



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



**WORKFORCE DEVELOPMENT
PROGRAMS DIRECTIVE**

DATE: July 22, 2020

NUMBER: WDP D20-04

Returning Citizens Stimulus Program

EXECUTIVE SUMMARY

The purpose of this directive is to provide policy and establish procedures and guidance for America's Job Centers of California (AJCCs) on the Returning Citizens Stimulus (RCS) program. RCS provides monetary incentives to workforce program participants returning to their communities from recent detainment and incarceration in the justice system.

REFERENCES

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- WDP D19-39 WIOA Title I Pre-Application Policy and Procedures
 - WDP D19-37 CalJOBS Activity Codes Policy and Procedures

BACKGROUND

The COVID-19 Pandemic has impacted the health and economic stability of every American and has especially affected the nation's vulnerable populations. As policymakers consider how to stop the spread of the virus and slow the strain on the nation's healthcare systems, several states and cities are accelerating releases from custody, increasing the volume of the justice-involved population in need of assistance. It is critical that the resources provided to people coming home from incarceration reflect the immensity of the challenge reentry poses under the current health crisis and economic situation.

The Center for Employment Opportunities (CEO) is a national nonprofit that seeks to reduce recidivism through employment. Throughout our nation, CEO is working with 27 agencies to provide economic stimulus to the justice involved through the RCS Program. The County of Los Angeles Workforce Development, Aging and Community Services (WDACS) was presented with an innovative opportunity to partner with CEO to decrease financial barriers for our returning justice-involved community members. With CEO as the funder, WDACS will administer the RCS program to provide income support to returning citizens while offering qualified participants the opportunity to enroll in a workforce program at any participating AJCC. Participants of the RCS program will be issued Skylight Pay debit cards upon enrollment, allowing all RCS payments to be issued through direct deposit. The program also aims create long-term engagements between returning citizens and the providers who can best support their needs. AJCCs will receive an administrative fee equal to 10% of all payments issued to valid enrollments and milestones 30 days after the completion of the RCS program.

POLICY AND PROCEDURES

RCS Program participants will receive payments through the Skylight Pay Card. Participants will receive an initial payment upon enrollment (\$1,100) to the program and two subsequent payments at 30- (\$1,100) and 60-days (\$550) after enrollment for completing two program milestones. Participants will receive a total of \$2,750 for timely and successful completion of all required steps.

Eligibility

Program participants must meet the following eligibility criteria to enroll into the RCS program:

- 18 years of age or older
- Unemployed or working less than 20 hours per week
- In possession of a picture ID and a Social Security Card, and
- Released from incarceration on or after January 1, 2020.

Ideal candidates are currently enrolled in workforce development programs or are interested in doing so. However, it is possible for an individual to participate in RCS and not be enrolled into other workforce development programs.

Enrollment

AJCCs shall collect documentation of the participant's release from incarceration, containing the participant's name and the date of release. AJCCs shall assist in completing and gathering the following documents:

- RCS Pay Card Authorization and Consent (Attachment A)
- Pay Election Form (Attached to the Skylight Pay Card)
- Form W9 (Attachment B)
- WDACS RCS Consent and Release Agreement (Attachment C)
- Picture ID
- Social Security Card

Participants may also opt-in to a research study by completing the optional MDRC Informed Consent Form (Attachment D). AJCCs shall ensure that the participant understands the implications of participating in this study and that this form is not required to participate in the RCS program.

Once all the above documents are completed, AJCCs shall verify the gathered information and upload all completed collected documents and proof of release to the participant's CalJOBS application. All uploaded documents must be labeled with RCS as the first three letters of the document name, followed by the name of the document, as demonstrated below:

RCS- WDACS RCS Consent and Release Agreement

AJCCs must then immediately complete the following WDACS Returning Citizen Stimulus

Form (Attachment E, ensuring to input all required participant information, CalJOBS application number, and Skylight Pay Card account number accurately and correctly: <https://bit.ly/WDACS-RCS>). The Skylight Pay Cards are prepaid debit cards that will be activated by CEO upon verification of identity and enrollment. These Skylight Pay Cards will allow all RCS payments to be issued through direct deposit. To ensure that participants receive payment as soon as possible, AJCCs must verify that the information submitted on the above online form matches the account number found on the document attached to the pay card. Failure to correctly input this information into the WDACS Returning Citizens Stimulus Form will result in delays in the issuance of payment.

Once this online form is submitted, AJCCs shall issue a Skylight Pay Card to the participant. The participant shall receive the initial payment of \$1,100 within five (5) business days of completion of enrollment.

Milestones

Milestones are activities completed with the assistance of AJCC staff. These activities will encourage participants to engage the workforce development system and enroll in a program to assist in obtaining full time, life sustaining employment. AJCC shall work with the participant to select one 30-Day Milestone and one 60-Day Milestone at enrollment. These milestones must meet the individual needs of the participant. Completion of each selected milestone activities is required to receive the 2nd and 3rd payments. Additionally, AJCCs are required to refer all RCS participants to a free tax preparation service provider, regardless of the milestone selected. AJCCs may refer RCS participants to existing tax prep partners or utilize the following link to locate a Volunteer Income Tax Assistance location: <https://www.ftb.ca.gov/help/free-tax-help/index.html>. Documentation of the referral to a tax preparation provider must be retained in the participant's CalJOBS case file.

