



COUNTY OF LOS ANGELES WORKFORCE DEVELOPMENT, AGING AND COMMUNITY SERVICES



WORKFORCE DEVELOPMENT PROGRAMS DIRECTIVE

DATE: October 1, 2018

NUMBER: WDP D18-19

INVEST & PROBATION COORDINATED FIELD REFERRAL INCENTIVES POLICY AND PROCEDURES

PURPOSE

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

BACKGROUND

Engaging the reentry population in voluntary employment-retention and advancement programs can be challenging. To strengthen their success, participants need to have the support of the staff involved in their advancement, motivation and recognition. Program participation and individual advancement can be propelled by the use of financial incentives and recognition. Financial support can be a powerful incentive to those reentering the workforce by acting as both a motivator and stabilizer to individuals. To encourage the advancement and continued participation of INVEST and PCFR participants, incentives can be used for the following program participation and achievements:

- Job Readiness
- Employment Achievements
- Occupational Training
- Higher Education Participation
- INVEST Meetings with Career Development Specialist and Deputy Probation Officer

Incentive payments to INVEST and PCFR participants are permitted to promote program retention, success and advancement related to employment and education. Participation and achievement of such employment and educational milestones are tied to the goals of the INVEST program to ensure greater access to employment opportunities for a population that has traditionally experienced significant barriers to employment.

POLICY AND PROCEDURE

Incentive payments, in check, voucher or cash-valued certificate/card to INVEST and

PCFR participants are permitted to reward participants for completing or achieving a milestone or goal, which is tied to an employment or educational performance outcome or retention service. INVEST staff are to use the INVEST Incentive Tracking Form, (Attachment A) to document each incentive provided to participants along with receipts or payment/billing statements for incentives to be stored in participants case file.

Job Readiness

Workshops

Job readiness workshops are a mandated service to both INVEST and PCFR participants. Workshops shall be administered as an on-going practicum led by the CDS and a co-located DPO. If an AJCC does not have a co-located DPO or a co-located DPO is unavailable, INVEST staff will solely administer workshops. Workshop curriculum shall include but is not limited to:

- a) Work Readiness/Workplace Norms
- b) Education on the Fair Chance Initiative
- c) Adult Financial Literacy
- d) How to Overcome Unique Barriers
- e) Healthy Relationships
- f) Computer based skills

Incentive for the completion of these six (6) required workshops will be paid once the participant has completed all six (6) workshops. Participation must be documented in CalJOBS. AJCCs shall maintain clearly designated sign-in sheets for each workshop activity. The sign-in sheets shall contain the module name, date, duration, participant name and signature a copy of which should be included in the participant case file or uploaded to CalJOBS Document Imaging.

Employment Achievements

Attainment and Retention of Employment

Incentive payments may be offered to INVEST and PCFR participants who found and held unsubsidized employment and provided documentation, such as a paystub, to verify the employment placement. CDS are to provide participants with a financial incentive after participant provides first tangible verification document and will continue to provide incentives following verification of 30, 60, 90, and 180-day retention. CDS is to document which retention milestone was achieved and complete the sign-in sheet recording distribution of incentives to be stored in participant's case file or uploaded to CalJOBS Document Imaging. Participants may receive up to \$500 as follows:

- \$50 after first paycheck
- \$75 after first month on the job
- \$75 after second month on the job
- \$100 after third month of employment
- \$200 after sixth month of employment

Advancement in Employment

Incentive payments may be offered to INVEST and PCFR participants upon advancement of employment. Advancement in employment is defined as, moving from part-time to full-time employment, achieving a pay raise or promotion, and transitioning to an employee with medical benefits. A full-time employee is defined as an individual employed on average at least 30 hours of service per week, or 130 hours of service per month, within a calendar month.

Employment advancement incentives are to be offered for up to one year after program exit, during the follow-up period as a follow-up service. Proof of advancement in employment must be documented in participant's case file along with a sign-in sheet recording the advancement attained. The financial incentive for each advancement attained is \$100. Appropriate forms of proof include:

- Comparison of paycheck stub exhibiting a pay raise
- Three (3) consecutive paycheck stubs displaying 30 or more hours worked a week
- Letter from employer stating promotion
- Letter from employer notifying the eligibility for medical benefits

A pay raise does not include Los Angeles County mandated minimum wage increases.

Occupational Training

INVEST and PCFR participants may receive an incentive in the amount of \$50 when the participant has completed half of a training course and \$100 when the participant completes the entirety of the training. Verification of completion of the first portion of the training course must show start and end date with distribution of incentive provided at a date halfway between those dates. Verification of training completion must be a certificate from the institution with the participant's name and date of completion.

Passage of an Occupational Exam

INVEST and PCFR participants may also receive an incentive in the amount of \$25 upon successful passage of a knowledge-based exam that is required to document progression of trade or training-related benchmarks. Documentation may include:

- Passage of an exam in an occupational program.
- Passage of an occupational competency-based assessment.
- Completion test necessary to obtain a credential.

Higher Education Participation

Encouraging INVEST and PCFR participants to prioritize education increases their employment opportunities, addresses their cognitive deficits, and helps reduce their

likelihood of recidivating. To promote participants to advance their educational prospects, they will be provided a financial incentive of \$50 for enrolling in an educational program. An educational program is a public education program for all adults that offers high school diploma, High School Equivalency Test (HSET), English as a Second Language (ESL), postsecondary education and any curriculum that will assist them in advancing their skills in the job market. The HSET is made up of five subjects broken into separate exams: Language Arts- Reading, Language Arts- Writing, Mathematics, Science, and Social Studies. Participants may receive a \$25 incentive for the successful passage of each subject. INVEST and PCFR participants may receive an incentive of \$100 once they complete their educational program. Certificate of completion with participants name, date and educational institution name will be required for verification.

In addition to enrollment and completion, INVEST and PCFR participants may be eligible to receive incentives in the amount of \$25 for:

- Secondary or postsecondary transcript or report card that documents the participant is meeting the state's academic standards outlined by the California Department of Education

INVEST Meetings with CDS and DPO

INVEST participants are eligible to receive an incentive of \$25 for continuing to meet with CDS and co-located DPO. These meetings are not mandated and should be used as an opportunity to discuss workplace issues, guidance on employment or education, and further assistance with applying for employment. These meetings can only be incentivized upon the conclusion of mandated meetings and transitional subsidized employment. Incentives will be in the amount of \$25 for meetings that last an hour or more. Each INVEST participant is only eligible to receive this incentive twice. CDS is to document reason for visit, incentive provided, and participant signature. Reason for meetings can include discussions about workplace issues, employment assistance, and guidance on attaining other services related to education, employment, and individual health and well-being. Meetings with CDS and co-located DPO are only eligible to INVEST participants.

Documentation in CalJOBS

Incentives are to be documented by usage of activity code 183 – Supportive Service: Incentives/Bonuses. The activity code must be entered with the date the incentive was disbursed to the participant. Full justification must be documented in CalJOBS case notes, including a full description of the type of incentive received and for what milestone achievement.

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.



Irene Pelayo, Program Manager
Workforce and Community Services Branch

Attachments:

Attachment A: INVEST Incentive Tracking Log