



**COUNTY OF SAN BERNARDINO
Workforce Investment Board
POLICY MANUAL**

No. 12

ISSUE 1

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By

EFFECTIVE: 7/7/08

SUBJECT

REFERRAL TO TRAINING

APPROVED

Curt Hagman, Chairman

POLICY STATEMENT:

It is the policy of the San Bernardino County Local Workforce Investment board (Local WIB) to modify its' existing MOU with all One-Stop Partners to incorporate the new method of immediate referral to training as stipulated in CUIC 14230(d).

Process:

REFERENCES:

- Senate Bill 293 – California Unemployment Insurance Code (CUIC), Section 14230(d)
- Workforce Services Directives WIAD06-17 (dated 3-20-2007), WIAD06-21 (dated 6-29-2007) and WIA D04-18 (dated 3/29/05)
- Workforce Services WIA Eligibility Technical Assistance Guide for Program Year 2004-05

BACKGROUND: SB 293 was passed by the California State Senate on August 29, 2006 and became effective January 1, 2007. It amends and updates the State’s U.I. Code by removing all reference to JTPA, and by adding new State and local level requirements pertaining to WIA policies and procedures.

The EDD Workforce Services Division (WSD) has since issued two WIA Directives, WIAD06-17 and WIAD06-21, identifying and providing guidance for the implementation of five specific parts of SB293, one of which pertains to new wording required in the Local Memorandums of Understanding (14230(d)). It states in part that “(d) Each local board shall develop a policy for identifying individuals who, because of their skills or experience, should be referred immediately to training services. This policy, along with the methods for referral of customers between the one-stop operators and the one-stop partners for appropriate services and activities, shall be contained in the memorandum of understanding between the local board and the one-stop partners.”

PROCEDURES:

All customers referred by a One-Stop Partner for training will be assigned to an DWD case manager who will review:

- The Application and reason for referral (why partner believes customer will benefit from WIA training),
- Assessment results,
- Work history, education, skills, experience and abilities, and
- Type of training customer was referred for.

Based on the review of the above criteria and the DWD case manager’s evaluation, the customer may be referred immediately to training, regardless of whether any Core or Intensive services have been provided.