

Co-enrollment Action Plan Template: ACWDB's AJCC and Career Services Providers

Organization:

Department of Rehabilitation and Regional Center of the East Bay Partnership

Current Efforts, Initiatives, and Future Plans – It is imperative that the AJCC/Career Services Providers (AJCC/CSPs) are knowledgeable in serving clients with disabilities. Providers should become familiar with the immediate resources and partners available to support Competitive Integrated Employment (CIE) opportunities for people with disabilities.

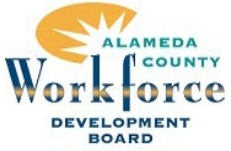
The [California CIE Blue-Print](#) is a policy objective framework developed by the Department of Developmental Services (DDS), Department of Rehabilitation (DOR), and the Department of Education (DOE), to ensure that people disabilities have access to competitive wages and integrated work settings.

The CA CIE Blue-Print specifically calls for stronger linkages to WIOA Title I programs. AJCC/CSPs must make intentional and planned connections with stakeholder partners within disability-serving organizations, such as HireAble (see below for organization description), the Regional Center of the East Bay (RCEB), and the DOR to strategize CIE opportunities for people with disabilities.

- 1. Describe your current efforts/initiatives to serve people with disabilities, including existing strategies or plans to include RCEB, DOR, and HireAble representatives in your SWNs to coordinate services and establish referral processes and methods.**
- 2. Describe the training your staff has received in serving people with disabilities, your plan for ongoing staff training, and your plan for working with employers to assist them in identifying job seekers/talent with disabilities.**
- 3. Describe the referral processes you have in place when working with job seekers with disabilities. What are your primary referral agencies for clients with disabilities? How might your partnership with disability stakeholders be strengthened?**

Information and Resource Sharing – HireAble is a non-profit organization and regional collaborative group that meets regularly to strategize and discuss employment and training opportunities for people with intellectual disabilities and developmental disabilities. The group is a centralized venue for discussion on various disability programs, initiatives, regulations, strategies, and promising practices.

It is necessary for AJCC/CSPs to have an ear to these conversations to inform service planning and coordination for people with disabilities. Therefore, AJCC/CSPs are now



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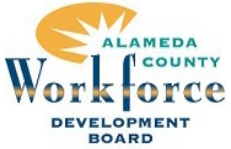
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required to participate in HireAble meetings to actively listen to new developments and share WIOA and SWN updates to the group as needed. Stakeholders in this group are eager to build traction and connection with WIOA providers.

Due to time constraints, AJCC/CSPs are strongly encouraged to work with other WIOA Adult/Dislocated Worker providers in ACWDB's local area to establish a rotating schedule for attending HireAble meetings, which happen once a month. This allows for at least one provider to be in attendance within any given month.

4. **List the staff person in your office who will participate in HireAble meetings. This person will be added to HireAble's email distribution list. Please indicate if you are interested in establishing a rotating schedule with other providers.**

5. **Describe how you will take your partnership with the DOR and other disability-serving organizations to the next level to facilitate information-sharing and for promoting strong service referral networks, and to drive co-enrollment opportunities for people with disabilities.**



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Department of Child Support Services (DCSS) Partnership

Information and Resource Sharing – The DCSS has expressed an interest in learning about WIOA programs and services through presentations to their Call Center and Case Worker staff, as they are best positioned to interact with clients on any given day.

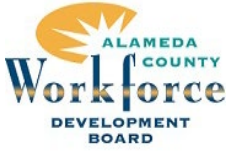
While the DCSS office (an administrative body) is located in the Tri Valley, the bulk of DCSS clients in ACWDB's local area, are located within the Eden Area. Therefore, the Eden Area Career Center will be responsible for delivering initial WIOA presentations to DCSS staff members in their Pleasanton office. Other AJCC/CSPs may be called on for the delivery of presentations in the future.

