

SAN JOAQUIN COUNTY WORKNET EMPLOYMENT AND ECONOMIC DEVELOPMENT DEPARTMENT POLICIES AND PROCEDURES DIRECTIVE

DIRECTIVE NO.	EFFECTIVE DATE	APPLICABILITY	PAGE
25-12	July 1, 2024	Departmental	1 of 5
SUBJECT: NFJP RELATED ASSISTANCE			

I. PURPOSE

The purpose of this directive is to establish policies and procedures for the provision of related payments to eligible Adult migrant and seasonal farmworkers (MSFWs) not enrolled in career services or training services. Related payments are limited to adult MSFW participants; MSFW youth clients and youth and adult dependents are not eligible under this directive.

II. GENERAL INFORMATION

The National Farmworker Jobs Program (NFJP) grant, funded by the U.S. Department of Labor, offers career services, training, and housing assistance to MSFWs. NFJP supports participants in gaining the skills necessary to secure, maintain, and advance in agricultural jobs or transition into new careers. Authorized under [Section 167](#) of the Workforce Innovation and Opportunity Act (WIOA), NFJP specifically serves low-income migrant and seasonal farmworkers, primarily working in agriculture or fish farming, along with their Adult dependents.

Related Assistance refers to short-term, direct services provided to eligible MSFWs and their Adult dependents who may not be enrolled in career or training services. As defined in [20 CFR § 685.380](#), these services address immediate needs and may include emergency assistance (e.g., food, shelter, or transportation), English language instruction, health and safety education, or assistance with work-related tools and clothing. Emergency assistance is considered a form of related assistance and may be offered in response to urgent or crisis situations affecting participants or their families.

References

- [WIOA \(Public Law 167\)](#), Section 167(d)
- [TEGL 18-16, Change 2](#)

- [Title 20 Code of Federal Regulations \(CFR\), Section 685.380](#)
- [Directive 24-21, Information Security and the Protection of Personally Identifiable Information](#)
- Directive 25-10, NFJP Adult and Youth Eligibility Determination

III. POLICY

It is the policy of the Employment and Economic Development Department (EEDD) to provide Related Assistance to MSFWs under the NFJP who are not currently enrolled in career or training services. This assistance is intended to address immediate, short-term needs that help stabilize the individual's employment or living situation. Consistent with [TEGL 18-16, Change 2](#), Related Assistance may be provided regardless of whether the participant is enrolled in other NFJP services, provided the assistance is tied to an allowable NFJP purpose and the individual meets eligibility requirements as outlined in the NFJP Adult and Youth Eligibility Determination PPD.

To receive Related Assistance, individuals must first be determined eligible for NFJP services as a low-income migrant or seasonal farmworker (MSFW) or eligible Adult dependent, in accordance with WIOA Section 167(d) and related guidance. Eligibility documentation must be collected, verified, and maintained in the participant file.

All Related Assistance expenditures must be reasonable, necessary, and properly documented in accordance with EEDD fiscal policies and federal cost principles.

IV. PROCEDURE

A. Eligibility

When it is determined that a customer may benefit from Related Assistance, full program enrollment is not required; however, the individual must still undergo an eligibility determination to ensure they meet NFJP criteria prior to receiving services. For more information on Eligibility Determination, refer to Directive 25-10 NFJP Adult and Youth Eligibility Determination.

Once eligibility has been confirmed, the individual should be recorded in both CalJOBS and the Grantee Performance Management System (GPMS) to ensure consistent tracking and compliance. In CalJOBS, participants may be enrolled under a specific Related Assistance funding stream, which allows services to be documented without affecting performance outcomes. Dual entry into GPMS as either a Reportable Individual or a Fully Enrolled Participant ensures alignment with Department of Labor reporting requirements and supports accurate performance data for NFJP-specific activities.

B. Determination of Level of Need

NFJP Related Assistance is provided based on documented immediate need rather than a formal level-of-need assessment. While there is no tiered determination system, staff must confirm NFJP eligibility and ensure that assistance is reasonable, necessary, and aligned with program guidance. In the event of limited resources, priority may be given to those facing urgent barriers to employment or stability, such as interrupted access to basic utilities and an inability to meet essential housing costs, including rent or utility payments of up to \$500.

C. Service Delivery Protocol

Unlike WIOA-funded services, NFJP Related Assistance does not require full program enrollment, assessments, or development of an Individual Employment Plan (IEP) prior to the provision of support. Once NFJP eligibility has been determined and properly documented, case managers may proceed directly to initiating a Request for Goods and Services (RGS), in accordance with local procedures.

Case managers familiar with WIOA protocols should note the following key distinctions:

- No assessment, budget analysis, or IEP is required for NFJP Related Assistance participants.
- CalJOBS enrollment and activity codes should be completed under a specific funding stream to ensure accurate tracking without impacting performance measures. In addition, participants must be entered into the GPMS to comply with NFJP reporting requirements and support accurate program performance tracking.

