

**YOUTH@WORK
WORK BASED LEARNING – Level I
TECHNICAL ASSISTANCE GUIDE
FY 2018-19**



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

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I. INTRODUCTION

The Technical Assistance Guide (TAG) serves as a compliment to existing protocols and procedures to carry out the complex tasks associated with the implementation of the Youth@Work Work Based Learning (WBL) - Level I Services. This TAG is not a complete, standalone document. It is the sole responsibility of the Youth@Work agency to ensure that all staff working on any aspect of the WBL- Level I Services be made aware of all requirements to implement and manage Youth@Work programs as provided in this TAG and in conjunction with the Statement of Work, directives, training, and meeting information.

II. YOUTH@WORK WBL – LEVEL I SERVICES OVERVIEW

The Youth@Work WBL is a year-round services that follows an "Earn & Learn" model. The WBL services provides work-based learning to L.A. County's youth ages 14-24. The goal of the program is to introduce youth participants to the workplace, to gain valuable employment skills, to earn an income, and to learn about viable career pathways. The experience provides youth with incentives to stay in school, to maintain a good academic standing, and to understand the importance of education and how this impacts one's future earning potential.

FY 18-19 FUNDING AND TARGET POPULATIONS

Youth@Work prioritizes services to the following targeted youth populations ages 14-24 unless otherwise specified:

- CalWORKs (CW): Youth ages 14-18 and if age 19 must be enrolled in the CalLEARN Program. The CalLEARN program encourages pregnant or parenting teens to complete high school.
- Other Underserved Youth: Low Income Youth including former foster, probation, homeless, or otherwise low income youth.
- DCFS Foster: Foster Youth ages 14-24

FY 18-19 PERFORMANCE GOALS AND TIMELINE

The WBL year begins July 1, 2018, and ends June 30, 2019. It is expected that the greatest activity occurs from July to September in order to support a summer component. Accordingly, expenditures should also follow this timeline. Table 1 below summarizes the required placement and expenditure performance:

- Between July 1, 2018, to December 31, 2018, agencies shall reach 80% of placements and 50% of expenditures.
- Between January 1, 2019 to June 29, 2019, agencies shall reach 100% of placements and expenditures.

Table 1. Summary of the required placement and expenditure performance.

Placements & Expenditure Goals from July 1, 2018 – June 29, 2019							
Funding	Category	July	August	September	October	November	December
All Funding	% of Placements	30%	40%	50%	60%	75%	80%
	% of Expenditure	20%	25%	30%	40%	45%	50%
Funding	Category	January	February	March	April	May	June
All Funding	% of Placements	80%	85%	87%	90%	95%	100%
	% of Expenditure	55%	60%	70%	85%	85%	100%

III. ELIGIBILITY DETERMINATION AND DOCUMENTATION PROCEDURES

Prior to providing any service, agencies shall ensure that program services shall only be provided to youth that meet **all** eligibility criteria noted below AND have completed documentation on file. Any service provided prior to establishing eligibility properly will be a disallowed cost and the responsibility of the agency.

General Eligibility Determination and Documentation Level

1. Identity / Age

Eligible youth shall be between the ages of 14-24 at time of eligibility determination unless as specified below:

- CW youth shall be between the ages of 14-18.
- CW/CalLEARN youth must be not be older than 19 years of age.

Agencies must retain a copy of one (1) of the following forms of documentation in the case file, to substantiate that identity date and age requirements have been met:

- Hospital Record of Birth; or
- Valid Driver's License; or
- Federal, State or Local Government Issued Identification Card; or
- United States Passport or United States Passport Card; or
- Official School Records or Picture ID card

2. Right To Work Documentation

The youth must have a valid U.S. work authorization form on file. Agencies shall use the most current I-9 Form (Attachment I). ***NO SUBSTITUTIONS ARE PERMITTED!*** Also, the I-9 Form must be printed double sided. The form can be obtained at <http://www.uscis.gov/sites/default/files/files/form/i-9.pdf>. Agencies shall ensure that documents that satisfy either List A **or** List B **and** C of the I-9 Form are provided.