Initial presentation arrangements will be made in partnership with ACWDB staff. Initial presentations will also be coordinated with a WIOA out-of-school provider so DCSS staff are fully aware of all WIOA Title I programs. The DCSS must be included in the Eden Area's Career Center's SWN, unless otherwise notified, and ongoing presentations may occur within standing SWN or provider meetings.

- 1. If applicable, describe your plan to present information to DCSS staff, including the materials you will use to deliver presentations. Describe your plan to share information and resources with DCSS staff on an ongoing basis through your standing meetings and SWN.**

Referrals – Three DCSS sub-groups will be targeted for WIOA services and programs: (1) zero-income non-custodial parents (2) payment delinquent non-custodial parents and (3) low-income custodial parents. DCSS will issue referrals for sub-groups to initiate WIOA eligibility and screening with an AJCC/CSP. Zero-income and payment delinquent clients may have explicit court orders that require them to initiate WIOA services.

DCSS is still working toward establishing a new system with the family court and may refer clients to an AJCC/CSP. Further guidance about working with DCSS clients will be provided in the near future. In the meantime, the Eden Area AJCC may be called on in the near future to deliver initial presentations to DCSS staff.



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Workforce and Benefits Administration (WBA) Partnership – Refugee and Asylee Services

Information and Resource Sharing – WBA (a department within the Alameda County Social Services Agency) has contracts with the agencies listed below to deliver refugee and asylee (R/A) employment and training services. These R/A providers meet regularly to discuss program strategies, changes, etc. with WBA staff and are also eager to learn how to build traction with WIOA programs:

- Lao Family – Oakland
- International Rescue Committee – Oakland
- La Familia – Hayward
- Burma Refugee Family Network – Oakland

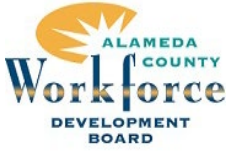
- 1. Describe your experience serving R/A clients. If applicable, describe your experience in working with the providers listed above.**
- 2. Describe how you will notify WBA's R/A providers about SWN meetings and activities. Also, describe your plan for participating in their quarterly meetings to deliver presentations and to share program updates and service coordination strategies. ACWDB staff will coordinate the first meeting with WBA's RA providers.**

Immigrant Specific Workshop – During local planning sessions stakeholders identified service gaps for R/A clients. One major gap was that R/A clients have in difficulty in translating previous work experience to employment opportunities in America's labor market. R/A populations are generally unclear about the employment opportunities and how to access them.

ACWDB and WBA staff are interested in exploring a workshop that attempts to close this "knowledge gap." It would be ideal for ACWDB's and WBA's providers to co-design a workshop or incorporate a R/A specific module into an existing workshop, to encourage the cross-pollination of provider expertise in a workshop that is relevant to the R/A population.

- 1. Describe your team's ability and willingness to create and/or modify an existing workshop that more specifically assists R/A clients in understanding local labor market opportunities, translating their experiences, and providing a judgement-free venue for open dialogue.**

Employment and Training Efforts – ACWDB and WBA are interested in co-enrollment. Specifically, the goal is to enroll WBA's R/A WIOA-eligible clients into training that leads to



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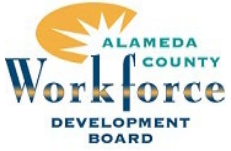
middle-skilled employment. Operationally, these opportunities can be aligned with the ITA or OJT program or even programs offered by SWN partners, so long as it aligns with middle-skilled training and employment. AJCC/CSPs should target ISOF industries and occupations.

As with other clients, R/A clients should also have awareness and access to Metrix Online Learning as a strategy to support employment readiness and/or access to industry-recognized certificates. The following WBA R/A clients will be referred by WBA's R/A providers for WIOA co-enrollment:

- R/A clients receiving cash aid, but not employed
- R/A clients not receiving cash aid and not employed
- R/A clients currently in entry-level jobs

AJCC/CSPs are encouraged to have deeper conversations with WBA's R/A providers about the needs of these clients and how to effectively target them for co-enrollment opportunities.

