



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



DATE: November 9, 2021

NUMBER: WDP D21-14

Youth@Work Work Based Learning - 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 the foster youth referral process to better serve current and former foster youth ages 14-24.

REFERENCES

- WDP D21-03 Los Angeles County Youth@Work Work Based Learning Technical Assistance Guide
- WDP D18-28 Additional Youth@Work Funding Categories
- WDP D19-21 Los Angeles County Workforce Innovation and Opportunity Act (WIOA) Youth Program Requirements and Determining High Poverty Areas

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.

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. After completion of the full 120 hours, the youth must be evaluated for possible enrollment into Workforce Innovation and Opportunity Act (WIOA). AJCCs shall also ensure foster youth are given priority placement into the Countywide Youth Bridges Program (CYBP).

Foster Eligibility:

“Foster Youth” are defined as:

- Youth who are 14 to 20 years old, with open/active cases with DCFS (including Family Maintenance, Voluntary Family Maintenance, Family Reunification, Permanent Placement, AB12/Supportive Transition, Kin-GAP)
- Youth who are 16 to 24 years old, with a closed case, who are/were Independent Living Program (ILP) eligible, as determined by an ILP Transition Coordinator through DCFS.

The ILP provides financial assistance and connects current and former foster youth, 16-20 years of age, to housing, employment, and education services.

Referral Process:

Direct Referrals

Foster youth referrals will be generated through the Automated Referral System (ARS) by DCFS for all youth who are interested in workforce services. The referrals will be routed to WDACS who in turn will automatically disseminate to the AJCCs. **The direct referrals from DCFS must be prioritized as they have been verified as Foster youth.** AJCCs shall retain the ARS referral screenshot in the participants case file.

Reverse Referrals

AJCCs may have two different types of reverse referrals:

- a youth who may walk-in who self-identifies as current or former foster youth
- a youth that was previously referred by DCFS who contacts the AJCC.

To verify a youth’s foster status, AJCCs must submit a referral verification in the ARS. DCFS then verifies the youth’s foster status by indicating in the ARS if a youth is a current foster youth, former foster youth, or no record of foster status. If the youth has no record of foster status in the database utilized by DCFS then the AJCC can use any of the following documents to confirm Foster status:

- Letter from school Foster Care Liaisons
- Court Documents (from dependency court and not from probate, family, or juvenile court)
- Ward of the Court letter (available for eligible youth from ILP nationwide)
- Letter from Children’s Counsel

In cases where a foster status is verified as current or former, AJCC must create a reverse referral through the ARS. AJCCs shall retain the ARS referral verification in the participants case file for all reverse referrals.

Processing Referrals:

AJCCs shall make at least three (3) attempts to contact the youth within two (2) business days of the referral date. If no successful contact has been made with the youth, AJCCs must reach out to all supporting adults indicated in the ARS for assistance.

Enrolled in Workforce Programs

After successful contact with the youth, AJCC must input scheduled appointment with the youth in the ARS. As soon as a youth has enrolled into Work-Based Learning services AJCC must select “Yes” that the youth has Enrolled into Workforce Programs in the Workforce Program Information section in the ARS.

Not Enrolled in Workforce Programs

After three (3) failed contacts with the youth, AJCC must select “No” youth has not enrolled into Workforce Programs in the Workforce Program Information section in the ARS. Additional, AJCCs must select one of the below reasons:

1. Duplicated Referral
2. Referral Declined Enrollment
3. No Right to work in the US
4. Referral no show to the AJCC
5. Unsuccessful contact attempts
6. Referred by error
7. Other (Reason must be indicated in the text box)

Funding:

These youth must be served under the Foster category in the Y@W portal. 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. If the foster youth is enrolled in the SIY or OUY funding, documents listed above must still be secured.

For additional guidance, please refer to Directive WDP D18-28 Additional Youth@Work Funding Categories.

Foster Liaison and Back Up:

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

Liaison Change”.

All Foster Liaisons and Back up are required to attend monthly check-in calls and quarterly scheduled trainings. Monthly check-in calls will be a recurring meeting, scheduled for the fourth Tuesday of every month from 10:00am to 11:00am. Quarterly trainings are scheduled for:

- December 7, 2021 from 10:00am to 11:30am
- March 8, 2022 from 10:00am to 11:30am
- June 7, 2022 from 10:00am to 11:30am

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.

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