



# COUNTY OF LOS ANGELES WORKFORCE DEVELOPMENT, AGING AND COMMUNITY SERVICES



## WORKFORCE DEVELOPMENT PROGRAMS DIRECTIVE

DATE: **August 28, 2020**

NUMBER: **WDP D20-17**

### LA COUNTY CARES PANDEMIC RELIEF EMPLOYMENT PROGRAM (PREP) POLICY AND PROCEDURES

#### EXECUTIVE SUMMARY

This directive provides guidance regarding the requirements for LA County Cares – Pandemic Relief Employment Program (PREP). PREP is a temporary transitional subsidized employment program for individuals whose employment has been adversely impacted by the Coronavirus pandemic. This effort will not only ease financial burdens caused by job loss but will also relieve County Disaster Services Workers from these essential efforts.

#### REFERENCES

- Coronavirus Aid, Relief, and Economic Security (CARES) Act (Public Law 116-136)
- Workforce Innovation and Opportunity Act (WIOA) (Public Law 113-128)
- Veterans Benefits, Health Care, and Information Technology Act of 2006 (Public Law 109-461), Jobs for Veterans Act (JVA) of 2002 (Public Law 107-288), Title 38 United States Code (U.S.C.) Sections 101(2), 4213, and 4215(a), and Chapters 11, 13, 15, 30-31, 33, and 35-36
- 601(d) of the Social Security Act, as amended, (42 U.S.C. 801(d))
- 2 USC 18001 Patient Protection and Affordable Care Act
- Title 20 Code of Federal Regulations (CFR) Part 1010: 680, 681, 683
- CA Labor Code, Section 246(b), (c), (d), and (g)
- LA County WDACS WDP D19-37 CalJOBS Activity Codes
- LA County WDACS WDP D18-13 CalJOBS Document Imaging and Scanning

## BACKGROUND

---

In response to the public health emergency caused by the Coronavirus Disease 2019 (COVID-19), the U.S. Congress passed the Coronavirus Aid, Relief, and Economic Security Act on March 27<sup>th</sup>, 2020. A portion of the funds released through this Act has been earmarked for a workforce program targeting County residents whose employment has been adversely affected by the pandemic to assist with County's COVID-19 relief efforts while receiving wages and supportive services.

PREP places individuals into transitional employment assignments, such as assisting with housing the homeless, providing food to those in need, contact tracing and other humanitarian efforts. Supportive Services will be provided to the participants to ensure their success throughout program participation.

## POLICY AND PROCEDURES

---

PREP will run from September 2020 through December 2020 providing full-time transitional jobs through three (3) primary components. Each component will be assigned to a dedicated AJCC operator. Tracking and reporting of PREP will be done through CalJOBS, using local grant code LAO983, maximizing reporting capability outputs through PowerBI dashboards and Cognos reports. The 3 components are as follows:

1. Project RoomKey (East San Gabriel Valley AJCC)
2. Contact Tracing (Antelope Valley AJCC)
3. Other COVID-19 Efforts (Pomona Valley AJCC)
  - a. Disaster Help Center
  - b. LA County Community Centers

AJCCs must assign the appropriate number and level of staff to ensure the delivery of the program services and compliance with program requirements and performance targets. At a minimum, there shall be one full-time dedicated case manager and a part-time payroll staff. Contact information for the assigned staff must be provided to WDACS by utilizing the "PREP Contact Information Update Form" (Attachment V) at the commencement of the program and within 3 (three) business days of any staff changes. The form must be completed and signed by the Executive Director or Operations Manager only.

### **1. Project RoomKey (PRK) (East San Gabriel Valley Comprehensive AJCC)**

PRK is a collaborative effort by the State, County, and the Los Angeles Homeless Services Authority (LAHSA) to secure hotel and motel rooms for vulnerable people experiencing homelessness. PRK provides a way for people who do not have a home to stay inside to prevent the spread of COVID-19. LC County Cares - PREP will staff 19 County PRK sites filling essential positions, as well as site leads, with wages starting at \$18/hr. Work will entail assisting with the monitoring of clients of the site to ensure compliance with PRK program rules, policies, and expectations, ensuring the safety of clients and security and sanitation of the site, as well as general client support such as front desk coverage and other office housekeeping.

## **2. Contact Tracing (Antelope Valley Comprehensive AJCC)**

The Los Angeles County Department of Public Health (DPH) continues ramping up contact tracing efforts as cases of COVID-19 increase. As of July 10th, DPH has identified 127,358 positive cases of COVID-19 across all areas of LA County. LA County Cares - PREP will be helping DPH by providing Contact Tracing Interviewers, Team Leaders and Division Leaders to be able to respond to the rising needs in the community. Wages vary based on position, starting at \$21.65/hour. All work for this component will be completed remotely, therefore Supportive Services provided under this effort will include provision of computers/laptops, webcams, and internet connection to those who do not have adequate access.

