RD (continued) for his noncompliance with the MSSA. This applicant may or may not be deemed eligible for services.

**Examples of Acceptable Documentation in Determining “Knowing and Willful” Failure to Register**

A nonregistrant should be encouraged to offer as much evidence and in as much detail as possible to support his case. Following are examples of documentation/evidence that may be of assistance to Local Workforce Investment Area (LWIA) in making a determination in these cases:

Service in Armed Forces. A man provides evidence that he served honorably in the U.S. Armed Forces by submitting a copy of his DD Form 214 attesting to his service, or a copy of his Honorable Discharge Certificate. Such documents may be considered prima facie evidence that his failure to register with the SSS was not willful or knowing.

Aliens Entering U.S. On or After Age 26. Alien males who entered the U.S. on or after attaining their 26th birthday are exempt from the Selective Service registration requirements. Immigration and Naturalization Service (INS) Form I-94 (Arrival/Departure Record) and INS Form I-551 (Alien Registration Receipt Card commonly called the “green card”) held by aliens will show the birth date of the alien. Also, INS has granted legal status and employment authorization to some lawful seasonal agricultural workers (SAWs) and some formerly illegal aliens under the 1986 Immigration Reform and Control Act (IRCA).

Immigrant Aliens. Immigrant aliens, and refugees, parolees, asylees, SAWs, and IRCA-legalized aliens with work permits can be enrolled into WIA programs only after an SSS registration or exemption is established as outlined above. INS Form I-688 (Temporary Resident Card) will be helpful in establishing the alien’s status.

Former Illegal Aliens. Male aliens 26 years of age or older who entered the U.S. illegally and who were subsequently granted legal status by the INS (IRCA-legalized aliens) or who were born after December 31, 1959, but who are not registered with the SSS can be enrolled into WIA only after a “status information” letter (formerly called an “advisory opinion letter”) has been obtained from SSS. If SSS issues a status information letter that it has no evidence that such individual knowingly and willfully failed to register, the individuals should provide the LWIA reasons why SSS has no evidence of their registration, and in so doing, provide evidence to convince the LWIA that they did not knowingly or willfully fail to register. The individuals can then be enrolled into WIA programs, if

they are otherwise eligible.

If SSS is silent on this question, then the LWIA must make the determination, as described above (see TEGL No. 4-89, Item 5.). [It is important to remember that §167(a)(5) of WIA prohibits participation of an alien without, legal status from INS, even if there is a determination that there is evidence to show the applicant did not knowingly and willfully fail to register with the SSS (see TEGL No. 4-89, Item 5.)].

Non-Immigrant Aliens. Lawful non-immigrants on visas (e.g., diplomatic and consular personnel and families; foreign students; and tourists with unexpired Forms I-94, I-95A or Border Crossing Documents I-185, I-186, I-586, or I-444) are not required to register with the Selective Service, but must be authorized to work in the United States under §167(a)(5) to be eligible for WIA.

Third Party Affidavits. Third Party Affidavits from parents, teachers, employers, doctors, etc. concerning reasons for not registering, may be helpful to LWIA in making determinations in cases regarding willful and knowing failure to register with the SSS.

### **Grievance/Appeal Procedures**

Applicants denied services should be advised of the available grievance procedures under WIA. Decisions by the local areas may be appealed to the State.

The WIA and its regulations provide a system for handling grievances, complaints, hearings, and appeal rights under WIA. The specific procedures to be followed are developed at the local and State levels in accordance with the provisions of WIA. Under WIA, the State is responsible for making sure that there is a process in place to handle WIA complaints/appeals at the local level.

If a person does not receive a decision at the local level within 60 days of filing a complaint or grievance, or the person is dissatisfied with the decision he receives, the person has the right to request a review of his complaint by the State. Please note that under federal rules, the State's decision is not final.

# DIRECTIVE

## WORKFORCE SERVICES

Number: WSD11-8

Date: March 20, 2012

69:52:ab:15237

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: SELECTIVE SERVICE REGISTRATION

### EXECUTIVE SUMMARY:

#### Purpose:

This directive provides guidance regarding Selective Service registration requirements for participation in Workforce Investment Act (WIA) funded services. Additionally, this directive contains model questions to help Local Workforce Investment Area (local area) staff determine whether failure to register by a current or potential WIA participant was knowing and willful.

