



COUNTY OF LOS ANGELES WORKFORCE DEVELOPMENT, AGING AND COMMUNITY SERVICES



WORKFORCE DEVELOPMENT PROGRAMS DIRECTIVE

DATE: April, 13, 2020

NUMBER: WDP D19-26

PET STIPEND FOR YOUTH UNDER 18 YEARS OLD DURING THE SAFER AT HOME ORDER

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 procedures to provide in-school youth with Virtual Personal Enrichment Training (PET) services and issuing stipends during the Countywide Safer at Home Order issued by the Department of Public Health. The Safer at Home Order can be extended at County's discretion extending the guidance provided in this directive; therefore, the guidance provided in this directive shall be extended in alignment with the order.

REFERENCES

- WDP D19-03 Youth@Work Work-Based Learning Technical Assistance Guide (TAG) PY2019-20 Directive
- WDP D19-27 Virtual Personal Enrichment Training Directive
- Safer at Home Order for Control of COVID-19

BACKGROUND

All Youth@Work Work-Based Learning participants receive 20 hours of PET based on the Transition Age Youth World of Work (TAYWoW) Curriculum prior to receiving their work experience. Due to the Safer at Home for Control of COVID-19 order all school districts across the County have temporarily closed and have ceased the issuance of work permits to youth under the age of 18. In order to maximize the amount of services available during this time, AJCCs shall provide in school youth under the age of 18 with Virtual PET outside of regularly scheduled school hours and issue stipends to these youth.

POLICY AND PROCEDURES

Virtual PET for In School Youth

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.

AJCCs shall provide in school youth with 20 hours of Virtual PET scheduled outside of regular school class sessions (i.e. after school hours and during the summer period). In-school youth under the age of 18 who are unable to obtain a work permit due to school closures must be awarded stipends for up to 20 hours of PET completed. AJCCs shall issue a stipend to youth under the age of 18, calculated at the rate of \$14.25 per hour of PET completed, **but not to exceed a total of \$285 for completing 20 hours of Virtual PET**. The stipend rate will coincide with the minimum hourly wage as set forth by the County each program year. AJCCs must issue stipends, **without withholdings**, in accordance to their payroll schedule.

This procedure **ONLY applies to all minors under the age of 18**. Under no circumstances shall a stipend be issued to participants that are 18 and over, unless otherwise directed by WDACS.

ACTION

As a result of the Safer at Home to Control COVID-19 order, a budget modification is needed from each AJCC Youth@Work provider to adjust allotted funding appropriately. For compliance:

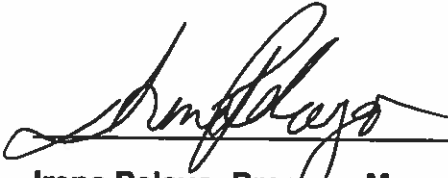
AJCCs shall:

- Estimate the number of youth participants under the age of 18 they plan to enroll by **June 30, 2020** and the number of participants under the age of 18 currently pending PET.
- Multiply the number of estimated youth enrollments by 20 hours and then multiply again by \$14.25 per hour, to obtain the agency's total Stipend-Wage Substitute for PET.
- Request a Budget Modification in WDACS W.O.R.K.S database to transfer funds from Participant Wages to Stipend-Wage Substitute for PET line item.

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.



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