

ACTION BULLETIN

TO: Alameda County Workforce Development Board (ACWDB) Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker Program Operators

DATE: June 5, 2020

SUBJECT: PROCEDURAL AND OPERATIONAL GUIDANCE FOR THE COVID-19 EMERGENCY RESPONSE SUPPORTIVE SERVICES (CERSS) GRANT

PURPOSE OF BULLETIN:

The purpose of this bulletin is to provide an **update** to guidance and procedures for the provision of supportive services under ACWDB’s CERSS Grant which is funded through the Governor’s 25% Discretionary WIOA funds. **Updated items will be reflected in bold text. Additionally, please note that the attached forms also contain updates/edits.**

ACWDB plans to implement the CERSS project effective May 18, 2020.

REFERENCES:

- Workforce Services Information Notice (WSIN) 19-39 WIOA Dislocated Worker Funds for Underserved COVID-19 Impacted Individuals;
- WSIN 19-40 Temporary Changes to WIOA Registration and Eligibility Determinations due to COVID-19
- ACWDB’s Action Bulletin (AB) 20-05 COVID-19 Remote Service and Eligibility Determination Guidance
- ACWDB’s AB 17-08 R1 WIOA Adult Priority of Service
- California Department of Public Health COVID-19 website (<https://www.cdph.ca.gov/Programs/CHCQ/LCP/Pages/AFL-20-27-1.aspx>)

BACKGROUND:

Date	Occurrence
March 4, 2020	California Governor, Gavin Newsom issued an Executive Order (N-33-20), declaring a State of Emergency in the State of California as a result of the threat of COVID-19.
March 17, 2020	Alameda County – and several other counties throughout the San Francisco Bay Area issued a Shelter in Place (SIP) order restricting group gatherings and requiring individuals to self-isolate in their places of residence unless providing or receiving essential services.

March 31, 2020	Alameda County extended the SIP order through May 3, 2020; and during the April 25, 2020 weekend, Alameda County further extended the order through May 31, 2020.
UPDATE	SIP orders throughout most counties in the greater Bay Area have been extended indefinitely; until they are amended, replaced, or rescinded by public officials.

Throughout this crisis, Workforce services have been identified as “essential”. Therefore, services had to continue while heeding all restrictions of the SIP orders with regard to avoiding and/or limiting face-to-face interactions with the general public, physical-distancing of at least six feet when in-person appointments or meetings were required, and wearing of face masks when in public.

Workforce Services Information Notice (WSIN) 19-39	
Date	Occurrence
April 2, 2020	California’s Employment Development Department (EDD) issued WSIN 19-39 notifying Local Areas of the availability of Governor’s 25% Discretionary money to provide Supportive Services to COVID-19 impacted individuals.
April 6, 2020	ACWDB applied for and has been awarded funds for this purpose – and those funds must be expended before June 30, 2020 – and in some instances, before September 30, 2020.

This project will require swift implementation to get the funds to the targeted populations.

This bulletin will provide guidance and requirements to ensure we can get these funds to our impacted populations in a timely manner.

DEFINITIONS:

CalJOBS:

CalJOBS is the State of California’s proprietary client/data tracking and management system. It is the official system of record wherein all elements of Trade Adjustment Assistance (TAA), Wagner-Peyser (WP), and Workforce Innovation and Opportunity Act (WIOA) participation must be reported and maintained.

The state frequently refers to the statement, “If it isn’t in CalJOBS, it didn’t happen”.

CERSS Grant Codes

CERSS Grant Codes must be reflected in CalJOBS with appropriate enrollment activity codes depending upon the eligibility of the participant as follows:

Grant Code	Participant Eligibility
1187	Dislocated Worker
2051	WIOA Adult

Due to COVID-19:

Situations that arose as a direct or indirect result of the COVID-19 pandemic or the resulting SIP order, including items referenced in the “Eligibility” section, item #3 in this bulletin.

Federal Poverty Level (FPL):

The Federal Poverty Level (FPL) is a measure of income issued every year by the Department of Health and Human Services (HHS). Federal poverty levels are used to determine eligibility for certain programs and benefits. For the specific amounts within the FPL – as they apply to this grant, see the “Eligibility” section of this bulletin.

Supportive Services Activities:

Supportive Services provided through this grant must be related directly, or indirectly to the COVID-19 pandemic and/or the resulting SIP order. This must be documented through the statement of need form (attached to this bulletin).

