

INFORMATION NOTICE

WORKFORCE SERVICES

Number: WSIN07-23

Date: December 7, 2007

Expiration Date: 6/30/08

50:154:lh:11622

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: CHANGES TO PASS FOR THE CDCR PROGRAM

The purpose of this notice is to inform Workforce Services Branch employees of a change to the enrollment pages in the Program Activity Support System (PASS) for the California Department of Corrections and Rehabilitation (CDCR) Program.

Effective December 1, 2007, a new field has been added to the enrollment page for the CDCR program. This field requires the EDD/CDCR Job Specialist to enter the parolee's assigned CDCR number. Once enrolled, this information will no longer be viewable by staff.

By including the assigned number on the enrollment page, the CDCR will be able to electronically match their records to those in PASS. By doing this, it eliminates the need for the EDD/CDCR Job Specialist to complete a Demographic Form for each enrolled client. Attached is a sample PASS screen that introduces the new field.

For further information, contact Shirley Pertle, CDCR Statewide Coordinator at (916) 654-5857 or spertle@edd.ca.gov.

/S/ BILL BURKE
Assistant Deputy Director
Workforce Services Branch

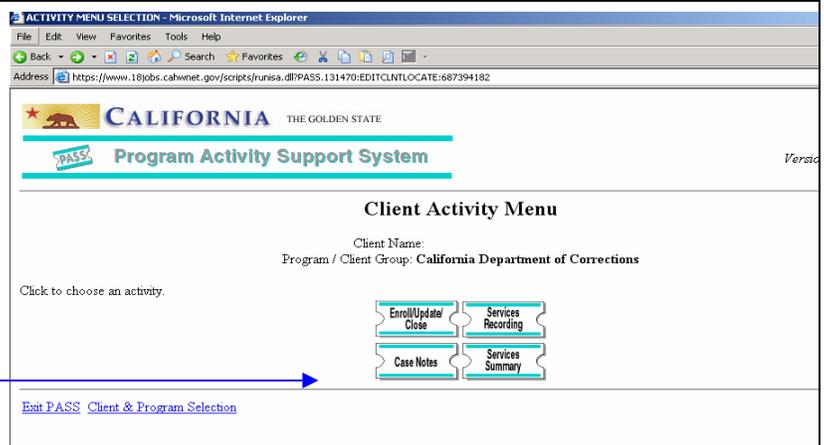
/S/ BOB HERMSMEIER
Chief
Workforce Services Division

Attachment

Sample CDC PASS screens to introduce new CDC # field

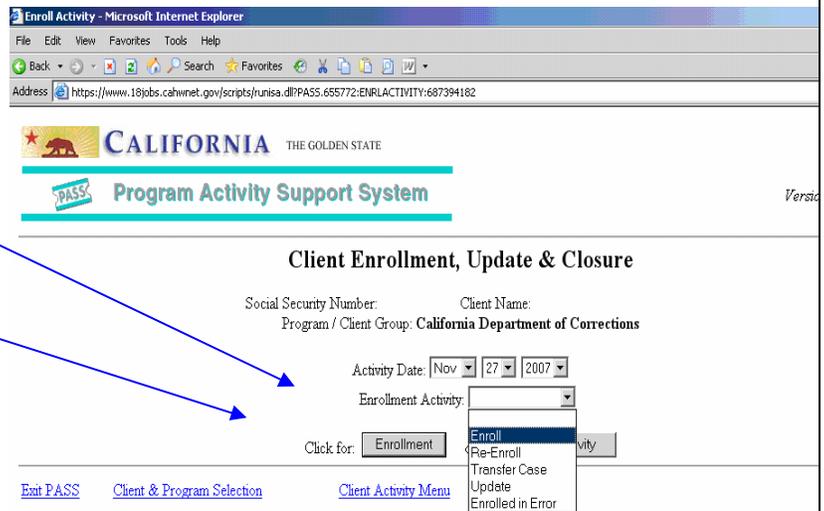
Upon entering PASS, enter the client's SSN and select the California Department of Corrections program. Click on continue. This screen will appear.

Click on Enroll/Update/Close.



Select the appropriate Enrollment Activity

Click on Enrollment



New Parolee's CDC Number is entered here. Once the record is updated, the CDC# is no longer viewable.

