



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



**WORKFORCE DEVELOPMENT
PROGRAMS DIRECTIVE**

DATE: April 23, 2020

NUMBER: WDP D19-38

**INCREASE IN WIOA WEX HOURS FOR 18 AND OVER YOUTH
COVID-19 HUMANITARIAN ASSISTANCE ASSIGNMENTS**

EXECUTIVE SUMMARY

The purpose of this directive is to provide guidance to County operated America's Job Centers of California (AJCCs) regarding the increase in allowable paid work experience (WEX) hours for Workforce Innovation and Opportunity Act (WIOA) Out-of-School youth (OSY) program participants. This policy allows for an increase from 180 hours to 240 hours for OSY work assignments related to COVID-19 humanitarian efforts. The guidance provided in this directive shall be extended in alignment with the need for the humanitarian services connected to COVID-19.

REFERENCES

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- WDP D18-33 Workforce Innovation and Opportunity Act Out-of-School Youth Program Work Program

BACKGROUND

In accordance with WDP D18-33, the duration of paid work experience shall be an average of 180 hours paid from Workforce Innovation and Opportunity Act (WIOA) funds. However, due to the countywide need for humanitarian assistance in connection to the COVID-19 pandemic, WDACS will temporarily increase the number of the allowable WIOA WEX hours to 240 hours for Out-of-School Youth(OSY) assigned to humanitarian assistance related efforts.

POLICY AND PROCEDURES

In order to maximize the flexibility of services available to L.A. County's youth during the Safer At Home for Control of COVID-19 order, AJCCs shall adhere to the following policy effective as per the release date of this directive through the duration of the order or County and WDACS extension.

WIOA WEX Hours Increase for Humanitarian Worksites

AJCCs shall prioritize the placement of Out-of-school youth (OSY) to humanitarian related worksites and increase paid WEX to a total of 240 hours, an increase of sixty (60) hours. Humanitarian assistance generally includes actions designed to save lives, alleviate suffering, and maintain human dignity in the immediate aftermath of disasters. This assistance includes activities such as the provision of food, clothing, and shelter. The humanitarian assistance provided by the worksite must relate directly to the immediate response to the COVID-19 pandemic. Examples of WEX that aid in the humanitarian assistance in response to COVID-19 include, but may not be limited to: food bank related assignments, work at new homeless shelters (due to COVID-19), clothing distribution centers, COVID-19 testing sites, emergency equipment assembly, and homeless encampment services related to COVID-19. **This procedure applies ONLY to WIOA OSY participants 18 years or age and older.**

AJCCs must use Local Grant Code LAO978 for each individual participating in these humanitarian efforts in response to COVID-19. AJCCs are to open Activity Code 101 – Orientation under the Local Grant Code for each participant, this will ensure proper tracking for reporting purposes. AJCCs must document the activity in the participant’s case notes.

CalJOBS LOCAL GRANT CODE

The WIOA WEX increase in hours require CalJOBS local grant code entry for all individuals participating in WEX at Humanitarian Worksites. The WIOA WEX Humanitarian Hours Increase local grant code is LAO978 (COVID-19 - Humanitarian Work). The local grant code is used specifically for WDACS internal tracking purposes. Use of the local grant code allows WDACS to easily obtain data via CalJOBS to track performance and create data reports to assist participating AJCCs.

Directions to properly enter local grant code LAO978 (COVID-19 - Humanitarian Work) into a participant’s CalJOBS record can be found in Attachment 1 *CalJOBS Help Sheet 24 How to use Local Grant Codes*. The activity that must be opened to capture the local grant code is activity code 101 - Orientation. The Orientation activity code is the only activity that must be opened under local grant code LAO978 (COVID-19 - Humanitarian Work). All other activities are to be opened under the appropriate LA County Workforce Development Program providing services.

ACTION

AJCCs 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. AJCCs must contact WDACS by e-mail at youthatwork@wdacs.lacounty.gov for additional guidance if uncertain whether a specific worksite is related to COVID-19 humanitarian efforts or need approval for a questionable site.

INQUIRIES

Inquiries regarding this directive and the policies and procedures described herein should be directed youthatwork@wdacs.lacounty.gov.

A handwritten signature in black ink, appearing to read 'Irene Pelayo', is written over a solid horizontal line.

**Irene Pelayo, Program Manager
Workforce Development**

Attachments

Attachment 1 - *CalJOBS Help Sheet 24 How to use Local Grant Codes*