Supportive Services activity codes appropriate to use for the purposes of this grant are as follows:

#	Title	Definition
180	Supportive Service: Child/Dependent Care	Assistance with child or dependent care that enabled individual to participate in career or training services or to obtain or retain employment
181	Supportive Service: Transportation Assistance	Assistance with transportation that enabled individual to participate in career or training services or to obtain or retain employment
185	Supportive Service: Other	Assistance that was necessary to enable individual to participate in career or training services or to obtain or retain employment, but does not fall into other supportive services categories
188	Supportive Service: Tools/Clothing	Assistance with attire or tools required to attend training or to obtain or retain employment.
189	Supportive Service: Housing Assistance	Assistance with housing expenses (rent or mortgage) that enable individual to maintain stable housing while engaging in career or training services or while attempting to obtain or retain employment
190	Supportive Service: Utilities	Assistance with utility expenses (electricity, gas, propane, garbage, water, landline or mobile phone service, or internet service) that enabled individual to maintain connection to utilities while participating in career or training services or securing or maintaining employment
191	Supportive Service: Educational Testing	Financial assistance to take a test or exam for obtaining occupational certifications or employment
192	Supportive Service: Post-Secondary Academic Materials	Assistance with books, fees, and other necessary supplies for students enrolled in post-secondary education

Underserved:

For the purposes of this grant “underserved” will be defined as any individual who meets the WIOA Adult priority population criteria as established in ACWDB’s Action Bulletin (AB) 17-08 R1 WIOA Adult Priority of Service. ACWDB’s priority populations include individuals who fall into at least one of the following categories:

- Veterans and Eligible Spouses
- Low Income
- Basic Skills Deficient (which includes English Language Learners)
- Individuals with Disabilities
- Re-Entry

Please refer to AB 17-08 R1 for specifics on the definitions of these categories.

Unemployment Insurance (UI) Benefits:

UI benefits paid through the State of California’s Employment Development Department (EDD).

WIOA Title I Programs:

WIOA Title I programs include the WIOA Adult and Dislocated Worker programs that are generally administered through our local Career Services Providers (CSP). WIOA Title I also includes discretionary projects for WIOA Adults and Dislocated Workers that are not funded through ACWDB’s formula grants. [i.e., ACWDB’s Rapid Response Additional Assistance BioTech Advanced Manufacturing Rapid Reemployment (BAMRR) grant and the National Dislocated Worker Grants (NDWG) are all considered WIOA, Title I].

PROJECT OVERVIEW:

The goal of ACWDB’s CERSS project is to provide supportive services to individuals who have been impacted through loss of employment and/or wages due to the COVID-19 pandemic and the resulting SIP order which forced the temporary closure of schools and businesses that were not deemed “essential”.

The state of California will allocate funds to ACWDB for the provision of supportive services to individuals deemed eligible under the criteria established specifically for this grant. Eligibility for this project will be more clearly defined in the “Eligibility” section below – and will apply only to this project.

Funds provided through this grant must be expended as follows:

- The first \$100,000 must be expended by June 30, 2020;
- The remaining \$53,000 must be expended prior to September 30, 2020.

No staff costs or career services may be applied or charged to this grant. The \$153,000 awarded to ACWDB must be fully expended on direct supportive services to eligible participants.

This grant also seeks to expand the amounts and types of supportive services that are allowed under ACWDB’s supportive services policy. The types of services highlighted in WSIN 19-39 include:

- Equipment necessary telework including internet service;

- Housing assistance;
- Assistance with utility bills;
- Childcare assistance; and
- Transportation assistance.

NOTE: Late fees are not an allowable expense under WIOA Supportive Services.

Oakland Private Industry Council (OPIC), as ACWDB’s pay agent, will administer supportive services payments under this grant.

ELIGIBILITY:

Recipients of supportive services under this grant must meet the following eligibility criteria:

1. Enrolled in a WIOA Title I program (Either the WIOA Adult or DW programs)
2. Have not received household wages above 400% of the Federal Poverty Level for the last six months of income:

400% of Federal Poverty Level (FPL) Income Guidelines		
Family Size*	6 Month	Annual
Family of 1	\$25,520	\$51,040
Family of 2	\$34,480	\$68,960
Family of 3	\$43,440	\$86,880
Family of 4	\$52,400	\$104,800
Family of 5	\$61,360	\$122,720
* Using the standard WIOA definition of “family”.		

