





**LOS ANGELES RECONNECTIONS CAREER ACADEMY (LARCA) 2.0
JOBS AND EDUCATION PROGRAM
FOR CLASS MEMBERS OF THE RODRIGUEZ SETTLEMENT**



LIST OF STANDARDIZED PROGRAM FORMS

PARTICIPANT ORIENTATION PACKET

- 1. OVERVIEW OF PROGRAM SERVICES (Information Sheet)
- 2. WELCOME & CODE OF CONDUCT (Information Sheet)
- 3. NOTIFICATION OF COMPLAINT PROCESS (Information Sheet)
- 4. NOTIFICATION OF SUPPORT SERVICES POLICY (Information Sheet)
- 5. NOTIFICATION OF EDUCATION & VOCATIONAL TRAINING STIPENDS (Information Sheet)
- 6. PURPOSE OF INDIVIDUAL EDUCATION AND EMPLOYMENT PLAN & STATEMENT OF COMMITMENT
- 7. INFORMED CONSENT  (To Be Read & Signed By Participant; Provider Shall Keep Original & Provide Copy to Participant)
- 8. PROGRAM INTAKE WORKSHEET  (To Be Completed By Participant)

 **UPLOAD TO CALJOBS IS REQUIRED**



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The City of Los Angeles LARCA 2.0 “Jobs and Education Program” is the job training and readiness program available exclusively to Settlement Class Members in the case of “Rodriguez vs. City of Los Angeles.” All eligible participants will be pre-approved through a court-designated Claims Administrator.

OVERVIEW OF PROGRAM SERVICES ORIENTATION SHEET

The following are the jobs and education services that the LARCA 2.0 program provides.

- Career Counseling:** Development of an Individual Education and Employment Plan
- Employment Services:**
 - On-the-job training
 - Work experience/ transitional employment
 - Direct placement
- Job Readiness workshops/ Job Club:**
 - Computer basics
 - Interviewing Skills
 - Job Search Skills
 - Money Management
 - Customer Service
 - Resume Writing
 - Soft Skills/ People Skills
 - Work Etiquette
 - Research and Preparation
 - Stress Management
 - Personal Accountability
- Vocational Training and Education:** train in a new career. Upon completion of classes, you will receive job placement assistance. Different types of training are available such as:
 - Basic skills remediation
 - Career and technical education training
 - Post-secondary education
 - Pre-apprenticeships/apprenticeships
 - Entrepreneurial Training
- Vocational Training and Education Stipends:** at the completion of identified education and training goals
- Support Services:** provided to address barriers preventing you from getting a job or making it difficult for you to keep your current job (such as transportation, work-related tools and clothes, license or certificate fees)
- Referrals:** to other programs or services that could help to meet your individual basic needs (such as legal services, mental wellness, food, housing, or others).
- Tattoo Removal Services:** services without charge through Homeboy Industries



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WELCOME AND CODE OF CONDUCT

WELCOME!

WE BELIEVE ALL CUSTOMERS DESERVE AN OPPORTUNITY TO:

KNOW THEIR SKILLS

DEVELOP AND IMPROVE THEIR SKILLS

GET THE BEST JOB POSSIBLE WITH THEIR SKILLS

EVERY CUSTOMER LEAVES THIS CENTER A BETTER JOB CANDIDATE!

Our Center is here to work for you. You can assist us to maintain a professional and safe work environment by observing the following policies:

- Wear appropriate attire at every visit.
- No food or drink is allowed in any area of the Center.
- Center equipment is for job search and/or training use only. Any other usage could result in your Center privileges being revoked.
- Step outside to use cell phones.
- Keep all work-related personal items with you. Centers are not responsible for any lost or stolen articles.

We want our job search to be professional and productive.



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NOTIFICATION OF COMPLAINT PROCESS

Welcome to the City's LARCA 2.0 program. We hope your participation in the program will be both enjoyable and rewarding. As part of the program, it is important that you understand your rights and responsibilities as well as how to resolve a complaint.

Complaint Process

If you feel you did not receive the services you are eligible for, you may contact Monica Walters at 213-744-9008 or email: LARCA2.0Advocacy@lacity.org.

Ms. Walters is the ombudsperson for the LARCA 2.0 program and will work to resolve any issues.

Please provide the following information:

- Your full name, telephone number, and mailing address;
- The staff member's full name with whom you had contact;
- The agency's full name, telephone number, and mailing address;
- The facts and dates describing what happened;
- How you want the complaint or issue to be resolved.



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NOTIFICATION OF SUPPORT SERVICES POLICY

Individual registered in the LARCA 2.0 program may be eligible for Support Services.

Support Services include, but are not limited to:

- *Transportation*
- *Job-related apparel*
- *Tools for a job*
- *Child-care and dependent care*
- *Needs-related payments necessary to enable program participation*
- *Other services as approved by the City of Los Angeles Economic and Workforce Development Department*

Support Services will be provided for the individual to participate in the LARCA 2.0 job and education program activities such as staff assisted job search, education and training, or work experience.

All Support Service costs must be necessary and reasonable. Examples of costs that are not allowable include, but are not limited to, fines and penalties for failure to comply with Federal, State and local laws and regulations (including traffic tickets), bad debt expenses, and interest charges.

Customers may receive different Support Services depending upon their individual situation.

In order to receive or be reimbursed for any Support Services, customers must follow the LARCA 2.0 program procedures, including, but not limited to, completing the appropriate forms, submitting the required documentation, and receiving approval from staff prior to expending any funds for Support Services.



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NOTIFICATION OF EDUCATION & VOCATIONAL TRAINING STIPENDS

Eligible participants may receive, one-time only, stipends up to \$1,000 pursuant to the completion of education and training milestones as outlined in their Individual Education and Employment Plan (IEEP).

1. Participants will work with their career coach to develop an IEEP and will jointly identify the target date(s) for completion of education and/or vocational training milestones.

