

**YOUTH@WORK
WORK BASED LEARNING – Level I
TECHNICAL ASSISTANCE GUIDE**



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



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I. OVERVIEW

This Technical Assistance Guide (TAG) provides County operated and non-County operated America's Job Centers of California (AJCCs) with programmatic guidance and serves as a complement to existing policy, protocols, and procedures to carry out the complex tasks associated with the implementation of Youth@Work (Y@W) Work Based Learning (WBL) - Level I Services. It is the sole responsibility of the AJCC to ensure that all staff working on any aspect of the WBL- Level I Services be made aware of all requirements to implement and manage Y@W programs as provided in this TAG, the Y@W Statement of Work, Subawards, Directives, training, and meeting information.

Y@W WBL services are available year-round and follow an "Earn & Learn" model linking youth ages 14-24 to paid work experience. The goal of WBL is to introduce youth to the workplace to gain valuable employment skills, earn an income, and learn about viable career pathways. WBL also serves as an incentive to stay in school, maintain a good academic standing, and understand the importance of continued education and how this impacts one's future earning potential.

II. TARGET POPULATIONS

To maximize access to services, AJCCs are encouraged to conduct targeted recruitments and develop strategic partnerships to identify youth. Y@W prioritizes services to the following youth populations ages 14-24, unless otherwise specified by the County:

- CalWORKs (CW): CW youth ages 14-18, or 19 if enrolled in CalLEARN. (*The CalLEARN program is available to pregnant and parenting teens under the age of 19 and encourages participants to obtain their high school diploma*).
- Other Underserved Youth (OUY): Lesbian, Gay, Bisexual, Transgender or Queer and/or Questioning (LGBTQ+), homeless, low-income youth, or youth that reside in a high poverty area.
- Foster: Current or former foster youth.
- Probation: Juvenile justice involved youth directly referred by Probation Department via specified protocols.
- System Involved Youth (SIY): Youth with direct or indirect involvement in public systems including but not limited to the justice system (juvenile and adult), the child welfare system, foster, public housing, immigration, and Transitional Aged Youth (TAY). Additionally, youth with current or

previous parental involvement with the justice-involvement, immigration, public welfare system are also eligible.

All eligibility criteria are defined in Section IV, Intake & Eligibility Documents.

Funding Priority Designation

When determining the appropriate funding source to support youth enrollment, maximize the following funding sources before utilizing OUY or SIY:

- CalWORKs
- Foster
- Probation

Interest Form

To enable the recruitment and referral of priority youth, WDACS has developed a Youth@Work Interest Form as a general recruitment system. Any youth interested in the Youth@Work program may submit an interest form, which are automatically routed to the nearest AJCC based on their geographical proximity. AJCCs are required to contact every referred youth within 2 business days. All referrals must be updated in the Youth@Work Portal with the following appropriate disposition:

- Application Initiated
- Waitlist
- Duplicate Interest Form
- Ineligible
- Referred to WIOA
- Unsuccessful Contact Attempts
- Youth Appointment No Show
- Youth Declined Enrollment

III. PROGRAM YEAR PERFORMANCE GOALS AND TIMELINE

The Program Year (PY) begins July 1st and ends June 30th of the following year. Table 1 below provides the one-year timeline with goals at every month necessary to meet contractually obligated performance metrics. AJCCs shall reach 100% placement and expenditure goals by June 30th. Placement is defined as a participant assigned to a worksite for work experience. Placement must be captured in the Youth@Work Portal and hours must be entered for placement to be counted towards performance. Funding will not carry over into the following program year.

Table 1. PY Performance Summary of Required Placements and Expenditures

Placements & Expenditure Goals from July 1 – June 30							
Funding	Category	July	August	September	October	November	December
All Funding	% Of Placements	8%	16%	25%	33%	41%	50%
	% Of Expenditure	8%	16%	25%	33%	41%	50%
Funding	Category	January	February	March	April	May	June
All Funding	% Of Placements	58%	66%	75%	83%	91%	100%
	% Of Expenditure	58%	66%	75%	83%	91%	100%

AJCCs shall ensure successful completion of performance outcomes by meeting monthly minimum placement goals **and** maximizing funding allocations. All enrolled youth are expected to work a full 120 hours, inclusive of Personal Enrichment Training (PET) and work experience during the program year. Youth have until the end of the PY on June 30 to complete 120 hours. AJCCs shall plan accordingly to ensure funds are available to cover the youth’s wages throughout the program year.

