



ACTION BULLETIN

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

DATE: March 10, 2022

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 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 **25%** 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>RESIDENCY</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>“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.</p>	<ul style="list-style-type: none"> -Unexpired California Driver’s License or State ID -Social Services Printout for any applicant who is an eligible family member on an active case -Current bill or statement (utility, medical, financial institution) -Current School Letter or Transcripts based on official records -Current Rent Receipt with pre-printed address and name and phone number of landlord or property manager -Current Shelter Letters for homeless residency -Current Employer Letter, pay stub, or Layoff notice -Current EDD Printout with Applicant or Employer Address -Layoff or Separation Papers with Employer Address -WARN notice with employer address and employee check stub or employee ID -General announcement of closing with employer address and employee check stub or employee ID

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 25% of the total number of enrolled participants from populations that do not meet ACWDB’s residency policy.

- 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 **25%** 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. 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 25% 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 **25%** Exception as follows:
 - For every **4** individuals enrolled in the specific program and funding stream – who meet the standard local residency requirement, one **25%** Residency Policy Exception enrollment will be allowed.
 - For Example:

# Enrolled	# of 25% Exceptions Allowed:
4	1
9	2
14	3
19	4
24	5
29	6
34	7

- As you can see from the example, each time a program is granted permission to enroll a **25%** 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.

MODIFICATION OF YOUTH RESIDENCY EXCEPTION POLICY:

This expansion of ACWDB’s Residency Exception Policy alters existing Youth residency restrictions in that it allows for all WIOA, Title I-funded Youth Career Service Providers (CSP) to enroll participants from any sub-region within ACWDB’s service area. Prior to this expanded version of ACWDB’s Residency Exception Policy, Youth CSPs could only enroll youth participants who resided within their own sub-regions. (i.e., North Cities Youth CSPs could only enroll participants from the North Cities sub-region of Alameda County – and would be required to submit an exception request to enroll participants from any other sub-region (Eden, Tri-Cities, or Valley). With this expansion Youth CSPs may now enroll participants from any of the four (4) sub-regions within Alameda County – excluding the City of Oakland (Eden, North Cities, Tri-Cities, and Valley) – and must only request an Exception when they propose to serve an individual from the City of Oakland or from outside of Alameda County.

EXPIRATION OF THE 25% EXCEPTION:

Per action taken at the March 10, 2022, meeting of the Alameda County Workforce Development Board, this Residency Exception Policy will expire on Friday, June 30, 2023. Upon expiration of this expansion, the Residency Exception Policy will revert back to 10%.

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.

Any discrepancies arising between this policy/procedure and federal or state provisions (due to future revisions) will default to the current minimum federal and state regulations and guidance available. This bulletin represents the most current information available at the time it was published. As policies or regulations are updated, the most current versions of bulletins will appear on our website at www.acwdb.org.

For information and inquiries please contact:

Michele G. Garcia
MIS Administrator
24100 Amador Street, 6th Floor
Hayward, CA 94544-1203
(510) 259-3802
mggarcia@acgov.org