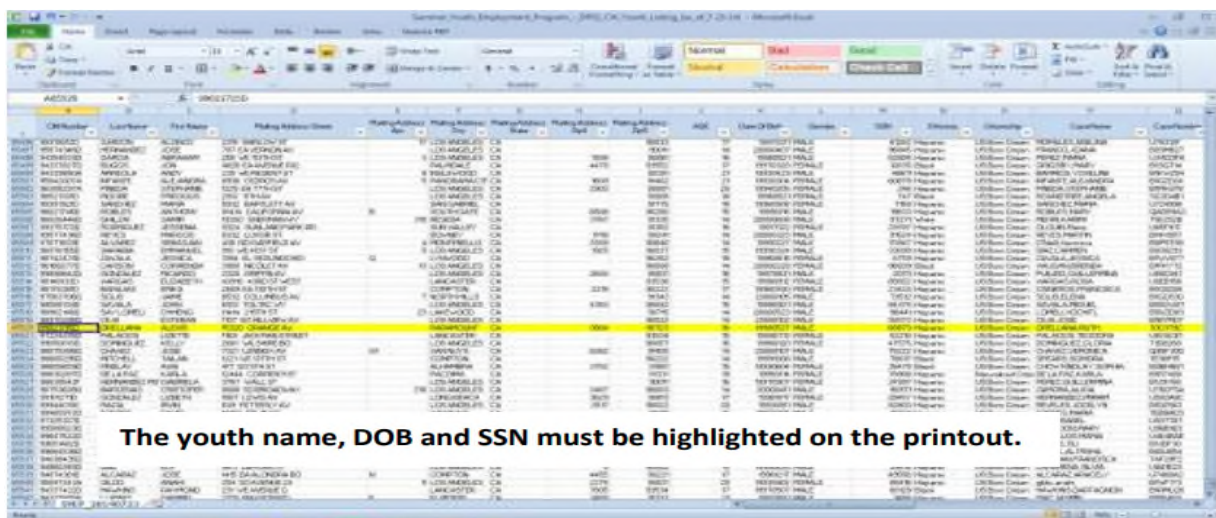
3. Residency Requirement

Agencies shall ensure that participating youth are residents of Los Angeles County.

CW Eligibility Determination and Documentation

To establish CW eligibility, first search for the youth in the most recent DPSS Data Dump (see Figure 1 below). Once found, highlight the youth name, date of birth and social security number, and print a screen shot that shall be retained in the youth's file.

Figure 1. DPSS 'Data Dump' Screen Shot Sample



The youth name, DOB and SSN must be highlighted on the printout.

CalLEARN Eligibility Determination and Documentation

CalLEARN youth must not be older than 19 years of age and must be either pregnant or parenting. For CalLEARN verification, agencies shall follow the same procedures as the CW above with the exception that the CalLEARN identifier column heading indicating the status is highlighted. See Figure 2. below.