2. Education Milestones:

- a. a total of \$1,000 or two (2) \$500 stipends upon successful completion of education services including, but are not limited to, basic skills remediation training, computer literacy, ESL/VESL, literacy and numeracy skills development;**
- b. the first stipend upon completion of the midway point and the second stipend upon completion of the training.**

3. Vocational Training Milestones:

- a. a total of \$1,000 or two (2) \$500 stipends upon successful completion of vocational training including, but are not limited to: occupational skills training, industry-standard certification, apprenticeships, entrepreneurial training, on-the-job training, skills upgrading and retraining, customized training, post-secondary education.**

Note: *The Education and Vocational Training Stipends will support the education, training and employment goals outlined in the participant's IEEP.*



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PURPOSE OF THE INDIVIDUAL EDUCATION AND EMPLOYMENT PLAN

The Individual Education and Employment Plan (IEEP) process is used to assess a participant's job skills, education, interests, and aptitudes, and any barriers to obtaining employment that need to be addressed, and to formulate a plan of action to reach the participant's education and employment goals. The IEEP shall be developed in collaboration with the participant and tailored to his or her needs.

The IEEP will describe steps to be taken by the participant to achieve education objectives and the employment goal. The Plan shall be the main topic of all discussions between participant and his or her assigned career coach or counselor.

STATEMENT OF COMMITMENT

We are committed to helping you develop a plan for success.

In order to achieve the greatest positive outcomes, we will need to work together.

We ask that you:

- *Cooperate with the Center staff in the development and implementation of your IEEP.*
- *Attend classes and/or training developed as part of your IEEP.*
- *Attend employment interviews developed through your IEEP.*
- *Work hard to meet the requirements and steps of your developed IEEP plan of action.*
- *Communicate with your career coach about your needs so we can work together to address them.*
- *Celebrate your accomplishments!*



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INFORMED CONSENT

Evaluation of the Los Angeles Reconnections Career Academy (LARCA 2.0) –
Jobs and Education Program for the Class Members of the Rodriguez Settlement

The University Corporation
Richard Moore, Ph.D., Professor
Ariel Malka, Ph.D., Senior Researcher
Department of Management / College of Business and Economics
California State University at Northridge (CSUN)
18111 Nordhoff Street
Northridge, CA 91330-8376

The Gang Injunction Settlement of “Rodriguez v. City of Los Angeles” requires the City to provide employment and training services through the Los Angeles Reconnections Career Academy (LARCA 2.0) – Jobs and Education Program. The services will be provided by the City’s contracted service providers, however, the program, in its various stages, will also be evaluated for effectiveness by CSUN. CSUN is conducting this evaluation as appointed by the court for the Rodriguez Settlement. The primary objective of the study is to formally track and assess the extent to which the program achieves its stated outcomes during all phases. The secondary objective is to provide formative evaluation data to address any management issues related to program implementation, early in the process so the program can be adjusted. The third objective is to identify the survey approach that is best suited to the target population served by the LARCA 2.0 Program.

We, at the University, would like to ask for your consent to participate in this study. If you agree to participate in the study, the researchers at CSUN will have access to some information about you that would otherwise be private. Access to that information will strengthen our study. If you do not agree to participate in the study, you will not be penalized in any way. You may continue to participate fully in the LARCA 2.0 Program, even if you do not participate in the study.

If you agree to participate in the study, researchers at CSUN will not have access to any identifying characteristics of yours, such as identification number, phone number, or address. CSUN is required by federal law to have permission from you.

The following things will happen as part of the research:

- We will ask your permission to gather data applicable to you from several sources, including information gathered through focus groups, surveys, case manager notes, and/or CalJOBS.
- We will ask your permission to collect your records.
- If you agree, we will then request these data for research purposes. We will never see your name or identifying information. Remember we will never know your name or have identifying information about you.
- If you decide that we cannot gather this information, we will not ask for it. You can still participate in the LARCA 2.0 Program but will not be part of our research study.
- If you agree to participate in our study, we will report our findings so that no one will be able to identify you.

Your permission will allow us to learn more about how LARCA 2.0 works and benefits you. The results of this research can help improve future programs such as these so that individuals will benefit even more in the short- and long-term.



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INFORMED CONSENT (Continued)

We promise you the following things:

- **Confidentiality:** All information collected about you will be kept strictly confidential. Your name, or any other identifying information, will not be disclosed to anyone, including the researchers conducting this study, without your permission or as provided by the law.

Your confidentiality is protected under the Privacy Act of 1974, a federal law. All University Corporation employees and field affiliates working on this project must sign a Pledge of Confidentiality requiring them not to tell anyone outside of the research team anything about you.

- **Voluntary Participation:** You do not have to give permission. You may withdraw your consent at any time. Not giving permission will not affect your participation in the Gang Reduction Program in any way.

If you have any questions about this study, or what we are asking your permission for, you may call Dr. Ariel Malka, Senior Researcher; Lecturer, Northridge Consulting Group; Department of Management, California State University, Northridge at (818) 677-2691.

I am 18 years old or older and authorize this disclosure.

Participant's Name (Please Print)

Date

Participant's Signature



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PROGRAM INTAKE WORKSHEET

The City of Los Angeles LARCA 2.0 “Jobs and Education Program” is a job training and readiness program available **exclusively** to Settlement Class Members in the case of “Rodriguez vs. City of Los Angeles.” All eligible participants will be pre-approved through a court-designated Claims Administrator. All personal information provided shall be used solely for the purpose of providing the program services and shall not be shared with any other local, state, or federal law enforcement agencies or personnel or used for any other purpose.

