DATE:    July 13, 2016

TO:     LA's Workforce Development System

FROM:  Jaime H. Pacheco-Orozco, Director
        Workforce Development System

SUBJECT:  WDS DIRECTIVE NO. 17-01
             LOS ANGELES PERFORMANCE PARTNERSHIP PILOT (LAP3)
             YOUTHSOURCE SYSTEM IMPLEMENTATION

EFFECTIVE DATE
This directive is effective upon date of issue.

PURPOSE
The purpose of this directive is to provide guidance and instruction to YouthSource System contractors on the implementation of the Los Angeles Performance Partnership Pilot (LAP3) program.

BACKGROUND
An estimated 5.6 million of America's youth can be categorized as "disconnected." This term applies to low-income young people, 16 to 24 years of age, who are neither employed nor enrolled in school, or who are at high risk of dropping out. They may also have the additional barriers of homelessness, foster care, and involvement in the criminal justice system.

The large numbers of disconnected youth and their limited long-term prospects for living independently and productively have captured the attention of Washington. The Workforce Innovation and Opportunity Act (WIOA), signed by President Obama in April 2014, singles out disconnected youth as a priority for receiving education and job training services. It mandates that 75 percent of WIOA youth formula funds be expended on eligible disadvantaged and out-of-school youth. Likewise, the Consolidated Appropriations Act of 2014 authorizes the United States Departments of Education (DOE), Labor (DOL), and Health and Human Services (HHS), along with the Corporation for National and Community Service and the Institute of Museum and Library Services, to underwrite ten three-year Performance Partnership Pilots (P3) to test innovative strategies for increasing the education and skill levels, employability, and overall well-being of disconnected youth.
Under P3, government agencies, non-profit organizations, and others are expected to collaborate in reducing administrative and programmatic barriers and to blend funds to deliver effective services to disconnected youth. Each P3 grantee will also be subjected to a rigorous third-party evaluation to analyze the achievement of prescribed outcomes. On behalf of the Mayor, the Economic and Workforce Development Department (EWDD) submitted an application to the DOE and was awarded a Performance Partnership Pilot grant. In Los Angeles, more than 25 organizations are bringing programs and services together to form a comprehensive and integrated system. The Los Angeles Performance Partnership Pilot (LAP3) identified program requirement impediments/barriers for which a number of federal waivers have been granted to promote successful service delivery.

Beginning July 1, 2016, YouthSource Centers will work collaboratively with LAP3 partners to improve on the delivery of education, employment, housing, and social well-being services being provided to disconnected youth in Los Angeles. The EWDD will begin with a soft roll out and slowly build out the program in phases. There are three immediate systems changes that impact our service delivery:

I. WAIVER IMPLEMENTATION

The City was awarded two waivers from the DOL to increase the amount of service dollars being spent on the disconnected youth population. One waiver in particular supports the City’s current efforts to “allow in-school foster, homeless and runaway youth to be counted in the WIOA minimum 75 percent out-of-school youth service category for fiscal accounting purposes.” This allows our system to better serve foster, runaway, and homeless youth. Eligibility for “waiver-enrolled youth” is listed below and must be documented in both the JobsLA system as well as the client file.

In-school youth enrolled under this waiver do not count against the 25 percent in-school youth enrollment and fiscal expenditure allowance. The criteria are:

- Youth and young adults between the ages of 16 and 24, and
- Living within the City of Los Angeles, who belong to one or more of the following populations:
  - Current or former foster youth.
  - Homeless/runaway youth.

Foster youth documentation can include, but is not limited to, a letter from the Los Angeles County Department of Children and Family Services (DCFS) and/or a letter/document from a school or court official. Homeless/runaway youth documentation can include, but is not limited to, a letter from a shelter or a self-attestation.

Under the WIOA, a maximum of 25 percent of the youth can be in-school. In order to prioritize service to vulnerable populations, in-school youth who have a history of involvement in the juvenile justice system will be the priority. Files must verify that these youth are current or former youth offenders. Documentation can include: Conditions of Probation, a letter from the youth’s probation officer, and/or a court document.
II. DATA COLLECTION AND ACCESS EXPANSION
In an effort to capture all disconnected youth (between the ages of 16 and 24) that enter the YouthSource Centers for education, employment, housing, or well-being services, YouthSource Centers will be required to enroll individuals through the JobsLA data collection system. This includes both WIOA-eligible and other grant funded youth participants. Orientation to the services available on-site or through the LAP3 partner network must be provided at least twice a week.

To determine a youth’s category for enrollment, YouthSource Center contractors are to follow the revised program flow:

- **Step 1** - All youth interested in services will initiate the intake process (not WIOA eligibility) through use of the P3 Needs Assessment Questionnaire and LAUSD Education Assessment to identify potential service needs and potential partners for service referrals.

- **Step 2** - Intake staff will complete the WIOA Registration Form in JobsLA for ALL youth.

- **Step 3** - All youth interested in WIOA services will subsequently complete the WIOA youth eligibility determination process. All youth deemed WIOA eligible will complete the remaining WIOA youth enrollment procedures. All out-of-school, non-WIOA eligible youth will be enrolled in the P3 non-WIOA grant program. In the near future, all non-WIOA and other grant funded in-school youth will also be enrolled in JobsLA.

JobsLA has been updated to reflect the necessary changes to capture this data. Training on the changes made in the JobsLA system has already begun, and additional trainings are forthcoming.

YouthSource Centers will also need to identify an intake staff person who, along with the LAUSD PSA counselor, will serve as the first point of contact for all youth entering program (see attached needs assessment questionnaire).

III. LAP3 PARTNER INTEGRATION AND EXPANDED METRICS
To better coordinate these major system changes, the EWDD will hold regional LAP3 meetings to address operational implementation efforts and to identify processes and procedures for seamless communication, collaboration, and utilization of LAP3 partner services. These meetings will be managed at the YouthSource Center level.

Beginning this quarter, LAP3 partners will be trained and will also enter activities and case notes related to services provided and information related to the expanded metrics associated with their services. These additional metrics include stabilized housing, well-being services, and public social services.
REQUIRED ACTION
1) The names and contact information of identified intake staff must be forwarded by e-mail to Kendra Madrid at kendra.madrid@lacity.org no later than noon, Friday, July 22, 2016.

2) Initiate expanded intake program flow by July 15, 2016.

3) Enter all WIOA, non-WIOA, and other grant funded youth participants into JobsLA.org as of July 1, 2016.

WDS CONTACT
For more information regarding the content of this directive, please contact Kendra Madrid at (213) 744-9321 or at kendra.madrid@lacity.org or contact Nancy Herrera at (213) 744-7159 or at nancy.herrera@lacity.org. The TTY number is (213) 744-9395.

RS:JHP:NH:KM
Attachment: LAP3 Needs Assessment Questionnaire