#### Scope:

This directive applies to all local areas.

#### Effective Date:

This directive is effective upon release.

### REFERENCES:

- WIA Section 189(h)
- Title 50 United States Code Appendix 453 (Military Selective Service Act)
- Title 20 Code of Federal Regulations Section 667.250
- Training and Employment Guidance Letter (TEGL) 11-11, Change 1, Selective Service Registration Requirements for Employment and Training Administration Funded Programs (January 20, 2012)
- TEGL 8-98, Selective Service Registration (November 4, 1998)
- WIA Job Training Automation System Client Forms Handbook

### STATE-IMPOSED REQUIREMENTS:

This directive contains no State-imposed requirements.

### FILING INSTRUCTIONS:

This directive supersedes WIA Directive WIAD01-4, dated August 28, 2001, and finalizes Workforce Services Draft Directive WSDD-63, issued for comment on February 3, 2012. The Workforce Services Division received four comments during the draft comment period. The comments resulted in three substantive changes to the directive, which are viewed as highlighted text. The highlighted text will remain on the

*The EDD, an equal opportunity employer/program, is a partner in this publication. Auxiliary aids and services are available upon request to individuals with disabilities. Requests for services, aids, and/or alternate formats need to be made by calling (916) 654-8055 (Voice). TTY users, please call the California Relay Service at 711.*

Internet for 30 days from the issuance date. A summary of the comments is provided as an attachment to the directive. Retain this directive until further notice.

## **BACKGROUND:**

Only those males who are subject to, and have complied with, the registration requirements of the Military Selective Service Act are eligible for participation in WIA funded programs and services. Section 189(h) of the WIA requires the Secretary of Labor to ensure that each individual participating in any WIA program, or receiving any assistance under the Act, has not violated the requirements of Section 3 of the Military Selective Service Act. This section requires that every male citizen and every other male residing in the United States must register with Selective Service between their 18th and 26th birthday. This section also requires the Director of the Selective Service System and the Secretary of Labor to cooperate in carrying out these provisions.

## **POLICY AND PROCEDURES:**

All programs and services established or receiving assistance under Title 1 of WIA must comply with Selective Service registration requirements. These requirements apply to both formula and discretionary grants awarded by the Employment and Training Administration under WIA. These requirements do not apply to programs funded or authorized solely by the Wagner-Peyser Act.

### **Selective Service Registration Requirements**

Men born on or after January 1, 1960, are required to register with Selective Service within 30 days of their 18th birthday and up to, but not including their 26th birthday.

This includes men who are:

- Citizens of the U.S.;
- Non-citizens, including illegal aliens, legal permanent residents, seasonal agricultural workers, and refugees who take up residency in the U.S. prior to their 26th birthday;
- Dual nationals regardless of whether they live in the U.S.; and/or
- Veterans discharged before their 26th birthday.

For U.S. citizens, Selective Service registration is not required if the man falls within one of the following categories:

- Men who are serving in the military on full-time active duty;
- Men attending the service academies;
- Disabled men who were continually confined to a residence, hospital or institution; and/or
- Men who are hospitalized, institutionalized, or incarcerated are not required to register during their confinement; however, they must register within 30 days after being released if they have not yet reached their 26th birthday.

For non-U.S. citizens, Selective Service registration is not required if the man falls within one of the following categories:

- Non-U.S. male who entered the U.S. for the first time after his 26th birthday. Acceptable forms of supporting documentation include:

1. Date of entry stamp in his passport;
  2. I-94 with date of entry stamp on it; or
  3. Letter from the U.S. Citizenship and Immigration Services indicating the date the man entered the U.S. (shown along with documentation establishing the man's age).
- Non-U.S. male who entered the U.S. illegally after his 26th birthday. He must provide proof that he was not living in the U.S. from age 18 to 25.
  - Non-U.S. male on a valid non-immigrant visa.

