

CITY OF LOS ANGELES

CALIFORNIA

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DATE: October 10, 2023

TO: LA's Workforce Development System – YouthSource Centers & HIRE LA Contractors

FROM: Gerardo Ruvalcaba, Assistant General Manager
Workforce Development System

**SUBJECT: WDS DIRECTIVE NO. 24-01
IMPLEMENTATION OF NEW PROCEDURE TO REQUEST
WORKFORCE INNOVATION AND OPPORTUNITY ACT AND HIRE LA
YOUTH WAIVERS**

EFFECTIVE DATE

This directive is effective upon date of issue.

PURPOSE

The purpose of this directive is to provide guidance and instructions to YouthSource Center (YSC) & HIRE LA contractors on the new request procedure for Enrolled Youth through a Waiver.

BACKGROUND

HIRE LA focuses on preparing young adults for the 21st Century workforce. It is designed to provide a starter job for youth. HIRE LA is funded by multiple sources and used to provide work experience, as well as work skills development, financial literacy, career coaching and mentoring, and career exposure. HIRE LA programming provides youth with the preparedness needed to enter the workforce and sets them on a path of becoming lifetime earners.

The Workforce Innovation and Opportunity Act (WIOA) sets out to provide high-quality services for all youth and young adults beginning with career exploration and guidance, continued support for educational attainment, opportunities for skills training in in-demand industries and occupations, such as pre apprenticeships or internships, and culminating with a good job along a career pathway, enrollment in postsecondary education or a registered apprenticeship. Youth programs continue to promote evidence-based strategies to assist in achieving high-levels of performance, accountability, and quality in preparing young people for the workforce.

PROGRAM ELIGIBILITY

One of the principal eligibility requirements for HIRE LA Programs & WIOA is City of Los Angeles Residency and Age.

DISCUSSION

Following the WIOA program guidance, agencies have been able to request out-of-area and age waivers from the Economic and Workforce Development Department (EWDD) program monitors. Waiver Requests have a limit of 10% of total enrollments per funding source.

REQUIRED ACTION

Beginning Program Year 2023-2024, each YSC agency and HIRE LA contractor will be required to request waivers from program monitors through an electronic form drafted by EWDD.

EWDD Waiver Requests will require the following information:

1. Email
2. Staff Name
3. Program Monitor Name
4. Agency Name
5. Program Year
6. Funding Stream
7. Participant Name & Date of Birth
8. Participant ID
9. Enrollment Portal
10. Reason for Request
11. Identification of client barriers
12. Identification of unique services the agency will provide to the client
13. Planned goals for the client
14. Reason for why the agency did not refer the participant to a County AJCC
15. Address of youth participant if requesting an out-of-area waiver

Upon receipt of the waiver request, program monitors will send an email to contracting agencies notifying case management staff of approval or disapproval of the waiver request. Documentation of waiver approval shall be kept in the appropriate electronic platform for participant files.

WDS CONTACT

Questions and/or concerns regarding this Directive should be addressed to Mark Franco, Program Coordinator at Mark.A.Franco@lacity.org or at (213) 364-0262.

GR:MV:MF:cg