



**COUNTY OF LOS ANGELES
WORKFORCE DEVELOPMENT, AGING AND
COMMUNITY SERVICES
WORKFORCE DEVELOPMENT
PROGRAMS DIRECTIVE**



DATE: January 30, 2019

NUMBER: WDP D18-28

Additional Youth@Work Funding Categories

EXECUTIVE SUMMARY

The purpose of this directive is to provide guidance to Youth@Work (Y@W) County-operated and non-County operated America's Job Centers of California (AJCCs) on utilization of three new funding categories for Youth@Work services.

REFERENCES

- WDP D18-07 Los Angeles County Youth@Work Work Based Learning Technical Assistance Guide (TAG) 2018

BACKGROUND

Y@W Work Based Learning (WBL) - Level I services provides youth ages 14-24 with year-round workforce services following a multi-tiered approach. This approach allows youth to gain work readiness preparation and paid work experience through a balanced Earn and Learn approach of work readiness training and work experience. 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. The goal is to provide youth with a menu of services that offer access to work readiness through Personal Enrichment Training, career exploration and work experience.

Work experience is a critical component of preparing youth for transition to adulthood. Potential benefits for participating in work experience include: gaining career readiness skills including the "soft skills" that employers look for in workers; increasing one's knowledge of specific occupational skills that are necessary to be competitive in the modern workplace, establishing familiarity within a workplace setting; establishing a work history and connections with employers that may aid in future job searches; and developing an understanding of different occupations to make informed career choices.

POLICY AND PROCEDURES

AJCCs shall implement this policy and procedures effective immediately. To better serve targeted priority youth populations, three (3) additional funding categories have been created: System Involved Youth, non-WDACS funding, and Unpaid Volunteer. AJCCs shall follow the eligibility determination criteria and procedures set forth in the TAG.

The additional categories allow AJCCs to highlight specific populations that would otherwise go unrecognized. AJCCs shall ensure youth are associated with the most appropriate category given the full menu of choices. AJCCs shall substantiate the youth's designated category in accordance with the TAG. AJCCs may use self-attestation when documentation is difficult to produce. For instance, a youth claims that a parent served time in jail. The applicant statement will suffice. All documents used to establish eligibility shall be retained in the case file. AJCCs shall also document the appropriate category in the case notes.

If a youth is eligible for multiple funding categories, AJCCs shall consider the balance of remaining funds in the relevant categories when making the final determination. AJCCs shall ensure that only **one** funding category is selected and that **all** other demographic data is recorded in the Y@W portal.

The definitions for the additional categories are described below:

System-Involved Youth (SIY) represents specific groups of youth ages 14-24, with direct or indirect involvement in public systems including but not limited to: the justice system (juvenile and adult), the child welfare system, public housing, and immigration. If an AJCC has exhausted its funds for a category (e.g., Foster, CalWORKs or Probation), the youth may be served under SIY in lieu of utilizing Other Underserved Youth (OUY) funds. Furthermore, SIY targets:

- Current probation youth (if Probation funds are exhausted) or former probation youth ages;
- Youth considered "at-risk" because their immediate family member(s) are or have involvement with the justice system;
- Current foster youth (if Foster funds are exhausted) or former foster youth;
- Former non-CalLEARN CalWORKs youth ages 19-24;
- A youth receives housing subsidy (e.g., Section 8), resides in a low-income housing complex, is experiencing homelessness or considered "at-risk" of becoming homeless; or
- Youth's parents immigrated to the U.S., youth is a naturalized citizen, or youth has legal resident alien status.

Probation Youth- For juvenile justice involved youth referred through a Participant Authorization Utilization Review (PAUR) form, AJCCs shall ensure the youth are enrolled under the Juvenile Justice Crime Prevention Act (JJCPA)

category unless funding has been exhausted. The PAUR form serves as verification as an SIY for this category.

Non-WDACS Funding

This category allows AJCCs to utilize Countywide Youth Bridges Program work sites and leverage other funding sources. AJCCs may utilize *any* funds and shall document the source in the case notes section.

Unpaid Volunteer

Youth who are not eligible under any of the Y@W funding categories may volunteer to participate in WBL – Level I Services, including completion of the Personal Enrichment Training, as an unpaid volunteer. AJCCs shall issue a Work Readiness Certificate to participants upon completion of 120 hours of services, or the Countywide Youth Bridges Program Certificate of Completion to participants who complete their 120 hours with a County department.

Data Entry

AJCCs shall select the appropriate category when enrolling youth and ensure all other demographic information is also recorded. Data shall be entered no later than three (3) business days from meeting with the youth.

When a PAUR referral is enrolled as an SIY, the AJCC shall ensure the below information from the PAUR form is entered and captured in the Y@W Portal. Entering this information is crucial to ensure accurate reporting.

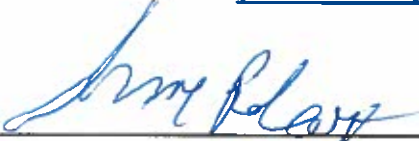
- Cluster
- Area Office
- Caseload Number
- Probation Status
- Crossover Status (concurrent Probation and Foster status)

ACTION

Service providers shall ensure that the policy and procedures 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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