

**Department of Economic Opportunity (DEO) Technical Assistance Checklist
PY 2022-23 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 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 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?				
<input type="checkbox"/> Yes <input type="checkbox"/> No Was documentation appropriately uploaded to Youth@Work Portal?				
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 Referral/Verification screenshot uploaded; 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 & Probation ARS referral screenshot uploaded				
<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) <div style="text-align: center;">or</div> <input type="checkbox"/> Yes <input type="checkbox"/> No Income Verification form <div style="text-align: center;">or</div> <input type="checkbox"/> Yes <input type="checkbox"/> No 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?				
<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? <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? <input type="checkbox"/> Yes <input type="checkbox"/> No Was documentation appropriately uploaded to Youth@Work Portal?	Requirement Met: <input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
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? <input type="checkbox"/> Yes <input type="checkbox"/> No Was documentation appropriately uploaded to Youth@Work Portal?	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 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PET completed after enrollment date? Number of PET hours completed: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No Group Convening was completed once the youth worked 35-40 hours? Group convening completed on: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No Youth participated in a mock interview and documented in case note? Mock interview completed on: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No Youth participated in at least one real interview and documented in case note? Real interview completed on: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No Was documentation appropriately uploaded to Youth@Work Portal?	Requirement Met: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> PET completed within the last 12 months Comments:
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? <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?	Requirement Met: <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
Supportive Services	
<input type="checkbox"/> Yes <input type="checkbox"/> No Were Supportive Services provided and recorded on the Portal? <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?	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")? <input type="checkbox"/> Yes <input type="checkbox"/> No Was documentation appropriately uploaded to Youth@Work Portal?	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	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