

PARTICIPANT ELIGIBILITY CHECKLIST LA:RISE 5.0 PARTICIPANTS

I, _____, agree and affirm the following information is truthful and accurate:
(Participant Name)

Please check all that apply:

Eligibility Criteria	
	<input type="checkbox"/> Los Angeles County Resident (for County Measure H Fund) <input type="checkbox"/> Los Angeles City Resident (for City General Fund) (verified through Zip Code/Address) Link: http://neighborhoodinfo.lacity.org/
	At least 18 years of age
	Not currently enrolled in another LA:RISE Program (verify in CaJOBS)
	Unemployed or Underemployed (currently working less than 20 hours a week)
	Expressed interest in long-term employment and seeking employment in permanent job opportunity after social enterprise
	Willing to work 300 hours within social enterprise
	Meets one (1) Barrier Category listed below

*To be eligible for LA:RISE program, participant must meet all criteria listed above.

Please check barriers that apply:

Barrier Categories	
Currently Homeless	
	Lack a fixed, regular, and adequate nighttime residence
	Has a primary residence that is a public or private place not meant for human habitation (including in an automobile)
	Is living in a publicly or privately-operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs)
	Is exiting an institution where the individual has resided for 90 days or less and who resided in an emergency shelter or a place not meant for human habitation immediately before entering that institution
	Imminent Risk of Homelessness, defined as an individual or family who will imminently lose their primary nighttime residence, provided that: (i) residence will be lost within 14 days of the date of application for homeless assistance; (ii) No subsequent residence has been identified; (iii) the individual or family lacks the resources or support networks needed to obtain other permanent housing
	Homeless under other Federal Statues, defined as unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who: (i) Are defined as homeless under the other listed federal statutes; (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application; (iii) Have experiences persistent instability as measured by two moves or more during the preceding 60 days and (iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers

	Fleeing/Attempting to flee domestic violence, defined as any individual or family who: (i) is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against them; (ii) Has no other residence; and (iii) Lacks the resources or support networks to obtain other permanent housing
History of Homelessness	
	Individual has previously met the definition of Homeless (as described above)
At Risk of Homelessness	
	Residing in Subsidized Housing: rapid rehousing, time-bound rental subsidy
	Residing in Permanent Supportive Housing, which is an evidence-based housing intervention that combines non-time-limited affordable housing assistance with wrap-around supportive services for people experiencing homelessness, as well as other people with disabilities
	Residing in a half-way home
	Currently unstably housed, such as couch surfing with friends or family

Participant Signature: _____

Date: _____

WSC & SE Staff use only: PARTICIPANT IS ELIGIBLE FOR LA:RISE YES NO

I agree and affirm the information listed above has been reviewed with the participant.

WSC Staff Printed Name: _____

WSC Staff Signature: _____ **Date:** _____

SE Staff Printed Name: _____

SE Staff Signature: _____ **Date:** _____

WIOA: Eligible participants are to be referred to partnering WorkSource Center for WIOA program co-enrollment.

WIOA eligibility criteria:

- Can provide right to work documents
- Has not worked more than 20 hours a week for the past two weeks (verify with check stubs)
- Has not received OJT/ITA within past two years (verify in CalJOBS)
- Enrollment in Selective Service
- Not currently enrolled in a current AJCC/WSC (verify in CalJOBS)
- If currently enrolled in WIOA
 - Hasn't been enrolled for more than 3 months
 - Hasn't had supportive services dollars spent on client

PARTICIPANT IS ELIGIBLE FOR WIOA: YES NO

LA:RISE 5.0 WORKSITE ACKNOWLEDGEMENT FORM

WORKSITE INFORMATION	
Worksite Name:	
Worksite Address:	
Worksite Telephone Number:	
Worksite Supervisor:	
To report absence or tardiness call:	

I, _____, agree and affirm the following information has been reviewed
(Participant Name)
 and provided to me:

Please initial below

Supervisor	Participant	
		LA:RISE Program Overview
		LA:RISE Program Guidelines and Protocols
		Job Duties and Expectations
		Training Schedule
		Work Schedule
		Break Schedule
		Pay Rate
		Injury Prevention and Safety Procedures
		Worker's Compensation Benefits
		Procedure for employee complaints regarding safety and health
		Americans with Disabilities Act (ADA) Information
		Emergency and Evacuation Plan Information

Participant Printed Name: _____

Participant Signature: _____

Date: _____

Worksite use only:
 I agree and affirm the information listed above has been reviewed with _____
(Participant Name)

Worksite Supervisor Printed Name: _____

Worksite Supervisor Signature: _____

Date: _____



Job Readiness Assessment Tool

Employee Name:		Reviewers:	
Title:		Prior Assessment Score:	
Hire Date:		Review Date:	

JOB READINESS CRITERIA
to be completed by the supervisor

In this first section, the supervisor evaluates the employee's job readiness and work experience on a scale of 1 to 4 (1=Unsatisfactory, 2=Inconsistent, 3=Proficient, 4=Exemplary). For each job readiness standard, there are descriptions of performance at each score level. Whenever possible, it is important to use data such as attendance records, write-ups, or tangible accomplishments to guide scoring. Once the supervisor has finished scoring the standard requirements, an overall "Job Readiness Rating" score will automatically be calculated in the summary section at the end of this form.

