

## **Prison to Employment (P2E) Webinar Q&A August 28, 2019**

**Q: Are the slides for this webinar available now or will they be available after?**

**A:** The PowerPoint is being emailed to those that registered for the webinar and will be posted here: <https://cwdb.ca.gov/partnerships/workforce-corrections-partnership/> under "Prison to Employment Initiative Grant Program"?

**Q: If the start date is the execution date and it falls past the CalJOBS webinar training on Sept 23, 24, and 26, how do we invoice for the CalJOBS training in September?**

**A:** You can use P2E Planning funds to cover staff costs for attendance or leverage other dollars. Activities or billing cannot occur until the execution date. Since there are going to be varying execution dates depending on contract execution dates across RPU's we need to provide the training at the onset so that anyone starting to run program has the training.

**Q: Since we will have two contracts will we be required to submit two separate reports?**

**A:** We have not developed the quarterly reporting templates yet so are unable to answer this now.

**Q: On grant code 2286, it says supportive services are to be used under that grant. I know that CalJOBS will not allow an enrollment to be started with a supportive service, is this to be changed or are we to add another code along with the supportive service?**

**A:** There are two contracts, each assigned a grant code. Supportive Services/Earn and Learn is the title of one of the contracts. You will need to enroll all participants into CalJOBS, create participation and perform the initial required activity prior to providing supportive services.

**Q: Is it recent justice involvement or does eligibility include any historical justice involvement?**

**A:** Any participant who has been incarcerated or is currently under supervision is eligible.

**Q: Can we use a Booking Sheet to demonstrate Justice Involved candidate proof?**

**A:** Yes, a booking sheet may be used to demonstrate incarceration.

**Q: Who is the P2E Requirements webinar that is mandatory for?**

**A:** Representation from each RPU needs to be present. Based on the topics outlined for the webinar in the PowerPoint, any applicable program staff should attend.

**Q: Should Fiscal staff attend the 9/27 webinar?**

**A:** Fiscal staff do not need to attend.

**Q: Can we use a referral from Probation or Parole as verification of eligibility? Can you explain further what you were saying about youth?**

**A:** 1<sup>st</sup> question – Yes, a referral from Probation or Parole can be used as verification, if the person is currently under supervision.

2<sup>nd</sup> question – It was mentioned during the webinar that there will be two grant codes, one for Supportive Services/Earn and Learn and one for Direct Services Grant. WIOA provides grant codes specifically for youth and specifically for adults. P2E is not tracking it the same way. Youth and adults may be enrolled but when you get to the end you will be enrolling both into the same grant code. There will not be a youth specific and adult specific code.

**Q: Can we bill the P2E planning grant if we still have funds available to cover travel costs for the Sept. training?**

**A:** Yes.

**Q: Simply arrested does not count if there was no conviction, correct?**

**A:** Correct. A potential client is eligible if the person was incarcerated or is currently under supervision.

**Q: If a person is formerly incarcerated, but no longer under supervision, do they qualify?**

**A:** Anyone who has been incarcerated is eligible.

**Q: If someone spends the night in jail, does that count as incarcerated?**

**A:** Yes, that is considered incarceration. However, we encourage workforce staff to use discretion to enroll clients who have been significantly impacted by the justice system and have barriers that prevent them from obtaining meaningful employment.

**Q: Will we be able to enroll one individual using both Grant Codes 2286 and 2287?**

**A:** Yes you can co-enroll one individual.

**Q: How will customers be referred to AJCC, will they come in with a referral form from Probation/Parole?**

**A:** The California Department of Corrections and Rehabilitation's Division of Adult Parole Operations is currently developing an electronic referral form to send to AJCC staff. We encourage workforce staff to collaborate with local probation agencies to develop a referral process.

**Q: A booking sheet does not necessarily equate to a conviction. Is this still adequate documentation for eligibility?**

**A:** Yes, however, we encourage workforce staff to use discretion to enroll clients who have been significantly impacted by the justice system and have barriers that prevent them from obtaining meaningful employment.

**Q: When will the Invoice workbooks be sent?**

**A:** The two Invoice Workbooks will be sent once we are notified that the contracts have been executed.

**Q: Regarding the phase 1 referral that will start in October, will there be a webinar scheduled to discuss so that we know when and what to expect?**

**A:** Yes, we are planning a webinar to present the new parole referral system for the end of September.

**Q: What's the difference between the two grant codes 2286 and 2287?**

**A:** There are two contracts one called Supportive Services/Earn and Learn and one called Direct Services. When enrolling participants into either program you need to use the appropriate grant code.

**Q: The end date of the grant was identified as March 30th. Was the end date supposed to be March 31, 2022?**

**A:** March 31<sup>st</sup>

**Q: Is reporting cash or accrual?**

**A:** There is no fiscal reporting into CalJOBS, these are state funds. The quarterly reports will have a fiscal section and ask for cumulative an obligated funds.

**Q: Do all existing CalJOBS staff users within our WDB automatically get access to the grant codes? Or, do we need to request access for each user?**

**A:** Each RPU has provided a list of which WDBs need to have the P2E grant codes added. If you are a user on the WDBS account you will have access to the P2E codes. You only need to request access for new users.

**Q: Can the local MIS administrator add P2E users directly?**

**A:** Yes, are encouraged to work with MIS Administrators for this purpose.