



# OC Community Resources

## M E M O R A N D U M

DYLAN WRIGHT  
DIRECTOR  
O C COMMUNITY RESOURCES

CYMANTHA ATKINSON  
ASSISTANT DIRECTOR  
O C COMMUNITY RESOURCES

JULIE LYONS  
DIRECTOR  
ADMINISTRATIVE SERVICES

ANDI BERNARD  
INTERIM DIRECTOR  
O C ANIMAL CARE

JULIA BOWELL  
DIRECTOR  
O C HOUSING &  
COMMUNITY DEVELOPMENT

RENEE RAMIREZ  
DIRECTOR  
O C COMMUNITY SERVICES

TOM STARNES  
DIRECTOR  
O C PARKS

JULIE QUILLMAN  
COUNTY LIBRARIAN  
O C PUBLIC LIBRARIES

**DATE:** March 16, 2022 (Revision)  
August 25, 2020 (Original)

**TO:** City of La Habra, WIOA Youth Contractor

**FROM:** Carma Lacy, Executive Director  
Orange County Workforce Development Board

**SUBJECT: Update to WIOA Youth Supportive Services / Ready S.E.T. OC Earn & Learn  
Information Notice No. 20-OCWDB-15**

In view of the continued economic and employment impact of COVID-19, we have decided to grant limited exemption and waiver from some of the requirements of the policies administered by the County of Orange Workforce and Economic Development Division (WEDD) in partnership with the Orange County Workforce Development Board (OCWDB). OCWDB provides fiscal and program oversight of all local workforce activities to include establishing local policies and procedures. The exemption and waiver herein related to WIOA Supportive Services Policy Information Notice No. 20-OCWDB-14. The City of La Habra may utilize the following Supportive Services Waiver for Program Year 21-22, however the exemption may be extended if deemed necessary by WEDD. Participants who are actively participating in approved Ready S.E.T. OC Earn & Learn programs are exempt from the following requirements:

- Supportive services may only be provided to participants who are unable to obtain supportive services through other programs that provide such services. Participants must demonstrate that they have made every attempt to find other resources that could provide the supportive service funding including resources outside of the local area if applicable.
- A Supportive Services Exploration Form (Attachment I) shall be completed prior to requesting supportive services and kept in each participants file and uploaded to the participants CalJOBS electronic file. This form shall be completed for each supportive services request.
- Identified resources shall be entered on the Supportive Services Request Form (Attachment II). Provision of supportive services require the completion of the Supportive Services Request Form. The form must be completed in its entirety and signed by the participant and applicable program staff. It shall be kept in each participant's file and uploaded to the participants CalJOBS electronic file. Failure to



properly complete the supportive services forms may result in a delay/denial of the reimbursement for supportive services.

This exemption and waiver pertain only to approved Ready S.E.T. OC WIOA Youth Earn and Learn programs administered by WEDD in partnership with OCWDB and should not be interpreted as applicable to any other programs or laws administered by County of Orange WEDD or OCWDB. The exemptions and waivers also do not exempt a WEDD Service Provider from their obligation to comply with other federal, state and local rules and regulations.

If you have any questions or need additional information, please contact Carma Lacy, Director of Workforce Development at (714) 480-6420 or Carma.Lacy@occr.ocgov.com.



Signature



Date

cc: Orange County Workforce Development Board Members