NOTE: The requirement for transsexual, transgendered, and intersex individuals to register with Selective Service depends upon the gender recorded on their birth certificate. If an individual is recorded as a male, that individual would need to register for Selective Service regardless of their present sexual identity (e.g. sex change from male to female). However, if that individual's birth certificate is later changed to reflect a female identity, that individual would not be required to register.

Additional information regarding registration requirements can be found on the Selective Service website at [www.sss.gov](http://www.sss.gov). This website also provides a quick reference chart listing who must register at [www.sss.gov/PDFs/WhoMustRegisterChart.pdf](http://www.sss.gov/PDFs/WhoMustRegisterChart.pdf).

### **Acceptable Documentation**

In order to be eligible to receive WIA-funded services, all men born on or after January 1, 1960, must present documentation showing compliance with the Selective Service registration requirement. Acceptable documentation to determine a person's Selective Service registration status include:

- Selective Service Acknowledgement letter
- Form DD-214 "Report of Separation"
- Screen printout of the selective Service Verification site: [www.sss.gov/RegVer/wfVerification.aspx](http://www.sss.gov/RegVer/wfVerification.aspx). For men who already registered, this website can be used to confirm their Selective Service number as well as the date of registration, by entering a last name, social security number, and date of birth.
- Selective Service Registration Card
- Selective Service Verification Form (Form 3A)
- Stamped Post Office Receipt of Registration

### **Registration Requirements for Men Under 26**

Before being enrolled in WIA-funded services, all men who are not registered with Selective Service and have not reached their 26th birthday must register through the Selective Service website at [www.sss.gov](http://www.sss.gov). If a male turns 18 while participating in WIA-funded services, registration with Selective Service must be completed no later than 30 days after he becomes 18 in order to continue to receive WIA-funded services. If a man under the age of 26 refuses to register with Selective Service, WIA-funded services must be suspended until he registers.

## **Non-Registration by Men 26 and Over**

Before enrolling in WIA-funded services, all men 26 years of age and older, must provide documentation of compliance with the Selective Service registration requirement. Individuals who did not register for Selective Service or who cannot provide any of the documentation listed in the “Acceptable Documentation” section of this directive must obtain a Status Information Letter from Selective Service indicating whether they are required to register. The Request for the Status Information Letter form can be accessed at [www.sss.gov/PDFs/infoform.pdf](http://www.sss.gov/PDFs/infoform.pdf) and the instructions can be accessed at [www.sss.gov/PDFs/instructions.pdf](http://www.sss.gov/PDFs/instructions.pdf). The individual will need to describe, in detail, the circumstances that prevented him from registering (e.g., hospitalization, incarceration, military service) and provide documentation of those circumstances. The documentation should be specific as to the dates of the circumstances.

### **Status Information Letter**

If the Status Information Letter indicates that an individual was not required to register for Selective Service, then he is eligible to enroll in a WIA-funded service. If the Status Information Letter indicates that the individual was required to register and now is unable because he is 26 or older, he is presumed to be disqualified from participation in WIA-funded activities and services until it can be determined that his failure to register was not knowing and willful. All costs associated with grant-funded services provided to non-eligible individuals may be disallowed.

### **How to Determine “Knowing and Willful” Failure to Register? (Documentation and Model Questions)**

If the individual was required but failed to register with Selective Service, the individual may only receive services if he establishes by a preponderance of the evidence that the failure to register was not knowing and willful. The local area that enrolls individuals in WIA-funded activities, and is thereby authorized to approve the use of WIA grant funds, is the entity responsible for evaluating the evidence presented by the individual and determining whether the failure to register was knowing and willful.

### Documentation

Evidence presented may include the individual’s written explanation and supporting documentation of his circumstances at the time of the required registration and the reason(s) for failure to register. The individual should be encouraged to offer as much evidence and in as much detail as possible to support his case. The following are examples of documentation that may be of assistance in making a determination in these cases:

- Service in Armed Forces. Evidence that a man has served honorably in the U.S. Armed Forces such as a Form DD-214 or his Honorable Discharge Certificate. Such documents may be considered sufficient evidence that his failure to register was not willful or knowing.
- Third Party Affidavits. Affidavits from parents, teachers, employers, doctors and others concerning reasons for not registering may help grantees in making determinations in cases regarding willful and knowing failure to register.