## **3. Other COVID-19 Humanitarian Efforts (Pomona Valley Comprehensive AJCC)**

### Disaster Help Center

The Disaster Help Center includes a call center, where residents, businesses, and organizations can speak to a live person to find the assistance they need. This program will provide remotely based staff for the call center, with positions paid at \$21.65 per hour.

### Los Angeles County Community Centers

Los Angeles County Community Centers across the region serve as a valuable resource for residents in the community. This program will staff workers at sites to help with the food distribution programs, as well as other various tasks, such as administration and reception. These positions are compensated at \$18 per hour.

## **Participant Eligibility Criteria**

Individuals eligible for this program must meet the following requirements:

- eighteen (18) years of age or older;
- legally entitled to work in the United States;
- temporarily or permanently laid off because of the COVID-19 pandemic\*.

\*To help expedite the eligibility process, self-attestation is acceptable when other forms of documentation cannot be easily accessed. The "CARES (PREP) Self-Attestation Form" (Attachment I) must be used. All documentation that is collected must be uploaded into CalJOBS.

### Priority of Service

Priority of service in compliance with 38 U.S.C. 4215 shall be applied to all applicants as such, Veterans and Eligible Spouses within the eligible groups specified above shall receive preference and priority of service. Priority of Service must also be provided to

individuals that identify as Black or African American, LatinX, or women to ensure equity of service accessibility is provided to individuals most impacted by COVID-19.

### Documentation of Eligibility

Eligibility must be established, and documentation must be collected before any program services are provided to the individual. Eligibility documentation must be uploaded to CalJOBS. Case notes must also provide information on how the documentation provided satisfies the eligibility criteria being used. Failure to properly document an individual's eligibility will result in all related expenses being disallowed.

### **Allowable Activities**

Allowable activities under this program include transitional jobs and supportive services. Participants shall be co-enrolled into other workforce development programs available at the AJCC to receive further career and training services. The co-enrollment must occur before the end of PREP participation or by December 30, 2020.

All participants must first receive Orientation (activity code 101) on PREP transitional job requirements and duties and an Initial Assessment (activity code 102) to determine the participant's needs and interests, as well as supportive service needs. The results of the assessment will then inform the provision of the Transitional Job and Supportive Services.

### Transitional Jobs

This activity must be provided to all participants, ensuring that for any given participant, the duration of work does not exceed a maximum of 89 calendar days. The transitional job will provide needed temporary public services (augmenting the capacity of existing public employees wherever needed) and humanitarian assistance caused by the pandemic.

Participants must be paid for all work performed at the wage rate specified by County. For purposes of this grant, the hourly wages for the temporary positions are as follows:

- PRK Site Lead - \$20.00/hr.
- PRK Humanitarian Disaster Recovery Worker \$18.00/hr.
- Contact Tracing Division Leader - \$25.00/hr.
- Contact Tracing Team Leader - \$22.50/hr.
- Contact Tracing Interviewers- \$21.65/hr.
- Disaster Help Call Representative - \$21.65/hr.
- Community Center Aid Worker \$18/hr.

Fringe benefits should be paid in compliance with the accordance with the policies of the employer of record, and at a minimum include FICA, Medicare, and Workers Compensation. AJCCs shall adhere to sick leave accrual and usage regulations as set

forth in CA Labor Code, Section 246(b), (c), (d), and (g). Under California's sick leave law, employees are to accrue one (1) hour of sick leave for every thirty (30) hours worked. Accrual of sick leave begins on the first day of an employee's employment. Due to the fact that PREP allows for a maximum of 89 days of employment per participant, Participants' cannot use their sick leave as time off, rather, the AJCC must payout unused sick leave with Participants' last paycheck.

The AJCC assumes the role of the Employer of Record and is responsible for all payroll related functions, including, but not limited to, collection of employment documentation, collection of timecards, issuance of the wages and fringe benefits, calculation and tracking of weekly and cumulative hours worked. All payroll documentation must be uploaded into W.O.R.K.S.

The Employer of Record must enter into a Temporary Job Agreement with each participant, detailing the terms of the assignment. A sample agreement is attached "CARES PREP Temporary Job Agreement" (Attachment IV), which must be modified to include the Employer of Record details. This document must be signed by the participants before the commencement of their transitional job assignment and uploaded into CalJOBS.

#### Supportive Services

Supportive services are to be provided to participants, as needed, to enable the individual to participate in the program. The supportive services must be provided to the participants within 3 days of the identification of such need. For each specific assignment, AJCCs must ensure that any technology or tools needed are provided to all participants assigned to the respective positions, based on assessment of participants' needs.