GENERAL INFORMATION

<i>Date:</i>			
<i>Participant Name:</i>			
<i>Claim Approval Letter</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Claim Number:</i>	
<i>Requesting Pseudo Social:</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Pseudo #:</i>	

CONTACT INFORMATION (voluntary disclosure; if data is not available include service provider address)

<i>Address:</i>			
<i>E-mail:</i>			
<i>Primary Phone:</i>		<i>Alternate Phone:</i>	

DEMOGRAPHIC INFORMATION (voluntary disclosure; if data is not available indicate LARCA 2.0)

<i>Age:</i>		<i>Date of Birth:</i>		<i>Gender:</i>	<input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> Other:
<i>Family Status:</i>	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Children: # ____ under 18				
<i>Race/Ethnicity:</i>	<input type="checkbox"/> American-Indian or Alaska Native <input type="checkbox"/> Black or African-American <input type="checkbox"/> White <input type="checkbox"/> Asian				
<input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Other: _____					

LARCA 2.0 SERVICE PROVIDER OFFICE USE ONLY

<i>Agency:</i>			
<i>Assigned Staff Member:</i>			
<i>Claim Verification:</i>	<i>Identity Verified:</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Identification document:</i>



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LIST OF STANDARDIZED PROGRAM FORMS

CASE WORKER TOOLKIT FORMS

- 1. BASIC NEEDS & SKILLS ASSESSMENT WORKSHEET
- 2. INDIVIDUAL EDUCATION & EMPLOYMENT PLAN
- 3. CASE MANAGEMENT SESSIONS UPDATE
- 4. JOB READINESS ASSESSMENT

REQUIRED FORMS (To Be Used Based On Participant's Needs)

- 5. SUPPORT SERVICES VERIFICATION FORM 
- 6. EDUCATION & VOCATIONAL TRAINING STIPENDS VERIFICATION FORM 
- 7. TRANSITIONAL EMPLOYMENT NOTIFICATION 
- 8. FOLLOW-UP SESSION UPDATE
- 9. REFERRAL NOTICE & STANDARD TRAINING AGREEMENT

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INITIAL ASSESSMENT WORKSHEET

(To Be Completed by Career Coach/Case Manager in Consultation with Participant)

<i>Date:</i>			
<i>Participant Name:</i>		<i>Claim Number:</i>	
<i>Primary Phone (voluntary):</i>		<i>Alternate Phone:</i>	
<i>Preferred Contact method:</i>		<i>Best Time to Call:</i>	
<i>E-mail (voluntary):</i>			

PART I: LANGUAGE PROFICIENCY

Limited English: Yes No *If yes, limited in:* *Oral* Yes No *Written* Yes No

What other languages do you read, speak, or write fluently?

PART II: BARRIERS *(Voluntary Disclosure)*

What could potentially interfere with your success in securing a job or in completing an education program?

Check all that apply: *Experiencing homelessness* *Unstable housing* *Substance abuse*

Single parent *Family-related problems* *Criminal record* *Legal issues* *Formerly-gang involved*

Long-term unemployed (26 weeks+) *Lack of Transportation* *Cultural* *Declined to Answer*

Other barriers:

PART III: FINANCIAL SUPPORT

Are you receiving any of the following? *CalWORKs* *General Relief* *Food Stamps/CalFresh* *SSI/SSDI*

Unemployment Insurance compensation *N/A* *No* *Yes, current* *Yes, exhausted*

Other: *EDD UI* *NOT* *CLAIMANT* *EXHAUSTEE*

PART IV: SUPPORT SERVICES NEEDS IDENTIFIED – *to address barriers (if no services needed, please so indicate)*

Potential support services that could be provided by LARCA 2.0 Service Provider or 3rd party referral:

Type of Service	Provider and/or Program

PART V: EDUCATION INFORMATION *(Voluntary Disclosure)*

Do you have a GED or High School Diploma? Yes No *If no, highest grade completed?*

Have you earned any other educational degree/certificates? (Specify field)

Check all that apply: *Vocational Training* *A.A./A.S.* *B.A./B.S* *Post Graduate*

PART V: EDUCATION INFORMATION (Continued)

Are you currently in school or in a job training program? Yes No

Name of school you are attending:

Major or Concentration:

PART VI: EMPLOYMENT INFORMATION

Current Employment Status: Never Worked Not Working Working Full-Time Working Part-Time

Are you currently looking for work? Yes No N/A – interested in education only

Do you have a draft of final resume available? Yes No

If security clearance is necessary for a job, could this be achieved? Yes No Do not know/decline to answer

Do you have any of the following? (Check all that apply) Driver's License ID Social Security Card

PRIOR WORK EXPERIENCE (complete information for last two employers below):

Company Name:

Job Title:

Company Address:

Start Date:

End Date:

Job Duties:

Reason for leaving:

Company Name:

Job Title:

Company Address:

Start Date:

End Date:

Job Duties:

Reason for leaving:

TRANSFERABLE JOBS SKILLS IDENTIFIED / JOB TITLES FROM EMPLOYER

PART VII: SKILLS ASSESSMENTS (Only required if participant is enrolled in classroom training program)

Waived due to 4 year degree

ASSESSMENTS COMPLETED

ASSESSMENT TOOL USED:

SCORE:

OUTCOME OR COMMENTS

Reading

Math

Language: ESL/VESL

Other:

COMPUTER LITERACY

None Basic Intermediate Advanced

LARCA 2.0 SERVICE PROVIDER OFFICE USE ONLY

Agency:

Assigned Staff Member:



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INDIVIDUAL EDUCATION AND EMPLOYMENT PLAN

(Required only if participant is enrolled in classroom training program)

Participant Name:

Claim Number:

BASIC NEEDS & SKILLS ASSESSMENT SUMMARY

This section is to be completed by Career Coach for action planning discussions with participant.