2. ***Describe the ways in which you plan to connect with WBA's R/A providers to identify WIOA-eligible clients who can be ramped into training that leads to middle-skilled employment and/or industry certificates that equate to higher wages. Describe how you plan to receive and share referrals with R/A providers.***



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Workforce and Benefits Administration – CalFresh Employment and Training

The CalFresh and CalFresh Employment and Training (CalFresh E&T) programs are locally administered by WBA department. The CalFresh E&T program has two levels of presence in the community for prospective participants. Firstly, participants can enter the ACSSA to initiate eligibility, and start program elements at that point in time. Secondly, participants can access the program through one of WBA's community-based third-party providers. These third-party providers have applied to become CalFresh E&T third party providers and receive a 50% training cost reimbursement for training CalFresh E&T participants:

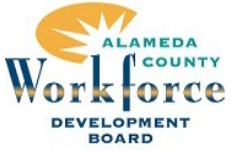
- The Bread Project
- Civicorps
- Downtown Streets Team Hayward
- Rising Sun Center for Opportunity
- Unity Council
- Downtown Streets Team Berkeley
- Fremont Adult School – Bank Work\$
- Center for Employment Opportunities
- Roots Community Health Center
- Safe Passages

In addition to these partners, WBA has identified that the Alameda County Community Food Bank is a major partner, offering strong participant referrals to the program. ACWDB and WBA have agreed to work closely to co-enroll participants and close service gaps. WBA identified that the sunset of the Able-Bodied Adults Without Dependents (ABAWD) Waiver presented an opportunity to work together closely.

The sunset of the ABAWD Waiver in Alameda County means that participants who are only receiving CalFresh benefits and not enrolled in employment and training will become time-limited to their benefits, unless they enroll into employment and training or meet a specific exemption. Through this partnership, WIOA Title I programs meet WBA's criteria for an appropriate employment and training program.

WBA has already established outreach and notification processes to inform clients and prospective clients of this new change. WBA has also developed a CalFresh E&T Reference Sheet (see attachment 1) and launched trainings to guide their Employment Services staff in working with WIOA providers. Referrals will be coming into the AJCC/CSPs from WBA's Employment Services staff.

AJCC/CSPs will screen prospective clients for WIOA eligibility. If prospective clients are WIOA-eligible, AJCC/CSPs staff should establish rapport with the client's WBA Case Manager/Worker/Employment Services staff to ensure that services are not duplicated and that both programs work together to serve the best interest of the client. Working closely

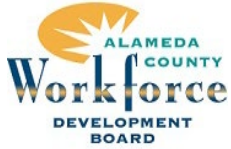


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with WBA's staff and third-party providers should give ACWDB's providers a better understanding of how to leverage the programs to enhance services for clients. AJCC/CSPs should also refer CalFresh clients to the CalFresh E&T program during the application process.

- 1. Describe your work in serving existing CalFresh clients already enrolled in WIOA.**
- 2. Describe your commitment to cross-refer CalFresh only clients participating in WIOA, to the CalFresh E&T program.**
- 3. Describe your plan to co-enroll CalFresh E&T participants.**
- 4. Describe your plan for working closely with WBA Employment Services staff to ensure coordinated program planning for CalFresh and CalFresh E&T participants.**



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Attachment A

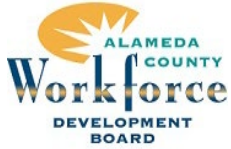
CALFRESH E&T PROVIDERS REFERENCE SHEET



ACSSA Career & Employment Centers (CEC's)		
<p>Northern Region Service Provider</p> <p>Rubicon Programs, Inc. 2100 San Pablo Avenue Oakland, Ca. 94612</p>	<p>Central Region Service Provider</p> <p>Lao Family Community Development, Inc. 6955 Foothill Blvd. Oakland, Ca. 94605</p>	<p>Southern Region Service Provider</p> <p>Rubicon Programs, Inc. 24100 Amador St. 3rd floor Hayward, Ca. 94544</p>
<p>Business Hours: 8:30am-5:00pm Orientation, Assessment, IEP, Supervised Job Search (aka Job Club), and Job Search</p>		

