



**COUNTY OF LOS ANGELES
WORKFORCE DEVELOPMENT,
AGING AND COMMUNITY SERVICES
WORKFORCE DEVELOPMENT
PROGRAMS DIRECTIVE**



DATE: April 11, 2019

NUMBER: WDP D18-37

Youth@Work Work Based Learning-Level I Foster Youth Eligibility and Referral Process

EXECUTIVE SUMMARY

The purpose of this Directive is to provide administrative guidance and procedures to Youth@Work (Y@W) County operated and non-County operated America's Job Centers of California (AJCCs) on a new foster youth regional referral process and updates to age participation requirements to better serve current and former foster youth ages 14-24. Previously dedicated funds for Foster youth was limited to age 21 and now is extended to age 24.

REFERENCES

- WDP D18-07 Los Angeles County Youth@Work Work Based Learning Technical Assistance Guide 2018
- Assembly Bill No. 12 California Fostering Connections to Success Act

BACKGROUND

Work Based Learning (WBL) Level I services provide youth ages 14-24 with year-round workforce services following a multi-tiered approach. The goal is to provide youth with a menu of services that offer access to work readiness through personal enrichment training, career exploration and work experience.

The County of Los Angeles Workforce Development, Aging and Community Services (WDACS) in partnership with the Department of Children and Family Services (DCFS), the Probation Department, the Children's Law Center, the Opportunity Youth Collaborative, and the seven (7) Local Workforce Development Areas (LWDA), are committed to prioritize services to disconnected youth and establish a more systemic and coordinated referral process.

As part of a comprehensive strategy to anticipate and meet the needs of Assembly Bill 12 (AB 12) foster youth, WDACS in collaboration with the regional LWDAs, will host on-going, systematic outreach at the Edelman's Children's Court to recruit AB 12 eligible youth. AB 12 extends benefits and services once a foster youth turns 18 years old, including juvenile justice involved youth, that opt to remain in foster care up to age 21. Currently there is no coordinated referral process within the region. However, this

collaborative effort aims to ensure foster youth develop an awareness of workforce services and establish equitable access to them in order to fulfill their potential to become thriving citizens.

POLICY AND PROCEDURES

AJCCs shall adhere to the following policies and procedures. All referred Foster youth shall be provided with a full 120 hours inclusive of 20 hours of Personal Enrichment Training (PET) and 100 hours of paid Work Experience (WEX). There is no exception unless WDACS provides specific direction in writing. AJCCs shall ensure that youth complete the 20 hours of PET unless the youth previously participated in the PET within the last 12-months. If the PET is waived, youth shall have the full 120 hours of WEX. Youth may repeat specific modules if the Case Manager deems appropriate. AJCCs shall also ensure foster youth are given priority placement into the Countywide Youth Bridges Program.

Foster Eligibility:

Effective February 6, 2019, current or former foster youth ages 14-24 will be identified and referred by the DCFS, Youth Development Division (YDS), for Y@W services. These youth shall be served under the Foster category in the Y@W portal. Previously dedicated funds for Foster youth was limited up to age 21.

If an AJCC has exhausted its dedicated Foster youth funding, current and former Foster youth meeting all eligibility criteria shall be served under the System Involved Youth (SIY) funding category before utilizing Other Underserved Youth (OUY) funds. For additional guidance, please refer to Directive WDP D18-28 Additional Youth@Work Funding Categories.

Referral Process:

DCFS Referrals

Foster youth referrals will be generated from various sources including: Children's Social Workers (CSWs), Independent Living Program Coordinators (ILPCs), and the Children's Law Center (CLC) via the DCFS Universal Referral Form (Attachment I). The referrals will be centralized through YDS and shared with WDACS who in turn will disseminate to the AJCCs. AJCCs shall retain the referral form in the participant case file.

Reverse Referrals (Walk-Ins)

AJCCs may have walk-in youth who self-identify as current or former foster youth. A youth that was previously referred by DCFS who makes contact with the AJCC after the initial referral month, shall be treated as a reverse referral.

To verify a youth's foster status, AJCCs shall contact Jenny Serrano, YDS Program Director, via email at serraj@dcfs.lacounty.gov.

AJCCs shall ensure the following information is included in the email:

1. Subject line reads: " Youth@Work Foster Referral" is in the subject line
2. The Email shall include:
 - a. Youth's Name
 - b. Last four digits of youth's Social Security Number
 - c. Youth's Address
 - d. Youth's Date of Birth
 - e. Name of youth's CSW or ILPC (if known)

Failure to provide all the information required above will delay the verification process. YDS will provide a determination of foster status through the DCFS Job Verification Form (Attachment II) within 1 business day. AJCCs shall retain the DCFS Job Verification Form and all other applicable forms in the in the participant case file.

Processing Timeline

AJCCs have **10 business days** to process and enroll eligible youth and begin the PET. AJCCs shall make at least three (3) attempts to contact the youth within two (2) business days of the referral date (Business Day 3). If no successful contact has been made with the youth by Business Day 5, AJCCs shall reach out to the ILPC, CSW, and/or the caregiver for assistance. If the youth makes contact with the AJCC within the referral month, Day 1 of the 10 business day process begins on the enrollment date. For reverse referrals, receipt of the DFCS Job Verification Form initiates the 10 Business Day process. If the youth does not respond at all, AJCCs shall report the status of the referral according to the established reporting procedures below and shall document case notes accordingly.

Reporting:

AJCCs shall provide a monthly a Foster Youth Referral Report (Attachment III), detailing individual referral status. This report is a cumulative report. The monthly report must be sent to the youthatwork@wdacs.lacounty.gov on the 1st of each month for activity in the prior month. The report shall include one (1) of the following status for each youth:

- a. Pending Documentation
- b. No Show
- c. Unable to Contact Youth
- d. Enrolled
- e. Not Interested

Foster Liaison and Back Up:

AJCCs shall identify a point person and a back up to serve as the Foster Liaison team. WDACS shall utilize the Foster Liaison Roster (Attachment IV) to disseminate foster referrals. AJCCs shall notify WDACS via the youthatwork@wdacs.lacounty.gov email within 1 business day when changes occur. AJCCs shall ensure the subject line reads "Foster Liaison Change".

ACTION

AJCCs shall ensure that the requirements 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 Services Branch

Attachments

- Attachment I – DCFS Universal Referral Form
- Attachment II - DCFS Job Verification Form
- Attachment III – Monthly Foster Youth Referral Report
- Attachment IV- Youth@Work Foster Liaison Roster