



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



**WORKFORCE DEVELOPMENT
PROGRAMS DIRECTIVE**

DATE: July 7, 2020

NUMBER: WDP D20-03

**Los Angeles County Youth@Work
General Relief Opportunities for Youth Employment Program
(GYEP) Requirements – Program Year 2020-21**

EXECUTIVE SUMMARY

The purpose of this directive is to provide administrative guidance for the implementation of the 2020-2021 General Relief Opportunities for Work (GROW) Youth Employment Program (GYEP).

THIS DIRECTIVE SUPERCEDES WDP D19-06 LOS ANGELES COUNTY YOUTH@WORK GENERAL RELIEF OPPORTUNITIES FOR YOUTH EMPLOYMENT PROGRAM REQUIREMENTS.

REFERENCES

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- WDP D19-03 Youth@Work Work-Based Learning Technical Assistance Guide (TAG) Program Year (PY) 2019-20 Directive

BACKGROUND

In June 2012, the Department of Public Social Services (DPSS) partnered with the Department of Workforce Development, Aging and Community Services (WDACS) to introduce GROW participants to the America's Job Centers of California (AJCCs) workforce system that provides participants with subsidized employment. The goal of the program is to give the GROW Transition-Age Youth (TAY) participants, ages 18 to 24, an opportunity to gain work experience through subsidized employment that will prepare them for unsubsidized employment, which is the ultimate goal.

In addition, and due to COVID-19, certain procedures have been implemented for worksite guidelines, as described in the following Policy and Procedures section.

POLICY AND PROCEDURES

The 2020-21 GYEP program is a year-round program, therefore GROW participants will be referred throughout the year contingent upon AJCC funding availability. Only the following GROW sites will generate referrals:

1. Lancaster
2. South Special
3. Metro Special
4. Pomona, and
5. Humboldt

GYEP Eligibility

DPSS staff assures that participants meet the following criteria to be referred:

- a. GROW Transition-Age Youth (TAY) ages 18 to 24;
- b. Determined to be work-ready; and
- c. Have no felonies

Referral Process

Candidates for this program are identified and referred by DPSS staff, as listed on the GYEP Liaison Roster (Attachment I). Referrals shall begin July 1, 2020, and continue through June 30, 2021, or as instructed by WDACS and DPSS.

1. The Participating AJCC will receive referrals from the paired GROW site as shown below:

<i>GROW Site</i>	<i>America's Job Center of California (AJCC)</i>
Lancaster	Antelope Valley AJCC
South Special	Rancho Dominguez AJCC
Metro Special	
Pomona	Pomona Valley AJCC
Humboldt	East Los Angeles /West San Gabriel Valley AJCC

2. The DPSS liaison shall identify and refer only those candidates who complete the DPSS Job Readiness Training for Youth, or Job Readiness Training.

Once identified, the DPSS liaison will refer participants to the appropriate AJCCs via e-mail using the GROW/AJCCs Reverse Referral form (Attachment II) with the Subject line indicating "GYEP REFERRAL."

3. Upon receipt of the referral form, the designated AJCC staff shall complete the section “Outcome/Result of Appointment” of the GROW/AJCC Reverse Referral form (Attachment II) and return it via email to the DPSS liaison within five (5) business days of receipt.

Below is a table of the current GYEP DPSS Liaisons and their corresponding AJCC primary contacts.

GYEP DPSS LIAISON	GYEP AJCC PRIMARY CONTACT
Pennie Mills (Lancaster)	Tiffany Coulston (Antelope Valley AJCC)
Mary Marron (South Special)	Jazmin Martinez (Rancho Dominguez AJCC)
Bernadette Amaker (Metro Special)	Brandon Chambers (Rancho Dominguez (AJCC)
Maria Gutierrez (Pomona)	Elizabeth Salazar (Pomona Valley AJCC)
Eufemia Rodriguez (Humboldt)	Aimee Mendoza (East LA/ W. SGV AJCC)

If and whenever there is a staff change for the DPSS Liaison or AJCC primary contact, please notify WDACS by email at youthatwork@wdacs.lacounty.gov immediately, but no later than within 1 business day.

If the participant is a “No Show” to the initial AJCC appointment, the DPSS liaison must be notified the same day. If after five (5) business days of the initial appointment the participant is still non-responsive, the DPSS liaison shall be notified by the next business day. Enrollment intake and orientations may be done virtually online or via email at the discretion of the AJCC and youth participant due to COVID-19 concerns and precautions. If the enrollment intake and orientation is done in-person, precautions will be used, including social distancing and the use of Personal Protective Equipment (PPE) such as face masks.

Replacement referrals shall be made if the AJCC has funds available to support participant activities. Should a participant not utilize all authorized hours, additional participants may be enrolled, or the balance of the unused hours may be distributed among the remaining participants. The DPSS liaison shall work closely with the AJCC representative to determine the best course of action.

