

WORKFORCE POLICY BULLETIN

DATE: October 7, 2005

TO: Contra Costa One-Stop Operator Consortium

ATTN: Operational Management

FROM: Bob Lanter, Executive Director
Workforce Development Board

SUBJECT: Tracking Clients Needing Services Due to Hurricane Katrina: Updated

WPB #: 10-05

SUBJECT:

- ADMIN
- PLANNING
- MARKETING
- EEO/AA
- FISCAL
- OPERATIONS
- RAPID RESPONSE

SPECIAL FILING: X

Purpose:

The purpose of this Workforce Policy Bulletin is to issue updated information from EDD Directives WIAD05-3 and WIAD05-4, and Information Bulletins WIAB05-28 and WIAB05-32 on guidance on taking applications and tracking clients in need of services due to the devastation caused by Hurricane Katrina. **This Workforce Policy Bulletin supercedes Workforce Policy Bulletin #09-05.**

Background:

“Hurricane Katrina struck Louisiana, Mississippi and Alabama on August 29, 2005, flooding New Orleans and causing extreme loss of life and property. California is reaching out in cooperation with the Federal Emergency Management Administration (FEMA) and under the leadership of the Governor’s Office of Emergency Services (OES) to assist individuals displaced from their homes and their employment due to the disaster. In order to assure that these individuals receive needed assistance, this directive provides guidance on how to begin tracking clients reaching out through California’s Workforce Investment Act employment and programs for re-employment and supportive services.

This directive focuses on how to report and track these clients. Workforce Investment Division staff are currently working with the Department of Labor Employment and Training Administration to identify and remove barriers in law and regulation that may limit California’s ability to help individuals re-enter the labor market and receive the necessary assistance to regain self-sufficiency. There are questions regarding the eligibility of these individuals under the various funding streams. This directive provides a process for capturing client information and enabling initial service without regard for funding stream. Future guidance will address questions regarding the use of specific fund sources and the questions regarding eligibility. We appreciate your patience during this difficult time. We will keep you informed as additional information is received by the Employment Development Department.” 1

Policy and Procedures:

“A Job Training Automation (JTA) system Application Form and an entry on the Enrollment Form must be concurrently initiated on all individuals indicating that they have relocated to California due to

Hurricane Katrina. The process for completing the Application and initial enrollment is outlined below. Immediate modification is being done to the JTA system to allow for completion of this special reporting process. This reporting will allow both State and local staff to quickly identify and manage services for clients evacuated to California because of Hurricane Katrina.

If the individual requesting assistance has evacuated to California because of Hurricane Katrina, the reporting process outlined below should be followed regardless of the initial level of service. This includes clients requesting core services as well as those individuals requesting or in need of intensive and training services.”¹

“1. Application Form

Please complete as many fields on the Application Form as possible. The minimum required fields are highlighted on the attachment Application Form. Please report “No” in Field 03 *Universal Access*.

In keeping with State law and recent federal guidance, every effort should be made to verify the individual’s right-to-work in the United States. If the evacuee indicates that he/she does not have appropriate documentation due to the disaster, service should be provided to the client and documentation of Right-to-work should be verified later. This emergency Right-to-Work status expires October 15, 2005.

For the purpose of completing the JTA Application, if Right-to-Work has not been verified, indicate “No” in the Application field 14b. *Right-to-Work in the U.S.* This field can be changed to “Yes” when proper documentation is obtained. The JTA Roster may be used to track these clients and assure that, if services continue, the Right-to-Work status is properly documented and updated on the Application. The JTA system will allow this Application to be processed even with the negative Right-to-Work status.” ¹

“2. Registration with FEMA

All evacuees should be registered with FEMA. This registration process may be completed on-line or by phone. The Web location for on-line registration is <http://www.fema.gov/register.shtm>.

The following numbers may be used for registration by phone:

1-800-621-3362

1-800-462-7585 (for the hearing impaired)”¹

“3. Initial entry on the Enrollment Form must be completed at the same time as the initial Application.