Standard RGS procedures - including documentation, justification, and approval protocols - must still be followed. All Related Assistance files will be subject to periodic review to ensure compliance with program requirements, consistent application of policy, and equitable distribution of services. These reviews may occur quarterly or as determined by program leadership, and will include verification of eligibility documentation, RGS forms, purchase receipts, and signed acknowledgments. Any discrepancies, incomplete records, or repeated procedural errors will be addressed through technical assistance, staff guidance, or corrective action as appropriate.

D. Fiscal Documentation

The following outlines the procedure for issuing a one-time Request for

goods and Services (RGS) under NFJP Related Assistance. This process applies to all NFJP participants.

1. Identify the Participant's Need

Case managers must work with the participant to determine the specific, immediate need for assistance. Related Assistance is a one-time payment per eligible participant and must address an allowable expense. Allowable expenses are limited to a **single utility bill or a one-time rental assistance payment of up to \$500**. Adult participants must complete the NFJP Related Need Assistance Eligibility Form (Attachment 1) either prior to or during certification. All required supporting documentation must be attached to the form and submitted to the NFJP Supervisor or Manager for approval.

2. Eligibility Confirmation

Prior to issuing any services or initiating a purchase, case managers must ensure that the individual has completed the NFJP Eligibility Determination process, the NFJP Related Need Assistance Eligibility Form, and CMD Budget Sheet (Attachment 2). Full program enrollment is not required, but eligibility must be documented and approved.

3. Purchasing and Documentation

Once eligibility is confirmed and the need is identified, the case manager must submit the NFJP Related Need Assistance Eligibility Form, along with the RGS form (Attachment 3) and all supporting documentation, to Fiscal for processing.

4. Participant Acknowledgment of Receipt

Once RGS is approved, the case manager may proceed with the purchase in accordance with local procurement procedures. All receipts and proof of payment must be collected and retained for audit and compliance purposes. When the participant receives confirmation of payment, they must sign the receipt or an acknowledgment form to confirm they have received the assistance.

5. File Retention

Copies of the RGS form, signed receipts or acknowledgments, NFJP Related Need Assistance Eligibility Form, and all supporting documentation must be included in the participant's file and maintained in accordance with EEDD record retention and monitoring standards. Participant files may be reviewed quarterly or

as determined by program leadership to assess whether the individual may qualify for other NFJP services or if any additional short-term assistance is warranted. For more information, please refer to [Directive 24-21](#) - Information Security and the Handling of Personally Identifiable Information.

V. QUESTIONS REGARDING THIS DIRECTIVE

May be referred to the Executive Director of EEDD via Managers or designee.

VI. UPDATE RESPONSIBILITY

The Executive Director of EEDD and/or designee shall be responsible for updating this directive, as appropriate.

VII. APPROVED



PATRICIA VIRGEN
EXECUTIVE DIRECTOR

PV: vf

Attachment 1: NFJP Related Need Assistance Eligibility Form
Attachment 2: CMD Budget Sheet
Attachment 3: Request for Goods and Services



A Proud Partner of America's Job Center of CaliforniaSM Network

NFJP/Field Forward Pathway Related Need Assistance Eligibility Form (for Adult Program Only)

I hereby certify, under penalty of perjury that:

I, _____, **MEET ONE OF EACH OF THE FOLLOWING CRITERIA BELOW:**

1.) **I am enrolled in NFJP/Field Forward Pathway Grant (Adult Program).**

☐ YES ☐ NO

OR

2.) **I meet one of the following Farmworker Grant requirements:**

☐ **Farmworker Status:** Eligible seasonal farmworker adult, Eligible migrant farmworker adult, or Eligible migrant and seasonal farmworker youth has been primarily employed in agricultural or fish farming labor that is characterized by chronic unemployment or underemployment as defined in WIOA Section 167(i)(3)(A). Note, if the applicant is dependent, the applicant's family member needs to meet the farmworker status.

And

☐ **Low-income Status:** Eligible seasonal farmworker adult, Eligible migrant farmworker adult, or Eligible migrant and seasonal farmworker is a low-income individual as defined in WIOA Section 3(36)(A).

Income Eligibility:

a. Number of People in the household: _____

b. Estimated Family Income for the past 6 Months: _____

3.) **Financial Need:**

☐ Utility bills *please describe: _____

☐ Rental Assistance

Participant description of need:

I attest that the information provided is true and correct to the best of my knowledge and belief. I understand that the information provided is subject to verification and further understand if the information I provided is misrepresented or incomplete, it may be grounds for immediate termination from any WIOA program and /or penalties as specified by law.

Participant Signature

Date

STAFF USE ONLY

The above applicant statement (s) is/are being used to document the following:

NFJP/Field Forward Pathway Related Need Service Eligibility

Eligibility:

- ☐ Participant is enrolled in NFJP grant for Adult Program.
- ☐ Participant meets the NFJP Farmworker and Low-Income Eligibility Requirements.

