



COUNTY OF LOS ANGELES DEPARTMENT OF ECONOMIC OPPORTUNITY

department
of economic
opportunity
COUNTY OF LOS ANGELES

WORKFORCE DEVELOPMENT PROGRAMS DIRECTIVE

DATE: July 26, 2022

NUMBER: WDP D22-02

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 D21-03 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@opportunity.lacounty.gov.

Irene Pelayo

**Irene Pelayo, Program Manager
Workforce Development**

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 - [Income Determination Form](#)
Attachment X - [Youth@Work WBL Funding Streams and Documents](#)
Attachment XI - [Complaint of Discriminatory Treatment Form \(PA-607\)](#)
Attachment XII - [Case Notes](#)
Attachment XIII - [Performance Evaluation \(PE\)](#)
Attachment XIV - [TAY WOW Curriculum Users](#)
Attachment XV - [TAY WOW Curriculum Core Units](#)
Attachment XVI - [Worksite Checklist](#)
Attachment XVII - [Worksite Agreement](#)
Attachment XVIII - [Worksite Supervisor's Manual](#)
Attachment XIX - [Worksite Expectation Review Form](#)
Attachment XX - [Youth@Work Certificate of Completion](#)