NOTE: The “last six months of income” refers to the six months prior to the time the applicant applied for supportive services through the CERSS grant – regardless of whether they were already enrolled into any WIOA Title I program at an earlier date. If a participant is employed but has suffered loss of wages or income at the time they apply for these supportive services, then use wages from the current job to determine income eligibility. This grant allows self-attestation for verification of income.

3. One of the following:
 - A. Laid-off due to COVID-19
 - B. Experienced reduction in hours and/or pay due to COVID-19
 - C. Unable to work for any of the following COVID-19 related reasons:
 - I. Subject to quarantine
 - II. Caregiver for someone who is subject to quarantine
 - III. Need to care for children due to school closures or closure of childcare provider
 - IV. Required to telework, but does not have the necessary equipment
 - V. At higher risk, or care-taker for another individual considered higher risk, as outlined on the California Department of Public Health COVID-19 website (<https://www.cdph.ca.gov/Programs/CHCQ/LCP/Pages/AFL-20-27-1.aspx>)
 - a. Over 65 years of age
 - b. Serious Chronic Medical Conditions:
 - i. Heart disease

- ii. Diabetes
 - iii. Lung disease
 - iv. Compromised immune system
4. Priority must be given to individuals who qualify as “Underserved” (as defined in the Definitions section of this bulletin)
 5. Priority must be given to Dislocated Workers

NOTES:

- a. There is no residency requirement for provision of supportive services under this grant. **Additionally, residency requirements for WIOA Title I Adult or Dislocated Worker enrollments will be waived for individuals who are also enrolled in this CERSS grant.**
- b. Because this project is being implemented during the effective dates of the current SIP order, flexibility will be granted in the areas of verification of eligibility, documentation of need, and provision of supportive services. However, it must be noted that the flexibility currently being allowed by the state **does mandate that arrangements be immediately made for collection of hard-copy documentation and original signatures either in real time through the postal service and/or in person when the SIP orders are lifted.**

PROVISION OF SUPPORTIVE SERVICES UNDER CERSS:

Provision of supportive services under this grant will be allowable as follows:

- For assistance needed due to COVID-19 related circumstances;
- After appropriate documentation has been collected to demonstrate eligibility for supportive services under this grant;
- To pay bills as follows:
 - In the participant’s name or not in the participant’s name with appropriate declarations from the debt holder attesting to the shared responsibility of the bill referenced with the participant
 - Bills that have not yet been paid or bills that have been paid within the period defined by the SIP orders. Bills paid prior to March 17, 2020 will not be considered for reimbursement through the CERSS project
 - Through online portals (preferred), or through checks made payable to creditors, or as a last resort, through checks made payable to the participant. In these cases, participants will be required to submit verification that the bill in question has been paid.

The supportive services will be available in two tiers:

Tier	Wage Loss Category	Supportive Services Cap
1	Individuals receiving an amount equal to at least 50% of their previous wage*	\$400.00
2	Individuals receiving an amount equal to less than 50% of their previous wage*	\$800.00
*may be from an individual’s employer directly or through UI benefits		

For the purposes of determining eligibility for Tier 1 or 2 as referenced above, CSP staff must make a comparison of income between two time periods; Period #1 and Period #2.

Period #1	Period #2
<p>Period #1 is either:</p> <ul style="list-style-type: none"> a. The 6-month period of time that ends on 3/17/2020 (Original date of SIP) (for newly recruited participants); OR b. The 6-month period of time that ends on the date of enrollment into a WIOA Title I funded program (for participants already enrolled in WIOA prior to COVID-19); 	<p>Period #2 is:</p> <p>The 6-month period of time that concludes on the date the individual applies for supportive services through this CERSS grant.</p>
<p>If a participant does not have any source of income that would be included in an income calculation (CalWORKs/TANF; General Assistance, etc.) during Period #1, and their Period #2 income remains at zero, then the participant would qualify for Tier 2 of Supportive Services (\$800).</p>	

CSP staff must compare the total gross household income from period #2 to the total, gross household income from period #1 in order to determine if the participant’s wages/income were:

- a. 50% or more of the total gross household income from period #1 (Tier 1; \$400 supportive services cap); or**
- b. Less than 50% of the total, gross household income from period #1 (Tier 2; \$800 supportive services cap).**

Policies and procedures established specifically for this project/grant supersede any other Local Area policies regarding supportive services – and apply ONLY to this project/grant.

