

CITY OF LOS ANGELES

CALIFORNIA

CAROLYN M. HULL
GENERAL MANAGER

**ECONOMIC AND WORKFORCE
DEVELOPMENT DEPARTMENT**

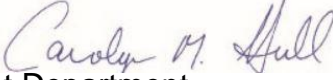


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DATE: February 23, 2022

TO: LA's Workforce Development System – Angeleno Corps Providers

FROM: Carolyn M. Hull, General Manager 
Economic and Workforce Development Department

**SUBJECT: WDS DIRECTIVE No. 22-11
ANGELENO CORPS PROGRAM EXPECTATIONS AND GUIDELINES
FOR PAYING PARTICIPANTS**

EFFECTIVE DATE

This directive is effective upon date of issue.

PURPOSE

The purpose of this directive is to provide additional program guidelines to the providers administering the Angeleno Corps program. In addition, this document outlines the program guidelines participants must adhere to in order to receive their monthly stipend.

BACKGROUND

The Angeleno Corps Program is a centerpiece of Mayor Eric Garcetti's equity and justice agenda and a core investment of the City of Los Angeles in young Angelenos' workforce development and career pathways. The Angeleno Corps is a 10-month education, service, and support program designed to engage young people in community recovery efforts in the City's neighborhoods most impacted by the COVID-19 pandemic and historical and present racial oppression.

PROGRAM CRITERIA

Eligibility Criteria

Angeleno Corps has two major eligibility requirements, including:.

- **Concurrent educational enrollment:** Angeleno Corps participants must be enrolled and attending a post-secondary education or training program full-time. Examples of post-secondary education and training programs include college (2-year or 4-year), vocational training, and certification programs.
 - For Corps Members in college, they must be full-time students who are continuously enrolled for both the Fall and Spring semesters.
 - For Corps Members enrolled in an educational/vocational program through their YouthSource Center, they must be enrolled full-time until completion for the duration of their participation in Angeleno Corps.

- **Completion of Service Hours:** Angeleno Corps participants must complete 40 service hours per month at an assigned host site.

A Participant in “Good Standing”

Angeleno Corps participants are required to be in “good standing” to receive the \$1,000 monthly stipend. A Corps Member in good standing must be:

1. A full-time student in a post-secondary educational/vocational training program (and provide proof of continuous enrollment),
2. Complete 40 service hours per month at their assigned host site, and
3. Attend a minimum of three (3) hours of Service Lead meetings per month: this includes one (1) individual meeting and two (2) cohort meetings.

Youth who are awaiting placement at their host site can remain in good standing in the following ways.

- Maintain full-time enrollment in a post-secondary educational or vocational training program. **Participants are expected to provide verification of continuous enrollment to their assigned YouthSource Center.**
- Attend 6 hours of Service Lead meetings per month, consisting of two (2) individual meetings and four (4) cohort meetings.
- Attend all mandatory activities provided by the Corps Member’s assigned YouthSource Center.

Youth placed at a host site can remain in good standing in the following ways.

- Maintain full-time enrollment in a post-secondary educational or vocational training program. **Participants are expected to provide verification of continuous enrollment to their assigned YouthSource Center.**
- Attend a minimum of 3 hours of Service Lead meetings per month, consisting of 1 individual meeting and 2 cohort meetings.
- Complete 40 service hours per month at host site.

Service Hours

There will be no opportunity for makeup service hours during the Angeleno Corps program. However, if a Corps Member cannot complete their 40 service hours a month, they must complete a minimum of thirty (30) service hours with their host site and attend a minimum of 4 hours of Service Lead meetings (2 individual meetings and 2 cohort meetings) to remain in the program. A Corps Member is only allowed to complete the minimum 30 of service hours 3 times. If a participant maintains 30 monthly services hours for more than 3 months, they will be dismissed from the program.

Service Lead meetings and activities

Corps Members are required to meet monthly with their assigned Service Lead. Service Leads are required to offer 2 one-on-one meetings and 4 group meetings to their assigned

Corps Members. If Corps Members are working at a host site, they must attend at least one of the two (2) individual Service Lead meetings and at least two of the four (4) cohort meetings. Corps Members awaiting placement at a host site must attend all 6 Service Lead meetings. **If a participant does not attend their required meetings, they will be dismissed from the program.**

Scholarship Eligibility

To remain eligible for a \$1,000 culmination scholarship at the end of the ten-month Angeleno Corps program, Corps Members must remain in good standing for the entirety of their participation. This means:

- Full-time enrollment in an educational/vocational program while enrolled in Angeleno Corps.
- Completion of 40 service hours per month (no more than 3 months of the minimum of 30 service hours).
- Completion of the pre-program and post-program survey provided by California State University, Northridge (CSUN)

Other Circumstances: If a Corps Members does not complete the minimum of 30 service hours during a month, they may still receive the monthly stipend under the following circumstances:

- Sick leave or medical leave: if the Corps Member contracts COVID-19 and is unable to complete the minimum 30 service hours during a month, they will still be eligible to receive the \$1,000 stipend for that month.
- Agency or host-site closures: if a Corps Member's host site or YouthSource Center suspends operations during a month due to COVID-19 or other extenuating circumstances, the participant will still be eligible to receive the \$1,000 stipend for that month.
- Unavailable Service Leads: if a Corp Member's assigned Service Lead is out on vacation or personal leave, resulting in the Corps Member being unable to attend any portion of their monthly Service Lead meetings, the Corps Member will still be eligible to receive a \$1,000 stipend for that month.
- Other circumstances will be determined on a case-by-case basis. **If a Corps Member needs to take personal leave during a month or determines they will fall short of the minimum 30 service hours, they should immediately inform their host site, Service Lead, YouthSource Center Case Manager, and Program Director Hannah Lee.**

Program Dismissal Criteria: Corps Members may be dismissed from the program due to the following reasons:

- Poor performance at their assigned host site;
- Poor attendance with their Service Lead;
- Poor conduct/unprofessionalism;
- Failure to enroll or maintain enrollment in an educational or vocational training

program. **This metric is not currently in effect for PY 2021-22. It will be implemented starting in PY 2022-23.**

Program Dismissal is determined by the Corps Member's host site, assigned Service Lead, and/or the Angeleno Corps Program Director, Hannah Lee. **Dismissed Corps Members must be de-enrolled from the Hire LA platform by their Service Lead.**

WDS CONTACT

Please contact your assigned Program Monitor for any questions and/or concerns regarding this directive.

CMH:GR:MV:FG:FL:cg