Should a youth not be able to finish the 120 hours during the Program Year, youth must be exited by June 30 and re-enrolled in the new program year beginning July 1. No participant should be carried over into the new program year. Carryover participants are not allowed.

IV. INTAKE & ELIGIBILITY DOCUMENTS

New enrollments for PY begin on July 1. All documentation must reflect eligibility in alignment with the new program year. **Prior** to providing any service, AJCCs shall ensure that youth meet **all** eligibility criteria noted below **AND** the AJCC has all required documentation on file **AND** entered in the Youth@Work Portal. Any service provided prior to establishing eligibility or recording enrollment in the Youth@Work Portal shall be a disallowed cost and shall be the responsibility of the AJCC. Additionally, as part of the intake process, **AJCCs shall also ensure that youth also register on CalJOBS.**

Although youth that participated in previous program years may re-enroll, AJCCs must target youth that have never participated in Y@W and youth in priority populations. To reenroll a youth, AJCCs shall exit the youth by June 30, and shall follow the Modified Eligibility Process, detailed below.

General Eligibility Determination and Required Documentation

Criteria 1. Identity, Age and Right to Work Documentation

Eligible youth shall be between the ages of 14-24 at the time of enrollment.

In accordance with Form I-9 (Attachment I), AJCCs shall retain copies of the participant's work authorization documents in the participant case file. AJCCs shall use the most current Form I-9 and must be printed double sided. **NO SUBSTITUTIONS ARE PERMITTED!** AJCCs shall ensure that documents satisfying either List A or List B and C of the Form I-9 are provided at enrollment. The form can be obtained at <https://www.uscis.gov/i-9>

In addition, the most recent Form W-4 (Attachment II) is required for each Participant file. **NO SUBSTITUTIONS ARE PERMITTED!** AJCCs must ensure that Participant signature is on the Form W-4. The form can be obtained at <https://www.irs.gov/pub/irs-pdf/fw4.pdf>

Criteria 2. Los Angeles County Residency Requirement

AJCCs shall serve youth that are a resident of Los Angeles County. Youth and/or their parent/guardian may self-attest to this criterion through the Consent and Release Agreement forms (Attachment III & IV). AJCCs are required to verify LA County Residency. AJCCs shall **not** collect further documentation to substantiate this criterion and a geographical waiver is not required for LA County residents under any funding stream. Under no circumstances are youth who reside outside the County to be served.

Work Permit

A work permit (Attachment V) is required for all participating youth under 18 years of age unless the youth has acquired a high school diploma or a high school equivalency certificate. The work permit must be authorized by the youth's school prior to the youth beginning the PET or WEX. The work permit must be valid through the last day of the WEX, but no later than the last day of the program year. AJCCs shall also provide a copy of participant work permits to each worksite and keep a copy in the participant case file.

Although a work permit is not required for youth under 18 that have acquired a high school diploma or equivalent, AJCCs shall maintain a Certificate of Age by completing the first section of the work permit (Attachment V).

Modified Eligibility Procedures

Participants may be re-enrolled in the new program year utilizing the same documents on file used to establish Criteria 1 (Identity, Age and Right to Work Documentation) above provided that the documents utilized are still valid and re-enrollment occurs within 6 months of the initial enrollment. AJCCs shall document in case notes when this approach is taken.

AJCCs must create a new case file to contain the new year's documentation. AJCCs must ensure to establish funding eligibility as appropriate.

CalWORKs (CW) Eligibility Determination and Documentation

CW youth must be between 14-18 years of age. To establish CW eligibility, first search for the youth in the most recent Department of Public Social Services (DPSS) Data Listing (see Figure 1). For security reasons, print a screenshot with the youth's information only.

