

NORTH CENTRAL COUNTIES CONSORTIUM

ELECTRONIC SIGNATURE PROCEDURE**I. Purpose**

To ensure undue hardship is not placed on individuals during the unique circumstance of the new coronavirus (COVID-19) outbreak, North Central Counties Consortium (NCCC) is strongly encouraging consortium AJCCs to remain flexible while exploring methods to perform eligibility enrollments and assessments, including the use of electronic signatures of Workforce Innovation and Opportunity Act (WIOA) applications, Eligibility Verification (EV) forms, and civil rights forms for client enrollment.

II. Background

Due to the impact of the COVID-19 outbreak, the Employment Development Department (EDD) recognizes the need for Local Workforce Development Areas to have maximum flexibility in providing WIOA services. In response to the California Department of Public Health's guidance regarding COVID-19, the AJCC system has begun to make changes to their service delivery models by offering in-person services on an appointment only basis, or transitioning to remote options. The goal is to minimize disruption to service delivery while protecting the health and safety of the workforce development community, and to ensure that both WIOA requirements and the needs of individuals are being met.

III. References

Executive Order N-33-20
EDD Information Notice WSIN19-40

IV. Procedure

Electronic signatures may be utilized via the CalJOBS system, electronic signatures of PDF forms, or by scanning signed documents. All eligibility documentation collected should be maintained in the participant file.