This project does not allow for career services enrollment activities to be entered in CalJOBS associated to this grant. However, WIOA requires career or training services be provided in order for a participant to receive supportive services. Therefore, each participant who is deemed eligible for supportive services under this grant must be enrolled in career or training services through a WIOA Title I program

NOTE: Individual participants may be provided supportive services through both the WIOA Title I programs (Adult and DW) and the CERSS grant. Supportive services provided under those WIOA Title I programs will not count toward the cap of supportive services available through this grant; and supportive services provided through the CERSS grant will not count toward the cap for WIOA Title I supportive services.

The funds being allocated for the provision of supportive services through this grant will be tracked through the Grants Checkbook – and will be available on a first-come, first-served basis.

Individuals determined eligible for a specific supportive services tier (Tier 1 @ \$400 or Tier 2 @ \$800) will be allowed to submit one or more requests for supportive services – as long as the requested service:

- Is an allowable supportive service through this grant;
- Does not exceed the pre-established cap on the amount of supportive services the individual participant has been determined eligible to receive;
- Is submitted within the timelines and durations that have been established for this project.

Individuals determined eligible for supportive services – and who do not immediately expend the full amount to which they were entitled, are not guaranteed that the balance of their supportive services cap will be available at a later date. These funds will be available on a first-come, first-served basis.

Priority for Provision of Supportive Services under this grant:

Priority for the provision of supportive services under this grant should be given to

- a. Dislocated Workers (DW); and
- b. Underserved individuals (as defined in the Definitions section of this bulletin).

Individuals who are already enrolled into WIOA Title I Adult or DW programs may be eligible for supportive services under this grant if they meet the required eligibility criteria as specified in the “Eligibility” section of this bulletin. Individuals enrolled as WIOA Adults, must be screened to determine if they meet the requirements for DW before allowing them to receive supportive services as a WIOA Adult.

IMPACTS ON PERFORMANCE:

Facts:

- 1. Only supportive services activities are allowed under the CERSS grant.**
- 2. Participants must be enrolled in Career or Training services to be eligible for supportive services.**
- 3. Enrollment into Career and/or Training services places a participant into the denominator for calculating contract and local area performance.**

To alleviate concerns about impacts on contract performance, ACWDB will allow the following remedies effective upon issuance of this AB revision:

- A. Individuals who are determined eligible for supportive services through the CERSS grant and who were previously enrolled in WIOA Title I programs (before COVID-19) are already counted in contract and local area performance;**
- B. Individuals who were impacted by COVID-19 who have been determined eligible for supportive services under the CERSS grant will fall into two separate categories:**
 - a. Individuals who have suffered permanent loss of employment due to COVID-19. These individuals who were determined eligible, and provided supportive services through the CERSS grant will likely continue to receive services through WIOA Title I programs and will therefore be allowed to count toward PY 2020/2021 enrollment goals – for those CSPs who have met their PY 2019/2020 contract performance enrollment goals; and**

- b. **Individuals who have suffered temporary loss of employment (furloughed) due to COVID-19.** These individuals will likely return to work once SIP orders are lifted – and not be in need of additional career services. ACWDB will allow these participants to be enrolled with an agency code that is not tied to CSP organizations. This allowance will result in these participants being excluded from CSP’s contract performance goals.

NOTE #1: CSP’s may opt to enroll some of these individuals into their own WIOA Title I programs (using their agency code) if they assess that the immediate return to work may benefit contract performance goals in the areas of Job Placement at Exit or Job Placement into ISOF sectors.

NOTE #2: The proposed agency code will be available only to ACWDB staff, therefore, Workforce Technicians will provide assistance entering these activities into CalJOBS.

PROCEDURES:

The procedures outlined here will guide CSPs in the provision of supportive services under this grant. Due to the scope of this grant, eligible individuals may be referred into ACWDB’s system from local community-based organizations (CBO) or ACWDB’s current CSPs. Each individual situation may warrant a slightly different process. Below are the details of the process depending upon the origin of the participant referral.