Figure 1. DPSS 'Data Listing' Screen Shot Sample

The screenshot shows a spreadsheet with columns: Client ID, Last Name, First Name, Mailing Address, Mailing Address, Mailing Address, Mailing Address, Age, Sex, Race, Ethnicity, and District Office. A text box is overlaid on the spreadsheet with the text: "The youth name, DOB and SSN must be highlighted on the printout."

Cal-Learn Eligibility Determination and Documentation

Cal-Learn youth must not be older than 19 years of age and must be either pregnant or parenting and receiving CalWORKs benefits. For Cal-Learn verification, AJCCs shall follow the same procedures utilizing the DPSS Data Listing above with the addition that the Cal-Learn identifier is also highlighted. (See Figure 2). For security reasons, print a screenshot with the youth's information only.

Figure 2. Cal-Learn Identifier Column

The screenshot shows a spreadsheet titled "Summer Youth Employment Program - DPSS CW Youth Listing (as of 05-10-15)". A blue arrow points to the "Cal-Learn" column. The spreadsheet has columns: Client ID, Last Name, First Name, Mailing Address, Mailing Address, Mailing Address, Mailing Address, Age, Sex, Race, Ethnicity, District Office, and District Office Desc. The "Cal-Learn" column contains "YES" for several rows.

Alternate CW Documentation

If the youth's name does not appear on the DPSS Data Listing, AJCCs shall verify CW status using the Confidential Verification form (Attachment VI) or the Verification of Benefits form, PA 1918 (Attachment VII) showing active CalWORKs benefits for the parent/guardian, and participant. The Confidential Verification form must be completed by authorized DPSS staff. The person with the open DPSS case (the youth's parent or guardian) shall sign the form and take it to the DPSS office for completion. Either the youth or parent/guardian shall return the completed form to the AJCC. Alternatively, AJCCs may utilize the Verification of Benefits Form PA1918. The Verification of Benefits must be obtained by the participant via the system, [Your Benefits Now](#) (YBN) on dpss.lacounty.gov, to be acceptable. ***No other form of verification shall be accepted.***

Foster Eligibility Determination and Documentation

Foster youth must be current or former foster youth, ages 14-24, and meet the general eligibility criteria. All youth who are direct referrals through the Automated Referral System (ARS), qualify under this funding. To establish foster status for youth who are not direct referrals in the ARS, any one of the following are acceptable forms of documentation that must be captured in the ARS:

- Referral Verification by Department of Children and Family Services through the ARS,
- Court documents,
- Official letters from school counselors, school districts, group homes, and court attorneys, or
- Foster verification from a child welfare agency in a surrounding County.

Probation Eligibility Determination and Documentation

To qualify under the Juvenile Justice Crime Probation Act (JJCPA) category, eligible probation youth must be referred directly through the Probation ARS. All Probation referrals will be accompanied by a Prospective Authorization and Utilization Review Unit (PAUR) referral form via the Probation ARS.

Other Underserved Youth (OUY)

To determine if a youth may be enrolled under the OUY funding category, AJCCs may use any of the below eligibility criteria:

- Youth resides within a high poverty area, utilizing the following link <http://bit.ly/2RDbWbh> and follow the Map Application Guide (Attachment VIII) for instructions,
- Youth identifies as low income and completes an AJCC income verification form and falls below either the 70 Percent Lower Living Standard Income Level (LLSIL) or the Poverty Guidelines located here:

<https://www.dol.gov/agencies/eta/llsil> and <https://aspe.hhs.gov/poverty-guidelines>, or

- Youth self-identifies as low income, homeless, or LGBTQ+ on the Consent and Release agreement.

System Involved Youth (SIY)

To determine if a youth may be enrolled under the SIY funding category, AJCCs may use any of the below eligibility criteria:

- Youth's or parent's current or previous involvement in the justice, immigration, foster, or social services system, including one of the following:
 - Current or former recipients of CalWORKs benefits,
 - Current or former foster youth, or
 - Current or former probation youth.

If a youth meets eligibility requirements for another funding category, ensure to utilize these categories first (e.g., CW, Probation, or Foster) until it is exhausted before utilizing SIY or OUY.