Required if not previously collected by Career Coach

EDUCATION & EMPLOYMENT: *identify barriers to education and employment (check all those that apply):*

Limited English *No high school diploma/GED* *Computer Basics* *No or limited Work Experience*

Lack of transferable skills *Skill upgrade needed* *Low test scores (optional)*

Other barriers (describe lack of basic skills):

JOB READINESS:

No Driver's License/ID *No Resume* *People Skills* *Personal Accountability* *Appearance/Work Presentation*

Other challenges:

SUPPORT SERVICES NEEDED— to address barriers faced (if none needed, please indicate; update as necessary)

Potential support services that could be provided by LARCA 2.0 Service Provider or 3rd party referral:

Type of Service	Provider and/or Program	Duration

CAREER GOALS (PARTICIPANT'S EDUCATION OR EMPLOYMENT OBJECTIVE)

What are your short term career goals? (within the next year)

What are your long term career goals? (within next 2 to 5 yrs.)

Planned Attainment Date:

Planned Attainment Date:

OCCUPATIONAL AREAS AND JOB TITLES FOR CONSIDERATION:

Service Track: *Only Education/Training* *Education/Training AND Employment* *Only Employment*

MY ACTION PLAN (IEEP Continued)

(steps to help you achieve your career education or employment goals)

JOB READINESS WORKSHOPS & SERVICES

TOPIC	PLANNED COMPLETION DATE	TOPIC	PLANNED COMPLETION DATE
<input type="checkbox"/> Jobs Search Skills		<input type="checkbox"/> Work Etiquette	
<input type="checkbox"/> Resume Writing		<input type="checkbox"/> Soft skills/People's Skills	
<input type="checkbox"/> Interviewing Skills		<input type="checkbox"/> Stress Management	
<input type="checkbox"/> Job Research & Prep		<input type="checkbox"/> Personal Accountability	
<input type="checkbox"/> Computer basics		<input type="checkbox"/> FDIC: Money Smart	
<input type="checkbox"/> Customer Service		<input type="checkbox"/> Other:	

EDUCATION AND VOCATIONAL TRAINING & STIPENDS

	Provider & Course or Type of training	Projected Start Date	Projected End Date
<input type="checkbox"/> Skills Upgrade			
<input type="checkbox"/> Skills			
<input type="checkbox"/> Industry			
<input type="checkbox"/> Other			

PAID WORK EXPERIENCE

(TRANSITIONAL EMPLOYMENT up to 400 hours for participants with no or limited work history)

Employer:					
Total Hours:		Start Date:		End Date:	
Hourly Rate:		Position:			

EMPLOYMENT

Desired employment /Job title:			
Desired Hours Per Week:		Desired Minimum Hourly Wage:	

I will work with my career coach to complete the following: Job Readiness Workshops
 Required Job Search Prep Research labor market information Upload resume to CalJOBS
 Develop template for cover letters, references, etc. Other:

I will work with my career coach to develop specific employment strategies:

Research job leads, employers, hiring events Attend job fairs and recruitments
 Update/Customize resume to specific job openings Report employment information once a job is secured
 Pursue employment leads provided by my coach Utilize post-exit follow-up services for retention support
 Other:

LARCA 2.0 SERVICE PROVIDER OFFICE USE ONLY

LARCA 2.0 Service Provider:			
Assigned Staff Member:		Phone:	



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CASE MANAGEMENT SESSIONS UPDATE

Participant Name:			
Claim Number:			
LARCA 2.0 Service Provider:			
Assigned Staff Member:		Phone:	

The individual is participating in the following service track:

Only Education/Training Education/Training AND Employment Only Employment

Month:		Case Management Session Date:		Session #:	
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Participant's IEP Action Item:	Current Status
Job Readiness Workshop(s):	<input type="checkbox"/> Met <input type="checkbox"/> In Progress <input type="checkbox"/> N/A
Job Readiness Assessment (Readiness Services & Workshops)	<input type="checkbox"/> Met <input type="checkbox"/> In Progress <input type="checkbox"/> N/A
Education Objective:	<input type="checkbox"/> Met <input type="checkbox"/> In Progress <input type="checkbox"/> N/A
Vocational Training Objective:	<input type="checkbox"/> Met <input type="checkbox"/> In Progress <input type="checkbox"/> N/A
Education & Training Stipend Milestone #1	<input type="checkbox"/> Met <input type="checkbox"/> In Progress <input type="checkbox"/> N/A
Education & Training Stipend Milestone #2	<input type="checkbox"/> Met <input type="checkbox"/> In Progress <input type="checkbox"/> N/A
Paid Work Experience (Transitional Employment)	<input type="checkbox"/> Met <input type="checkbox"/> In Progress <input type="checkbox"/> N/A
Job Readiness Assessment (Transitional Employment) (half way point)	<input type="checkbox"/> Met <input type="checkbox"/> In Progress <input type="checkbox"/> N/A
Job Readiness Assessment (Transitional Employment) (end)	<input type="checkbox"/> Met <input type="checkbox"/> In Progress <input type="checkbox"/> N/A
Employment strategies:	<input type="checkbox"/> Met <input type="checkbox"/> In Progress <input type="checkbox"/> N/A
Job Placement	<input type="checkbox"/> Met <input type="checkbox"/> In Progress <input type="checkbox"/> N/A
Addressing Personal Barriers:	<input type="checkbox"/> Met <input type="checkbox"/> In Progress <input type="checkbox"/> N/A
Addressing Personal Barriers:	<input type="checkbox"/> Met <input type="checkbox"/> In Progress <input type="checkbox"/> N/A
Other:	<input type="checkbox"/> Met <input type="checkbox"/> In Progress <input type="checkbox"/> N/A
Accomplishments/Challenges:	
Next step(s):	

Staff Signature:		Date:	
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JOB READINESS ASSESSMENT

TO BE COMPLETED BY CAREER COACH OR CASE MANAGER

LARCA 2.0 Service Provider:			
Participant/Employee:		Claim #:	
Check one: <input type="checkbox"/> Initial (job readiness services) <input type="checkbox"/> Work Experience (half point) <input type="checkbox"/> Work Experience (end point)			
Review Date:		Reviewers:	