Regardless of what additional assistance is provided, an initial Enrollment should be completed for the client. **The Grant Code for all Hurricane Katrina evacuees should be 777. The initial entry on the Enrollment Form must be Activity Code 20.** Please refer to Attachment 2. Following this entry, all other reportable services provided to the client should be entered on the Enrollment Form following the usual JTA processes.”¹

“4. Funding

Grant Code 777 is a participant only grant code with no funding attached. Federal and State guidance requires that a participant record be reported if WIA dollars are spent for staff-assisted services. For this special client group California is requiring enrollment of all clients, regardless of level of service. However, for State reporting purposes, these clients are not required to be associated with a specific funding system. Co-enrollment of clients is a local decision and is not required.” ¹

“5. For questions regarding how an evacuee may apply for unemployment insurance benefits, please ask your Employment Development Department Job Service partner for assistance. Also, there is a California Unemployment Insurance press release that provides general guidance.”¹

Additional Information:

“The new Grant Code 777 and the new Activity Code 20 “Hurricane Katrina” will be installed and available for use in the local-side databases September 9, 2005. For Standalone JTA system users the release files will also be available September 9th on the File Transport Protocol site at endor.jta.edd.ca.gov and on the timeshare server at jta.cahwnet.gov.

The JTA system will allow the applications and enrollments associated with Grant Code 777 to be processed without regard for the eligibility code determination in Field 93 on the Application Form. These client records will transmit to the Stateside of the JTA system as part of the normal monthly Individual Participant Data reporting process. Due to the special circumstances for these clients, this grant code will not be included in the local level performance calculations. If these clients are co-enrolled in other formula grant codes (Adult and Dislocated Worker) they will be included in local performance calculations”¹

“The WID Regional Advisors will serve as the single points of contact for information on the employment and training activities being carried out in the Local Workforce Investment Areas (local area). Directive (WIAD05-4) requires each local area to keep its Regional Advisor (or his or her alternate) advised of major items of interest to the State.”³

“To better assist the residents of Louisiana, Alabama and Mississippi displaced by the devastation of Hurricane Katrina, the U.S. Department of Labor/Employment and the Training Administration (DOL/ETA) has established a [Web site](#) with comprehensive information on employment resources for employees and workers affected by Hurricane Katrina. The DOL/ETA has recently released [Frequently Asked Questions](#) entitled *Jobs and Income Support for Workers Displaced by Hurricane Katrina* and established Katrina Recovery Job Connection-a Web site resource that focuses on supporting the transition back into employment for individuals impacted by Hurricane Katrina. The Katrina Recovery Job Connection can be found at www.jobsearch.org/katrinajobs or through America’s Job Bank at www.ajb.org.

Additionally, Region IX Federal Council’s Hurricane Katrina Relief Information is attached for reference and use.” ²

EDD Workforce Information Bulletin WIAB05-32 announces a special Web page on the GovBenefits.gov site for persons affected by Hurricanes Katrina and Rita.

“This consolidated Web page is an excellent source of information for individuals seeking a wide range of information about the many federal disaster relief programs. The federal benefit program and assistance information that can now be found on this site includes: Food Stamp Program, Individual and Family Grants, Disaster Housing Program, Home and Property Disaster Loans, Social Security, Disaster Unemployment Assistance, Unemployment Insurance, and much more.” ⁴

“Action:

[These Directives and Information Bulletins are] effective immediately and should be brought to the attention of staff at all client access points.”¹

Operations staff should provide information in writing on a flow basis to the attention of Tracey Brown-Carter at the Workforce Development Board of Contra Costa County 2425 Bisso Lane, Ste. #100 Concord CA 94520, or at TLBROWN-Carter@ehsd.cccounty.us for the following four priority areas of interest:

1. Major hot-button issues, e.g. 300 evacuees are being transported to the local area tomorrow.
2. Coordination efforts, e.g., meetings planned or held, and the outcomes of meetings.
3. Services planned or delivered.
4. Questions and concerns. **3**

Citations:

1. EDD WIAD05-3 September 27, 2005
2. EDD WIAB05-28 September 16, 2005
3. EDD WIAD05-4 September 29, 2005
4. EDD WIAB05-32 October 4, 2005

Attachments:

- EDD WIAD05-3 September 27, 2005
- EDD WIAB05-28 September 16, 2005
- EDD WIAD05-4 September 29, 2005
- EDD WIAB05-32 October 4, 2005

Updates to this Policy Bulletin will be provided as they become available. If you have any questions regarding this information, please contact Tracey Brown-Carter 925-646-5023.

Questions regarding this client tracking process may also be directed to the JTA Help Desk at (916) 653-0202.

cc: Stephen Baiter, Administrator Contra Costa One Stop Consortium
Linda Palmquist, State of California, EDD