



COUNTY OF LOS ANGELES
WORKFORCE DEVELOPMENT, AGING
AND COMMUNITY SERVICES



WORKFORCE DEVELOPMENT
PROGRAMS DIRECTIVE

DATE: July 26, 2021

NUMBER: WDP D21-03

Los Angeles County Youth@Work Work Based Learning Technical Assistance Guide

EXECUTIVE SUMMARY

The purpose of this directive is to provide guidance to County operated and non-County operated America's Job Centers of California (AJCC) who provide Youth@Work (Y@W) services, through the attached Technical Assistance Guide (TAG). The TAG serves as a reference to existing protocols and procedures used to carry out the complex tasks associated with the implementation of the Y@W Work Based Learning (WBL) – Level I Services.

In addition, forms used in this process have been updated to allow service providers the ability to download, edit, and print these forms electronically. A list of these interactive forms are provided as attachments.

This policy supersedes WDP D20-18 Los Angeles County Youth@Work Work Based Learning Technical Assistance Guide.

BACKGROUND

Y@W provides youth with year-round workforce services following a multi-tiered approach. This method allows youth to gain full work readiness preparation through a balanced Earn and Learn approach of work experience, training, and education. Y@W services are delivered based on individual needs and do not need to follow a sequential pattern.

WBL – Level I is best suited for a youth that has little or no work experience. Y@W targets and prioritizes youth populations with the highest need, including disconnected youth, school dropouts, foster, probation, homeless, Transitional Age Youth (TAY), LGBTQ and CalWORKs youth. WBL's goal is to provide youth with a menu of services that offer access to work experience, work readiness, personal enrichment training, academic and career counseling, and advanced career services.

POLICY AND PROCEDURES

All County operated and non-County operated AJCCs who provide Y@W services shall adhere to the policy and procedures described herein.

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.

Irene Pelayo

**Irene Pelayo, Program Manager
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Attachments:

- [Youth@Work Work-Based Learning Technical Assistance Guide](#)
- 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 and Instructions](#)
- 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](#)