Figure 2. CALEARN Identifier Column

	A	B	C	D	E	F	G	H	I	J	K
	IRLN_ID	Last_Name	First_Name	Mailing_Address_Street	Mailing_Address_2	Mailing_Address	Age	Gender	Cal_Learn_F	District_Office	District_Office_Desc
1	91791573D	TAMAZYAN	LEONARDO	8037 HAZELTINE PL		NORTH HOLLYWOOD	CA	18	MALE		11 East Valley Assistance Paymen
2	92946816D	ARREOLA	BECKY	729 WE AVE I GRC 88		LANCASTER	CA	17	FEMALE		94 Lancaster Assistance Payment
3	95014624D	TATE	EDWARD	30021 TAJAUTA AV		CARSON	CA	17	MALE		26 Compton Assistance Payments
4	96125133D	MAYO	ASHA	1179 WE 38TH ST		LOS ANGELES	CA	16	FEMALE		12 Exposition Park Assistance Pa
5	91461989E	QUIROZ	BRENDA	11123 SO NEW HAMPSHIRE AV		LOS ANGELES	CA	15	FEMALE		83 Southwest Family Assistance Fa
6	91629359C	GARCIA	MELANIE	8130 SO ATLANTIC AV		CUDAHY	CA	20	FEMALE		6 Cudahy Assistance Payments
7	91600100D	FLORES	DAYANA	9622 KALMIA ST		LOS ANGELES	CA	20	FEMALE		27 South Central Assistance Paym
8	91627706D	GONZALEZ	STEVE	13935 COTEAU DR		WHITTIER	CA	15	MALE		40 Norwalk Assistance Payments
9	91639542D	TREADWAY	AHIANA	9819 COMPTON AV		LOS ANGELES	CA	16	FEMALE		17 Florence Assistance Payments
10	92247473D	ESPINOZA	RICHARD	225 3/4 EA 53RD ST		LOS ANGELES	CA	16	MALE		13 Metro Family Assistance
11	92267348D	LEVERETT	SCOTTIE	8028 SO VERMONT AVE		LOS ANGELES	CA	15	MALE		86 Southwest Family Assistance
12	92475442D	RODRIGUEZ	MARR	958 CEDAR AV		LONG BEACH	CA	17	MALE		31 South Family Assistance Paym
13	91136917D	RICHARDS	JAHDALE	18723 VIA FRANCESCA		SANJOHNS COUNTRY	CA	16	MALE		51 Santa Clarita (Branch of 682)
14	92377287E	DELA CRUZ APO	SAAFIR	22330 MEYLER SE		TORRANCE	CA	17	MALE		85 Southwest Family Assistance
15	92584848E	MENDOZA	ANGEL	39057 FLORAC ST		PALMDALE	CA	14	MALE		34 Lancaster Assistance Payment
16	91799065D	ESPINOZA	DARLENE	1461 WE MISSION RD		POMONA	CA	18	FEMALE	YES	36 Pomona Assistance Payments
17	92593125D	WILLIAMS	EBONY	134 WE 59TH ST		LOS ANGELES	CA	16	FEMALE		60 Rancho Park Assistance Paym
18	95020585D	BELLO	MARVIN	235 WE 47TH ST		LOS ANGELES	CA	18	MALE		58 Metro North Assistance Paym
19	90037287D	REZA	IVAN	11228 1/2 ATLANTIC AV		LYNWOOD	CA	14	MALE		8 Cudahy Assistance Payments
20	90052822D	HERNANDEZ	STEVEN	30009 IMPERIAL HW		DOWNEY	CA	17	MALE		9 Cudahy Assistance Payments
21	90087846D	LOPEZ	JASMIN	3824 GRAND AV		HUNTINGTON PARK	CA	20	FEMALE		5 Bellvedere Assistance Paymen
22	90160813E	PARYANI	MIHRAJOOB	17940 SHERMAN WE		RESEDA	CA	15	FEMALE		82 West Valley Assistance Payme
23	90168748D	WRIGHT	JAIDDA	5227 HUNTINGTON DR N		LOS ANGELES	CA	18	FEMALE		86 Lincoln Heights Assistance Pa
24	90199348D	YOUNG	MARCUS	630 EA BIXBY RD		LONG BEACH	CA	16	MALE		81 South Family Assistance Paym
25	90117788D	ARIAS	IOANNA	4738 DODDIER AV		LOS ANGELES	CA	14	FEMALE		15 Metro East Assistance Paymen
26	96021385D	OROZCO	CRYSTAL	7456 OLDRICK AV		VAN NUYS	CA	15	FEMALE	YES	82 West Valley Assistance Payme
27	90038872D	JOINER	ISHANE	8300 SO VERMONT AV		LOS ANGELES	CA	17	FEMALE		85 Southwest Family Assistance
28	90044827D	JOHNSON	TAKAYLA	8527 SO HOOVER ST		LOS ANGELES	CA	14	FEMALE		17 Florence Assistance Payments
29	90048928D	ESCOBAR	NADIA	585 NO DUCKLEY ST		POMONA	CA	15	FEMALE		36 Pomona Assistance Payments

Alternate CW Documentation

If the youth’s name does not appear on the DPSS Data Dump listing, agencies shall verify CW status using the Confidential Verification form (Attachment II). The Confidential Verification form must be completed by authorized DPSS staff. The person with the open DPSS case (the youth’s parent or guardian) shall sign the form and take it to the DPSS office for completion. Either the youth or parent/guardian shall return the completed form to the agency. No other form of verification shall be accepted.

