Targeted Local Hire Program Application Procedures

WorkSource Centers (WSCs)/YouthSource Centers

LAUSD Division of Adult and Career Education/LACCD

Community-Based Organizations (CBOs)

General Public

Interested individuals go to a designated Application Site for screening and offers of additional resources such as supportive services through enrollment into WIOA.

Interested Individual does not want supportive services.

Yes

Application Site provides job readiness training or enrolls individuals into LAUSD's training.

No

Individuals complete job readiness training. LAUSD provides Application Sites a list of names of individuals who completed the training.

Does individual have a valid referral form from an approved Referral Agency?

Yes

Application Site assigns a valid referral code to interested individual and attaches the Agency Referral Form to the Targeted Local Hire Program application. Application Site submits approved list of applicants to Personnel Department.

No

Provide list of approved Referral Agency.

Does individual need job readiness training?

Yes

Application Site provides job readiness training or enrolls individuals into LAUSD's training.

No

Individuals complete job readiness training. LAUSD provides Application Sites a list of names of individuals who completed the training.

Staff reviews applications for a valid referral code, attached Agency Referral Form, and confirms applicant is on approved list. Applications are placed in Tier 1 or Tier 2 of candidate pool.

Individual remains in the candidate pool for one (1) year or until hired, unless they ask to be removed.