



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



DATE: December 19, 2018

NUMBER: WDP D18-29

## **INVEST & PROBATION COORDINATED FIELD REFERRAL STIPENDS POLICY AND PROCEDURES**

### **PURPOSE**

This directive provides instruction and guidance for the usage and provision of stipends to INVEST and PCFR (Probation Coordinated Field Referral) participants under the INVEST program.

### **BACKGROUND**

Several risk factors increase the likelihood that justice-involved individuals will return to prison or jail. Notably, economic difficulties compromise justice-involved individuals' abilities to reintegrate into society successfully. Providing financial assistance to INVEST and PCFR participants who are actively participating in training can offer financial stability while they advance their career goals.

### **POLICY AND PROCEDURE**

A stipend is defined as a fixed, regular payment made to a participant who has committed to training. Stipend payments may be made to INVEST and PCFR participants engaging in training activities to help defray living expenses to encourage and support participation and completion of the training and the INVEST in the program.

Training is used to prepare INVEST participants for a particular trade or craft, sometimes in place of traditional academics. Training can be time consuming and can restrict participants from maintaining employment. To encourage the continued participation and completion of training, the INVEST program offers participants the opportunity to receive stipends while they engage in training.

Stipend payments to INVEST and PCFR participants are permitted to promote program retention, success and advancement in employment, education and career goals. INVEST and PCFR participants may be eligible to receive a stipend for the following training types:

- Occupational Skills Training (Approved ETPL Provider)
- Entrepreneurial Training

- Customized Training
- Skills Upgrading and Retraining
- WIOA Prerequisite Training
- Pre-Apprenticeship Program w/Occupational Skill Training (ITA)
- Private Sector Training
- Job Readiness Training
- Workplace Training & Cooperative Education
- Adult Education with Training Services
- Apprenticeship Training
- Other Trainings by County Approval Only

### Stipend Payment Distribution Schedule

| Distribution Time              | Distribution Amount |
|--------------------------------|---------------------|
| Completion of 25% of Training  | \$100               |
| Completion of 50% of Training  | \$200               |
| Completion of 75% of Training  | \$300               |
| Completion of 100% of Training | \$400               |

Stipend payments are not allowable for multiple trainings per participant. Stipends are to be distributed as one-time only payments and are not to exceed \$1000 in total per participant. Payment may be in the form of a check or direct deposit only; cash, gift cards or other forms of payment are not allowed.

Distribution and payment must be documented in the INVEST Stipend Tracking Log (Attachment A), reviewed and approved by INVEST staff, and participant signature obtained for each payment. INVEST Stipends shall be budgeted from Supportive Services funds line item. The INVEST Stipend Tracking Log and any accompanying documents verifying payment rendered shall be uploaded to CalJOBS through document imaging and documented in case notes confirming successful completion of their education and training milestones so that accuracy, timeliness and record keeping is clearly verifiable.

### **ACTION**

Los Angeles County AJCCs shall implement the procedures described in this directive and ensure that the information provided herein is communicated throughout the operations, management, and governance structure of the AJCC.

## INQUIRIES

Inquiries regarding this directive and the policies and procedures described herein should be directed to [INVEST@wdacs.lacounty.gov](mailto:INVEST@wdacs.lacounty.gov).



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Irene Pelayo, Program Manager  
Workforce and Community Services Branch

Attachment(:

Attachment A: INVEST Stipends Tracking Log