ACSSA Limited English Proficiency (LEP) Program Service Centers		
<p>North County Service Provider</p> <p>Lao Family Community Development, Inc. 2325 E. 12th St., Oakland 94606 (510) 533-8850 Ballav Poudyel: bpoudyel@lfcdd.org</p>	<p>North County Service Provider</p> <p>International Rescue Committee (IRC) 440 Grand Ave. #500, Oakland 94610 (510) 859-5858 Madeline.Bailey@rescue.org</p>	<p>South County Service Provider</p> <p>La Familia 22100 Princeton St., Hayward 94541 (510) 329-3739 Monica Nevarez-Merino: mmerino@lafamiliacounseling.org</p>
<p>LEP Service Providers may also refer clients to their subcontractors: International Rescue Committee, Hayward Adult School, Livermore Adult School, and the Fremont Resource Center</p>		

ACSSA's CalFresh E&T 3rd Party Providers	
<p>The Bread Project 1615 University Ave, Berkeley, CA 94703 (Entrance via California St) Email: program@breadproject.org Office: 510.594.1702; Mobile: 510.418.0617</p>	<p>Center for Employment Opportunities 464 7th St., Oakland, CA 94607; (510) 251-2240 https://ceoworks.org/locations/oakland-ca Lonnie Tuck, Oakland Director, ltuck@ceoworks.org</p>
<p>Civcorps 101 Myrtle St., Oakland, CA 94607 Phone: (510) 992-7800, info@cvcorps.org</p>	<p>Downtown Streets Team, Berkeley First Presbyterian Church of Berkeley 2420 Channing Way, Rm 207, Berkeley, CA 94704 Phone: (510) 295-9458;</p>



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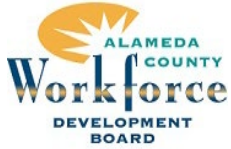
Organization:

	https://www.streetsteam.org/berkeley ; julia@streetsteam.org
<p>Downtown Streets Team, Hayward Weekly Success Meetings location: New Hope, 22110 Montgomery St, Hayward 94541 Office: 22537 Main Street, Hayward CA, 94541 Located inside the Municipal Parking Lot 1 https://www.streetsteam.org/hayward, Amanda@streetsteam.org, (408) 309-2759</p>	<p>Fremont Adult School- BankWork\$ Fremont Adult and Continuing Education, 4700 Calaveras Ave., Fremont, CA 94538 (510) 793-6465, ext. 29105; hmcadden@fremont.k12.ca.us https://www.face.edu/domain/165#Bankworks</p>
<p>Rising Sun Center for Opportunity 1116 36th Street, Oakland, CA 94608; (510) 665-1501 https://risingsunopp.org/ Opportunity Build: jeffreys@risingsunopp.org, samperio@risingsunopp.org Climate Careers: info@risingsunopp.org</p>	<p>Roots Community Health Center 9925 International Blvd. #5, Oakland, CA 94603 510-777-1177, https://rootsclinic.org/</p>
<p>Safe Passages 250 Frank H. Ogawa Plaza, Suite 6306 Oakland, CA 94612, (510) 238-4914 https://safepassages.org/ Send resume to Hailey Dutkin at hutkin@safepassages.org</p>	<p>Unity Council Career Center and Main Office: 1900 Fruitvale Avenue, Suite 2A, Oakland, CA 94601 One-Stop Front Desk, 510-535-6101 careercenter@unitycouncil.org</p>

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When making client referrals to WIOA Career Centers, please refer the client to the Career Center/AJCC closest to the client's residence.