## Model Questions

In order to establish consistency regarding the implementation of the requirement, local areas should consider the following questions as a model when determining whether a failure to register is knowing and willful.

In determining whether the failure was “knowing,” local areas should ask:

- Was the individual aware of the requirement to register?
- If the individual knew about the requirement to register, was he misinformed about the applicability of the requirement to him (e.g. veterans who were discharged before their 26th birthdays were occasionally told that they did not need to register)?
- On which date did the individual first learn that he was required to register?
- Where did the individual live when he was between the ages of 18 and 26?
- Does the status information letter indicate that Selective Service sent letters to the individual at that address and did not receive a response?

In determining whether the failure was “willful,” local areas should ask:

- Was the failure to register done deliberately and intentionally?
- Did the individual have the mental capacity to choose whether or not to register and decided not to register?
- What actions, if any, did the individual take when he learned of the requirement to register?

## **Results of Findings**

If a local area determines that an individual’s failure to register with Selective Service was not knowing and willful and the individual is otherwise eligible, services may be provided. However, if the authorized organization determines that evidence shows that the individual’s failure to register was knowing and willful, WIA services must be denied. Individuals denied services must be advised of available WIA grievance procedures. Local areas must keep documentation related to determinations on Selective Service.

### **ACTION:**

Please bring this directive to the attention of all relevant parties.

### **INQUIRIES:**

If you have any questions, please contact your [Regional Advisor](#) at (916) 654-7799.

/S/ MICHAEL EVASHENK, Chief  
Workforce Services Division

Attachment

**Summary of Comments**  
**Draft Directive “Selective Service Registration”**

There were four commenters to the draft version of this directive:

Commenter #1: inquired whether Selective Service has addressed registration requirements for a male transgender who is in the process of changing his sex.

Resolution: The Selective Service requirement for transsexual, transgendered, and intersex individuals depends upon the gender recorded on their birth certificate. If an individual is recorded as a male, that individual would need to register for Selective Service regardless of their present sexual identity (e.g. sex change from male to female). However, if that individual’s birth certificate is later changed to reflect a female identity that individual would not be required to register. This information has been included in the “Selective Service Registration Requirements” section of the directive.

Commenter #2: requested that the directive clarify that men are required (and able) to register for Selective Service during the period between 30 days before their 18th birthdays and *up to but not including* their 26th birthdays.

Resolution: The Employment Development Department (EDD) revised the first sentence in the “Selective Service Registration Requirements” section of the directive to read, “Men born on or after January 1, 1960, are required to register with the Selective Service within 30 days of their 18th birthday and up to, but not including their 26th birthday.”

Commenter #3: requested that the directive clarify that serving in the military does not constitute compliance with the Selective Service registration requirement.

Resolution: The EDD added the bullet, veterans discharged before their 26th birthday, to the “Selective Service Registration Requirements” section on page two of the directive.

Commenter #4: inquired whether a One-Stop may be allowed to review the provided model questions with a veteran customer, and if able to determine the failure to register with Selective Service was not knowing and willful, accept the Form DD-214 “Report of Separation” at time of registration, without requiring the veteran to obtain a Status Information Letter.

Resolution: Yes, Section 12(g) of the Military Selective Service Act allows veterans who failed to register with Selective Service to receive WIA funded services by presenting their DD-214 showing the dates of their military service. This document serves as evidence that their failure to register was not knowing and willful. This information is conveyed in the “Non-Registration by Men 26 and Over” section of the directive which states that individuals who can provide any of the documentation listed in the “Acceptable Documentation” section of the directive (which includes the DD-214) do not need to obtain a Status Information Letter.

