



# LOS ANGELES COUNTY

## YOUTH JOBS PROGRAM DIRECTIVE

NUMBER: LACYJ D16-01

SUBJECT: LOS ANGELES COUNTY YOUTH  
JOBS (LACYJ) EXIT PROCEDURES

DATE: May 26, 2016

EFFECTIVE DATE: Immediately

**\*\*\*REVISED FOR NUMBERING\*\*\***

**TO: LACYJ PROGRAM PROVIDERS**

### **PURPOSE**

The purpose of this Directive is to notify all LACYJ providers of the required year end program procedures. This directive supersedes the current closeout procedure in the LACYJ Technical Assistance Guide (TAG). The procedure states all LACYJ participants must be exited from the Youth Employment Program Web Application (YEP Web App) system on or before June 30, 2016 regardless of the number of hours worked. **Participants are no longer required to exit on or before June 30, 2016.**

### **POLICY AND PROCEDURES**

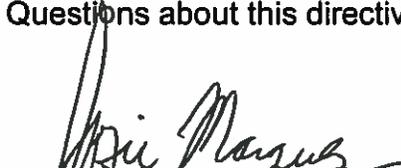
All providers shall adhere to the following procedures as set forth in this directive.

#### **YEP Web Application Exit Procedures:**

Effective immediately, all participants enrolled in the LACYJ program are to be exited through the YEP Web App once they have completed their allotted hours. Participants that have not completed their hours by June 30, 2016, shall not exit and will be carried over to the new fiscal year. Participants shall only be exited from the program when allotted hours have been completed. It is the responsibility of the provider to determine when participants have reached their maximum hours, and then exit them accordingly.

### **INQUIRIES**

Questions about this directive can be e-mailed to [csslacyjprograms@css.lacounty.gov](mailto:csslacyjprograms@css.lacounty.gov).

  
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**Josie Marquez, Assistant Director**  
**Workforce and Community Services Branch**