



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



DATE: January 30, 2019

NUMBER: WDP D18-27

**Youth@Work Work Based Learning-Level I
Program Completion Exit Procedures: Non-Workforce
Innovation and Opportunity Act**

EXECUTIVE SUMMARY

The purpose of this directive is to inform Youth@Work (Y@W) County operated and non-County operated America's Job Centers of California (AJCCs) of the required exit procedures to be counted as a Program Completion for all non-Workforce Innovation and Opportunity Act (WIOA) Y@W Work Based Learning (WBL)-Level I service participants.

REFERENCES

- WDP D18-07 Los Angeles County Youth@Work Work Based Learning Technical Assistance Guide 2018
- Los Angeles County One Stop Operator (OSO) for the Americas Job Centers of California (AJCCs), Appendix A-2 Los Angeles County Youth@Work Program Statement of Work
- WDP 18-33 WIOA Youth Work Experience Policies and Procedures

BACKGROUND

WBL Level I services provides youth ages 14-24 with year-round workforce services following a multi-tiered approach. This method allows youth to gain work readiness preparation and paid work experience through a balanced Earn and Learn approach of work readiness training and work experience. 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. The goal is to provide youth with a menu of services that offer access to work readiness through personal enrichment training, career exploration and work experience.

Work experience is a critical component of preparing youth for transition to adulthood. Potential benefits for participating in work experience include: gaining career readiness skills including the "soft skills" that employers look for in workers; increasing one's knowledge of specific occupational skills that are necessary to be competitive in the modern workplace, establishing familiarity within a workplace setting; establishing a

work history and connections with employers that may aid in future job searches; and developing an understanding of different occupations to make informed career choices.

POLICY AND PROCEDURES

All AJCCs shall adhere to the following policy upon release.

NON-WIOA WORK-BASED LEARNING – LEVEL I SERVICES REQUIRED HOURS

All non-WIOA WBL - Level I service youth shall be provided with a full 120 hours of work experience inclusive of 20 hours of Personal Enrichment Training (PET) and 100 hours of Work Experience (WEX). There are no exceptions. Also, there is no set timeframe as to when youth must complete the 120 hours other than age limitations.

Example #1: A youth has completed 20 hours of PET in the last six (6) months and exits in June with a total of 80 hours of WEX completed. The youth is credited for 100 hours of participation. To qualify for program completion, the youth shall complete the remaining 20 hours of WEX at a future time. Upon completion of the remaining hours, the AJCC shall issue the Work Readiness Certificate.

Example #2: In September 2018, a youth completes 20 hours of PET and 40 hours of WEX with AJCC A. He/she then returns in May 2019 to finish remaining hours with AJCC B. The youth shall complete 20 hours of PET since the six (6) month PET policy has lapsed. For a youth to successfully exit the program, the youth shall complete the remaining 60 hours of WEX. Upon completion of hours, AJCC B shall issue the Work Readiness Certificate.

DATA ENTRY

Incomplete WBL Hours

Youth shall not be exited from the Y@W portal until the full 120 hours of WBL – Level I participation are complete. AJCCs shall record the number of WEX hours completed thus far in the Y@W portal by indicating the youth's status as "pending" and entering the total number of WEX hours completed to date. AJCCs shall then note in the Comments field the youth's projected timeframe to complete the remaining hours. WDACS will issue WBL-Level I Completion Status reports to assist AJCCs in managing completions.

Successful WBL Completion

AJCCs shall ensure the issuance of a Work Readiness Certificate to participants who complete the full 120-hour requirement and receive a minimum rating of "Meets Expectation" on the Final Performance Evaluation. The Work Readiness Certificate shall be issued by the AJCC that assigns the remaining hours to the youth.

SUCCESSFUL WBL - LEVEL I SERVICE EXIT & INCENTIVES

WBL-Level I Completion Status Reports

Beginning January 2019, AJCCs will be provided with an on-going WBL-Level I Completion Status report indicating which youth have completed less than 120 hours. AJCCs shall utilize the report to outreach to youth and encourage them to complete the

WBL-Level I commitment within the program year. The report will also assist in determining potential carryover. It is the AJCC's responsibility to ensure that enough youth are placed to meet the monthly performance goals specified in the WDP D18-07 Los Angeles County Youth@Work Work Based Learning Technical Assistance Guide. To achieve this, AJCCs may utilize supportive services to issue reasonable incentives for milestones and/or successful completion. WDACS will provide guidance on appropriate incentives. AJCCs shall not exit youth who have not completed 120 hours without prior written approval from WDACS staff.

WIOA WORK-BASED LEARNING REQUIRED HOURS

For guidance on required hours for WIOA WBL participants, please see directive WDP 18-33 WIOA Youth Work Experience Policies and Procedures.

ACTION

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.



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