Upon completion of the participant's first milestone, participants are eligible for the 2nd payment of \$1,100 thirty- (30) days after their initial payment. Similarly, participants are eligible for a final payment of \$550 sixty- (60) days after their initial payment once the participant completes of a second and final milestone activity. If milestone activities are completed prior to the deadline for completion, funds will not be loaded on the pay card early. Participants will receive payment no sooner than day thirty (30) or day sixty (60) after enrollment and completion of the respective milestone. Failure to complete the milestone requirements within the permitted time will result in non-payment of RCS funds.

RCS Program milestone activities are pre-determined activities for which proof of completion must be kept on file. Only the following activities may be used to satisfy the required RCS milestones:

	Milestone	Activity Code	Documentation to confirm completion
30-Day Milestone (tax prep milestone plus at least one more)	Required: Referral to organization that provides tax prep	109	Completed referral form, case note in hard file Remote access and on-site
	Resume Preparation /Workshop	115 132	Resume
	Receive Career Counseling	125 200 201 202 435	Assessment Sheets
	Financial Literacy Education	221	EDGE- Certificate of Completion
	Job Club	105	Enrollment form
60-Day Milestone (choose at least 1)	Resume Preparation / Workshop	115 132	Resume
	Receive Career Counseling	125 200 201 435	Assessment Sheets
	Job Search Workshop	125 133 216	Attendance Record
	Financial Aid Assistance	119	Attendance Record
	Financial Literacy Education	221	EDGE- Certificate of Completion

Tracking and Reporting

Local Grant Code

All RCS participants shall be enrolled and tracked in CalJOBS by opening **Orientation-Activity Code 101** under the Returning Citizens Stimulus grant code **LA0981- Returning Citizens Stimulus Program**. Milestone activities shall be tracked in CalJOBS by utilizing the appropriate CalJOBS activity code listed in the table above under the **LA0981- Returning Citizens Stimulus Program** local grant code. Directions to properly enter a local grant code can be found in the CalJOBS Help Sheet 24 How to use Local Grant Codes (Attachment F).

Reporting Milestones

Upon completion of each milestone, AJCCs shall obtain documentation to confirm completion of the Milestone and upload the document(s) to the participant's CalJOBS application. All uploaded Milestone documentation must be labeled with RCS as the first three letters of the document name, followed by the name of the Milestone completed, as demonstrated below:

RCS- 30 Day Milestone Documentation of Completion

AJCCs must then update WDACS with participant progress by completing WDACS- Returning Citizen Stimulus Form for the corresponding Milestone by selecting: <https://bit.ly/WDACS-RCS>. Failure to do so before the 30- or 60-day deadline will prevent the participant from receiving the 2nd and 3rd payment.

Milestones are not directly tied to activity codes in CalJOBS and for the purposes of RCS no activity codes are required to be open other than the orientation activity code. However, some milestones may align with activity codes for WIOA participants concurrently enrolled in RCS. All WIOA policy procedures must be followed as per WDACS policy. Note: WIOA activity codes that are opened for RCS milestones must be dated to align with completion of milestones.

Procedure

Enrollment Goals

AJCCs shall receive a set number of participant slots for the RCS Program, as specified in the table below. In order to ensure that all eligible individuals are given an opportunity to participate in the program, WDACS may reallocate slots as needed. **All RCS enrollment goals must be achieved by August 31, 2020, unless otherwise extended by WDACS.**

AJCC	Planned Participants
Rio Hondo AJCC	75
Pomona Valley AJCC	75
East San Gabriel Valley AJCC	75
Antelope Valley AJCC	75
East LA/ West San Gabriel Valley AJCC	75
Southeast LA AJCC	75
Rancho Dominguez AJCC	75
Santa Clarita AJCC	35
West LA AJCC	35
South LA AJCC	35
Northeast San Fernando Valley AJCC	20
Total	650

Referrals

AJCCs may receive referrals from WDACS throughout the program. All referrals will be directed to the RCS liaison via email. Referrals will include individual’s contact information and CalJOBS pre-application number. Eligible individuals, with the assistance of a partnering organization, will be responsible for uploading proof of release documentation, social security card, and a picture ID. AJCCs will be responsible to scheduling an enrollment appointment to complete all enrollment procedures and program policies, as specified in this directive.

ACTION

AJCCs shall coordinate with WDACS to schedule a pickup pre-assigned quantity of the Skylight Pay Cards from WDACS Headquarters. AJCCs shall be responsible for maintaining all pay cards in a locked and secured location. Upon completion of the RCS program, AJCCs shall return all unused pay cards to WDACS.

AJCCs 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 RCS@wdacs.lacounty.gov.



**Irene Pelayo, Program Manager
Workforce Development**

[Attachment A – RCS Pay Card Authorization and Consent](#)

[Attachment B – Form W-9](#)

[Attachment C – WDACS RCS Consent and Release Agreement](#)

[Attachment D – MDRC Informed Consent Form](#)

[Attachment E – WDACS- Returning Citizens Stimulus Sample Form](#)

[Attachment F – CalJOBS Help Sheet #24 – How to use Local Grant Codes](#)