



COUNTY OF LOS ANGELES WORKFORCE DEVELOPMENT, AGING AND COMMUNITY SERVICES



YOUTH@WORK PROGRAM DIRECTIVE

DATE: June 11, 2018

NUMBER: WDP D17-05

YOUTH@WORK Program Income Verification for CalWORKs Participants

EXECUTIVE SUMMARY

This directive provides guidance to Youth@Work (Y@W) Service Providers on the protocol and procedures to inform Y@W CalWORKs participants on how to properly report program income to ensure they are accurately applied to CalWORKs benefits.

REFERENCES

- LACYJ D16-02 Los Angeles County Youth Jobs Technical Assistance Guide

BACKGROUND

A partnership between the County of Los Angeles Workforce Development, Aging and Community Services (WDACS) and Department of Public Social Services (DPSS) was created in September 2012 to provide enhanced employment and training opportunities through subsidized work experience for CalWORKs participant ages 14-18 and 19 year-old Cal-Learn participants. Youth are prepared for work experience through the Y@W model. Y@W offers multilevel services including but not limited to: access to assessments, case management, supportive services, paid work experience, work readiness, personal enrichment training, and academic and career counseling.

Y@W earnings for participants under 19 years of age do not affect the family's CalWORKs benefits if the youth participant:

- is considered a dependent child under the family CalWORKs benefits;
- is enrolled in school full-time; or
- is enrolled in school part-time and is employed less than 173 hours per month

Earnings will affect CalWORKs benefits for participants who:

- do not meet the criteria listed above;
- receive CalWORKs benefits directly; or

- are 19 years of age and are not enrolled in Cal-Learn

POLICY AND PROCEDURES

Y@W service providers shall inform CalWORKs participants on how to properly report program income to ensure that the income is correctly applied to the CalWORKs benefits. Service Providers shall complete two (2) Income Verification Letters (IVL) (Attachment A). The IVL projects the participant's expected earnings at the onset of the work experience and verifies the total earnings from the program. The first IVL is completed and provided to the participant with the distribution of the initial paycheck. Service providers shall also provide the participant with a copy of the CalWORKs FAQs (Attachment B). The second IVL is completed and provided with the final paycheck. A copy of the completed IVLs shall be kept in the participant's case file.

Y@W service providers shall also instruct CalWORKs parents to submit the IVLs along with the Semi-Annual Eligibility Status Report (SAR-7) in order to ensure the proper income calculation towards the CalWORKs grant. Service Providers shall inform participants to consult with the family's DPSS Eligibility Worker or a CalWORKs Customer Service Center (CSC) to obtain more information on Y@W earnings and potential impact to the CalWORKs benefits.

CSC Telephone Numbers

Local Numbers:	(626) 569-1399 (310) 258-7400 (818) 701-8200
Toll Free Number:	(866) 613-3777
Hours of Operation:	Monday – Friday (excludes County holidays) 7:30 a.m. until 5:30 p.m.

ACTION

Y@W Service Providers shall ensure that the policy and procedures described herein are communicated throughout the operations, management, and governance structures of its organization and that this directive is appropriately maintained until further notice.

INQUIRIES

Inquiries regarding this directive and the policies and procedures described herein should be directed to youthatwork@wdacs.lacounty.gov.



Irene Pelayo, Program Manager
Workforce Development & Community Services Branch

Attachments:

Attachment A1: Income Verification Letter – To be used through June 30, 2018

Attachment A2: Income Verification Letter – To be used July 1, 2018 - June 30, 2019

Attachment B: CalWORKs FAQs