PERSONAL READINESS:

Transportation: can readily get to and from work via public transit or car from current home.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Stable Housing: Housing situation is supportive of work. Aware of resources should there be changes.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Stable Childcare: Child care arrangements are supportive of work.	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Stable Health: Current health status should not impede employment or performance.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Stable Legal Status: Has right to work documentation necessary for employment. No warrants out for arrest. No near term court dates.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Comments:

WORK EXPERIENCE PROGRAM (Transitional Employment)

Hire Date:		Job Title:	
Employer:			
Review Date:		Reviewers:	

JOB READINESS STANDARDS: Please score the participant using the following 1 to 5 scale:

- [1] Major Improvement Needed [2] Some Improvement Needed [3] Meets Expectations
[4] Often Exceeds Expectations [5] Consistently Exceeds Expectations

ATTENDANCE & PUNCTUALITY

Arrives on a timely manner.	Score:	
Adheres to expectations for attendance. Notifying in case of tardiness or absence.	Score:	

PERFORMANCE & RESPONSIBILITY

Responds favorably to assignments and instructions.	Score:	
Completes tasks accurately and on time.	Score:	
Demonstrates dependability and reliability. Acts with integrity and honesty.	Score:	

COMMUNICATION & ATTITUDE

Communicating effectively. Uses language appropriate for work environment.	Score:	
Interacts appropriately with his/her peers and/or with staff and supervisors.	Score:	
Exhibits a positive attitude.	Score:	
Behaves as if s/he is in a work environment.	Score:	

APPEARANCE

Dresses appropriately for meetings. Appropriate for work position and duties.	Score:	
The maximum score is 50. A score of less than 30 indicates the participant is not job ready. A score of 40 or greater, participant is encouraged to seek out mainstream employment.	TOTAL	



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SUPPORT SERVICES AND VERIFICATION FORM

Participant Name:			
Claim Number:		Phone:	
School/ Employer:			

Participant Request for Support Services: The participant requested the following support services necessary to engage in LARCA 2.0 program activities. The cost of the service is reasonable and allowable. It is necessary to use LARCA 2.0 funds to pay for the support services. Other non-LARCA 2.0 resources were unavailable.

SUPPORT SERVICES EXPENDITURES

For the period Beginning:		Ending:	
TYPE OF SUPPORT SERVICE:	AMOUNT	TRACKING DETAILS	
<input type="checkbox"/> Tap Card	\$	Tap Card No:	
<input type="checkbox"/> Tokens	\$	No. of bags:	
<input type="checkbox"/> Gas Card	\$	Card No:	
<input type="checkbox"/> Reimbursement	\$	For:	
<input type="checkbox"/> Clothing/Uniform	\$	Item:	
<input type="checkbox"/> Needs-based payment:	\$	For:	
<input type="checkbox"/> Child care	\$	Provider/Type:	
<input type="checkbox"/> Other	\$	Specify item:	
<input type="checkbox"/> Other	\$	Specify item:	

Purpose/Comments:

--	--

Payable to:

LARCA 2.0 Service Provider

Agency:

Assigned Staff Member:

Staff signature: _____ **Date:** _____

Manager signature: _____ **Date:** _____

VERIFICATION OF SUPPORT SERVICES RECEIVED

I received the Support Service(s) listed above.

Participant signature: _____ **Date:** _____



**LOS ANGELES RECONNECTIONS CAREER ACADEMY (LARCA) 2.0
JOBS AND EDUCATION PROGRAM
FOR CLASS MEMBERS OF THE RODRIGUEZ SETTLEMENT**

Last Rev. JULY 2019



EDUCATION & VOCATIONAL TRAINING STIPEND VERIFICATION FORM

Participant Name:

Claim Number:

Phone:

EDUCATION & VOCATIONAL TRAINING STIPENDS

Eligible participants may receive, one-time only, stipends up to \$1,000 pursuant to the completion of education and training milestones outlined in their Individual Education and Employment Plan.

1. *Education Milestone: a \$500 stipend upon successful completion of education services including, but are not limited to, basic skills remediation training, computer literacy, ESL/VESL, literacy and numeracy skills development.*
2. *Vocational Training Milestone: a \$500 stipend upon successful completion of vocational training including, but are not limited to, occupational skills training, industry-standard certification, apprenticeships, entrepreneurial training, on-the-job training, skills upgrading and retraining, customized training, post-secondary education.*

	DETAILS: Education and Vocational Training Objective (list course or training program)	Amount	Date Participant Met Goal
MILESTONE #1		\$500	
MILESTONE #2		\$500	

COMMENTS:

Payable to:

LARCA 2.0 SERVICE PROVIDER AUTHORIZATION

Agency:

Assigned Staff Member:

Phone:

Staff signature:

Date:

Manager signature:

Date:

VERIFICATION OF EDUCATION STIPENDS RECEIVED

I received the Education Stipend(s) listed above.

Participant signature:

Date:



**LOS ANGELES RECONNECTIONS CAREER ACADEMY (LARCA) 2.0
JOBS AND EDUCATION PROGRAM
FOR CLASS MEMBERS OF THE RODRIGUEZ SETTLEMENT**

Last Rev. JULY 2019



TRANSITIONAL EMPLOYMENT NOTIFICATION

Participant Name:		Date:	
Address:			
LARCA 2.0 Service Provider:			
Employer of Record:			
For the position of:			
Tentative Start Date:			

This is a temporary part/full-time position for up to 400 hours of transitional employment at minimum at the City's minimum hourly wage, dependent upon your performance and funding. This position is considered to be part of a training program, the Los Angeles Reconnections Career Academy 2.0 Program, and meant to provide you with paid work experience that you will be able to include on your resume. As such, this part/full-time employment is at will and permits the company, worksite, or the employee to terminate the employment relationship at any time for any reason.