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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE  
**FROM:** JOYCE ALDRICH, WIB CONSULTANT  
**SUBJECT:** REVIEW THE WIB STRATEGIC PLAN FOR PY 2012-13 AND  
RECOMMEND MOVING FORWARD TO THE FULL WIB FOR APPROVAL  
**DATE:** MAY 16, 2012

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**DISCUSSION:**

Joyce Aldrich, Consultant to WIB, will:

- Present an update on the WIB Strategic Plan for Program Year 2012-13
- Validate the Program Year 2012-13 WIB Priorities

A draft copy of the WIB Strategic Plan was presented to the Oversight Committee at their workshop scheduled on Thursday, May 10, 2012. The Oversight Workshop provided staff with great feedback that was incorporated into the plan prior to its review by the Executive Committee at today's meeting.

The WIB's Youth Council retreat is scheduled for May 16, 2012 at 4pm. A draft copy of the WIB Strategic Plan will be presented at their meeting for feedback on initiatives and priorities related to youth programs and services. The WIB Strategic Plan is subject to change based on feedback received from the Youth Council retreat. Recommended changes will be forwarded to the full WIB for consideration at the Board meeting scheduled on June 6, 2012.

**ATTACHMENTS:**

A copy of the WIB Strategic Plan for PY 2012-13 will be provided as a handout at the Executive Committee meeting.

  
\_\_\_\_\_  
Joyce Aldrich, WIB Consultant  
Monterey County Workforce Investment Board

\_\_\_\_\_  
5/10/2012  
Date

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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE  
**FROM:** JOYCE ALDRICH, WIB CONSULTANT  
**SUBJECT:** UPDATE ON THE WIB BUDGET FOR PY 2012-13  
**DATE:** MAY 16, 2012

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**DISCUSSION:**

Jim Cook, Economic Development Director will provide a verbal update on the WIB Budget for PY 2012-13 at the Executive Committee meeting based on updated information received from the Department of Social and Employment Services (DSES) – Office for Employment Training (OET) on budget shortfalls projected for PY 2012-13.

**BACKGROUND:**

The Chief Finance Officer for the County, Elliott Robinson, Wendy Russell, Jim Cook, Carol Bouchard, and Joyce Aldrich met to review the current problem with the budget moving forward for PY 2012-13. The shortfall at that meeting was \$2.4 million. Under direction from the Chief Finance Officer, Elliott and Wendy have worked on the budget and with reorganization changes, moving staff to other programs, etc., have brought the deficit down to \$1.0 million.

Jim Cook, Elliott Robinson, and the Labor Union that represents the Office for Employment Training staff are meeting on Tuesday, May 15<sup>th</sup> to discuss the changes the reorganization may impose on current employees of OET. Jim will provide an update at the Executive Committee meeting.

  
Joyce Aldrich, WIB Consultant  
Monterey County Workforce Investment Board

5/10/2012  
Date

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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE  
**FROM:** JOYCE ALDRICH, WIB CONSULTANT  
**SUBJECT:** DIRECT STAFF TO NEGOTIATE WITH GEOGRAPHIC SOLUTIONS ON THE VIRTUAL ONE STOP (VOS) ADD-ON FEATURES OF THE LOCAL PORTAL, WORKKEYS MODULE, AND SCAN CARD AUTOMATED SERVICE TRACKING SYSTEM  
**DATE:** MAY 16, 2012

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**RECOMMENDATION:**

It is recommended that the Executive Committee direct staff to negotiate with Geographic Solutions on the Virtual One Stop (VOS) add-on features of the Local portal, WorkKeys module, and scan card automated service tracking system.

**DISCUSSION:**

Joyce Aldrich, WIB Consultant, will update the Executive Committee on the Virtual One Stop (VOS) add-ons of a local portal, WorkKeys module, and scan card automated service tracking add-on to the new CalJOBS VOS case management system. As the new system rolls out for Monterey County in September 2012, consideration needs to be made on whether the WIB would like to see the addition of the scan card system added to the new CalJOBS system (formerly known as Virtual One Stop).

Benefits of the add-ons will allow Monterey County to continue to have a local front page versus a page reflecting the "New Cal Jobs". Additionally the WorkKeys is an important part of our assessment process and without the local portal, the WorkKeys portal cannot be functional. The scan card system gives us the ability to track our return on investment. For example, the scan card system tracks individuals accessing the One-Stop Career Center and for what purpose. Monthly reports can be generated (with graphs) and provided to the Executive Committee and WIB demonstrating where our One-Stop Career Centers have the greatest need and impact to our customers.

