



COMMONWEALTH OF VIRGINIA
VIRGINIA COMMUNITY COLLEGE SYSTEM

WORKFORCE INNOVATION AND OPPORTUNITY ACT

**The Virginia Community College System
VIRGINIA WORKFORCE LETTER (VWL) No. 19-10**

TO: Local Workforce Development Boards

FROM: George Taratsas
Director, WIOA Administration and Compliance

SUBJECT: COVID-19 Emergency Policy Procedures and Updates

EFFECTIVE DATE: 3/27/2020

PURPOSE:

Provide emergency guidance on the administration of WIOA Title I programs during the COVID-19 pandemic crisis.

REFERENCES:

PY 2019 VEC Rapid Response MOU
VWL-15-02 Eligibility Guidelines
VWL-15-02 Attachment A: WIOA Adult Eligibility
VWL-15-02 Attachment B: WIOA Dislocated Worker
VWL-15-02 Attachment C: WIOA Youth Eligibility
VWL-15-02 Attachment D: Verification and Documentation for WIOA Eligibility
VWL-15-02 Attachment G: Self-Certification and Telephone/Document Inspection Verification Requirements
VWL-15-02 Attachment I: WIOA Eligibility Checklist for Adults and Dislocated Workers
VWL-15-02 Attachment J: WIOA Adult Eligibility Checklist for In-School Youth
VWL-15-02 Attachment K: WIOA Adult Eligibility Checklist for Out of School Youth
VWL 19-06 Oversight and Monitoring
VWL 01-01 Follow-Up Services
VWL 14-16 Use of Self-Attestation and Telephone Verification for Program Eligibility
VWL 17-05 Application for Statewide Rapid response Funds

VBWD Policy 00-12 Assessment Services for Adult, Dislocated Workers and Youth Programs
VBWD Policy 600-03 Services to Individuals with Disabilities
VBWD Policy 401-03 Provision of Career Services
VBWD Policy 403-02 Rapid Response Activities: Layoff Aversion Assistance

BACKGROUND:

Due to the ongoing COVID-19 pandemic crisis, the Virginia Career Works (VCW) Centers have been required to close to protect the health and safety of VCW personnel

GUIDANCE:

Suspension of On-Site Rapid Response Requirements (In VCCS/VEC MOU)

Rapid Response activities are to be coordinated and provided digitally as much as possible during this time to accommodate the mandate for social distancing. Rapid Response Regional Coordinators will continue to make contact with impacted businesses in an attempt to provide the appropriate physical materials to businesses and employees. Webinars and conference calls will be coordinated when feasible and applicable, based upon the individual employer's ability to accommodate service delivery in the manner.

Local workforce development boards should continue to partner closely with their Regional Rapid Response Coordinators during this time to ensure that timely and regionally appropriate information is delivered to impacted employees.

Due to the nature of the suddenness of many of these dislocations it may not be plausible to deliver services prior to employee separations occurring. A generic narrated Rapid Response PowerPoint has been made available on the Virginia Career Works website for impacted employees to access.

Relax the On-site Monitoring Requirement of each Local Workforce Development Area (LWDA)

Until further notice, onsite monitoring involving administrative reviews, program reviews, and fiscal reviews will be performed remotely until crisis is over. The documents of record will include reports in the system of record.

Provision of WIOA Basic Career Services, Individualized Career Services, and Follow-up Services that must be available on-demand must be made available on-demand through the comprehensive job center

Career services (basic, individualized, and follow-up) must be provided through the Virginia Career Works System. Under the COVID-19 emergency declaration, career services can be provided remotely.

The LWDA's should work with their partners in the centers in an effort to provide these services remotely as much as practicable. It is recommended that all partners and services have up to date links on the center's website. LWDA's are encouraged to use all technological means at their disposal to provide services as much as possible.

Documentation for enrollment/eligibility

Personally Identifiable Information (PII) must not be shared over electronic unsecured communication.

LWDA's may enroll customers into WIOA programs, without complete eligibility documentation, on a conditional basis. LWDA's are to provide a period of 30 days for the service applicant to provide the

necessary documents and inform them that the service will be discontinued if the documents are not provided or if once provided, eligibility is declined.

Remote Self-Attestation to enable 30 day grace period – applicant states that they meet eligibility requirements and staff notes the conversation in the case file and include details on previous work history, place and date of birth, etc.

LWDAs may incur client supportive services and career services costs during the 30 day timeframe, but must not incur costs for work-based learning or classroom training. If a customer does not follow through with providing documentation within the specified timeframe, costs incurred for supportive services will not be disallowed during subsequent audits. (Liability for supportive service expenditures will rest with the state, not the local areas.)

Assessments

LWDAs are reminded that TABE/Casas is not required for the Adult/DW program. An academic assessment for an Adult or Dislocated Worker may be necessary if the training program requires it as a pre-requisite (if so, use online TABE). Please partner closely with your local DOE partners on this.

ACTION REQUIRED: LWDAs are expected to adhere to requirements and recommendations in this letter until notified by Director of WIOA Administration & Compliance.

INQUIRIES: For additional information please contact:

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