For this project, these services may include, but are not limited to, the following:

- Supportive Services: Tools/Clothing (activity code 188) - Personal Protective Equipment/Gear, work tools, such as internet access, web camera etc.
- Supportive Services: Transportation (activity code 181)

Documentation of need, as well as reasonableness, and proof of purchase with program funds must be uploaded to CalJOBS.

#### Worksite Protocols

In coordination with WDACS, the AJCC shall work directly in partnership with entities that are providing the worksites to coordinate day to day operations of the program. AJCCs are required to conduct regular check-ins with partners they are assigned and WDACS on a regular basis.

The AJCC shall enter into a Worksite Agreement "CARES PREP Worksite Agreement" (Attachment II) with the worksite entity and ensure all the provisions of the agreement are being followed throughout the duration of participants' placement at the worksite. County will provide each participating AJCC a separate "CARES PREP Worksite

Agreement” template with their unique AJCC logo.

Worksite information must be properly entered in CalJOBS and recorded for the participant as Transitional Jobs - activity 321.

### Health and Safety Standards

For all CARES PREP projects, Federal and State standards otherwise applicable to working conditions of employees apply to the working conditions of participants. Where a Participant is engaged in activities not covered under the Occupational Safety and Health Act (OSHA) of 1970, as amended, the participant shall not be required or permitted to work, be trained, or receive services in buildings or surroundings or working conditions that are unsanitary, hazardous, or dangerous to the participant’s health or safety. Health and safety standards must be followed as outlined in WIOA Section 181(b)(4). Additional information and local contacts can be found at OSHA’s website: [www.osha.gov](http://www.osha.gov)

Worksites must also adhere to the COVID-19 safety guidelines during the Safer at Work order “CARES PREP Worksite Guidelines During Safer at Work Order” (Attachment III).

### Tracking and Reporting

All participants served by all the County’s workforce programs must be registered into the CalJOBS system. CalJOBS must be used as the management information system for this program utilizing the local grant code LAO983. All participants receiving services under the LA County Cares - PREP must have eligibility, activity tracking, case closures and case notes entered in CalJOBS, as appropriate. **All participant data must be entered on an on-going daily basis as they occur.**

Case notes are required to supplement the data in the system and documents must also be uploaded into CalJOBS in accordance with *WDP D18-13 CalJOBS Document Imaging and Scanning*.

The following are the allowable activities under this project:

Activity Code 102 – Initial Assessment

Activity Code 321- Transitional Job

Activity Code 188- Supportive Services- Tools/Clothing

Activity Code 181 – Supportive Services - Transportation

Other activities may be provided to participants through co-enrollment into other workforce development programs.

AJCCs shall ensure the below performance outcomes are measured, documented, and achieved by the end of the project:

<b>Performance Measure</b>	<b>Target %</b>
PREP Transitional Job Placements (Slots)	100%
Expedited Back-Filling of PREP Transitional Job Placement Vacancies (3 days upon notice of vacancy)	100%
Priority Population Placement (Veterans, Black/African American, Women, and LatinX) into PREP Transitional Jobs	50%
Co-Enrollment in Other WDACS Workforce Development Programs for Unsubsidized Placement and Other Needed Services	100%
Provision of Necessary Supportive Services 3 Days or Sooner from Date of Request	100%
PREP Partner Check-ins Scheduled and Completed Initially on a Weekly Basis	100%
Cash Fund Requests with Payroll Ledgers Uploaded to WORKS in alignment with payroll processing	100%
PREP Expenditures Completed by December 11, 2020	100%

\*These measures and targets are subject to change at County's discretion.

Invoices, aligned with participant pay periods, are required to be submitted through the WDACS' W.O.R.K.S. online system. These invoices are expected to be submitted after each pay period, within 5 business days of payment to participants. Number of participants paid, total hours paid, and total wages will be required elements in the invoice template. Payroll ledgers must also be uploaded into W.O.R.K.S. for every pay period.

AJCCs shall maintain and make available all documents and financial records associated with PREP for a minimum of five (5) years after funds have been awarded in accordance with Section 601(d) of the Social Security Act, as amended, (42 U.S.C. 801(d)).

## **ACTION**

AJCCs shall ensure that the requirements described herein are communicated throughout the operations, management, and governance structures of the AJCC's

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 [ajccops@wdacs.lacounty.gov](mailto:ajccops@wdacs.lacounty.gov).

*Irene Pelayo*

---

**Irene Pelayo, Program Manager  
Workforce Development**

### **Attachments:**

Attachment I: CARES PREP Dislocated Worker (DW) Covid-19 Self-Attestation Form 

Attachment II: CARES PREP Worksite Agreement 

Attachment III: CARES PREP Worksite Guidelines During Safer at Work Order 

Attachment IV: CARES PREP Temporary Job Agreement 

Attachment V: CARES PREP Contact Information Update Form 