Steps and Responsible Parties

Parties responsible for the various steps of this process will be as follows:

Responsible Organizations	
Abbreviation	Organization
CBO	Community-based organizations outside of ACWDB’s WIOA system of Adult and Dislocated Worker (DW) Career Services Providers (CSP). This may include CBOs funded by ACWDB to provide services to eligible youth participants or the re-entry population.
CSP	WIOA Title I Adult and DW CSPs funded through ACWDB
OPIC	Oakland Private Industry Council (ACWDB’s pay agent)
WST	ACWDB’s Workforce Services Technicians
Other Acronyms Used in the Process Below	
DW	WIOA Title I Dislocated Worker
SS	Supportive Services as defined for this grant

The following summarizes the steps and responsible parties for each of the steps. The steps may be applied differently based on the individual participant’s circumstances.

#	Step	Already Enrolled in WIOA Title I Program	Not yet enrolled in WIOA Title I Program
		Responsible Party	

		(as defined above)	
1	Outreach and marketing for this project	CBO or CSP	CBO or CSP
2	Referral from CBO or other public service organization to ACWDB's CSPs	N/A	CBO
3	Receipt of referral from CBO	N/A	CSP
4	Determination of WIOA Title I (Adult or DW) eligibility for individuals not already enrolled in WIOA, Title I Adult or DW programs	N/A	CSP
5	Creation of WIOA Title I application in CalJOBS for individuals not already enrolled in Title I programs	N/A	CSP
6	Screening of currently enrolled WIOA Adult participants for DW eligibility	CSP	CSP
7	Screening for CERSS grant eligibility and eligibility for Tier 1 or Tier 2 of SS being offered through this grant	CSP	CSP
8	Completion, collection, and maintenance of appropriate forms (attached to this bulletin) with customer's signature attesting to CERSS eligibility	CSP	CSP
9	Final determination of eligibility for CERSS project and Tier of SS individual is eligible for.	CSP	CSP
10	Activation of the CERSS grant in CalJOBS on the Eligibility tab of the WIOA application	CSP	CSP
11	Submittal of request for supportive services to WST. This request must include: <ol style="list-style-type: none"> 1. Participant name and CalJOBS State ID; 2. The grant for which the individual is eligible (Adult or DW); 3. The Tier of SS the individual is eligible for; 4. The type of SS being proposed for this participant; 5. Copy of documentation of participant's debt; 6. Copies of the CERSS Eligibility Declaration and the Statement of Need 	CSP	CSP
12	Quality review of participant's payment request to ensure allowable type and amount of supportive services (Approval/Denial)	WST	WST
13	Confirmation of WIOA Title I enrollment in CalJOBS	WST	WST
14	Notification of approval/denial to CSP and OPIC regarding eligible individual's information and appropriate tier of supportive services allowable	WST	WST
15	Relay confirmation or denial of request to participant	CSP	CSP
16	If approved, entry of appropriate supportive service-related activity codes into CalJOBS.	WST	WST
17	Submittal of participant's payment request to OPIC (using attached forms), and copied to CSP	WST	WST
18	Tracking of eligible individuals, amounts and types of supportive services provided to the participant through the CERSS grant in the Grants Checkbook	WST	WST

19	Recording and tracking of participation in and benefits received through the CERSS grant in CalJOBS case notes	CSP	CSP
20	Recording and tracking of Title I participation (Adult and DW) for regular case-management activities in CalJOBS (if any)	CSP	CSP
21	Payment issued to creditor on behalf of participant (We're anticipating a one week turn-around time for OPIC to process payments against this grant)	OPIC	OPIC
22	Tracking of payments issued in the Grants Checkbook	OPIC	OPIC
23	Follow up with participant to obtain proof of debt payment	CSP	CSP

Each anticipated circumstance is outlined below.

This section will address the process for referrals of individuals in two different categories:

1. Individuals already enrolled into ACWDB's WIOA Title I (Adult or DW) programs;
2. Individuals not yet enrolled into any WIOA Title I Adult or DW programs

Individuals already enrolled in ACWDB's WIOA Title I (Adult or DW) Programs

1. For participants already enrolled into any of ACWDB's WIOA Adult programs, the following steps must be followed:
 - Steps #6 through #23 as referenced in the chart above.
2. For participants already enrolled into any of ACWDB's DW programs, the following steps must be followed:
 - Steps #7 through #23 as referenced in the chart above.

Individuals not yet enrolled in any WIOA Title I (Adult or DW) Programs

1. For participants not yet enrolled into any WIOA Title I programs, the following steps must be followed:
 - Steps #4 through #23 as referenced in the chart above.

