



**ACTION BULLETIN**

**TO:** All Workforce Innovation and Opportunity Act (WIOA) Formula-Funded Service Providers

**DATE:** June 3, 2021

**SUBJECT:** **Residency Policy Exception** for Adult, Dislocated Worker, and Youth Programs funded through Title I of the Workforce Innovation and Opportunity Act (WIOA)

**PURPOSE OF BULLETIN:**

The purpose of this bulletin is to provide an update to information and instructions for implementation of the Residency Policy Exception requirement for the Workforce Innovation and Opportunity Act (WIOA) Title I Adult, Dislocated Worker, and Youth programs that are funded through WIOA formula funds. **Updates will be printed in bold typeface.**

Residency policy requirements will not necessarily apply to discretionary grants or programs. Discretionary grants will carry the funding agency's policy regarding any residency requirement. Upon receipt of discretionary funds, Alameda County Workforce Development Board (ACWDB) will communicate in writing with all stakeholders regarding residency requirements for those specific grants.

**BACKGROUND:**

ACWDB's Local Area includes the cities of: Alameda, Albany, Berkeley, Castro Valley, Dublin, Emeryville, Fremont, Hayward, Livermore, Newark, Piedmont, Pleasanton, San Leandro, San Lorenzo, Sunol, and Union City, including the unincorporated areas of Ashland, Cherryland and Fairview.

ACWDB's residency policy dictates that on the date of application for WIOA services, eligible applicants must either:

1. Reside within ACWDB's Local Workforce Area or
2. Work for an employer facility located in ACWDB's Local Area; or
3. Have worked (during the six (6) months prior to application) at an employer facility located in ACWDB's Local Area; or
4. Be allowed to enroll based on the 10% Residency Policy Exception Allowance authorized through this bulletin.

Documentation of Residency for Eligibility:

Documentation of Residency for ALL Adults, Dislocated Workers and Youth will be required as part of the eligibility intake process and must be maintained in a complete case file.

Examples of acceptable documentation to establish residency:

CRITERION	ACCEPTABLE DOCUMENTATION
<p><b>RESIDENCY</b></p> <p><i>Residency Priority: All enrolled registrants must reside or work in or have worked (last 6 months) in the Alameda County WDB's Local Area.</i></p> <p><b>“Current” is defined as, “issued no more than 30 days prior to the date of application or the most current for the type of document. All referenced documentation must contain the applicant’s name and address and a date of issue/validity.</b></p>	<ul style="list-style-type: none"><li>-Un-expired California Driver’s License or State ID</li><li>-Social Services Printout for any applicant who is an eligible family member on an active case</li><li>-Current bill or statement (utility, medical, financial institution)</li><li>-Current School Letter or <b>Transcripts</b> based on official records</li><li>-Current Rent Receipt with pre-printed address and name and phone number of landlord or property manager</li><li>-Current Shelter Letters for homeless residency</li><li>-Current Employer Letter, pay stub, or Lay Off notice</li><li>-Current EDD Printout with Applicant or Employer Address</li><li>-Lay Off or Separation Papers with Employer Address</li><li>-WARN notice with employer address and employee check stub or employee ID</li><li>-General announcement of closing with employer address and employee check stub or employee ID</li></ul>

**EXCEPTIONS TO THE RESIDENCY POLICY**

1. Exceptions to this residency policy will be granted **only with prior WDB staff approval**, to allow for the provision of service to customers who reside outside ACWDB’s Local Area on a case-by-case basis.
  - a. Residency, both within and outside of ACWDB’s Local Area **must be documented.**
  - b. Intake staff must submit (with Site Manager approval), in writing or through email, a request for residency exception to the assigned Workforce Technician. A copy of WDB staff’s approval response must be maintained in the eligibility file.

- c. WDB staff will determine the current number of enrollments for the requesting program and allow ONLY up to 10% of the total number of enrolled participants from populations that reside outside of ACWDB’s Local Area.
  - d. WDB staff approval must occur PRIOR to enrollment of the applicant into WIOA funded services.
2. Exceptions to the residency policy, over and above the 10% limitation will also be granted for participants who are co-enrolled in discretionary grants where the discretionary grant-funded program does not carry its own residency requirement.
3. Failure to remain in compliance with the requirements to:
- a. Obtain approval prior to enrollment;
  - b. Provide complete and accurate Residency Exception Request forms;
  - c. Obtain and/or provide documentation required by ACWDB relevant to these requests,
- May result in:
- a. the omission of unauthorized participants from performance reports; and/or
  - b. findings on programmatic monitoring reviews requiring corrective action;
  - c. disallowed WIOA costs – that would have to be absorbed through other non-WIOA funding streams.

**CALCULATION OF THE 10% EXCEPTION:**

- Based on the number of enrollments, the technician will make a determination regarding whether the program has an enrollment level sufficient to support use of the 10% Exception as follows:
  - For every 10 individuals enrolled in the specific program and funding stream – who meet the standard local residency requirement, one 10% Residency Policy Exception enrollment will be allowed.
  - For Example:

# of Enrolled participants who meet the residency requirement	# of 10% Residency Policy Exception Enrollments Allowed:
10	1
21	2
32	3
43	4
54	5
65	6

- As you can see from the example, each time a program is granted permission to enroll a 10% Residency Policy Exception participant, this participant will not count toward the total number of enrollments included when calculating any subsequent Exception enrollment allowances.
- This method of calculation is a carry-over from ACWDB's previous 5% Residency Policy Exception allowance.

**EXPIRATION OF THE 10% EXCEPTION:**

**Per action taken at the May 13, 2021 meeting of the Alameda County Workforce Development Board, this Residency Exception Policy will not carry an expiration date. The ACWDB approved an extension of this Residency Exception Policy indefinitely.**

**Upon determination that ACWDB's Residency Exception Policy requires further consideration, staff will present analysis and recommendation to appropriate ACWDB sub-committees – and upon approval of the full board, will issue new guidance to all appropriate organizations.**

**For information and inquiries please contact:**

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