V. ADDITIONAL REQUIRED FORMS AND DOCUMENTATION

AJCCs shall gather the required documentation to establish WBL eligibility for program participation during the intake process. Incomplete files should be shredded at the end of the program year. Once the required documentation is collected, the AJCC shall create a hard file and ensure that all required documentation is maintained and organized as indicated below. WDACS may introduce additional required forms throughout the program year. AJCCs must ensure to maintain all required relevant forms released in addition to the forms in this TAG.

Form substitutions are prohibited. Additional forms **may only be introduced** with the written approval of WDACS. AJCCs shall ensure all documentation is valid and current and has been signed-off by the appropriate person, where applicable.

Grievance and Complaint Procedures

For non-CW youth, AJCCs shall establish and utilize their own complaint and resolution policies, procedures, and forms to address any complaints or issues according to the Equal Employment Opportunity laws and regulations. AJCCs shall provide a copy of the AJCC's complaint policies and procedures upon request. AJCCs shall complete a form **only** if there is any complaint of discriminatory treatment. Should a complaint arise, AJCCs shall report the incident within 24 hours to the Youth@Work team at youthatwork@wdacs.lacounty.gov.

For CW Youth, Complaint of Discriminatory Treatment Form (PA-607) (Attachment IX) is required for use with CW youth only. AJCCs shall complete the PA-607 **only** if there is a complaint of discriminatory treatment. Should a complaint be filed, AJCCs shall report the incident within 24 hours to the Youth@Work team at youthatwork@wdacs.lacounty.gov. Additionally, service providers shall document that the appropriate language is identified and used when communicating with the participant, by utilizing the Language Designation Form (PA 481) (Attachment X) for **CW youth only**.

Initial and Ongoing Assessment Procedures

Youth shall be assessed upon enrollment using the Individual Assessment (IA) form (Attachment XI) to determine work-readiness based on work history, work-related interests, skills, and aptitudes. The initial assessment results will be used to match the youth with the best work plan and work site based on individual needs. The initial assessment will also determine if the youth requires supportive services to participate in the program. The IA form may be completed in conjunction with the PET but must be completed prior to a youth being placed in paid work experience.

Youth should be given the opportunity to participate in mock interviews and shall participate in **at least** one (1) actual job interview. AJCCs may choose to coordinate interview activities as part of PET. The AJCC shall document the time, date, and location of the mock and actual interviews in the Case Notes (Attachment XII).

Supportive Services

AJCCs shall assess each youth for needed supportive services to participate in WBL which may include transportation (i.e., bus tokens, bus passes, Uber, or Lyft, etc.), work uniforms, and any other reasonable necessities required for youth to complete the program in accordance with the AJCC's supportive service policy. Additionally, AJCCs may use CareerHub to support of achieving targeted goals. Any supportive service offered must be documented in the case notes along with copies of all receipts.

AJCCs may provide snacks to the youth participants during PET or special events. The cost shall not exceed \$6.00 per day per youth and shall not exceed a total of \$30.00 per youth throughout their program participation. AJCCs shall invoice these costs according to fiscal invoicing procedures.

Youth Performance Assessments

Once a youth begins the work experience assignment, the youth shall receive a monthly Performance Evaluation (PE) (Attachment XIII). The PE shall be completed by the Worksite Supervisor. The AJCC shall then review and discuss the PE with the youth, acknowledging their strengths and/or weaknesses as identified by the Worksite Supervisor. The PE review shall occur when the youth comes to pick up their paycheck.

The Final Performance Evaluation (FPE) serves as the final indicator of the level of work readiness achieved by the youth. AJCCs shall ensure that each youth receives a FPE from the Worksite Supervisor when a minimum of 80 hours is completed. The AJCC shall review and discuss the FPE with the youth, acknowledging his/her strengths and/or weaknesses as identified by the Worksite Supervisor. The FPE review shall occur when the youth receives his/her last paycheck.