City of Los Angeles Minimum Wage Schedule		
July 1	26+ Workers	25 or fewer
2019	\$14.25	\$13.25
2020	\$15.00	\$14.25

As is customary, this opportunity is conditioned upon the successful completion of the Employer of Record's pre-employment screening process, which may consist of completed intake/eligibility paperwork, a fingerprint/background check and in some instances, a drug test.

Therefore, should any information regarding the pre-employment screening, be returned unacceptable or inconsistent to what the Employer of Record might have been previously informed, the Employer of Record may terminate the employment relationship immediately and you will be returned to the job assistance center that referred you for further action.

If you have any questions regarding the contents of this letter, please feel free to contact me:

Sincerely,

Agency Rep:		Phone:	
Agency Rep Signature:		Date:	
Accepted: Applicant Signature		Date:	



**City of Los Angeles – Individual Training Account
LOS ANGELES RECONNECTIONS CAREER ACADEMY (LARCA) 2.0
REFERRAL NOTICE**



For Completion by LARCA 2.0 Service Provider

The Individual identified below has been determined eligible for a **Los Angeles Reconnections Career Academy (LARCA) 2.0** funded Individual Training Account (ITA) and is interested in a course(s) of instruction offered by your institution. As such, this individual is being referred to you for possible enrollment:

- A. Date of Referral:** _____
- B. Referring LARCA 2.0 Service Provider:** _____
- Contact person: _____ Phone No: _____
- E-Mail: _____ Fax No.: _____
- C. Potential Customer Name:** _____
- D. School Name:** _____
- Course of Instruction: _____
- D1. I-Train/ETPL Course Code:** _____ **Provider Code:** _____
(if applicable)

For Completion by School

- E. Admission Status**
1. Does the individual qualify for admission? Yes: _____ No: _____
If no, explain why _____
2. What is the cost of tuition? \$ _____
- 2a. What are the fees? \$ _____
- 2b. What are the expenses? \$ _____
- 2c. Total Costs \$ _____
- 2d. Less School Deduction (Pell Grant/Other) (\$ _____)
3. Class start date: _____
4. Class end date: _____
- F. School Representative:**
- Name and Title: _____
- Phone No: _____ Fax No: _____
- E-Mail: _____
- Signature and Date: _____

Upon completion, fax this form to the LARCA 2.0 Service Provider

*Do not begin training this participant until you have an executed
written agreement with the LARCA 2.0 Service Provider!*

**LOS ANGELES RECONNECTIONS CAREER ACADEMY (LARCA) 2.0
STANDARD TRAINING AGREEMENT**

WITNESSETH

WHEREAS, the Los Angeles Reconnections Career Academy (LARCA) 2.0 Service Provider has designated School as an entity to provide training for its LARCA 2.0 customer.

NOW, THEREFORE, it is agreed by and between the parties as follows:

SECTION 1 – PARTIES TO THE AGREEMENT

By executing this agreement all parties agree to the terms identified herein

A.	SCHOOL LEGAL NAME: _____ Administrative Office Address: _____ Training Site Address: _____ FAX Number: _____ Telephone Number: _____ <i>Approved by:</i> Authorized Signer Name (print): _____ Authorized Signer Title: _____ Signature: _____ Date: _____
B.	LARCA 2.0 SERVICE PROVIDER NAME: _____ Address: _____ Assigned Case Manager Name: _____ Telephone Number: _____ Fax Number: _____ <i>Approved by (agreement must be executed by Executive Director or designee):</i> Executive Director Name (print): _____ Signature: _____ Date: _____
C.	LARCA 2.0 CUSTOMER NAME: _____ Address: _____ Telephone Number: _____ Alternate Number: _____ <i>Approved by:</i> Signature: _____ Date: _____

SECTION 2 – TERMS

Course of Instruction: _____	
I-TRAIN/ETPL Course Code (if applicable) _____	Provider Code: _____
The term of this training agreement shall be:	
A. Start Date: _____	B. End Date: _____
C. Class Days (Circle): M Tu Wed Th Fri Sat	Hours Per Day: _____ Hours Per Week _____
D. Amount to be paid for tuition: \$ _____	
E. Amount to be paid for fees: \$ _____	
F. Amount to be paid for expenses: \$ _____	
G. Total Costs	\$ _____
H. Less School Deduction (Pell Grant/Other)	(\$ _____)
I. Amount to be paid by LARCA 2.0 Service Provider	\$ _____
Certification of skills attainment shall be documented by School using Exhibit I and submitted to the LARCA 2.0 Service Provider upon completion of training by the customer.	

SECTION 3 – PLACEMENT

Placement responsibilities which have been negotiated between the LARCA 2.0 Service Provider and the School are as follows:

LARCA 2.0 Service Provider and the School shall retain joint responsibility for the placement of customer into training related employment.

SECTION 4 – LARCA 2.0 SERVICE PROVIDER RESPONSIBILITIES

The LARCA 2.0 Service Provider shall ensure that School and Customer meet the training requirements and eligibility criteria as specified in the City’s LARCA 2.0 contract scope of work, directives, and bulletins which, are incorporated herein by reference; and, shall be held liable for any and all disallowed costs resulting from Customer ineligibility.

The LARCA 2.0 Service Provider shall monitor training to ensure that it is in accordance with the approved curriculum specified in the School catalog and consistent with that offered the general public.

The LARCA 2.0 Service Provider shall advise customer of his/her rights and benefits in connection with his/her participation in the LARCA 2.0 program. In addition, Customer shall be advised of the training provisions of this agreement, certify concurrence, and receive a copy of the signed agreement.

The LARCA 2.0 Service Provider staff shall, on a quarterly basis, visit the School to verify customer files and attendance records; and on a monthly basis, interview customers to determine that the training has been provided as agreed; and monitor training through unannounced visits to the school.

