

**Workforce Development, Aging and Community Services (WDACS) Technical Assistance Checklist
PY 2021-22 Work Based Learning Youth@Work Programs**

Section A: Level I Services – Work Based Learning			
Participant Name:		AJCC:	
Enrollment Date:	Job Placement Date:	Exit Date:	Application ID:

CalJOBS	
<input type="checkbox"/> Yes <input type="checkbox"/> No Is CalJOBS Registration # captured in the Youth@Work Portal?	Requirement Met: <input type="checkbox"/> Yes <input type="checkbox"/> No Comments:

General Eligibility	
<input type="checkbox"/> Yes <input type="checkbox"/> No Participant is between the ages of 14-24 at time of enrollment? (14-18 if enrolled under CalWORKs or 19 if Cal Learn)	Requirement Met: <input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
<input type="checkbox"/> Yes <input type="checkbox"/> No Is participant a resident of Los Angeles County?	
<input type="checkbox"/> Yes <input type="checkbox"/> No Are Right to Work documents on file (As listed on USCIS Form I-9)?	
<input type="checkbox"/> LIST A <input type="checkbox"/> US Passport <input type="checkbox"/> Per. Resident Card <input type="checkbox"/> Other:	
Or	
<input type="checkbox"/> LIST B <input type="checkbox"/> CA ID/DL Card <input type="checkbox"/> School ID w/Photo <input type="checkbox"/> Other:	
<input type="checkbox"/> LIST C <input type="checkbox"/> SSN Card <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Other:	
<input type="checkbox"/> Yes <input type="checkbox"/> No Are Right to Work Documents current?	

I-9 and W-4 Forms	
<input type="checkbox"/> Yes <input type="checkbox"/> No Most recent I-9 Form is signed and original form is on file? (Form I9 10/21/2019)	Requirement Met: <input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
<input type="checkbox"/> Yes <input type="checkbox"/> No W-4 Form is signed and original form is on file? (Form W4 2021)	

Funding Source Eligibility	
<input type="checkbox"/> CalWORKs <input type="checkbox"/> DPSS Data Dump Screen Print Out; or <input type="checkbox"/> Confidential Verification Sheet; or <input type="checkbox"/> PA1918 Verification of Benefits <input type="checkbox"/> Yes <input type="checkbox"/> No DPSS Language Designation Form (PA 481) signed by the Youth?	Requirement Met: <input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
<input type="checkbox"/> Foster <input type="checkbox"/> ARS Verification from DCFS; or <input type="checkbox"/> Court documents; or <input type="checkbox"/> Official letters from school counselors, school districts, group homes, or court attorneys	
<input type="checkbox"/> JJCPA Probation <input type="checkbox"/> Probation Referral (PAUR) form & ARS referral from Probation	
<input type="checkbox"/> Other Underserved Youth <input type="checkbox"/> Yes <input type="checkbox"/> No Participant resides in a high poverty area? (If yes, must have map print out)	
or	
<input type="checkbox"/> System Involved Youth <input type="checkbox"/> Yes <input type="checkbox"/> No Attestation of Income Verification or other barrier indicated on Consent Form	
<input type="checkbox"/> System Involved Youth <input type="checkbox"/> Yes <input type="checkbox"/> No Public system involvement documentation/self-attestation on file?	