Presently, the annual cost for the local portal is \$7,500, and the WorkKeys module is \$7,500. The annual cost for the CalJOBS VOS scan card automated service tracking add-on is \$13,495. Total annual cost that is still under negotiation is \$28,495.

  
Joyce Aldrich, WIB Consultant  
Monterey County Workforce Investment Board

5/10/2012  
Date

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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE  
**FROM:** JOYCE ALDRICH, WIB CONSULTANT  
**SUBJECT:** REVIEW AND DISCUSS DRAFT WIB AGENDA  
**DATE:** MAY 16, 2012

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**RECOMMENDATION:**

It is recommended the Executive Committee review and discuss the DRAFT WIB Agenda for the full WIB meeting scheduled for June 6, 2012.

**ATTACHMENT:**

DRAFT WIB Agenda



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Joyce Aldrich, WIB Consultant  
Monterey County Workforce Investment Board

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5/16/2012  
Date



# MONTEREY COUNTY ECONOMIC DEVELOPMENT

ERIK CUSHMAN, WIB CHAIR  
JIM COOK, ECONOMIC DEVELOPMENT DIRECTOR

## Monterey County Workforce Investment Board (WIB)

Shoreline Conference Center, 249 10<sup>th</sup> Street, Marina, CA  
**Wednesday, June 6, 2012; 7:30am**

Erik Cushman,  
*WIB & Executive  
Chair*

Joanne Webster,  
*WIB 1<sup>st</sup> Vice Chair*

Anthony Aniello,  
*WIB 2<sup>nd</sup> Vice Chair*

### WIB Members:

Wendy Brickman  
Diana Carrillo  
Maria Castillo  
Al Davis  
Rick Deraiche  
David Dwyer  
Dr. Douglas Garrison  
Scott Grover  
Hunter Harvath  
Neal Heckman  
Phoebe Helm  
Cesar Lara  
Mary Ann Leffel  
Steve MacArthur  
Salvador Munoz  
Dave Potter  
Judith Profeta  
Elliott Robinson  
Ralph Rubio  
Ken Scherpinski  
Larry Silva  
Teresa Sullivan  
Brian Turlington  
Mark Verbonich  
Andrea Zellar-Nield

Monterey County  
Workforce Investment  
Board (WIB)

Joyce Aldrich,  
*WIB Consultant*

168 West Alisal Street  
3<sup>rd</sup> Floor  
Salinas, CA 93901  
(831) 759-6644  
[www.montereycountywib.org](http://www.montereycountywib.org)

### AGENDA

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#### CALL TO ORDER / INTRODUCTIONS:

Erik Cushman,  
*Chair*

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#### CHANGES TO AGENDA:

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#### PUBLIC COMMENT:

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#### CONSENT CALENDAR:

Erik Cushman

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C-1. **Action:** Approve the WIB minutes from February 1, 2012.

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C-2. **Action:** Receive and file the WIB and Subcommittee schedule of meetings for Program Year 2012-13.

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C-3. **Action:** Concur with the February 24, 2012 Oversight Committee action to approve endorsement of the training plan for implementing the California Workforce Services Network Case Management and Reporting System (CWSN).

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C-4. **Action:** Concur with the March 9, 2012 Executive Committee action to approve the submission of Workforce Innovation Fund Grant Proposal focusing on training in senior healthcare in the amount of \$5 million over a 40-month period.

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C-5. **Action:** Concur with the March 9, 2012 Executive Committee action to receive and file a plan of action for the utilization of Monterey County's Workforce Investment Act (WIA) Adult and Dislocated Worker formula fund allocations for Program Year 2011-12 towards training in the amount of \$363,843.

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C-6. **Action:** Concur with the March 15, 2012 Youth Council recommendation to approve the Program Year 2010-11 Final Monitoring Report of the Office for Employment Training (OET) Youth program.

