



COUNTY OF LOS ANGELES WORKFORCE DEVELOPMENT, AGING AND COMMUNITY SERVICES



WORKFORCE DEVELOPMENT PROGRAMS DIRECTIVE

DATE: May 06, 2020

NUMBER: WDP D19-41

Keep LA Working Initiative and Worker Resiliency Fund Supportive Services Tracking Form Policy and Procedures

PURPOSE

This directive provides guidance to Los Angeles County America's Job Centers of California (AJCCs) on tracking supportive services provided under the Keep LA Working Initiative and the Worker Resiliency Fund to ensure appropriate reporting on these specific grants and ensuring alignment of reporting in CalJOBS.

BACKGROUND

The County of Los Angeles Workforce Development, Aging and Community Services (WDACS) received WIOA Dislocated Worker (DW) Additional Assistance (AA) funds from the State Employment Development Department (EDD) to provide supportive services to displaced employees impacted by the novel coronavirus pandemic – the Keep LA Working Initiative. Eligibility requirements and procedures for the Keep LA Working Initiative are outlined in *County of Los Angeles WDP D19-31 - Keep LA Working Initiative Dislocated Worker Program Policy and Procedures*.

WDACS also received the Worker Resiliency Fund from the EDD to provide supportive services to help underserved populations most impacted financially by the COVID-19 pandemic. WDACS will be providing these program services via its AJCC system and a referral network of trusted Community-Based Organizations (CBOs) working with WDACS' Economic and Business Development (EBD) staff, where EBD staff will also directly provide supportive services. Worker Resiliency Fund eligibility requirements and procedures are outlined in *County of Los Angeles WDP D19-40 Worker Resiliency Fund*.

REFERENCES

- County of LA WDP D19-16 WIOA Supportive Services Policy and Procedures
- WDP D19-31 - Keep LA Working Initiative Dislocated Worker Program Policy and Procedures
- WDP D19-40 Worker Resiliency Fund

POLICY AND PROCEDURES

Supportive Services under these grants must be provided to mitigate potential barriers or provide emergency assistance to participants affected by the COVID-19 pandemic to enable their participation and must be provided in accordance with the County of Los Angeles *WDP D19-16 WIOA Supportive Services Policy and Procedures*.

Appropriate CalJOBS Grant Code and Supportive Services Activity Code must be selected in CalJOBS.

CalJOBS Grant Code Usage

Supportive Services issued under these programs must be reflected under Statewide Additional Assistance grant codes.

One of the following grant names must be selected. Please ensure the correct grant is selected and matches the grant code in CalJOBS.

- 1181 - Keep LA Working Initiative (LAO)
- 1187 - Underserved COVID-19 Impacted Individuals Grants
- 2051 - Underserved COVID-19 Impacted Individuals Grants (UCII Grant) Adult Participant Only (*to be used only by prior approval from County*).

Note that grant code 1181 is used for the Keep LA Working Initiative and Grant Codes 1187 and 2051 are used for the Worker Resiliency Fund.

CalJOBS Supportive Services Activity Code Usage

The type of support service issued must be specified. If the supportive service is not listed, please select "other" and specify (Code 185). Supportive Service activities will only be available if there are open activities under the Title I application. When adding other activities, please carefully follow the co-enrollment rules specified in *WDP D19-40 Worker Resiliency Fund Directive* for that particular grant.

- Post-Secondary Academic Materials (Code 192)
- Child/Dependent Care (180)
- Housing (Code 189)
- Educational Testing (Code191)
- Reasonable Accommodations (Code185)
- Utilities (Code 190)
- Job Search Allowance (Code 187)
- Work Attire/Tools (Code 188)
- Transportation (Code 181)
- Seminar/Workshop Allowance (Code 186)
- Legal Aid (Code 185)
- Health Care (Code 182)
- Temporary Shelter (Code 184)
- Other supportive services: _____

WDACS Supportive Services Tracking Form

In order to track the supportive services provided under the Keep LA Working Initiative and the Worker Resiliency Fund and ensure alignment of reporting in CalJOBS, the [WDACS Supportive Services Tracking Form](#) must be completed per participant on a daily basis. This is a web-based Microsoft Form separate from CalJOBS that can only be completed online. WDACS will report out the results each week and share the report with the AJCCs.

AJCCs must specify the supportive service issue date, grant name, participant first and last name, Title I - WIOA application number, type of supportive service issued, reimbursement method and amount issued.

More than one supportive service may be selected, where appropriate to the participant's needs. However, if a participant is co-enrolled into another grant being tracked through this process, please make sure you submit a separate form per grant, per participant.

Note that funds under both grants not used by June 30, 2020 may be subject to re-allocation. Performance on these grants is based both on expenditure level and number of individuals served. As such, please ensure accurate and timely reporting through CalJOBS, W.O.R.K.S and the WDACS Supportive Services Form.

ACTION

Los Angeles County AJCCs must develop and implement written internal controls and procedures incorporating all requirements within this directive and ensure that the requirements described herein are communicated throughout the operations, management and governance structure of the contractor 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 ajccops@wdacs.lacounty.gov.

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Attachment Link: [WDACS Supportive Services Tracking Form](#)