ACTION:

The information contained within this bulletin must be immediately shared with all relevant staff.

The policy and procedures outlined within this bulletin become effective immediately upon implementation of this grant – which is anticipated to be May 18, 2020 – and will remain in effect until the conclusion of this project – which may include extensions to the duration of the project.

Updates or modifications to these policies and procedures will be distributed through revisions to this bulletin.

For information and inquiries please contact:

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Hayward, CA 94544-1203
(510) 259-3802
mggarcia@acgov.org

ATTACHMENTS:

Please note that the attached forms contain updates/edits. Please discard older versions and use only these new forms going forward.

Attachment 1 – Declaration Form – Supportive Services (CERSS Grant)
Attachment 2 – Supportive Service Request Form (CERSS Grant)
Attachment 3 – CERSS Income Guidelines
Attachment 4 – Income Determination Period (IDP) Chart

DECLARATION FORM - Supportive Services (CERSS Grant)**Declaration Under Penalty of Perjury**

I, _____ declare under penalty of perjury that that I have lost
Full name of applicant
 employment/hours/wages due to the COVID-19 pandemic and am in need of supportive services. I attest that:

WIOA TITLE I – DISLOCATED WORKER (501) OR ADULT (201) PARTICIPANT

- I am a participant in the following WIOA Title I grant:
- Dislocated Worker (501)
- AND
- Adult (201)
- My status is identified in the following category:
- Veterans and Eligible Spouses
- Low-income
- Basic Skills Deficient (including ELL)
- Individuals with Disabilities
- Re-entry

INCOME

PERIOD 1	PERIOD 2
<input type="checkbox"/> My household income/wages 6 months prior to being impacted by COVID-19 (3/17/20) was \$_____.00 OR <input type="checkbox"/> (WIOA individuals enrolled prior to COVID-19) 6 months prior to the date of enrollment into WIOA Title I funded program, my household income/wages was \$_____.00	My household income from the 6 months prior to CERSS application: INCOME DETERMINATION PERIOD (IDP): _____,20____ to _____,20____ GROSS INCOME of (IDP): \$_____.00
<input type="checkbox"/> I do not have any source of income that would be included in an income calculation during Period #1, and income from Period #2 remains at zero (\$0.00).	
NUMBER OF FAMILY IN HOUSEHOLD (based on WIOA definition of family): _____	

EMPLOYMENT

DISLOCATED WORKER (501)	ADULT (201)
<input type="checkbox"/> Laid off due to COVID-19; OR	<input type="checkbox"/> Reduction in hours and/or pay; OR
Unable to work due to ONE of the following:	
<input type="checkbox"/> Self-Quarantine (or as ordered by medical professionals) <input type="checkbox"/> Caregiver for someone subject to quarantine <input type="checkbox"/> Care for children due to school closure or other childcare provider <input type="checkbox"/> At high-risk of getting ill (defined by CA Dept. of Public Health)	<input type="checkbox"/> Self-Quarantine (or as ordered by medical professionals) <input type="checkbox"/> Caregiver for someone subject to quarantine <input type="checkbox"/> Care for children due to school closure or other childcare provider <input type="checkbox"/> At high-risk of getting ill (defined by CA Dept. of Public Health) <input type="checkbox"/> Required to telework, but does not possess the necessary equipment

We, the undersigned, attest that the information stated above is true, accurate and complete to the best of our knowledge. If the above information is found to be inaccurate or incomplete, the applicant named herein may be terminated from the program, found financially liable for the cost of services rendered, and/or penalized to the extent allowable by law.

Declarant:**Intake Worker:**_____
Signature_____
Date_____
Signature_____
Date

Supportive Services Request Form (CERSS Grant)



Participant Name (Last, First):

State ID:

 Adult (201) DW (501)

Career Coach:

Agency:

Date Requested:

Participant Service Tier:

 Tier 1: \$400.00

 Tier 2: \$800.00

Supportive Service

- 1) Childcare and/or dependent care assistance (Activity 180)
- 2) Transportation assistance (Activity 181)
- 3) Tools/Clothing assistance (Activity 188) – Includes equipment, protective wear, (includes reasonable accommodations for individuals with disabilities).
- 4) Housing assistance (Activity 189)
- 5) Utility expenses assistance (Activity 190)
- 6) Educational testing assistance (Activity 191)
- 7) Post-secondary Academic materials (Activity 192) – Includes books, fees, school supplies.
- 8) Supportive Services Other (Activity 185) – Includes legal aid services, referrals to health care or other assistance needed that was necessary to enable individual to participate in career or training services or to obtain or retain employment but does not fall into other supportive services categories.

