



COUNTY OF LOS ANGELES
WORKFORCE DEVELOPMENT, AGING AND
COMMUNITY SERVICES



WORKFORCE DEVELOPMENT
PROGRAMS DIRECTIVE

DATE: June 5, 2020 (Original); October 21, 2020 (Revised)

NUMBER: WDP D19-46

GUIDELINES FOR WIOA WEX PLACEMENTS DURING COVID-19 (REVISED)

THIS DIRECTIVE SUPERSEDES WDP D19-38

EXECUTIVE SUMMARY

The purpose of this directive is to provide guidance to County operated America's Job Centers of California (AJCCs) regarding the placement of youth at physical worksite and 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 specifies worksite guidelines, parental consent requirements, and 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. All updates are indicated by **bold, italic** type.

REFERENCES

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

BACKGROUND

For PY2020-21, the duration of paid work experience shall be an average of **200** 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. ***This temporary increase in allowable WIOA WEX hours will expire on October 31, 2020. Any youth enrolled and placed in a humanitarian assignment before October 31, 2020 shall be allowed to complete up to 240 hours, including youth whose WEX assignments extend beyond October 31, 2020.***

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.

Worksite Guidelines for all Youth

All existing and new worksites partnering with Youth@Work and hosting WIOA Out-of-school youth (OSY) must complete the **Worksite Guidelines During Safer at Home Order (Attachment 1)**, for every participating youth. These guidelines provide specific information and resources that must be made available to participants during work hours. The Worksite Guidelines must be signed by AJCC Staff, the youth, and worksite representative. The completed form must be maintained in every OSY participant's CalJOBS case file.

Parental Consent for Underage Youth

In order to place a minor at any physical worksite, underage participants must first obtain a valid work permit and parental consent. Participants under the age of 18 must complete the **Parental Worksite Consent During COVID-19 (Attachment 2)** before being placed. This consent form must include the AJCC name, the AJCC representative and a parent/guardian signature. The form must be maintained in the CalJOBS case file for all minors.

WIOA WEX Hours Increase for Humanitarian Worksites

AJCCs shall prioritize the placement of OSY to humanitarian related worksites. OSY participants placed at humanitarian worksites **by October 31, 2020**, shall receive 240 hours of paid WEX. 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 to all WIOA OSY participants placed at humanitarian worksites.**

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 requires CalJOBS local grant code entry for all individuals participating in WEX at Humanitarian Worksites. ***This includes youth placed in humanitarian assignments after October 31, 2020, whose WEX hours will be limited to 200 hours in alignment with the standard number of WEX hours for PY20-21.*** 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 **CalJOBS Help Sheet 24 How to use Local Grant Codes (Attachment 3)**. 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.

Irene Pelayo

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Attachments

Attachment 1- Worksite Guidelines During Safer at Home Order

Attachment 2 - Parental Worksite Consent During COVID-19

Attachment 3 - CalJOBS Help Sheet 24 How to use Local Grant Codes