



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



## WORKFORCE DEVELOPMENT PROGRAMS DIRECTIVE

DATE: September 12, 2018

NUMBER: WDP D18-08

### **Los Angeles County Youth@Work General Relief Opportunities for Youth Employment Program Requirements**

**This policy supercedes Los Angeles County Youth Jobs Program D16-03 General Relief Youth Employment Program Requirements**

#### **EXECUTIVE SUMMARY**

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The purpose of this directive is to provide administrative guidance for the implementation of the 2019 General Relief Opportunities for Work Youth Employment Program (GYEP).

#### **REFERENCES**

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Youth@Work Work Based Learning Technical Assistance Guide 2018 WDP D18-07

#### **BACKGROUND**

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In June 2012, the Department of Public Social Services (DPSS) engaged Workforce Development, Aging and Community Services (WDACS) to determine if cost savings of General Relief (GR) funds could be measured through an employment program for General Relief Opportunity for Work (GROW) participants.

To that end, the GYEP introduced GROW participants to the America's Job Centers of California (AJCCs) workforce system and provides participants with subsidized employment. The aim is that the subsidized work experience will prepare them for unsubsidized employment. Building upon the success of past years, in Program Year 2018-19, the GYEP will be expanded to additional GROW sites, resulting in greater access to services and opportunities for GROW Transitional Age Youth (TAY).

#### **POLICY AND PROCEDURES**

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The 2019 GYEP is a year-round program. GROW participants shall be referred throughout the year contingent upon AJCC funding availability. Only the following GROW sites may generate referrals: (1) Lancaster GROW Site, (2) South Special GROW Site, (3) Metro Special GROW Site, (4) Pomona GROW Site, (5) Humboldt GROW Site.

**GYEP Eligibility:**

Candidates for this program are identified and referred by DPSS staff identified on the GYEP Liaison Roster (Attachment I). Program participants must meet all the following selection criteria:

- a. GROW TAY ages 18 to 24;
- b. Determined to be work ready by GROW staff;
- c. Must have no felonies;
- d. Referrals shall only be considered from the below GROW sites.

**Referral Process:**

Referrals shall begin July 1, 2018, and continue through June 30, 2019, or as instructed by WDACS after concurrence on the discontinuance is obtained from DPSS. WDACS shall monitor performance on a weekly basis to ensure expenditures are maximized with sufficient referrals.

- 1. The Participating AJCC will receive referrals from the paired GROW site as shown below:

<i><b>GROW Site</b></i>	<i><b>America's Job Center of California (AJCC)</b></i>
Lancaster GROW Site	Antelope Valley AJCC
South Special GROW Site	Rancho Dominguez AJCC
Metro Special GROW Site	
Pomona GROW Site	Pomona Valley AJCC
Humboldt GROW Site	East Los Angeles /West San Gabriel Valley AJCC

- 2. The DPSS liaison shall identify and refer only those candidates who complete the following GROW job readiness activities: Job Readiness Training for Youth, Pathways to Success or Job Readiness Training.

Once identified, the DPSS liaison will refer participants to the appropriate AJCCs via e-mail using the GROW/AJCCs Reverse Referral form (Attachment II) with the Subject line indicating "GYEP REFERRAL."

- 3. Upon receipt of the referral form, the designated AJCC staff shall complete the section "Outcome/Result of Appointment" of the GROW/AJCC Reverse Referral form (Attachment II) and return it via email to the DPSS liaison within five (5) business days of receipt.

### **No Shows/Non-Responsiveness:**

If the participant is a "No Show" to the initial AJCC appointment, the DPSS liaison must be notified the same day. If after five (5) business days of the initial appointment the participant is still non-response, the DPSS liaison shall be notified by the next business day.

### **Replacement Referrals:**

Replacement referrals shall be made as long as the AJCC has funds available to support participant activities. Should a participant not utilize all authorized hours, additional participants may be enrolled or the balance of the unused hours may be distributed among the remaining participants. The DPSS liaison shall work closely with the AJCC representative to determine the best course of action.