Foster Documentation

To establish foster status in general, any of the following are acceptable documentation:

- Current letter from the Department of Children and Family Services (DCFS),
- Court documents
- Official letters from school counselors, school districts, group homes, and court attorneys.

Waivers

Agencies are required to request a geographical waiver for Other Underserved Youth (OUY) participants if they reside outside of agency’s service area. All requests are to be e-mailed to youthatwork@wdacs.lacounty.gov. The email subject shall be titled “OUY

WAIVER REQUEST". Upon review, County will issue a formal approval that is to be kept in the youth's file. Geographical waivers are not required for the following youth:

- Foster
- Probation
- CalWORKs
- Homeless

IV. INTAKE AND REQUIRED FORMS AND DOCUMENTATION

Agencies shall gather the required eligibility documentation during intake to establish WBL eligibility for program participation. For detailed requirements refer to the Youth@Work Statement of Work and other subsequent policies as appropriate. A list follows of the required forms that make up the youth's file contents. Agencies shall maintain order of the files as directed by the County (see below).

Required Forms and Documentation

These forms and documentation must be included in the individual youth files. Agencies shall ensure that forms are completed with the appropriate information, including signature, date, etc. All forms will be provided as electronic PDF files.

1. Targeted Youth Documentation
 2. Form I-9 Please Visit: <http://www.uscis.gov/files/form/i-9.pdf> (Attachment I)
 3. Confidential Verification form (Attachment II)
 4. Form W-4 (Rev. 2016): Please Visit: <http://www.irs.gov/pub/irs-pdf/fw4.pdf> (Attachment III)
 5. One (1) of the following: Consent & Release Agreement Ages 17 & Under (Attachment IV) –or- Consent & Release Agreement Ages 18 & Above (Attachment V)
 6. Complaint of Discriminatory Treatment (Attachment VI)
- All youth shall be made aware of the ability to file a complaint.

For non-CW youth, agencies shall establish and utilize their own complaint and resolution policies, procedures and forms to address any complaints or issues according to the Equal Employment Opportunity laws and regulations. Agencies shall provide a copy of the agency's complaint policies and procedures upon request. Agencies shall complete a form **only** if there is any complaint of discriminatory treatment. Should a complaint arise, agencies shall report the incident to the County within 24 hours to Martiza Dubie-Urbe at MDubie-Urbe@wdacs.lacounty.gov and a copy to youthatwork@wdacs.lacounty.gov.

Complaint of Discriminatory Treatment Form (PA-607) (Attachment VI) is required for use with CW youth only. Agencies shall complete the PA-607 **only** if there is a complaint of discriminatory treatment. Should a complaint be filed, agencies shall report the incident within 24 hours to Martiza Dubie-Urbe at MDubie-Urbe@wdacs.lacounty.gov and a copy to youthatwork@wdacs.lacounty.gov.

7. Language Designation Form (PA 481) (Attachment VII)

For use with CW youth only. Agencies shall ensure the appropriate language is identified and used when communicating with the participant.

8. Individual Assessment (IA) Form and Instructions (Attachment VIII)

9. Case Notes (Attachment IX)

10. Verification of PET and Book Receipt Form (Attachment X)

11. Book Inventory Log (Attachment XI)

12. Work Permit (Attachment XII)

13. Monthly & Final Performance Evaluation (Attachment XIII)

14. Worksite Checklist Form (Attachment XIV)

15. Worksite Supervisor's Manual (Attachment XV)

16. Worksite Agreement (Attachment XVI)

17. Worksite Expectations Review Form (Attachment XVII)

V. PARTICIPANT CASE FILE CHECKLIST AND CONTENT ORGANIZATION

Agencies shall ensure the following documentation is maintained in the case file and organized as indicated below. Form substitutions may be made **only** with written approval of the County. Agencies shall also ensure that all documentation is valid and current and has been signed-off by the appropriate person if applicable.

