DATE: October 24, 2017

TO: LA:RISE Contractors

FROM: Gerardo Ruvalcaba, Director
       Workforce Development System

SUBJECT: WDS DIRECTIVE NO. 18-09
USE OF ON THE JOB (OJT) TRAINING FOR COUNTY AND CITY
GENERAL FUNDS (L.A. RISE 2.0 AND 3.0) PROGRAMS

EFFECTIVE DATE
This directive is effective upon date of issue.

PURPOSE
LA:RISE On-the-Job Training (OJT) non-WIOA program funding is to be utilized by
LA:RISE WSCs to offset training costs for employers hiring out of LA:RISE Social
Enterprises.

BACKGROUND
LA:RISE participants who have passed a Job Readiness Assessment and completed
300 hours of transitional subsidized employment are subsequently placed in
unsubsidized bridge or competitive employment. "Bridge Employers" providing
unsubsidized full-time employment to LA:RISE program hires are eligible for LA:RISE
OJT reimbursement funds. (Part-time employment to be approved on case by case
basis.)

A flat rate of $2,000 per placement will be provided to offset the cost and training during
the first six months a participant is on the job acquiring specific and tangible hard skills
from the Bridge Employer.

ACTION REQUIRED
1. REDF and/or WSCs obtains commitment letter from employer. WSC is
   responsible for securing an OJT agreement with employer. These employers will
   be internally referred to as "Bridge Employers".

2. REDF and/or WSCs will then conduct a site visit to ensure the work site can
   provide a safe working environment.

3. WSC places participant with employer and obtains the following information:
   a. Start date

The City of Los Angeles is an equal opportunity employer.
Auxiliary aids and services are available upon request to individuals with disabilities.
b. Supervisor information

c. Matched Personal Support Provider (PSP)

d. Projected end date of probationary period

e. Job description & specific skills acquired on the job

f. Midpoint progress report on individual's performance

4. WSC pays $2,000 per participant to employer in the following increments:
   a. $1,000 after three months of retention with employer
   b. $1,000 after six months of retention with employer

WDS CONTACT
For more information regarding this directive, please contact Donny Brooks at Donny.Brooks@lacity.org or at (213) 744-9093, TTY (213) 744-9395.

GR:JPO:DB:SB:cg