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C-7. **Action:** Concur with the April 18, 2012 Executive Committee action to approve Letters of Support Policy on behalf of Workforce Investment Board.

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C-8. **Action:** Concur with the April 18, 2012 Executive Committee action to approve submission of a Veterans Employment Assistance Grant through WIA Governor's Discretionary 15% funds.

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C-9. **Action:** Concur with the April 18, 2012 Executive Committee action to approve resignations of D. Bernahl and R. Weakley.

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C-10. **Action:** Concur with the May 10, 2012 Oversight Committee action to approve the extension of the WIA Title I Adult subcontracts with Shoreline and Turning Point and decrease their total contract budgets by 10%, for a total contract allocation of \$567,000 and require each subcontractor to expend a minimum of 25% of their contract funds on training for PY 2012-13.

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C-11. **Action:** Concur with the May 16, 2012 Youth Council recommendation to approve the extension of the Workforce Investment Act (WIA) Title I Youth subcontracts with Santa Cruz County Office of Education and Turning Point, and decrease their

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**Erik Cushman,**  
**WIB & Executive**  
**Chair**

**Joanne Webster,**  
**WIB 1<sup>st</sup> Vice Chair**

**Anthony Aniello,**  
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Judith Profeta  
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**Monterey County**  
**Workforce Investment**  
**Board (WIB)**

**Joyce Aldrich,**  
*WIB Consultant*

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# MONTEREY COUNTY ECONOMIC DEVELOPMENT

**ERIK CUSHMAN, WIB CHAIR**  
**JIM COOK, ECONOMIC DEVELOPMENT DIRECTOR**

total contract budgets by 5.6%, for a total contract allocation of \$309,254 for PY 2012-13.

C-12. **Action:** Concur with the May 16, 2012 Youth Council recommendation to approve the Final Youth Monitoring Reports for Youth program providers, Santa Cruz County Office of Education and Turning Point, for PY 2011-12.

C-13. **Action:** Concur with the May 16, 2012 Executive Committee action to approve the revised WIB Policy #2005-09 Selective Service Registration.

C-14. **Action:** Concur with the May 16, 2012 Executive Committee action to direct staff to negotiate with Geographic Solutions on the Virtual One Stop (VOS) add-on features of the Local portal, WorkKeys module, and scan card automated service tracking system.

**BUSINESS MEETING CALENDAR:**

Joyce Aldrich

- 1. Information:** Update on the WIB/Local Workforce Investment Area (LWIA) Budget for Program Year 2012-13.
- 2. Information:** Discussion regarding compliance with the Monterey County Public Services Ethics Education policies.
- 3. Information:** Receive a report concerning conference, training and lodging for Department of Economic Opportunity/Workforce Investment Board.
- 4. Action:** Review and approve the WIB Strategic Plan for PY 2012-13.
- 5. Action:** Conduct election to select the Chair of the Workforce Investment Board for a term to commence on the August 1, 2012.  
**Note: Should an existing elected officer be selected as Chair, additional elections will be conducted to resulting vacancies in descending rank.**
- 6. Action:** Conduct election to select the 1<sup>st</sup> Vice-Chair of the Workforce Investment Board for a term to commence on August 1, 2012.  
**Note: Should an existing elected officer be selected as Chair, additional elections will be conducted to resulting vacancies in descending rank.**
- 7. Action:** Conduct election to select the 2<sup>nd</sup> Vice-Chair of the Workforce Investment Board for a term to commence on August 1, 2012.  
**Note: Should an existing elected officer be selected as Chair, additional elections will be conducted to resulting vacancies in descending rank.**

**ANNOUNCEMENTS OF EVENTS:**

**Subcommittee Meetings:**

Oversight: 7/12/12 – Shoreline, Marina  
Executive: 7/18/2012 – Shoreline, Marina  
Youth: 7/10/2012 – Shoreline, Marina

**ADJOURNMENT:**

Erik Cushman

To request information, please contact the Monterey County Workforce Investment Board staff at (831) 796-6434 or visit our website at [www.montereycountywib.org](http://www.montereycountywib.org).