Agencies shall also monitor the case files on a regular basis by using the Participant File Checklist, table 2 below, to ensure accuracy for audit purposes.

Table 2 Participant File Checklist

Participant Checklist	
Section 1	Eligibility Documentation CalWORKs Verification Foster Verification Documentation for Birth Date/Age US Work Authorization I-9 Supporting Documentation
Section 2	Assessment Forms Individual Assessment Form Monthly PE Final PE
Section 3	Work Experience Documentation W-4 Form I-9 Form Work Permit Worksite Expectations Review
Section 4	Consent Agreements, Case Notes and Miscellaneous Age Appropriate Consent & Release Agreement Case Notes & Correspondence PET Verification Form Supportive Services Receipts
Section 5	Time Records & File Checklist Timesheets Participant File Checklist- <i>To be issued prior to TA visit</i>
Section 6	CW Only Forms Language Designation Form- PA 481 Complaint & Resolution Form- PA 607 - initialed by the youth/parent Complaint & Resolution Form – PA 607 - completed if a complaint was filed

VI. ENROLLMENTS AND FUNDING SOURCE DETERMINATION PROCEDURES

To maximize funding, agencies are encouraged to conduct targeted recruitments to identify youth. Once an agency has complete documentation establishing program eligibility, the youth may be enrolled into the WBL services.

Enrollments for FY18-19 begin on July 1, 2018. All documentation must reflect the new program year. As it is a new fiscal year, youth that previously participated may reapply. If this occurs, agencies may follow a modified eligibility process. Remember that the priority is to enroll youth that have never participated. Some agencies are also required to prioritize services for youth living in unincorporated areas of the County.

When determining the appropriate funding source to support the youth enrollment, always try to maximize the CW, Foster, and Probation funds first. If the youth does not meet the

eligibility for the mentioned funding streams, OUY funds would be the next funding streams for consideration.

VII. INITIAL AND ONGOING ASSESSMENT PROCEDURES

Initial Assessment

An enrolled youth shall be assessed using the Individual Assessment (IA) form (Attachment VIII) to determine work-readiness, based on past work experience, work-related interests, skills and aptitudes. The initial assessment results will be used to match the youth with the best work plan and work site based on individual needs. The IA form may be completed in conjunction with Personal Enhancement Training (PET), but must be completed prior to a youth being placed in paid work experience.

Youth should be given the opportunity to participate in mock interviews; youth shall also participate in **at least** one (1) actual job interview. Service providers may choose to coordinate interview activities as part of PET. The case manager shall document the time, date and location of the mock and actual interviews in the case notes (Attachment IX). The initial assessment will also determine if the youth requires supportive services to participate in the program.

Supportive Services

The Case Manager shall assess each youth for any needed supportive services for transportation (i.e., bus tokens, bus passes, Uber or Lyft, etc.), work uniforms, and any other reasonable necessities for youth to continue and complete the program. Any supportive service offered must be documented in the case notes; receipts shall be kept in the file to substantiate the cost.

Providers may provide nutritional snacks to the youth participants during PET or special events. The cost shall not exceed \$6.00 per day per youth and it shall not exceed a total of \$30.00 per youth throughout their program participation. Providers shall invoice these costs according to fiscal invoicing procedures.

Monthly Assessment

Once a youth begins the work experience assignment he/she shall receive a monthly, Performance Evaluation (PE) (Attachment XIII). The PE shall be completed by the Worksite Supervisor. The Case Manager shall review and discuss the PE with the youth, acknowledging his/her strengths and/or weaknesses as identified by the Worksite Supervisor. Additionally, the Case Manager shall identify whether supportive services or other resources may be required for the youth to engage in program activities. The PE review shall occur when the youth comes to pick up his/her paycheck.

Final Assessment

The Final Performance Evaluation (FPE) serves as the final indicator of the level of work readiness achieved by the youth. Agencies shall ensure that each youth receives an FPE from the Worksite Supervisor. The Case Manager shall review and discuss the FPE with the youth, acknowledging his/her strengths and/or weaknesses as identified by the Worksite Supervisor. The FPE review shall occur when the youth receives his/her last paycheck.