Requested Supportive Service(s) – Using the list above, indicate the supportive service number item below (ex. "4" for Housing Assistance)

# _____	\$ _____	.00	<input type="checkbox"/> Reimbursement	# _____	\$ _____	.00	<input type="checkbox"/> Reimbursement
# _____	\$ _____	.00	<input type="checkbox"/> Reimbursement	# _____	\$ _____	.00	<input type="checkbox"/> Reimbursement

Additional Comments: _____

WDB Staff Use Only:

Request(s) above approved and entered into CalJOBS and Grants Checkbook

Request(s) above denied due to: _____

Participant previous Tier balance: \$ _____ .00 Participant Tier balance after this request: \$ _____ .00

Authorized WDB Staff Name

Authorized WDB Staff Signature

Date

CERSS GRANT INCOME GUIDELINES TABLE



Source: EDD WSIN 1939 & ACWDB Action Bulletin 20-06

Family Size =	1	2	3	4	5	6
Annual Gross Family Income can not exceed:	\$51,040	\$68,960	\$86,880	\$104,800	\$122,720	\$140,640
6 Month Guideline	\$25,520	\$34,480	\$43,440	\$52,400	\$61,360	\$70,320

NOTE: The "last six months of income" refers to the six months prior to the time the applicant applied for supportive services through the CERSS grant – regardless of whether they were already enrolled into any WIOA Title I program at an earlier date. If a participant is employed but has suffered loss of wages or income at the time they apply for these supportive services, then use wages from the current job to determine income eligibility. This grant allows self-attestation for verification of income.

What counts as income?

- ♦ Wages, tips, salary, commissions
- ♦ Unemployment Insurance
- ♦ Child Support Payments (including Foster Care child payments)
- ♦ Social Security Old Age & Survivors' Insurance benefit payments
- ♦ Net Self-Employment Income
- ♦ Alimony
- ♦ Railroad retirement, strike benefits, worker's comp & training stipends (Ca. Conservation Corp.)
- ♦ Military family allotments
- ♦ Private or gov't employee pensions (including military)
- ♦ Regular insurance or annuity payments
- ♦ College or University Scholarships, grants, fellowships, assistantships
- ♦ Net Gambling or Lottery Winnings
- ♦ Severance payments or Terminal Leave Pay
- ♦ WIOA Title I - OJT Wages or Trade Act Payments (TAA)
- ♦ Disability Benefits (including SSDI)

What does not count as income?

- ♦ Cash Public Assistance (TANF, Food Stamps, SSI, GA)
- ♦ Title IV Educational Financial Assistance (ie. Pell Grant)
- ♦ Needs-based Scholarship Assistance
- ♦ Veterans Benefits
- ♦ Active military duty income and certain other veterans' benefits
- ♦ One Time Unearned Income
- ♦ Capital Gains and Losses
- ♦ Asset withdrawals
- ♦ Non-cash benefits
- ♦ Value of food and fuel produced and consumed on farms
- ♦ Imputed value of rent from owner occupied non-farm or farm housing
- ♦ Medicare, Medicaid, School Meals & Housing Assistance
- ♦ Allowances, earnings & payments to individuals under this act (except OJT wages)

Who counts as family members?

Two or more persons related by blood, marriage*, or decree of court, who are living in a single residence, and are included in one or more of the following categories:

- A) A husband*, wife* and dependent children
- B) A parent or guardian and dependent children
- C) A husband* and wife*

* Note: Consistent with Training and Employment Guidance Letter 26-13, the definition of "marriage" includes same-sex spouses, and the terms "husband" and "wife" are to be interpreted in a gender neutral manner to include same-sex spouses.

