

**Workforce Development, Aging and Community Services (WDACS) Technical Assistance Checklist PY 2020-21
Work Based Learning Youth@Work Programs Attachment D**

Section A: Level I Services – Work Based Learning			
Participant Name:		AJCC:	
Enrollment Date:	Job Placement Date:	Exit Date:	Application ID:

CalJOBS	
<input type="checkbox"/> Yes <input type="checkbox"/> No Participant Registered on CalJOBS?	Requirement Met: <input type="checkbox"/> Yes <input type="checkbox"/> No Comments:

Participating Age	
<input type="checkbox"/> Yes <input type="checkbox"/> No Participant is between the ages of 14-24 at time of enrollment? (CalWORKs 14-18 or Cal Learn 19)	Requirement Met: <input type="checkbox"/> Yes <input type="checkbox"/> No Comments:

Residence	
<input type="checkbox"/> Yes <input type="checkbox"/> No Is participant a resident of Los Angeles County? <input type="checkbox"/> Yes <input type="checkbox"/> No Does the participant reside within Agency's service area? (Only System Involved Youth and Other Underserved Youth) <input type="checkbox"/> Yes <input type="checkbox"/> No If not, is a waiver on file?	Requirement Met: <input type="checkbox"/> Yes <input type="checkbox"/> No Comments:

Right to Work (As listed on USCIS Form I-9)	
<input type="checkbox"/> LIST A <input type="checkbox"/> US Passport <input type="checkbox"/> Per. Resident Card <input type="checkbox"/> Other:	Requirement Met: <input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
OR	
<input type="checkbox"/> LIST B <input type="checkbox"/> CA ID/DL Card <input type="checkbox"/> School ID w/Photo <input type="checkbox"/> Other:	
<input type="checkbox"/> LIST C <input type="checkbox"/> SSN Card <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Other:	
Right to Work Documents <input type="checkbox"/> Current <input type="checkbox"/> Expiring soon <input type="checkbox"/> Expired on:	

I-9 and W-4 Forms	
<input type="checkbox"/> Yes <input type="checkbox"/> No Most recent I-9 Form is signed and original form is on file? (Form I9 10/21/2019) <input type="checkbox"/> Yes <input type="checkbox"/> No W-4 Form is signed and original form is on file? (Form W4 2020)	Requirement Met: <input type="checkbox"/> Yes <input type="checkbox"/> No Comments:

Funding Source Eligibility Determination	
<input type="checkbox"/> CalWORKs <input type="checkbox"/> DPSS Data Dump Screen Print Out; or <input type="checkbox"/> Confidential Verification Sheet; or <input type="checkbox"/> PA1918 Verification of Benefits <input type="checkbox"/> Yes <input type="checkbox"/> No DPSS Language Designation Form (PA 481) signed by the Youth? <input type="checkbox"/> Foster <input type="checkbox"/> ARS Verification from DCFS; or <input type="checkbox"/> Court documents; or <input type="checkbox"/> Official letters from school counselors, school districts, group homes, or court attorneys <input type="checkbox"/> JJCPA Probation <input type="checkbox"/> Probation Referral (PAUR) form <input type="checkbox"/> ARS Verification from Probation <input type="checkbox"/> Other Underserved Youth <input type="checkbox"/> Yes <input type="checkbox"/> No Participant resides in a high poverty area? (If yes, must have map print out) <input type="checkbox"/> Yes <input type="checkbox"/> No Self Attestation of Income Verification or other barrier <input type="checkbox"/> System Involved Youth <input type="checkbox"/> Yes <input type="checkbox"/> No Public system involvement documentation/self-attestation on file?	Requirement Met: <input type="checkbox"/> Yes <input type="checkbox"/> No Comments:

Work Permit (Required for youth under 18 years of age, unless youth has obtained high school diploma/GED)	
<input type="checkbox"/> Yes <input type="checkbox"/> No Work permit / diploma on file? Work Permit Start Date: _____ End Date: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No If GED/HS Diploma is obtained, is the minors Certificate of Age on file? <input type="checkbox"/> Yes <input type="checkbox"/> No PET falls within work permits issue dates? <input type="checkbox"/> Yes <input type="checkbox"/> No Work Experience falls within work permits issue dates?	Requirement Met: <input type="checkbox"/> N/A (Youth over age of 18) <input type="checkbox"/> Yes <input type="checkbox"/> No Comments:

Personal Enrichment Training	
<input type="checkbox"/> Yes <input type="checkbox"/> No Participant completed Personal Enrichment Training (PET) within the last 12 months? <input type="checkbox"/> Yes <input type="checkbox"/> No Verification of PET & Book receipt is signed and dated? Number of PET hours completed: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Group Convening was completed once the youth worked 35-40 hours? Group convening completed on: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A The youth has participated in a mock interview? Mock interview completed on: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A The youth has participated in at least one (1) real interview? Real interview completed on: _____	Requirement Met: <input type="checkbox"/> Yes <input type="checkbox"/> No Comments:

Consent and Release Agreement	
<input type="checkbox"/> Yes <input type="checkbox"/> No Consent and Release Agreement signed by the Youth?	Requirement Met: <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Consent and Release Agreement signed by parent or guardian if under 18?	Comments:
Individual Assessment	
<input type="checkbox"/> Yes <input type="checkbox"/> No Individual Assessment form signed by Youth on or after enrollment date?	Requirement Met: <input type="checkbox"/> Yes <input type="checkbox"/> No
Comments:	
Supportive Services Expenditures	
<input type="checkbox"/> Yes <input type="checkbox"/> No Are Supportive Services necessary for participation?	Requirement Met: <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> No Are Supportive Services provided reasonable?	Comments:
<input type="checkbox"/> Yes <input type="checkbox"/> No Is support documentation on file? (e.g. receipts)	
Worksite Expectations Review	
<input type="checkbox"/> Yes <input type="checkbox"/> No Worksite Expectations Review is on file?	Requirement Met: <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> No Worksite expectation review completed before placement date?	Comments:
<input type="checkbox"/> Yes <input type="checkbox"/> No The form is signed by the youth?	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A The form is signed by the parent or guardian if under 18?	
<input type="checkbox"/> Yes <input type="checkbox"/> No The form is signed by agency staff?	
<input type="checkbox"/> Yes <input type="checkbox"/> No The form is signed by worksite representative?	
Performance Evaluation	
<input type="checkbox"/> Yes <input type="checkbox"/> No Monthly Performance Evaluation signed & dated by worksite supervisor/case manager/youth?	Requirement Met: <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> No Final Performance Evaluation signed & dated by worksite supervisor/case manager/youth?	Comments:
Timesheets	
<input type="checkbox"/> Yes <input type="checkbox"/> No Copy of the signed timesheet is in participant file.	Requirement Met: <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> No Signed by Youth.	Comments:
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Are changes/corrections/alterations initialed by the youth?	
<input type="checkbox"/> Yes <input type="checkbox"/> No Are daily/total number(s) of hours calculated correctly?	
<input type="checkbox"/> Yes <input type="checkbox"/> No Do breaks, lunches & work schedules adhere to all applicable Labor Laws?	
Case Notes	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Are case notes detailed and dated?	Requirement Met: <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No
Comments:	
Worksite Agreement and Worksite Checklist	
<input type="checkbox"/> Yes <input type="checkbox"/> No Access to Worksite Agreement	Requirement Met: <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No
Comments:	
Youth Exit Survey	
<input type="checkbox"/> Yes <input type="checkbox"/> No Youth has completed exit survey and a verification is on file	Requirement Met: <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No
Comments:	
Exit Performance Outcomes	
<input type="checkbox"/> Yes <input type="checkbox"/> No Attainment of a library card before exit and all that apply:	Requirement Met: <input type="checkbox"/> N/A (Youth currently active)
<input type="checkbox"/> Yes <input type="checkbox"/> No Referred to level II and/or level III services	
<input type="checkbox"/> Yes <input type="checkbox"/> No Continuation of high school	
<input type="checkbox"/> Yes <input type="checkbox"/> No Enrollment into post-secondary education	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> No Placement into part-time/full-time employment	Comments:

Certification of Review
WDACS REPRESENTATIVE NOTES:

All Requirements Met: Yes No

NOTES:

AJCC REPRESENTATIVE PRINT NAME

SIGNATURE

DATE

WDACS REPRESENTATIVE PRINT NAME

SIGNATURE

DATE