



RIVERSIDE COUNTY
ECONOMIC DEVELOPMENT AGENCY

POLICY AND PROCEDURES

Date: January 10, 2005

Number: 19-12

SUBJECT: APPLICATION PROCESS TIME LIMITATION

PURPOSE: To provide information, guidance and direction to the Economic Development Agency (EDA) Workforce Development staff (herein known as EDA), contracted service providers and One-Stop partners in establishing time limits for documenting Title I-B Workforce Investment Act (WIA) Adult and Dislocated Worker eligibility.

REFERENCES: Code of Federal Regulations, 20 CFR §663.165, §663.220 (b) and §663.250

Workforce Investment Act Eligibility Technical Assistance Guide (TAG), California Employment Development Department, Workforce Investment Division, July 2003

LOCALLY IMPOSED REQUIREMENTS: Locally imposed requirements are indicated in ***bold, italic*** type.

EFFECTIVE DATE: January 10, 2005

BACKGROUND:

According to the Code of Federal Regulations (20 CFR), there is no federally required minimum time period for participation in non-registered core services before receiving intensive series. However, all adults and dislocated workers who receive services under Title I-B of the Workforce Investment Act (WIA), other than self-service or informational activities (Core A Services), must be determined eligible and registered. The WIA Eligibility TAG does not dictate a time limit between the application and enrollment/registration date or how much time a Local Workforce Investment Area (LWIA) has to document and verify eligibility, and there are no mandated state limits. However, staff is reminded of the time loss for those receiving unemployment insurance (UI) benefits and who remain unemployed, as well as the potential to jeopardize data quality for eligibility determination and increase the possibility of disallowed cost. Hence, the following policy regarding time limits between application and registration is provided.

DISTRIBUTION: WDB; SP; ADMIN; PPD; FISCAL; PROG.COMP.; CUST.SERV.

POLICY:

An application for WIA services can be accepted at any time during Core A activities to determine eligibility for the Adult or Dislocated Worker Programs. Once the application process begins, EDA staff must follow the time limits for data collection, review and completion. Enrollment/Registration occurs on the first day on which the individual actually begins receiving staff-assisted core services (Core B Services), intensive, training, or subsidized employment services.

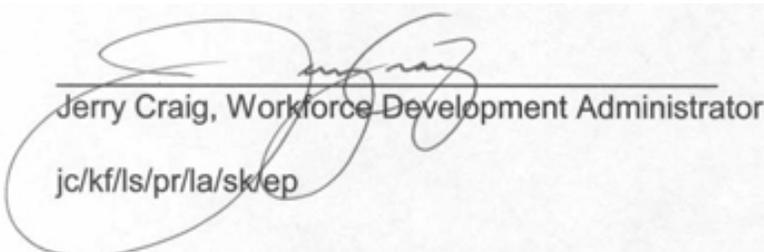
PROCEDURES:

EDA staff has established the following procedures regarding time limits for the application and registration/enrollment process.

1. Staff is directed to encourage applicants to obtain documentation for eligibility within ten working days once the application process has been initiated. Delaying the completion of the application process results in time loss for those who are unemployed and/or receiving UI benefits. The application is good for 90 days only.
2. EDA staff shall review an applicant's information and confirm eligibility within ten working days upon receipt of all necessary documentation. It is the responsibility of staff to ensure this occurs on a timely basis and evidence of failure to comply with this timeline will be an item of discussion at time of performance evaluation.
3. If registration/enrollment has not occurred by the 90th calendar day from the date of application, the application and documentation must be updated for the time prior to registration/enrollment for services and after the time of initial application. The length of time between the application date and the registration/enrollment date must not exceed 90 calendar days.

NOTE: *Core B and intensive services may not start until application, eligibility and enrollment processes are complete.*

Please direct any question or concerns regarding this Policy and Procedures to EDA Customer Service Managers at 951.955.3100 or 760.863.2500.



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