

## YOUTH SERVICE ELIGIBLE PROVIDER LIST

### EXECUTIVE SUMMARY

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This policy provides the guidance and establishes the procedures regarding the Youth Service Eligible Provider List (YSEPL). This policy applies to all workforce development staff, and is effective immediately.

This policy contains some 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* (WSD20-223), issued for comment on January 15, 2021. The Workforce Development Community submitted no comments during the draft comment period.

This policy supersedes Workforce Services Directive *Youth Service Eligible Provider List* (WSD16-19), dated May 26, 2017. Retain this Directive until further notice.

### REFERENCES

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- *Workforce Innovation and Opportunity Act* (WIOA) Section 123 and 129
- Title 20 *Code of Federal Regulations*, Section 681.400 and 682.200
- Workforce Services Directive [17-07](#), Subject: *WIOA Youth Program Requirements* (January 16, 2018)

### BACKGROUND

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Local Workforce Development Boards (Local Boards) may contract out to youth service providers to provide WIOA Title I Youth program services. The state is ***required*** to maintain and disseminate this list of eligible providers of youth activities. To meet this requirement, the state utilizes the Management Information System, CalJOBS<sup>SM</sup>.

*The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.*

For more information on the procurement of youth service providers, please refer to *WIOA Youth Program Requirements* (WSD17-07) under “Procurement of WIOA Youth Service Providers.”

## POLICY AND PROCEDURES

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Local Areas are **required** to enter their youth service provider information directly into CalJOBS. The Local Area will have the ability to add and edit youth service provider information, and generate a report on all youth service providers entered into the CalJOBS Manage Providers Module. It is the Local Area’s responsibility to establish, maintain, and exercise ongoing controls to ensure compliance with the requirements outlined in this Directive.

Attached are detailed instructions on how a Local Area can create a new youth service provider (Attachment 1), add a program (Attachment 2), inactivate a youth service provider (Attachment 3), modify a youth service provider’s information (Attachment 4), and run a report of all youth service providers entered in CalJOBS at any time during the program year (Attachment 5).

## ACTION

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The information contained in this directive should be shared with all staff involved in activities required to establish the YSEPL.

## INQUIRIES

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If you have any policy questions, contact your Regional Advisor. If you have any CalJOBS questions, contact the Program Reporting and Analysis Unit at [wsbetpl@edd.ca.gov](mailto:wsbetpl@edd.ca.gov).

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

Attachments:

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