### **Supportive Services:**

The AJCCs are not required to provide supportive services to GYEP participants. DPSS will provide each participant with supportive services including: transportation, background clearance costs and other services as appropriate while the GR case remains approved. If additional supportive service needs arise contact the DPSS liaison for assistance.

### **Subsidized Employment:**

GYEP participants shall be provided with three (3) months of subsidized employment at 20 hours per week at the current minimum wage. Effective July 1, 2018, the minimum wage is \$13.25 per hour. GYEP subsidized employment starts when the participant reports to a worksite site and shall end when the participant completes three (3) months of employment. However, weekly work hours may be added at the discretion of the AJCC. A Work Site Agreement (Attachment III) shall be initiated and maintained by the AJCC.

### **Schedule of Payment to Participants:**

Wages will be paid to participants twice every month commensurate to the AJCC payroll practices and procedures.

### **Co-Enrollment into Youth@Work:**

Co-enrollment in the Youth@Work is not mandatory; however, if the participant meets eligibility criteria and shows a potential to benefit from additional services; participants may be co-enrolled. All participants shall be considered as appropriate for potential enrollments in the Countywide Youth Bridges Program.

### **Reporting, Participant Tracking and File Requirements:**

AJCCs shall maintain records of GYEP activities on the WDACS Youth@Work Portal and in case notes as appropriate no later than two (2) business days of the activity or an appointment. AJCCs shall maintain case files with, at minimum the following required case file information:

- a. GROW/AJCC Reverse Referral Form
- b. Case Notes, including any issues and their resolution
- c. Original Verification of Employment Form
- d. Bi-Weekly Payroll Information
- e. Worksite Agreement(s). Timecards/wage Payment Documentation

**Web-Based Learning Application System:**

The Youth@Work Portal will be utilized for the tracking of participants' subsidized employment activities. AJCCs must ensure that all participant information is entered into the portal on a daily basis but no later than **two (2) business days** after each activity begins and ends.

**Verification of Employment:**

AJCCs shall complete the Outcome section of the GROW/AJCCs Reverse Referral form (Attachment II) and send it to the DPSS liaison via e-mail within five (5) business days of the subsidized employment start date. The original shall be kept as part of the case record.

**Bi-Weekly Management Report:**

AJCCs shall complete and submit the Bi-weekly Management Report (Attachment IV) to Frank Wong at [fwong@wdacs.lacounty.gov](mailto:fwong@wdacs.lacounty.gov) every other Thursday of the month beginning September 13, 2018.

**Confidentiality:**

AJCCs shall ensure that staff working on the GYEP program complete and sign the AJCC Contractor Employee Acknowledgement and Confidentiality Agreement form (Attachment V). Only staff that have completed the forms are authorized to work with GYEP participants. The original form shall be kept by the AJCC with a copy sent to WDACS Program attention Frank Wong at [fwong@wdacs.lacounty.gov](mailto:fwong@wdacs.lacounty.gov).

Under no circumstance shall records or information pertaining to individuals participating in the GYEP be disclosed to any person(s) except those designated County employees authorized with prior written permission of the DPSS liaison.

**Civil Rights Training:**

All staff shall attend the mandatory County provided Civil Rights training as directed by WDACS.

### **Outcomes:**

The goal of the GYEP is to provide GROW-TAY participants with subsidized employment and introduce them to the workforce system. Therefore, AJCCs must enroll 100% of referred participants, who meet the qualifying criteria established for this program. Participants, who successfully complete the program, would have acquired job experience which will increase their opportunities to reach self-sufficiency through unsubsidized employment.

### **ACTION**

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Identified AJCCs shall ensure that the requirements described herein are communicated throughout the operations, management, and governance structures of its organization and that this directive is appropriately maintained until further notice.

### **INQUIRIES**

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



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**Irene Pelayo, Program Manager  
Workforce and Community Services Branch**

Attachments:

[Attachment I: GYEP Liaison Roster](#)

[Attachment II: GROW/AJCC Reverse Referral](#)

[Attachment III: Worksite Agreement](#)

[Attachment IV: Bi-Weekly Management Report](#)

[Attachment V: Contractor Employee Acknowledgement and Confidentiality Agreement](#)