Additionally, the Case Manager shall identify if the youth could benefit from additional educational or employment services. Youth who may benefit from additional services beyond the scope of level I services shall be co-enrolled into level II and/or level III services. This is optional for non-County Local Workforce Development Areas.

VIII. PERSONAL ENRICHMENT TRAINING (PET)

All youth are required to participate in the new PET Transitional Aging Youth World of Work (TAYWoW) Curriculum launched July 1, 2018. The use of TAY Wow Curriculum is mandatory for all agencies providing Youth@Work program services.

The TAYWoW is trauma-informed, evidenced-based curriculum through Columbia University. The training format includes peer-to-peer learning and a forum to share and process what has been learned. Youth are expected to receive up to 20 hours of instruction and receive a copy of the WoWBook. An electronic version may be provided.

Agencies have the flexibility to set the instruction using the pacing options available. However, the 5 day version should be utilized during the summer component. The curriculum includes a total of 24 units but agencies are required to provide training on the 12 Core Curriculum Units from Modules A, B, C, D, E, & F. Each Module is divided into units.

The Core Curriculum training modules and units are as follows:

TAYWoW Core Curriculum

Module A- Finding Your Way (3 Units): The purpose of this module is to help match skills, interests, and strengths to a career that is right for youth.

Objectives:

- Determine current work-related skills, interests and preferences
- Find a career of interest
- Learn about a professional support network
- Develop a career and educational plan to help your career goal

Module B- Act Like a Pro (4 Units): The purpose of this module is to help youth determine what it means to be an appropriate, professional, and thoughtful worker to grow and be successful in your career.

Objectives:

- Identify behavior appropriate for the workplace
- Understand the meaning of informal and formal workplace policies
- Learn what it takes to communicate effectively at work
- Review strategies to handle workplace conflict
- Become aware of cultural differences at work and how to manage them

Module C- Look for Work (8 Units): The purpose of this module is to introduce youth ways to look for, apply to, and interview for jobs.

Objectives:

- Access job search resources
- Identify jobs of interest
- Understand the job search process
- Update/create a resume and cover letter
- Utilize online job search resources
- Know how to complete a job application
- Understand the parts of a job interview

Module D- Financial Management (4 Units): The purpose of this module is to help youth manage their money

Objectives:

- Understand the importance of a budget
- Practice creating a budget
- Understand basic banking concepts
- Practice balancing a checking account
- Know the dangers and benefits of credit card accounts
- Understand the importance of saving

Module E- Keep it Real (2 Units): The purpose of this module is to prepare youth to balance life with the demands of work or school.

Objectives:

- Understand how to assess your need for an accommodation at school or in the workplace
- Consider support options for employment
- Explore the process of determining whether or not to share personal issues/circumstances with the workplace

Module F- Beyond Your First Job (1 Unit): The purpose of this module is to review the skills and the information that have been covered in the WOWBook.

Objectives:

- Learn ways to stay on career path
- Develop next steps using the information in WOWBook

The “7 Habits of Highly Effective Teens” Book

As an added resource, the book, 7 Habits of Highly Effective Teens by Sean Covey will be used as a companion guide to the TAYWoW curriculum. Each youth shall receive a copy of the book and agencies shall maintain a Book Inventory Log (Attachment XI) that is signed-off by the youth certifying when the book was distributed. This document shall be kept in the case file.

PET Requirements and Prior Participation

All youth are required to participate in the PET. Youth are expected to receive up to 20 hours of paid PET training ensure they acquire some of the basic "soft skills" necessary to succeed in the workplace. PET participation must be captured in the case management system known as the WBL Web Application (WebApp); see Section X, Data Entry. Agencies shall maintain clearly designated sign-in sheets for each PET activity. The sign-in sheets shall contain the module name, date, duration, complete youth name and signature.

Youth that participated in the PET within the last 6 months are not required to participate again unless the case manager determines that the youth could benefit from repeating the module(s) again.