Income Determination Period (IDP) Listing

Date of Application	Begin IDP
5/1/2020	11/1/2019
5/2/2020	11/2/2019
5/3/2020	11/3/2019
5/4/2020	11/4/2019
5/5/2020	11/5/2019
5/6/2020	11/6/2019
5/7/2020	11/7/2019
5/8/2020	11/8/2019
5/9/2020	11/9/2019
5/10/2020	11/10/2019
5/11/2020	11/11/2019
5/12/2020	11/12/2019
5/13/2020	11/13/2019
5/14/2020	11/14/2019
5/15/2020	11/15/2019
5/16/2020	11/16/2019
5/17/2020	11/17/2019
5/18/2020	11/18/2019
5/19/2020	11/19/2019
5/20/2020	11/20/2019
5/21/2020	11/21/2019
5/22/2020	11/22/2019
5/23/2020	11/23/2019
5/24/2020	11/24/2019
5/25/2020	11/25/2019
5/26/2020	11/26/2019
5/27/2020	11/27/2019
5/28/2020	11/28/2019
5/29/2020	11/29/2019
5/30/2020	11/30/2019
5/31/2020	12/1/2019
6/1/2020	12/2/2019
6/2/2020	12/3/2019
6/3/2020	12/4/2019
6/4/2020	12/5/2019
6/5/2020	12/6/2019
6/6/2020	12/7/2019
6/7/2020	12/8/2019
6/8/2020	12/9/2019
6/9/2020	12/10/2019
6/10/2020	12/11/2019
6/11/2020	12/12/2019
6/12/2020	12/13/2019
6/13/2020	12/14/2019

Date of Application	Begin IDP
6/14/2020	12/15/2019
6/15/2020	12/16/2019
6/16/2020	12/17/2019
6/17/2020	12/18/2019
6/18/2020	12/19/2019
6/19/2020	12/20/2019
6/20/2020	12/21/2019
6/21/2020	12/22/2019
6/22/2020	12/23/2019
6/23/2020	12/24/2019
6/24/2020	12/25/2019
6/25/2020	12/26/2019
6/26/2020	12/27/2019
6/27/2020	12/28/2019
6/28/2020	12/29/2019
6/29/2020	12/30/2019
6/30/2020	12/31/2019
7/1/2020	1/1/2020
7/2/2020	1/2/2020
7/3/2020	1/3/2020
7/4/2020	1/4/2020
7/5/2020	1/5/2020
7/6/2020	1/6/2020
7/7/2020	1/7/2020
7/8/2020	1/8/2020
7/9/2020	1/9/2020
7/10/2020	1/10/2020
7/11/2020	1/11/2020
7/12/2020	1/12/2020
7/13/2020	1/13/2020
7/14/2020	1/14/2020
7/15/2020	1/15/2020
7/16/2020	1/16/2020
7/17/2020	1/17/2020
7/18/2020	1/18/2020
7/19/2020	1/19/2020
7/20/2020	1/20/2020
7/21/2020	1/21/2020
7/22/2020	1/22/2020
7/23/2020	1/23/2020
7/24/2020	1/24/2020
7/25/2020	1/25/2020
7/26/2020	1/26/2020
7/27/2020	1/27/2020

Date of Application	Begin IDP
7/28/2020	1/28/2020
7/29/2020	1/29/2020
7/30/2020	1/30/2020
7/31/2020	1/31/2020
8/1/2020	2/1/2020
8/2/2020	2/2/2020
8/3/2020	2/3/2020
8/4/2020	2/4/2020
8/5/2020	2/5/2020
8/6/2020	2/6/2020
8/7/2020	2/7/2020
8/8/2020	2/8/2020
8/9/2020	2/9/2020
8/10/2020	2/10/2020
8/11/2020	2/11/2020
8/12/2020	2/12/2020
8/13/2020	2/13/2020
8/14/2020	2/14/2020
8/15/2020	2/15/2020
8/16/2020	2/16/2020
8/17/2020	2/17/2020
8/18/2020	2/18/2020
8/19/2020	2/19/2020
8/20/2020	2/20/2020
8/21/2020	2/21/2020
8/22/2020	2/22/2020
8/23/2020	2/23/2020
8/24/2020	2/24/2020
8/25/2020	2/25/2020
8/26/2020	2/26/2020
8/27/2020	2/27/2020
8/28/2020	2/28/2020
8/29/2020	2/29/2020
8/30/2020	3/1/2020
8/31/2020	3/2/2020
9/1/2020	3/3/2020
9/2/2020	3/4/2020
9/3/2020	3/5/2020
9/4/2020	3/6/2020
9/5/2020	3/7/2020
9/6/2020	3/8/2020
9/7/2020	3/9/2020
9/8/2020	3/10/2020
9/9/2020	3/11/2020