The LARCA 2.0 Service Provider staff shall provide continuous case management services to ensure that customer training, counseling, job search assistance and support services are met; and update the customer’s Individual Employment and Education Plan (IEEP) accordingly. If needed, Customer shall be referred to other providers for appropriate services.

The LARCA 2.0 Service Provider shall ensure that the School receives prompt payment for tuition and related fees, as stipulated in Section 7 below.

The LARCA 2.0 Service Provider shall make the Customer aware of the City’s LARCA 2.0 complaint Procedures.

SECTION 5 – SCHOOL’S RESPONSIBILITIES

By enrolling Customer in a training course, School is stating that Customer has met all the minimum requirements and prerequisites for the program.

School shall provide training in accordance with the approved curriculum as specified in the School catalog and consistent with that offered the general public.

School shall maintain daily records of Customer attendance signed by both Customer and instructor and shall fax such to the LARCA 2.0 Service Provider on a weekly basis.

School shall notify the LARCA 2.0 Service Provider if it becomes evident that Customer is not going to report to training.

School shall prepare monthly written evaluations of Customer progress.

School shall make Participant aware of complaint procedures. In the event of a formal complaint by Customer, School shall cooperate with the LARCA 2.0 Service Provider, and the South Bay Workforce Investment Boards, if it is an ETPL-related course, and the Customer to ensure timely and complete investigation and resolution of the complaint.

Training school must verify that a Purchase Order has been approved by the Executive Director or designee of the LARCA 2.0 Service Provider prior to enrolling the customer in the training program.

SECTION 6 – CUSTOMER’S RESPONSIBILITIES

Customer agrees to allow the LARCA 2.0 Service Provider and/or the City or its designated representative access to his/her time and attendance records, performance records and other pertinent records in School’s possession.

Customer agrees to attend and participate in class on a regular basis; to comply with the requirements of the School’s catalog, which is incorporated herein by reference; and, to evaluate performance of the School.

Customer agrees to advise the LARCA 2.0 Service Provider if he/she secures employment as a result of training provided.

SECTION 7 – PAYMENT OF TUITION/REFUNDS

The LARCA 2.0 Service Provider shall pay School for Customer tuition, fees, and expenses as indicated in Section 2.I of this agreement.

Customer shall not be responsible for payment of any portion of the tuition and fees; and School shall not hold Customer liable or solicit payment from Customer for any unpaid tuition and fees; or, allow Customer to apply for student loans to cover these costs.

The LARCA 2.0 Service Provider shall pay School in two installments. The first payment shall be equal to 50% of the Tuition identified in Section 2.D. of this agreement, less school deduction (financial aid/Pell Grant/other deduction) and shall become payable upon the Customer having been admitted to and enrolled by the School and upon completion of one-calendar month of training. The Schools request for payment shall be accompanied by training hour records and progress reports for the month. If the Customer fails to complete 50% of the agreed upon course hours, then the training provider shall reimburse the LARCA 2.0 Service Provider on a prorated basis.

The second installment, equal to 50% of the tuition identified in Section 2.D. of this agreement, less school deduction (financial aid/Pell Grant/other deduction), shall become payable upon the Customer having completed the course of instruction and having received certification of skills attainment. The School’s request for payment shall be accompanied by the Certification of Skills Attainment. If the Customer completes greater than 50% but less than 100% of the course of instruction, the School shall be entitled to a prorated share of the remaining 50% of the tuition rate. The School’s request for prorated payment shall be accompanied by evidence of Customer attendance for the period of time for which payment is requested.

If the duration of the training course is under one month, the LARCA 2.0 Service Provider shall pay the School in one installment after the training has been completed. The School's request for payment shall be accompanied by training hour records and progress reports as well as copies of the certificate of completion. The payment, which shall be equal to 100% of the tuition identified in Section 2.D. of this agreement, less school deduction (financial aid/Pell Grant/other deduction), shall become payable upon the Customer having completed the course of instruction and having received certification of skills attainment.

Training school must verify that a Purchase Order (P.O.) has been approved by the Executive Director and Finance Director of the LARCA 2.0 Service Provider prior to enrolling the customer in the training program.

Each month the School shall report on the attendance of the customer to the LARCA 2.0 Service Provider.

The School shall refund tuition if the School has deviated from its approved curriculum, as specified in the School's catalog, in providing training; or, falsified Customer attendance or skills attainment records. Tuition refunds are to be made payable to the LARCA 2.0 Service Provider. The School shall prorate the days the Student did not attend class and refund the LARCA 2.0 Service Provider the percentage of the total tuition represented by this proration. Refunds shall be paid to the LARCA 2.0 Service Provider within five (5) days from the last day the Student attended training.

SECTION 8 - INSURANCE

The School shall maintain \$1,000,000 in General Liability insurance coverage for the entire term of this agreement and provide the LARCA 2.0 Service Provider with a Certificate of Insurance providing evidence of such coverage.

SECTION 9 – EVALUATION OF SCHOOL PERFORMANCE

School may be evaluated by the LARCA 2.0 Service Provider, Customer, and the City and the results used in determining future contracts.

SECTION 10 – STUDENT COMPLAINTS PROCEDURE

The LARCA 2.0 Service Provider shall maintain procedures for resolving disputes involving the Customer in accordance with requirements of the LARCA 2.0 Program and City Complaints Procedures.

The School shall make the Customer aware of its internal written complaints procedures.

For ETPL-related training, the South Bay WIB, upon referral from the City, may conduct an investigation of allegations, including claims that the training received at the School is incomplete or deficient and file a report with the City within 20 days of the receipt of the referral. Concurrently, the LARCA 2.0 Service Provider shall schedule and conduct an informal complaint resolution meeting with the Customer, the School and the LARCA 2.0 Service Provider in order to resolve the complaint informally. The South Bay WIB, upon referral from the City, may conduct an investigation of any discrimination complaint filed by a Customer, and file a report with the City within 30 days of the receipt of the referral.