Worksite Guidelines for all Youth During Safer at Home Order:

All current and new worksites partnering with Youth@Work and hosting GYEP youth must complete the **Worksite Guidelines During Safer at Home Order (Attachment VI)** for every participating youth. These guidelines provide specific information and resources that must be made available to participants during work hours. The Worksite Guidelines must be signed by

AJCC Staff, youth participant, as well as the worksite representative. This completed form must be maintained in every GYEP participant's physical case file.

The Work Site Agreement (Attachment III) form shall be initiated and maintained by the AJCC. The Worksite Agreement is a non-financial contract that clearly defines the roles and responsibilities of each party to that Agreement. An executed Worksite Agreement indicates that each party understands the roles and responsibilities each has under the WBL services.

Each worksite requires its own unique worksite agreement, however, AJCCs may negotiate a Master Agreement to cover multiple work locations. Service AJCCs wishing to exercise this option must notify the WDACS and provide a copy of the Master Agreement. Under no circumstance shall a youth be referred to a worksite that does not have an executed worksite agreement.

Service Provision

GYEP participants shall be provided with three (3) months of subsidized employment at 20 hours per week at the current minimum wage. Effective July 1, 2020, the minimum wage is \$15 per hour. GYEP subsidized employment starts when the participant reports to a worksite site and shall end when the participant completes three (3) months of employment. However, weekly work hours may be added at the discretion of the AJCC. Wages shall be paid to participants twice every month commensurate to the AJCC payroll practices and procedures. Timesheets signed and reviewed by all parties may be accepted electronically via email. However, originals must be obtained prior to exiting the youth participant.

The Verification form (Attachment VII) is to be completed 5 days prior to the GYEP participant work start date. This is for referred participants who are placed and ready for WEX (work hours). The top right-hand corner of the VOE (Verification of Employment) request form is to be completed by the DPSS staff and AJCCs will need to have the GYEP participant sign and date. Also, DPSS will need the participant's contact phone number in the top left corner. Once the participant is going to be placed, AJCCs shall email the VOE form to the DPSS liaison. AJCC staff should retain a copy on file for their records

AJCCs are not required to provide supportive services to GYEP participants. DPSS will provide each participant with supportive services including transportation, background clearance costs and other services as appropriate while the General Relief case remains approved. If additional supportive service needs arise, AJCC staff will contact the DPSS liaison for assistance.

Co-enrollment in the Youth@Work Workforce Innovation and Opportunity Act (WIOA) Adult program or any other program we fund is not mandatory; however, it is highly encouraged. If the participant meets eligibility criteria and shows a potential to benefit from additional services for unsubsidized placement; participants should be co-enrolled.

Reporting, Participant Tracking and File Requirements

AJCCs shall maintain records of all GYEP activities on the WDACS Youth@Work Portal and in case notes daily but no later than **two (2) business days** of the activity or an appointment. AJCCs shall maintain case files with, at minimum the following required case file information:

- a. GROW/AJCC Reverse Referral Form
- b. Case Notes, including any issues and their resolution
- c. Original Verification of Employment Form
- d. Bi-Weekly Payroll Information
- e. Worksite Agreement(s)
- f. Timecards/wage Payment Documentation

AJCCs shall complete and submit the Bi-weekly Management Report (Attachment IV) to youthatwork@wdacs.lacounty.gov, every other Thursday of the month beginning July 15, 2020. AJCCs are also responsible for submitting their invoices by the 10th of the month following the billing month. Timely billing is required.

The goal of the GYEP is to provide GROW-TAY participants with subsidized employment and introduce them to the workforce. Therefore, AJCCs must enroll 100% of referred participants, who meet the qualifying criteria established for this program. Participants, who successfully complete the program, would have acquired job experience which will increase their opportunities to reach self-sufficiency through unsubsidized employment. WDACS will monitor performance on a weekly basis to ensure expenditures are maximized. AJCCs shall inform WDACS if an increase in referrals is needed to meet yearly goals.

Staffing Requirements

AJCCs shall ensure that staff working on the GYEP program complete and sign the AJCC Contractor Employee Acknowledgement and Confidentiality Agreement form (Attachment V). Only staff that have completed the forms are authorized to work with GYEP participants. The original form shall be kept by the AJCC with a copy sent to WDACS at youthatwork@wdacs.lacounty.gov.

Under no circumstance shall records or information pertaining to individuals participating in the GYEP be disclosed to any person(s) except those designated County employees authorized with prior written permission of the DPSS liaison.

All staff shall attend the mandatory County provided Civil Rights training as directed by WDACS.

ACTION

Youth@Work 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 Youthatwork@wdacs.lacounty.gov.



**Irene Pelayo, Program Manager
Workforce Development**

[Attachment I: GYEP Liaison Roster](#)

[Attachment II: GROW/AJCC Reverse Referral](#)

[Attachment III: Worksite Agreement](#)

[Attachment IV: Bi-Weekly Management Report](#)

[Attachment V: Contractor Employee Acknowledgement and Confidentiality Agreement](#)

[Attachment VI: Worksite Guidelines During Safer at Home Order](#)

[Attachment VII: Verification of Employment](#)