Upon completion, AJCCs shall identify if the youth can benefit from additional educational or employment services. Youth who may benefit from additional services beyond the scope of Level I services shall be co-enrolled into Level II and/or Level III services, if eligible. This is optional for non-County Local Workforce Development Areas.

Participant Case File Check List and Content Organization

AJCCs shall ensure that all documentation is maintained in the case file and organized as indicated in the Participant File Checklist (Attachment XIV). AJCCs shall also ensure that all documentation is valid, current and has been signed. AJCCs shall also monitor all case files on a regular basis by using the Participant File Checklist to ensure accuracy for audit purposes.

VI. PERSONAL ENRICHMENT TRAINING (PET)

All youth are required to participate in PET based on the Transition Age Youth World of Work (TAYWoW) Curriculum. The use of TAYWoW Curriculum is mandatory for all AJCCs providing Y@W program services, unless otherwise stated by WDACS.

TAYWoW is a trauma-informed, evidenced-based curriculum developed in partnership with Columbia University and facilitated by the L.A. TAY Collaborative. The training format includes peer-to-peer learning and a forum to share and process what has been learned. Youth are expected to receive up to 20 hours of instruction and receive an electronic copy of the WoWBook.

The TAYWoW Curriculum is proprietary material. As such, AJCCs are prohibited from distributing or modifying its content without prior written approval from WDACS. AJCCs shall also ensure each staff member is aware of this requirement and shall complete the Agreement for TAYWoW Curriculum Users (Attachment XV).

AJCCs shall assign specific staff the responsibility of serving as a Master Trainer, who will be responsible for training new facilitators and ensuring sustainability and fidelity is upheld. AJCCs shall provide a suitable space with computer access and WIFI to provide TAYWOW trainings on a regular basis.

AJCCs have the flexibility to deliver in person or virtual PET using the pacing options available. Although the curriculum includes a total of 24 units, AJCCs are required to provide training on the 12 Core Curriculum Units from Modules A, B, C, D, E, & F.

The Core Curriculum training units are found in Attachment XVI are as follows:

TAYWoW Core Curriculum

Module A- Finding Your Way (3 Units): The purpose of this module is to help match skills, interests, and strengths to a career that is right for youth.

Objectives:

- Determine current work-related skills, interests, and preferences,
- Find a career of interest,
- Learn about a professional support network,
- Develop a career and educational plan to help your career goal, and
- Marijuana Awareness/Cannabis Campaign.

Required Units from Module A:

- Career Zone Assessment
- Unit A2 No One Goes It Alone and Portfolio Pg. 1
- Unit A3 Career Education Planning and Portfolio Pg. 3

Module B- Act Like a Pro (4 Units): The purpose of this module is to help youth determine what it means to be an appropriate, professional, and thoughtful worker to grow and be successful in their career.

Objectives:

- Identify behavior appropriate for the workplace,
- Understand the meaning of informal and formal workplace policies,
- Learn what it takes to communicate effectively at work,
- Review strategies to handle workplace conflict, and
- Become aware of cultural differences at work and how to manage them.

Required Units from Module B

- Unit B1 Behavior for Professionals
- Unit B2 Effective Communication to Reach Your Goals
- Let's Negotiate

Module C- Look for Work (8 Units): The purpose of this module is to introduce youth to ways to look for, apply to, and interview for jobs.

Objectives:

- Access job search resources,
- Identify jobs of interest,
- Understand the job search process,
- Update/create a resume and cover letter,
- Utilize online job search resources,
- Know how to complete a job application, and
- Understand the parts of a job interview.

Required Units from Module C

- Unit C4 Create a Resume and a Typed Resume
- Unit C5 Create a Cover Letter and a Typed Cover Letter
- Unit C7 Interviewing and Portfolio Pg. 12

Module D- Financial Management (4 Units): The purpose of this module is to help youth manage their money.

Objectives:

- Understand the importance of a budget,
- Practice creating a budget,
- Understand basic banking concepts,
- Practice balancing a checking account,
- Know the dangers and benefits of credit card accounts, and
- Understand the importance of saving.

Required Units from Module D

- Unit D1 Spending and Budgeting
- Unit D2 Stay on Track and Portfolio Pg. 13

Module E- Keep it Real (2 Units): The purpose of this module is to prepare youth to balance life with the demands of work or school.

