



COUNTY OF LOS ANGELES WORKFORCE DEVELOPMENT, AGING AND COMMUNITY SERVICES



WORKFORCE DEVELOPMENT PROGRAMS DIRECTIVE

DATE: August 2, 2018

NUMBER: WDP D18-07

Los Angeles County Youth@Work Work Based Learning Technical Assistance Guide 2018

This policy supercedes LACYJ D16-02
Los Angeles County Youth Jobs Technical Assistance Guide

EXECUTIVE SUMMARY

The purpose of this directive is to provide guidance to County operated and non-County operated America's Job Centers of California (AJCC) who provide Youth@Work (Y@W) services. This Technical Assistance Guide (TAG) serves as a reference to existing protocols and procedures used to carry out the complex tasks associated with the implementation of the Y@W Work Based Learning (WBL) – Level I Services.

Forms used in this process have been updated to allow service providers the ability to download, edit, and print these forms electronically. A list of these interactive forms is included below.

REFERENCES

- LACYJ D16-02 Los Angeles County Youth Jobs Technical Assistance Guide

BACKGROUND

Y@W provides youth with year-round workforce services following a multi-tiered approach. This method allows youth to gain full work readiness preparation through a balanced Earn and Learn approach of work experience, training and education. Y@W services should be delivered based on individual needs and do not need to follow a sequential pattern.

WBL – Level I is best suited for a youth that has little or no work experience. Y@W targets and prioritizes youth populations with the highest need, including: disconnected youth, school dropouts, foster, probation, homeless, Transitional Age Youth (TAY), LGBTQ and CalWORKs youth. WBL's goal is to provide youth with a menu of services that offer access to work experience, work readiness, personal enrichment training, academic and career counseling, and advanced career services.

POLICY AND PROCEDURES

All AJCCs shall adhere to the policy and procedures described herein.

ACTION

Y@W 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

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



Irene Pelayo, Program Manager
Workforce and Community Services Branch

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](#)