



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



**WORKFORCE DEVELOPMENT
PROGRAMS DIRECTIVE**

DATE: June 30, 2020

NUMBER: WDP D19-48

**Youth@Work Work-Based Learning Exit Procedure PY 2019-20
(Revised)**

EXECUTIVE SUMMARY

The purpose of this directive is to provide guidance to Youth@Work County operated and non-County operated America's Job Centers of California (AJCCs) regarding the close-out procedures for PY 2019-20 Work Based Learning (WBL) program participants. This policy also specifies allowed continuance for WBL youth completing 240 hours while placed at humanitarian worksites.

REFERENCES

-
- WDP D19-03 Youth@Work Work-Based Learning Technical Assistance Guide (TAG) PY2019-20 Directive
 - WDP D19-43 Youth@Work Worksite Guidelines, Parental Worksite Consent For Minors and Maximum WEX Hours During Safer at Home Order (Revised)

BACKGROUND

Youth@Work provides participants with year-round workforce services following a multi-tiered approach. This method allows participants to gain full work readiness preparation through a balanced Earn and Learn approach of work experience, training, and education. All Youth@Work Work-Based Learning (WBL) participants receive 20 hours of Personal Enrichment Training (PET) and 100 hours of Work Experience (WEX) for a total of 120 hours of paid training and wages within a Program Year. Due to the countywide need for humanitarian assistance in response to the COVID-19 pandemic, WDACS temporarily increased the number of allowable WEX hours for WBL participants assigned to worksites delivering humanitarian efforts related to COVID-19, from 120 to 240 hours.

AJCCs must follow the procedures listed in this directive for current participants that do not complete their hours before June 30, 2020, as described in this directive.

POLICY AND PROCEDURES

System Involved Youth (SIY), Other Underserved Youth (OUY) and Foster Youth

No new enrollments for funding categories SIY, OUY and Foster Youth should occur as of July 1, 2020. However, all active Youth under these funding categories should complete committed hours, per the current participants' exercise that AJCCs participated in the week of June 22, 2020. Funding will be made available to cover current PY 2019-20 participants to finish the balance of their hours in PY 2020-21. AJCCs are to allow these participants to complete their WEX and humanitarian hours as currently committed. These individuals are not to be exited in the Youth@Work Portal, until all hours are completed. Performance goals will not be affected as there are no new target goals to meet for these categories at this time for PY 2020-21 as of the issuance of this directive. **These active youth are the only WBL participants that are not to be exited as of June 30, 2020.**

CalWORKs and Probation

CalWORKs and Probation funding has been confirmed for PY 2020-21. To simplify the extension of humanitarian hours for those youth who qualified and the youth completing other WEX hours, AJCCs are to **exit any active youth who have not completed their hours on June 30th, 2020**. These youth can then be re-enrolled in PY 2020-21 as of July 1, 2020 and given a new set of 120 hours of WEX, if the participant has completed PET within the previous twelve (12) months. AJCCs shall create a new case file for participants re-enrolled in PY 2020-21 inclusive of all applicable forms as detailed in the most current TAG and WDACS directives. AJCCs may use the same CalWORKs verification documents for participants enrolled on or after June 1st, 2020, any participant enrolled before this date must be reverified for CalWORKs eligibility. AJCCs can use the same Probation referral issued during the initial enrollment. AJCCs may utilize the same intake documents on file to re-enroll, provided that the documents are still valid. **The new PY 2020-21 performance goals will be based solely on new enrollments as there are no carryovers as of July 1, 2020.**

ACTION

AJCCs shall update the final WEX hours in the Youth@Work Portal upon exiting Participants. As a reminder, all non-active participants are to also be exited.

Youth@Work providers 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.

INQUIRIES

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

Irene Pelayo

**Irene Pelayo, Program Manager
Workforce Development**