



COUNTY OF LOS ANGELES WORKFORCE DEVELOPMENT, AGING AND COMMUNITY SERVICES



WORKFORCE DEVELOPMENT PROGRAMS DIRECTIVE

DATE: November 7, 2019

NUMBER: WDP D19-03

Los Angeles County Youth@Work Work Based Learning Technical Assistance Guide 2019 (Revised November 2019)

This policy supercedes WDP D18-07 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. This Technical Assistance Guide (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.

Forms used in this process have been updated to allow service providers to download, edit, and print these forms electronically. A list of these interactive forms is included below.

REFERENCES

- WDP D18-07 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 youth that have 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

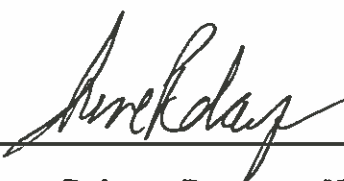
All County operated and non-County operated AJCCs who provide Y@W services shall adhere to the policy and procedures described herein.

ACTION

Y@W 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.



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Workforce Development**

Attachments:

- Attachment I- Map Application Guide
- Attachment II - Form I-9
- Attachment III - Form W-4 Sample
- Attachment IV - Consent & Release Agreement Ages 17 & Under
- Attachment V - Consent & Release Agreement Ages 18 & Above
- Attachment VI - Confidential Verification Form
- Attachment VII - DCFS Universal Referral Form
- Attachment VIII - Compliant of Discriminatory Treatment
- Attachment IX - Language Designation Form
- Attachment X - Individual Assessment (IA) Form and Instructions
- Attachment XI - Case Notes
- Attachment XII - Monthly & Final Performance Evaluation Form
- Attachment XIII - Participant File Checklist
- Attachment XIV - Agreement for TAYWOW Curriculum Users
- Attachment XV - Book Inventory Log
- Attachment XVI - Verification of PET and Book Receipt
- Attachment XVII - Worksite Checklist Form
- Attachment XVIII - Worksite Agreement
- Attachment XIX - Worksite Supervisor's Manual
- Attachment XX - Worksite Expectation Review Form
- Attachment XXI - Work Permit Sample