Verification Documents:

- ☐ CalJOBS Application Summary
- ☐ Farmworker Status and Low-Income:
 - ☐ Paystubs (within the last 2 yrs of Ag employment)
 - ☐ Public Assistance
 - ☐ Employer's Verification/Statement
- ☐ Utility Bill: _____
- ☐ Rental or Lease Agreement: _____
- ☐ Landlord's W9 (if a new vendor needs to submit)

Staff Signature

Date

Supervisor or Manager Signature

Date

FINANCIAL ANALYSIS:

CLIENT NAME

DATE

Number of individuals dependant upon your income

MONTHLY RESOURCES:

- 1 Wages (**Self or Spouse**)
- 2 Child/Spousal Support (**Circle income that applies**)
- 3 Workmen's Comp./UI (**Circle income that applies**)
- 4 SSA, Retirement, Pension (**Circle income that applies**)
- 5 TANF
- 6 Food Stamps
- 7 Other

A. TOTAL MONTHLY RESOURCES\$ - **A****COST OF LIVING:** Actual

- 1 HOUSING:
 - Rent
 - Mortgage/Insurance/Property Tax
 - Telephone/Cellphone
 - Gas/PG&E
 - Water & Sewage
 - Cable
 - Internet

\$ - **1**

- 2 FOOD:
 - Groceries
 - Lunch Money

\$ - **2**

- 3 CLOTHING:
 - Self & Dependants
 - Diapers

\$ - **3**

- 4 PERSONAL EXPENSES:
 - Toiletries/Haircuts
 - Laundry/Cleaning Products

\$ - **4**

- 5 MEDICAL:
 - Medi-Cal recipient?
 - Doctor/Dentist Bills
 - Prescription/Medicine

\$ - **5**

- 6 TRANSPORTATION:
 - Car Payment
 - Car Insurance
 - Gas, Oil, Upkeep
 - License & Reg Fee

\$ - **6**

- 7 EDUCATION & RECREATION:
 - Entertainment
 - Tuition
 - Books or Tools
 - Uniforms

\$

\$ - **7**

\$

- 8 CHILD CARE:

\$ - **8****9 CREDIT CARDS, OUTSTANDING DEBTS**

Institution

Balance

Monthly Payments

\$ - **9****B TOTAL COST OF LIVING (Add items 1-9)**\$ **B****C BALANCE (A-B)**\$ **C**

I hereby certify that the information above is true, and correct. (Signature) _____

Live with Family and Friends, and no income

Budget, and expenses have been revisited, and there are no changes on income as of this date _____

**REQUEST FOR GOODS AND SERVICES - SUPPORTIVE SERVICES**

Request Date: _____

Need By Date: _____

Requested By: _____

WIOA

Adult

WIOA Youth

WIOA

D/W

Out - School

OTHER

In - School

Approved By: _____

CalCard

Voucher

Petty Cash

QTY	UNIT	DESCRIPTION (Give Size, Color, Name, Stock No., Sample)	ITEM COST	TOTAL COST	FMD USE ONLY RGS NO.
			Total		
			Tax & fees		
Total					
Is participant enrolled in training? Yes No*					
CalJOBS Activity _____ Start Date _____ Projected/Actual End Date _____					

Vendor Name: _____
Address: _____ Phone: _____
City: _____ Zip Code: _____

Participant's Name: _____ Case No: _____ Grant: _____

Justification: _____

Cost Estimate: _____

PLEASE ATTACH THE FOLLOWING: Quote(s) Budget CalJOBS Printout (Round To The Dollar)

FMD USE ONLY

County Account No.: 6221024800

Method: 3

Pool: 999

4820 - 46 - _____ - _____ - _____

4851 - 46 - _____ - _____ - _____

4840 - 46 - _____ - _____ - _____

_____ - 46 - _____ - _____ - _____

Available: _____ Allowable/Proper Justification: _____ Date: _____

*Approval of supportive services outside of CalJOBS activity training dates will not be included as a part of the WIOA 30% training requirement.

SMALL PURCHASE QUOTES & DOCUMENTATION

Procedural Requirements: **Price** quotations shall be secured for each small purchase transaction and the identification of sources and solicitation of quotes must be supported by documentation based on the following requirements:

DOLLAR RANGE OF PURCHASE	CONTACTS AND METHOD
\$0 through \$9,999.99	One or more documented quotes Source of quote (check one or more) ☐ Prior receipts (within one year) ☐ Written quote from vendor ☐ Product or Service Catalog ☐ Current Price List ☐ Telephone contact with vendor to obtain quote: Vendor Name: _____ Contact Person: _____ \$ Quote: _____ Staff Signature: _____ Date: _____ Vendor Name: _____ Contact Person: _____ \$ Quote: _____ Staff Signature: _____ Date: _____
\$10,000 through \$49,999.99	Two (2) or more written quotes** Request for Quote (RFQ) is required for small purchases in this dollar range ☐ RFQ was provided in writing ☐ RFQ specifies the quantity, timeframes and all the requirements of the product being sought ☐ Sole Source (attach sole source justification) REQUEST FOR QUOTE (RFQ) MUST BE COMPLETED AND ATTACHED
\$50,000 or more	For transactions of \$50,000 or more, the sealed bid or competitive proposal must be used. If only one proposal is obtained and that proposal is deemed to be responsible, then the noncompetitive or sole source process may be used.

*** Unless sole source justification.*