NOTE: For youth that bypass PET, the Web App must reflect PET hours as zero (0) hours and indicate “Completed” for PET status.

IX. WORKSITE PROCEDURES AND WORK EXPERIENCE

Worksite Checklist and Worksite Preparation Procedures

Agencies shall ensure that all worksites are aware of and meet County adopted health and safety standards, California Child Labor Laws, and Department of Labor requirements. Under no circumstances shall a youth be referred to a worksite that does not honor these standards. To assist in this process, the Worksite Checklist (Attachment XIV) contains a thorough description of requirements. A Worksite Agreement (Attachment XVII) shall not be executed until all the requirements of the Worksite Checklist are satisfied.

Worksite Evacuation Plan

Agencies shall ensure worksites have a valid evacuation plan in case of emergency. Should a worksite not have a plan, or a visible plan, the agencies shall assist in the preparation of one. Service provides will inform the worksite of this service during the Worksite Checklist review.

Worksite Supervisor's Manual and Supervisor Orientation

The Worksite Supervisor's Manual (Attachment XV) contains a detailed account of the roles and responsibilities of both the agency and worksite. The agency is responsible for implementation and integrity of the Worksite Supervisor's Manual provisions. Agency shall conduct at least one (1) Supervisor Orientation for each worksite, to ensure worksite supervisors understand their roles and responsibilities and all related WBL protocols. The supervisor orientation shall discuss all the provisions specified in the Supervisor's Manual. Agencies to ensure this important element is not overlooked

Worksite Agreement

The Worksite Agreement (Attachment XVI) is a non-financial contract that clearly defines the roles and responsibilities of each party to that Agreement. An executed Worksite Agreement indicates that each party understands the roles and responsibilities each has under the WBL services. Furthermore, an executed Worksite Agreement indicates that the worksite has satisfied all health and safety requirements as noted in the Worksite Checklist form (Attachment XIV). The Worksite Checklist will expire concurrently with the effective date identified on the Worksite Agreement form.

Each worksite requires its own unique worksite agreement, however, service providers may negotiate a Master Agreement to cover multiple work locations. Service providers wishing to exercise this option must notify the County and provide the County with a copy of the Master Agreement. Under no circumstance shall a youth be referred to a worksite that does not have an executed worksite agreement.

Worksite Expectations Review

The purpose of the Worksite Expectations Review (Attachment XVIII) is to ensure youth, agencies, and supervisors are clear on the hours, expectations, and duties that will occur through this program. Service providers shall prepare and discuss the Worksite Expectations Review (Attachment XVII) form with the worksite supervisor, once the worksite agreement has been executed **and** prior to any youth assignment. Agency may provide the worksites with the Worksite Expectations Review form at the time of the time of the Supervisor's Orientation, if the information is available. Conversely, it is equally imperative that case managers explain clearly to the youth his/her roles and responsibilities.

Work Experience (WEX) Assignment

Prior to beginning a WEX assignment, youths' skills sets, interests and work experience preferences are assessed using the IA form (Attachment VIII). Youth may be placed in a particular worksite if the youth possesses the requested skills that are needed or conversely to provide the youth with the opportunity to develop a skills set. Youth may begin the WEX assignment once the PET is complete and the worksite meets all safety criteria. Depending on the age of the youth, he/she may be required to have a valid work permit to begin the PET and WEX.

Work Permit

A work permit (Attachment XII) is required for all applicants under 18 years of age. The work permit must be authorized by the youth's school prior to the youth beginning the PET or WEX. The work permit must be valid through the last day of the WEX, but no later than June 30, 2019. All WEX hours shall be completed by this date. The agency shall also provide a copy of the work permit to the worksite.

Performance Evaluation (PE)

Each youth shall receive a monthly assessment to evaluate his/her work readiness skills by way of a monthly Performance Evaluation (PE) (Attachment XIII), from the worksite supervisor and will also be reviewed and signed by the agency case manager. Upon completion of the program, youth will receive a final PE and a certificate of Work Readiness. See Section VII, Initial and Ongoing Assessment Procedures.