WIOA Adult and Dislocated Worker Services	
Alameda County WDB- WIOA Career Centers	Oakland WDB- WIOA Career Centers
<p>Berkeley Adult School Career Center 1701 San Pablo Avenue, Berkeley, CA 94702 Phone: (510) 644-6630 M-Th, 10:00am-4:30pm, F 9:00am-12:00pm <u>Service Provider:</u> Peralta Community College District</p>	<p>East Oakland AJCC 7200 Bancroft Ave. Suite 140, Oakland, CA 94605 Phone: (510) 533-8850, M-F 8:30am-4:45pm <u>Service Provider:</u> Lao Family Community Development</p>
<p>College of Alameda Career Center 555 Ralph Appezato Memorial Parkway Alameda, CA 94501, Phone: (510) 748-2208 M/T/Th, 9:00am-4:30pm, W/F 9:00am-12:00pm <u>Service Provider:</u> Peralta Community College District</p>	<p>West Oakland Library AJCC 1801 Adeline St, Oakland CA 94607 Phone: (510) 419-0392, M-F 8:30am-4:30pm <u>Service Provider:</u> Oakland Private Industry Council</p>



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<p>Eden Area Multi-Service Center 24100 Amador St., 3rd floor, Hayward, CA. 94544 Phone: (510) 670-5700 M/T/Th, 8:30am-5:00pm, W 8:30am-7:00pm, F 8:30am-12:30pm <u>Service Provider:</u> Rubicon</p>	<p>Lake Merritt AJCC 268 Grand Ave., Oakland, CA 94610 Phone: (510) 858-6742, M-F 8:30am-5:00pm <u>Service Provider:</u> Oakland Private Industry Council</p>
<p>Tri-Cities Career Center 39399 Cherry St., Room 1211, Newark, CA 94560 Phone: (510) 742-2323, M-F 9:00am-5:00pm (Closed on Fridays in the summer) <u>Service Provider:</u> Ohlone Community College District</p>	<p>Fruitvale Neighborhood Career Center AJCC 1900 Fruitvale Ave. Suite 2A, Oakland, CA 94601 Phone: (510) 535-6101, M-F 8:30am-5:00pm <u>Service Provider:</u> Unity Council</p>
<p>Tri-Valley Career Center 6300 Village Parkway, Dublin, Ca. 94568 Phone: (925) 560-9431, M-Th 9:00am-5:00pm <u>Service Provider:</u> Chabot-Las Positas Community College District</p>	
<p>WIOA Youth/Young Adult Services (ages 16-24)</p>	
<p>Berkeley Youth Alternatives (BYA) 1255 Allston Way, Berkeley, CA 94702 Phone: (510) 845-9010, ext. 219 M-F, 9:00am-5:00pm</p>	<p>Civicorps Academy 101 Myrtle Street, Oakland, CA 94607 Phone: (510) 992-7800, M-F 8:00am-5:00pm</p>
<p>Hayward Adult School 22100 Princeton Street, Hayward, CA 94541 Phone: (510) 293-8585, ext. 5430 M-F, 9:00am-5:00pm</p>	<p>Youth Employment Partnership (YEP) 2300 International Blvd., Oakland CA 94601 Phone: (510) 533-3447, M-F 8:30am-6:30pm</p>
<p>La Familia/East Bay Community Services 600 G Street, Room 3 – Union City, CA 94587, Phone: (510) 935-2643, M-F 9:00am-5:00pm</p>	<p>Lao Family Community Development 2325 E. 12th St., Oakland, CA 94606 Phone: (510) 533-8850 M-F 9:00am-5:00pm (Closed 12-1pm for lunch)</p>
<p>La Familia/East Bay Community Services 3278 Constitution Drive, Bldg. 16 – Livermore, CA 94551 Phone: (925) 315-4099, M-F 9:00am-5:00pm</p>	<p>Unity Council 1900 Fruitvale Ave., Oakland, Ca. 94601 Phone: (510) 535-1856, M-F 9:00am-5:00pm</p>

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