

Department of Economic Opportunity (DEO) Technical Assistance Checklist
PY 2022-23 Youth@Work General Relief Opportunities for Youth Employment Program

General Relief Opportunities for Youth Employment Program (GYEP)			
Participant Name:		AJCC:	
Enrollment Date:	Job Placement Date:	Exit Date:	Application ID:
CalJOBS Registration			
<input type="checkbox"/> Yes <input type="checkbox"/> No Is CalJOBS Registration # captured in the Youth@Work Portal? (AJCCs Only)			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 18-24 at time of enrollment?			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?			
<input type="checkbox"/> Yes <input type="checkbox"/> No Was documentation appropriately uploaded to Youth@Work Portal?			
I-9 and W-4 Forms			
<input type="checkbox"/> Yes <input type="checkbox"/> No Most recent I-9 Form is signed uploaded to Youth@Work Portal?			Requirement Met: <input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
<input type="checkbox"/> Yes <input type="checkbox"/> No Most Recent W-4 Form is signed uploaded to Youth@Work Portal?			
Consent and Release Agreement			
<input type="checkbox"/> Yes <input type="checkbox"/> No Consent and Release Agreement signed by the youth?			Requirement Met: <input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
<input type="checkbox"/> Yes <input type="checkbox"/> No Was documentation appropriately uploaded to Youth@Work Portal?			
Worksite Agreement and Worksite Checklist			
<input type="checkbox"/> Yes <input type="checkbox"/> No Is the completed Worksite Agreement dated and signed before WEX start date?			Requirement Met: <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
<input type="checkbox"/> Yes <input type="checkbox"/> No Is the Worksite Checklist completed, dated, and signed before WEX start date?			
<input type="checkbox"/> Yes <input type="checkbox"/> No Are worksite agreement(s) uploaded to the Youth@Work Portal?			
Supportive Services			
<input type="checkbox"/> Yes <input type="checkbox"/> No Were Supportive Services provided and recorded on the Portal?			Requirement Met: <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
<input type="checkbox"/> Yes <input type="checkbox"/> No Are Supportive Services provided reasonable?			
<input type="checkbox"/> Yes <input type="checkbox"/> No Is support documentation uploaded to the Portal? (e.g., receipts)			
<input type="checkbox"/> Yes <input type="checkbox"/> No Was documentation appropriately uploaded to Youth@Work Portal?			
Worksite Expectations Review			
<input type="checkbox"/> Yes <input type="checkbox"/> No Worksite Expectations Review is on 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 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")?			
<input type="checkbox"/> Yes <input type="checkbox"/> No Was documentation appropriately uploaded to Youth@Work Portal?			

Performance Evaluation		
<input type="checkbox"/> Yes <input type="checkbox"/> No	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: _____	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Was documentation appropriately uploaded to Youth@Work Portal?	
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 of hours calculated correctly?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are total number of hours captured on the Portal?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Was documentation appropriately uploaded to Youth@Work Portal?	
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?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Was documentation appropriately uploaded to Youth@Work Portal?	
Exit 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: _____	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Was exit survey provide to youth and documented in case notes?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Was documentation appropriately uploaded to Youth@Work Portal?	
Certification of Review DEO Representative Notes		
All Requirements Met: <input type="checkbox"/> Yes <input type="checkbox"/> No		
NOTES:		
_____	_____	_____
AJCC REPRESENTATIVE PRINT NAME	SIGNATURE	DATE
_____	_____	_____
DEO REPRESENTATIVE PRINT NAME	SIGNATURE	DATE