X. DATA ENTRY

All data entry must be made within the same business day but no later than three (3) business days of the date of participant registration, enrollment, placement or exit. Agencies shall utilize the WBL Web App as the case management and data repository. The WBL Web App may be accessed via the link <https://wbl.wdacs.lacounty.gov/syep.html>.

It is imperative that agencies capture all youth demographics and activities as this information will be used for reporting, tracking, and performance purposes. The County firmly adheres to the adage that "If it is not in the system; it does not exist." Please refer to the WBL Web App Manual for complete user instructions.

XI. PROGRAM ACTIVITY END DATE AND EXIT PROCEDURES

Program Activity End Date

Youth enrolled in Level I services shall be exited using the WBL Web App once the agency determines that maximum hours are reached for each youth. For example, a youth that was enrolled on June 18, 2018 and has not yet completed the 120 hours by June 30, 2018, shall be carried over to the new fiscal year to complete the determined hours. The youth completes the remaining hours on August 1, 2018 and is then exited from the program effective August 1, 2018. The WBL Web App shall reflect the exit date effective August 1, 2018.

Agencies shall ensure that the modified eligibility procedures are followed for any youth carried over from one fiscal year to the next. **Only 20%** of youth carryovers will be counted towards the established performance goals. Agencies shall maintain their performance outcomes by meeting minimum placement goals **and** maximizing funding allocations. To

accomplish this, it is anticipated that agencies will exceed the minimum enrollment and placement goals. For this reason, the average of 120 hours represents one (1) placement slot; however, one slot may allow placing more than one youth. This occurs because youth have differing needs and other commitments that may prevent the youth from exhausting the full 120 hours. It is the responsibility of the service provider to determine when the youth has reached his or her maximum hours.

Exit Procedures

Once a youth has completed the program or has stopped participating the agency shall complete the following tasks before the last pay check is provided to the youth participant:

1. **Final Performance Evaluation** -The Case Manager shall review and discuss the FPE with the youth. The FPE shall be provided to the youth and a copy shall be maintained in the youth file.
2. **Youth Survey**- The Case Manager shall ensure that a Youth Survey is completed by each youth through Survey Monkey, at <https://www.surveymonkey.com/r/youthatworkexit>
3. **Certificate of Completion** - The Certificate of Completion is issued after participants complete all program activities and when the FPE and Youth Survey are completed. The Exit Form on the WBL Web App shall be completed at the time of Exit and a printout shall be maintained in the youth's case file.
4. **Performance Measures**- The Case Manager shall ensure all participant performance outcomes are reflected in the WBL Web App Exit Form indicating all that apply:
 - a. Attainment of a library card, AND
 - b. One of the following: work readiness skills attainment, continuation of high school, enrollment into post-secondary education, or placement into unsubsidized employment.

If a youth drops out of the program, the Case Manager shall make every effort to identify the reasons why the youth is leaving the program and if there are available resources to help the youth continue or transition to other programs. As appropriate, the Case Manager shall ensure the completion of all Exit Procedures noted above.

XII. LISTING OF REQUIRED FORMS

Attachments:

[Attachment I - Form I-9](#)

[Attachment II - Confidential Verification Form](#)

[Attachment III - Form W-4 Sample](#)

[Attachment IV - Consent & Release Agreement Ages 17 & Under](#)

[Attachment V - Consent & Release Agreement Ages 18 & Above](#)

[Attachment VI - Compliant of Discriminatory Treatment](#)

[Attachment VII - Language Designation Form](#)

[Attachment VIII - Individual Assessment \(IA\) Form and Instructions](#)

[Attachment IX - Case Notes](#)

[Attachment X - Verification of PET and Book Receipt](#)

[Attachment XI - Book Inventory Log](#)

[Attachment XII - Work Permit Sample](#)

[Attachment XIII - Monthly & Final Performance Evaluation Form](#)

[Attachment XIV - Worksite Checklist Form](#)

[Attachment XV - Worksite Supervisor's Manual](#)

[Attachment XVI - Worksite Agreement](#)

[Attachment XVII - Worksite Expectation Review Form](#)