Objectives:

- Understand how to assess your need for an accommodation at school or in the workplace,
- Consider support options for employment, and
- Explore the process of determining whether to share personal issues/ circumstances with the workplace.

Required Units from Module E

- Unit E1 Work and Your Lifestyle and Portfolio Pg. 16
- Unit E2 Activate Supports

PET Requirements and Prior Participation

All youth are required to participate in PET. Youth are expected to receive up to 20 hours of paid PET training to ensure they acquire some of the basic soft skills necessary to succeed in the workplace. PET participation must be captured in the Y@W Portal (See Section VIII, Mandatory Data Entry). AJCCs shall maintain clearly designated sign-in sheets for each PET activity. The sign-in sheets shall contain the module name, date, duration, complete youth name and youth signature.

As PET is a paid activity, service providers shall use the Verification of PET Training and Book Receipt form (Attachment XVII) that clearly document the module, the date instruction took place, the duration, and the name and signature of the participating youth. AJCCs shall maintain copies on file and document activity completion in both the case notes and Youth@Work Portal.

Youth that participated in the PET within the last 12 months through an AJCC, LACOE, Probation, or LAUSD, are not required to participate again unless the AJCC determines that the youth could benefit from repeating the module(s) again. In this instance, AJCCs must keep a copy of the completion certificate in the case file and documented in the case notes.

NOTE: For youth that have completed PET within the last 12 months, the Y@W Portal must reflect PET hours as zero (0) hours and indicate “Completed” for PET status.

The 7 Habits of Highly Effective Teens Book

As an added resource, the *7 Habits of Highly Effective Teens* by Sean Covey is used as a companion guide to the TAYWoW curriculum. AJCCs shall be responsible for obtaining either electronic or physical copies of this book. Each youth shall receive a copy of the book and AJCCs shall maintain a Book Inventory Log (Attachment XVIII) that must be signed-off by the youth certifying when the book was received. This document shall be kept in the case file. For youth who do not wish to accept a copy, AJCCs must also provide documentation to keep in the case file.

VII. WORKSITE PROCEDURES AND WORK EXPERIENCE

Worksite Checklist and Worksite Preparation Procedures

AJCCs shall ensure that all worksites are aware of and meet County adopted health and safety standards, California Child Labor Laws, and Department of Labor requirements. Under no circumstances shall a youth be referred to a worksite that does not honor these standards. To assist in this process, the Worksite Checklist (Attachment XIX) contains a thorough description of requirements. A Worksite Agreement (Attachment XX) shall not be executed until all the requirements of the Worksite Checklist are satisfied. The Worksite Checklist shall only be established once and is valid for the duration of the Y@W program unless otherwise stipulated by WDACS. Worksites may provide youth with necessary equipment needed to successfully complete their work experience at the worksite’s discretion. AJCCs are not responsible for the distribution, maintenance, or collection of any equipment provided to the youth by the worksite.

Worksite Evacuation Plan

AJCCs shall ensure worksites have a valid evacuation plan in case of emergency. Should a worksite not have a plan, or a visible plan, the AJCCs shall assist in the preparation of one. AJCCs shall inform the worksite of this service during the Worksite Checklist review.

Worksite Supervisor's Manual and Supervisor Orientation

The Worksite Supervisor's Manual (Attachment XXI) contains a detailed account of the roles and responsibilities of both the AJCC and worksite. AJCCs are responsible for the implementation and integrity of the Worksite Supervisor's Manual provisions. AJCCs shall conduct at least one (1) Supervisor Orientation for each worksite, to ensure worksite supervisors understand their roles and responsibilities and all related WBL protocols. The supervisor orientation shall cover all provisions specified in the Supervisor's Manual. AJCCs shall ensure this important element is not overlooked. AJCCs shall note the Timesheet Requirements in the Worksite Supervisor's Manual.

Worksite Agreement

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. Furthermore, an executed Worksite Agreement indicates that the worksite has satisfied all health and safety requirements as noted in the Worksite Checklist form. The Worksite Checklist will expire concurrently with the effective date identified on the Worksite Agreement form.

