

YOUTH SERVICE ELIGIBLE PROVIDER LIST

EXECUTIVE SUMMARY

This policy provides the guidance and establishes the procedures regarding the California Youth Service Eligible Provider List (YSEPL). This policy applies to the Workforce Development Community, and is effective immediately.

This policy contains some federal and state-imposed requirements. All state-imposed requirements are indicated by ***bold, italic*** type.

This directive finalizes Workforce Services Draft Directive *Youth Service Eligible Provider List* (WSD16-19), issued for comment on April 3, 2017. The Workforce Development Community submitted two comments during the draft comment period. A summary of comments, including all changes, is provided as Attachment 5.

This policy supersedes Workforce Services Directive *Youth Service Eligible Provider List* (WIAD01-15), dated March 14, 2002. Retain this directive until further notice.

REFERENCES

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- Title 20 *Code of Federal Regulations*, Section 681.400
 - *Workforce Innovation and Opportunity Act* (WIOA) Section 123
 - WIOA Section 129

BACKGROUND

WIOA Section 123, Eligible Provider of Youth Workforce Investment Activities, requires Local Boards to follow this procedure when identifying eligible providers of youth activities:

“From the funds allocated under section 128(b) to a local area, the local board for such area shall award grants or contracts on a competitive basis to providers of youth workforce investment activities identified based on the criteria in the State plan (including such quality criteria as the Governor shall establish for a training program

that leads to a recognized postsecondary credential), and taking into consideration the ability of the providers to meet performance accountability measures based on primary indicators of performance for the youth program as described in section 116(b)(2)(A)(ii), as described in section 102(b)(2)(D)(i)(V), and shall conduct oversight with respect to such providers.

(b) EXCEPTIONS.—A local board may award grants or contracts on a sole-source basis if such board determines there is an insufficient number of eligible providers of youth workforce investment activities in the local area involved (such as a rural area) for grants and contracts to be awarded on a competitive basis under subsection (a).”

WIOA Section 129(b) (1) (B) under the “Use of Funds for Youth Workforce Investment Activities” requires the state to participate in “(B) Disseminating a list of eligible providers of youth workforce investment activities, as determined under section 123.”

Under the *Workforce Investment Act* (WIA), Local Workforce Development Boards (LWDB) were mandated to submit to the Employment Development Department (EDD) their youth service provider information annually. The procedure required LWDBs to fill out an Excel document with an access form to add, delete, or modify youth provider information anytime during the program year. The completed documents were mailed to the EDD, who published the updated list of youth providers quarterly in an Information Notice.

With the implementation of the WIOA, [CalJOBSSM](#) has been modified to automate the Youth Service Eligible Provider List (YSEPL). The automation process will eliminate the need for Local Areas to send physical forms to the EDD.

POLICY AND PROCEDURES

WIOA Final Rule Section 681.400 requires the Local Areas to adopt the following process to select eligible youth service providers:

“(a) The grant recipient/fiscal agent has the option to provide directly some or all of the youth workforce investment activities.

(b) However, as provided in WIOA sec. 123, if a Local WDB chooses to award grants or contracts to youth service providers to carry out some or all of the youth workforce investment activities, the Local WDB must award such grants or contracts on a competitive basis, subject to the exception explained in paragraph (b)(4) of this section:

(1) The Local WDB must identify youth service providers based on criteria established in the State Plan (including such quality criteria established by the Governor for a training program that leads to a recognized postsecondary

credential) and take into consideration the ability of the provider to meet performance accountability measures based on the primary indicators of performance for youth programs.

(2) The Local WDB must procure the youth service providers in accordance with the Uniform Guidance at 2 CFR parts 200 and 2900, in addition to applicable State and local procurement laws.

(3) If the Local WDB establishes a standing youth committee under § 681.100 it may assign the committee the function of selecting of grants or contracts.

(4) Where the Local WDB determines there are an insufficient number of eligible youth providers in the local area, such as a rural area, the Local WDB may award grants or contracts on a sole source basis.”

Regulation 681.400(b)(4) does not address how to determine an insufficient number of eligible youth providers. Rather, the Local WDB should have a policy that defines what would constitute an insufficient number of eligible youth providers.

To automate the process in establishing a youth provider list, Local Areas should enter their youth service provider information directly into [CalJOBS](#). The reporting Local Area representatives will have the ability to add, edit, and generate a report on all youth providers entered into the existing CalJOBS Manage Providers Module.

Attached are detailed instructions on how a Local Area representative can modify the youth provider information, create a new youth provider, inactivate a youth provider, and run a report of all youth providers entered in [CalJOBS](#) at any time during the program year.

The EDD will provide training via webinar detailing the new functionality. Additional information regarding the training will be communicated via email.

With the release of the final directive, the EDD will no longer accept quarterly excel forms for YSEPL providers to update information pertaining to the youth provider list.

ACTION

The information contained in this directive should be shared with all staff involved in local activities required to establish the initial YSEPL in their area. It is the LWDB’s responsibility to establish, maintain, and exercise ongoing controls to ensure compliance with these requirements.

INQUIRIES

If you have any questions, contact the Statewide Services Unit at WSBYouthServiceEligibleProviderList@edd.ca.gov.

/S/ JAIME L. GUTIERREZ, Chief
Central Office Workforce Services Division

Attachments are available on the internet:

1. [How to Add a Youth Service Provider in CalJOBS](#)
2. [How to Inactivate a Youth Service Provider in CalJOBS](#)
3. [How to Modify Information for a Youth Service Provider in CalJOBS](#)
4. [How to Generate a Report for Youth Service Providers Entered in CalJOBS](#)
5. [Summary of Comments](#)