



LOS ANGELES COUNTY

YOUTH JOBS PROGRAM DIRECTIVE

NUMBER: LACYJ D16-02

SUBJECT: 2016-17 LOS ANGELES COUNTY
YOUTH JOBS (LACYJ) TECHNICAL
ASSISTANCE GUIDE (TAG)

DATE: June 30, 2016

EFFECTIVE DATE: November 8, 2016

TO: LACYJ PROGRAM SERVICE PROVIDERS

*****THIS DIRECTIVE SUPERSEDES DIRECTIVE WIOA D16-04***
Directive has been revised for numbering and electronic forms**

PURPOSE

The 2016-17 LACYJ TAG serves as a complement to existing protocols and procedures to carry out the complex tasks associated with the implementation of the LACYJ program. The 2016-17 LACYJ TAG has been updated to provide service providers the ability to download and edit the forms electronically.

ACTIONS

LACYJ providers must ensure that staff working on any aspect of the LACYJ program are familiar with all the requirements to implement and manage the LACYJ program.

REFERENCES

- LACOD-Y-D13-16 Personal Enrichment Training (PET)

INQUIRIES

Questions about this directive can be e-mail to csslacyjprograms@css.lacounty.gov.

A handwritten signature in black ink, appearing to read "Josie Marquez", written over a horizontal line.

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

Attachments:

- I. Form I-9

- II. Confidential Verification Form
- III. Form W-4
- IV. Consent & Release Agreement Ages 17 & Under
- V. Consent & Release Agreement Ages 18 & Above
- VI. Complaint of Discriminatory Treatment
- VII. Language Designation Form
- VIII. Individual Assessment (IA) Form and Instructions
- IX. Case Notes
- X. Verification of PET Training and Book Receipt Form
- XI. Book Inventory Log
- XII. Work Permit
- XIII. Monthly & Final Performance Evaluation Form
- XIV. Worksite Checklist Form
- XV. Worksite Supervisor's Manual
- XVI. Worksite Agreement
- XVII. Worksite Expectations Review Form