Each worksite requires its own unique worksite agreement, however, AJCCs may negotiate a Master Agreement to cover multiple work locations. AJCCs wishing to exercise this option must notify 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.

Worksite Expectations Review

The purpose of the Worksite Expectations Review form (Attachment XXII) is to ensure youth, AJCCs, and supervisors are clear on the hours, expectations, and duties that will occur through this program. Service AJCCs shall prepare and discuss the Worksite Expectations Review form with the worksite supervisor once the worksite agreement has been executed **and** prior to any youth assignment. AJCC may provide the worksites with the Worksite Expectations Review form at the time of the Supervisor's Orientation if the information is available. Conversely, it is equally imperative that AJCCs explain clearly to the youth roles and responsibilities.

Worksite Guidelines for all Youth

All current and new worksites partnering with Youth@Work and hosting participants must complete the Worksite Guidelines During Safer at Work Order until notification from WDACS that this is no longer required, by participating youth. These guidelines provide specific information and resources that must be made available to participants, during work hours while onsite. The Worksite Guidelines must be signed by AJCC Staff, the

youth, and worksite representative. The form must be maintained in each participant case file.

Work Experience (WEX) Assignment

Prior to beginning a WEX assignment, youths' skills set, interests and work experience preferences are assessed using the IA form. Youth may be placed in a physical, remote, or virtual worksite if the youth possess the requested skills and resources that are needed or conversely to provide the youth with the opportunity to develop a skill set. Priority population youth shall be encouraged to be placed at a County worksite location. See the Countywide Youth Bridges Program Directive WDP D18-03. Youth may begin the WEX assignment once the PET is complete, and the worksite meets all safety criteria.

Remote WEX Assignment

Youth may receive Remote WEX assignment in substitution for in-person WEX. Youth receiving Remote WEX must comply with all required forms, indicating that the placement is a Remote WEX assignment. Worksites must complete all required forms prior to placement of any youth. AJCC shall ensure that Remote WEX assignments meet the guidelines as specified WDP20-15 Youth@Work Remote Worksites.

VIII. MANDATORY DATA ENTRY

All data entry must be made within the same business day but no later than three (3) business days of the date of participant registration, enrollment, placement, or exit. AJCCs shall utilize the Y@W Portal as the case management and data repository. The Y@W Portal may be accessed via the link <https://wbl.wdacs.lacounty.gov/syep.html>.

It is imperative that AJCCs capture all youth demographics and activities as this information will be used for reporting, tracking, and performance purposes. The County firmly adheres to the adage that "If it is not in the system; it does not exist." Please refer to the Y@W Portal training material for complete user instructions.

AJCCs shall record the number of WEX hours completed at a minimum twice a month in the Y@W portal by indicating the youth's status as "pending" and entering the total number of WEX hours completed to date. AJCCs shall then note in the Comments field the youths' projected timeframe to complete the remaining hours.

All agencies should try to ensure information is correctly inputted into the Youth@Work Portal. Common mistakes include:

- Inputting First Name in the Last Name field
- Incorrect funding source
- Social Security Number

All Youth@Work Portal Correction Requests must be submitted to Youthatwork@wdacs.lacounty.gov within 10 business days of enrollment with the information below:

- First Name
- Last Name
- Last 4 Digits of Social Security Number
- Enrollment Date
- From (Funding Source)
- To (Funding Source)
- Reason for Change Request

Countywide Youth Bridges Program

All CYBP placements must be recorded in the Y@W Portal for the AJCC to receive credit for the CYBP placement. CYBP participants enrolled in Level II, or any other non-County grant shall be enrolled under the Non-WDACS Funding category and assigned to the respective CYBP work order in the Y@W Portal. Refer to WDP D18-03 Countywide Youth Bridges Program Directive for policy and guidance.

IX. PROGRAM ACTIVITY END DATE AND EXIT PROCEDURES

Youth enrolled in WBL services shall be exited through the Y@W Portal once the AJCC determines that maximum hours have been reached. It is the expectation that each youth shall receive 120 hours of PET and WEX within a program year.