Work Permit <i>(Required for youth under 18 years of age, unless youth has obtained high school diploma/GED)</i>	
<input type="checkbox"/> Yes <input type="checkbox"/> No Is Work permit or diploma on file? Work Permit Start Date: _____ End Date: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No PET falls within work permits issue dates? <input type="checkbox"/> Yes <input type="checkbox"/> No If GED/HS Diploma is obtained, is the minor's Certificate of Age on file? <input type="checkbox"/> Yes <input type="checkbox"/> No Work Experience falls within work permits issue dates?	Requirement Met: <input type="checkbox"/> N/A (Youth over age of 18) <input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
Personal Enrichment Training (PET)	
<input type="checkbox"/> Yes <input type="checkbox"/> No PET completed within the last 12 months? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Verification of PET & Book receipt is signed and dated? Number of PET hours completed: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Group Convening was completed once the youth worked 35-40 hours? Group convening completed on: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Youth participated in a mock interview and documented in case note? Mock interview completed on: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Youth participated in at least one real interview and documented in case note? Real interview completed on: _____	Requirement Met: <input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
Consent and Release Agreement	
<input type="checkbox"/> Yes <input type="checkbox"/> No Consent and Release Agreement signed by the youth? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Consent and Release Agreement signed by parent or guardian if under 18?	Requirement Met: <input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
Individual Assessment	
<input type="checkbox"/> Yes <input type="checkbox"/> No Individual Assessment form signed by youth in case file?	Requirement Met: <input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
Supportive Services	
<input type="checkbox"/> Yes <input type="checkbox"/> No Were Supportive Services necessary for participation? <input type="checkbox"/> Yes <input type="checkbox"/> No Are Supportive Services provided reasonable? <input type="checkbox"/> Yes <input type="checkbox"/> No Is support documentation on file? (e.g., receipts)	Requirement Met: <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
Worksite Expectations Review	
<input type="checkbox"/> Yes <input type="checkbox"/> No Worksite Expectations Review is on file? <input type="checkbox"/> Yes <input type="checkbox"/> No Worksite expectation review completed before placement date? <input type="checkbox"/> Yes <input type="checkbox"/> No The form is signed by the youth? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A The form is signed by the parent or guardian, if under 18? <input type="checkbox"/> Yes <input type="checkbox"/> No The form is signed by agency staff? <input type="checkbox"/> Yes <input type="checkbox"/> No The form is signed by worksite representative? <input type="checkbox"/> Yes <input type="checkbox"/> No Are the duties performed clearly defined (ex. Not "Clerical")? <input type="checkbox"/> Yes <input type="checkbox"/> No Are the scheduled hours listed (ex. Not "Varies")?	Requirement Met: <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No Comments:

Performance Evaluation		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Monthly Performance Evaluation signed & dated by worksite supervisor/case manager/youth?	Requirement Met: <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
<input type="checkbox"/> Yes <input type="checkbox"/> No	Final Performance Evaluation signed & dated by worksite supervisor/case manager/youth? Date evaluation was conducted: _____	
Timesheets		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Copy of the signed timesheet is in participant file	Requirement Met: <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
<input type="checkbox"/> Yes <input type="checkbox"/> No	Signed by youth	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Are changes/corrections/alterations initialed by the youth?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are daily/total number(s) of hours calculated correctly?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Do breaks, lunches & work schedules adhere to all applicable Labor Laws?	
Case Notes		
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Are case notes detailed and dated?	Requirement Met: <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Are case notes updated regularly and documented in a timely manner?	
Worksite Agreement and Worksite Checklist		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is the Worksite Agreement for the host worksite documented?	Requirement Met: <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
Youth Exit		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Was exit survey provide to youth and documented in case notes?	Requirement Met: <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
Exit Performance Outcomes		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Attainment of a library card before exit and all that apply:	Requirement Met: <input type="checkbox"/> N/A (Youth currently active) <input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
<input type="checkbox"/> Yes <input type="checkbox"/> No	Referred to Level II and/or Level III services	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Continuation of high school	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Enrollment into post-secondary education	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Placement into part-time/full-time employment	
<input type="checkbox"/>	Other outcome: _____	
Certification of Review		
All Requirements Met: <input type="checkbox"/> Yes <input type="checkbox"/> No		
WDACS REPRESENTATIVE NOTES:		
_____	_____	_____
AJCC REPRESENTATIVE PRINT NAME	SIGNATURE	DATE
_____	_____	_____
WDACS REPRESENTATIVE PRINT NAME	SIGNATURE	DATE