The City shall, upon receipt of the investigative report, conduct an informal resolution meeting or schedule a hearing before an impartial hearing officer as applicable.

SECTION 11 – VENDOR STATUS

The School is a vendor only and is neither a City of Los Angeles LARCA 2.0 contractor nor a third party beneficiary to the agreement between the LARCA 2.0 Service Provider and the City.

The City is not a party to the agreement between the LARCA 2.0 Service Provider and the School. The performance of the School hereunder shall be in the capacity of an independent contractor and no employees of the School have been, are, or shall be employees of the City or the LARCA 2.0 Service Provider by virtue of this agreement; and the LARCA 2.0 Service Provider shall so inform each employee organization and each employee who is hired or retained under this agreement.

SECTION 12 - NONDISCRIMINATION

No person shall on the grounds of race, religion, national origin, ancestry, sex, sexual orientation, gender identification, transgender status, sex stereotypes, age, physical handicap, mental disability, medical condition, marital status, domestic partner status, pregnancy, childbirth and related medical conditions, citizenship, and political affiliation or belief be excluded from participation in, be denied the benefit of, or be subjected to discrimination under this program/project. For purposes of this Section, Title 24 Code of Federal Regulations Part 107 and Section 570.601(b) defines specific discriminatory actions that are prohibited and corrective action that shall be taken in situation as defined therein.

School shall comply with the Equal Employment Practices Provisions of the Los Angeles Administrative Code Section 10.8.3. During the performance of this agreement, the School shall comply with the applicable nondiscrimination and affirmative action provisions of the laws of the United States of America, the State of California, and the City. The School shall not discriminate in its employment practices, including compensation, against any employee or applicant for employment because of such person's race, religion, national origin, ancestry, sex, sexual orientation, gender identification, transgender status, sex stereotypes, age, physical handicap, mental disability, medical condition, marital status, domestic partner status, pregnancy, childbirth and related medical conditions, citizenship, and political affiliation or belief. The Contractor shall comply with Executive Order 11246, entitled "Equal Employment Opportunity", as amended by Executive Order 11375, and as supplemented in Department of Labor regulations (41 CFR Part 60).

School shall, in all solicitations or advertisements for employees placed by or on behalf of the School, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, ancestry, physical disability, mental disability, medical condition, marital status, domestic partner status, age, sexual orientation or political affiliation.

The School will comply with applicable provisions of the Living Wage Ordinance (LWO), §10.37 *et seq.* of the Los Angeles Administrative Code, as amended from time to time, and the Service Contractor Worker Retention Ordinance (SCWRO), §10.36 *et seq.*, of the Los Angeles Administrative Code.

In the event of the School's noncompliance with the nondiscrimination clauses of this agreement or with any of such rules, regulations or orders, this Agreement may be canceled, terminated or suspended in whole or in part and the School may be declared ineligible for further Government contracts.

SECTION 13 – COMPLIANCE WITH THE LAW

All parties agree to comply with applicable statutes and regulations of the United States, California, and the City of Los Angeles.

SECTION 14 – INDEMNIFICATION

The school shall indemnify and hold the LARCA 2.0 Service Provider and the City, their officers and employees, harmless from and against any loss, liability claim or damage that may arise or result from activities of School its officers and employees, and School shall, at its own cost, expense and risk, defend any legal proceedings that may be brought against the LARCA 2.0 Service Provider or the City, on any liability, claim or demand and satisfy judgment that may be rendered against any of them arising or resulting from activities of School, its officers or employees in the performance of this agreement.

SECTION 15 – AUDITS

In conjunction with this program, neither the LARCA 2.0 Service Provider, City of Los Angeles, State of California nor the U.S. Department of Labor will conduct full scale audits of the School's financial records. However, documents related to Customer time, attendance, and performance and documents related to the payment of tuition and/or fees shall be made available to the LARCA 2.0 Service Provider and/or the City or its designated representatives **upon request** and retained by the School for a period of five years from the end date of this Agreement. **Access to Customer and School staff, for interview purposes, shall be provided upon written notice to School.**

SECTION 16 – TERMINATION

This agreement may be terminated by either party upon five (5) days written notice to the other party. This agreement may be terminated immediately by the LARCA 2.0 Service Provider upon presentation of written notice to the School in the

event that LARCA 2.0 Service Provider loses funding under its agreement with the City through LARCA 2.0.

SECTION 17 – CONTRACT AMENDMENTS

Any party may request an amendment to this Agreement. Amendments must be in writing and properly executed by all parties.

SECTION 18 – EFFECT OF LEGAL JUDGEMENT

Should any covenant, condition or provision herein contained be held to be invalid by final judgment in any court of competent jurisdiction, the invalidity of such covenant, condition or provision shall not in any way affect any other covenant, condition or provision herein contained.

SECTION 19 – CHOICE OF LAW GOVERNING THIS AGREEMENT

This Agreement shall be governed by and construed in accordance with the laws of the State of California.

SECTION 20 – COMPLETE AGREEMENT

This Agreement contains the full and complete Agreement among the three parties. No verbal agreement or conversation with any officer for employee of either party shall affect or modify any of the terms or conditions of this Agreement.

SECTION 21 – NUMBER OF PAGES AND ATTACHMENTS

This Agreement is executed in three duplicate originals, each of which is deemed to be an original. This Agreement includes six (6) pages and one (1) attachment which constitute the entire understanding and agreement of the parties.

SECTION 22 – GENERAL CONDITIONS

This Agreement may not be assigned by School to any other Institution.

LARCA 2.0 Standard Training Agreement
Attachment: Certificate of Completion

This is to certify that:

Customer Name

Has satisfactorily completed:

Course Name

Offered by:

School Name

In accordance with the Standard Training Agreement and any amendments thereto and has acquired industry recognized occupational skills.

Name of School Representative

Signature

Date

Verified by:

Name of LARCA 2.0 Service Provider Representative and Title

Signature

Date