Exit Procedures & Good Cause

In general, youth shall not be exited from the Y@W portal until the full 120 hours of WBL participation are complete. Should a youth have reasonable circumstances for not completing the program, the AJCC shall ensure the reason is verifiable and substantiated. Acceptable reasons include:

- Incarceration (Juvenile or Adult);
- Death;
- Health reason (Physical or Mental)
- Moved out of State;
- Moved out of County;
- Gained employment; or
- Joined the military and was deployed.

If a youth is unable to complete the program or would like to drop out of the program, the AJCC shall make every effort to provide available resources to help the youth complete the remaining hours. Should these resources be ineffective or not optimal then the AJCC may drop or exit the participant.

Once a youth has completed the program, the AJCC shall complete the following tasks before the last paycheck is provided to the youth participant:

1. **Complete the Final Performance Evaluation** - AJCCs shall review and discuss the FPE with the youth. The FPE shall be provided to the youth and a copy shall be maintained in the youth file.
2. **Issue Youth Survey**- AJCCs shall ensure that a Youth Survey is completed by each youth (<https://bit.ly/youthatworksurvey>) before exiting the individual. A printout of the survey completion confirmation must be included in the participant's case file. To ensure proper and timely completion of the survey, the survey is to be shared with the participant near the end of the program as part of the exit procedures. Every effort must be made to encourage the participant to complete the survey, however in an event a youth declines, AJCCs shall document in case notes. Every youth shall be expected to complete the survey regardless of if an individual will not complete the program.
3. **Issue Certificate of Completion** - The digital Certificate of Completion is issued after participants complete all program activities and when the FPE and Youth Survey are completed. A printout of the certificate shall be maintained in the youth's case file.
 - a. Countywide Youth Bridges Program (CYBP) participants must also be issued a digital and physical copy of their CYBP Certificate of Completion.
4. **Record Performance Measures**- The AJCC shall ensure all participant performance outcomes are reflected in the Y@W Portal Exit Form indicating all that apply:
 - a. Attainment of a library card, AND one of the following:
 - o Entered Advanced Training, Entered Postsecondary Education, Planned Services Completed, Planned Services Not Completed, Involuntary Exit, Returned to School, CYBP Certificate Issued, Dropped Out, Employed Full Time, Employed Part Time, Referred to AJCC, Moved out of County/State,
 - b. Free Application for Federal Student Aid (FAFSA) Application – All agencies are required to ensure that all college age participants have completed a FAFSA application for the upcoming school year.
 - o Agencies will need to select one of the following in the Y@W Portal:
 1. AJCC assisted with the application,
 2. Completed before enrollment,
 3. Not applicable

X. LISTING OF FORMS

[Attachment I- Form I-9](#)

[Attachment II - Form W-4 Sample](#)

[Attachment III - Consent & Release Agreement Ages 17 & Under](#)

[Attachment IV - Consent & Release Agreement Ages 18 & Above](#)

[Attachment V - Work Permit Sample](#)

[Attachment VI - Confidential Verification Form](#)

[Attachment VII - Verification of Benefits Form PA 1918](#)

[Attachment VIII - Map Application Guide](#)

[Attachment IX - Compliant of Discriminatory Treatment](#)

[Attachment X - Language Designation Form](#)

[Attachment XI - Individual Assessment \(IA\) Form](#)

[Attachment XII - Case Notes](#)

[Attachment XIII - Monthly & Final Performance Evaluation Form](#)

[Attachment XIV - Participant File Checklist](#)

[Attachment XV - Agreement for TAYWoW Curriculum Users](#)

[Attachment XVI - TAY Collaborative Curriculum Core Units](#)

[Attachment XVII - Verification of PET and Book Receipt](#)

[Attachment XVIII - Book Inventory Log](#)

[Attachment XIX - Worksite Checklist Form](#)

[Attachment XX - Worksite Agreement](#)

[Attachment XXI - Worksite Supervisor's Manual](#)

[Attachment XXII - Worksite Expectation Review Form](#)