Attendance & Punctuality					
Attendance	Unsatisfactory (1)	Inconsistent (2)	Proficient (3)	Exemplary (4)	RATING
Understanding work expectations for attendance and adhering to them. Notifying supervisor in case of absence. Completing any required paperwork.	Excessive absences. Insufficient notice provided. Some or all of absences are unexcused.	Below 90% attendance. Usually provides advance notice of absence. Most absences are for valid reasons in accordance with employer policy.	Maintains 90% attendance; notifies supervisor ahead of time prior to absence. Any absences are for valid reasons in accordance with employer policy.	Perfect attendance (no absences, including excused).	please select
Punctuality	Unsatisfactory (1)	Inconsistent (2)	Proficient (3)	Exemplary (4)	RATING
Understanding work expectations for punctuality and adhering to them. Arriving on time for work, taking and returning from breaks and meals on time, and calling supervisor prior to being late.	Excessively late for start of work and returning from breaks/meals. No notice provided in advance of tardy arrival/return.	Inconsistent in arriving to work, and returning from breaks on time, and calling supervisor to provide notice.	Arrives to work and returns from breaks on time with only rare exceptions. If late, notifies supervisor ahead of time.	Perfect or near-perfect in arriving for work and returning from breaks on time. Model for other workers.	please select

Workplace Performance					
Performance	Unsatisfactory (1)	Inconsistent (2)	Proficient (3)	Exemplary (4)	RATING
Completes tasks accurately and on time. Quality and quantity of work product meets or exceeds expectations.	Tasks are rarely completed accurately or on time. Quality and quantity of work product is consistently substandard. Additional training needed.	Inconsistent in meeting standards around work quality and quantity.	Quality and quantity of work usually meets expectations.	Quality and quantity of work often exceeds expectations.	please select
Effort & Productivity	Unsatisfactory (1)	Inconsistent (2)	Proficient (3)	Exemplary (4)	RATING
Pursues work with energy, drive, and intent to accomplish tasks. Fulfills or exceeds expectations around timely completion of tasks.	Easily distracted from task at hand. Rarely completes tasks on time without supervisor intervention.	Inconsistent in dedication to, and focus on, assigned tasks. Timeliness of completion cannot be depended upon.	Usually pursues work with energy and drive. Regularly completes tasks within designated timeframe.	Consistently pursues work with energy and drive. Often exceeds expectations around timely completion of tasks.	please select
Compliance	Unsatisfactory (1)	Inconsistent (2)	Proficient (3)	Exemplary (4)	RATING
Complying with rules, policies, and procedures, including those related to health and safety. Following written and verbal directions.	Consistently fails to follow directions or violates workplace policies and procedures. May be risking safety of self or colleagues.	Inconsistent in following directions or complying with workplace policies or procedures.	With few exceptions, follows directions and complies with workplace policies and procedures.	Consistently follows directions and complies with workplace policies and procedures. Is proactively aware of safety issues and seeking to ensure a safe work environment.	please select
Responsibility	Unsatisfactory (1)	Inconsistent (2)	Proficient (3)	Exemplary (4)	RATING
Demonstrating dependability and reliability. Fulfilling obligations, completing assignments, and meeting deadlines. Acting with integrity and honesty.	Cannot be depended upon to fulfill obligations and/or behave ethically.	Inconsistent in demonstrating dependability, ability to fulfill obligations, and integrity.	With rare exception, can be relied upon to fulfill obligations and act with integrity.	Consistently demonstrates dependability and exceeds expectations in regards to obligations. Can be trusted. Limited, if any, supervision necessary.	please select

Initiative	Unsatisfactory (1)	Inconsistent (2)	Proficient (3)	Exemplary (4)	RATING
Engaging in task or activity from commencement to completion. Asking appropriate questions. Identifying, or seeking out assignment of, new task upon completion of prior one.	Reluctant or unable to begin tasks without supervision. Needs frequent reminders of assigned responsibilities.	Inconsistently begins or remains on task. Needs occasional prompting. Often satisfied with bare minimum performance.	Usually begins and remains on task until completion. Can work independently. Upon completion, initiates interaction requesting next assignment.	Consistently begins /remains on task until completion. Regularly identifies and begins or initiates interaction requesting next task. Can work independently.	<i>please select</i>
Skill Development	Unsatisfactory (1)	Inconsistent (2)	Proficient (3)	Exemplary (4)	RATING
Demonstrating a willingness to learn and consider new ways of doing things. Proactively seeking out opportunities for the development of new skills.	Fails to identify or participate in opportunities to gain knowledge and new skills. Repeatedly performs tasks in a manner that is incorrect, inefficient, or unsafe.	Participation or engagement in skill development opportunities is inconsistent. Does not proactively seek out opportunities for on-the-job skill building.	Actively participates in skill development opportunities. Identifies or seeks out opportunities for learning and skill building.	Consistently demonstrates willingness to learn and consider new ways of doing things. Seeks out opportunities to gain new skills or knowledge.	<i>please select</i>
Critical Thinking	Unsatisfactory (1)	Inconsistent (2)	Proficient (3)	Exemplary (4)	RATING
Identifying and defining a problem, using knowledge and information to generate possible solutions. Effectively managing time to complete tasks.	Makes little or no effort to use reasoning or knowledge to solve workplace problems. Needs guidance to resolve any little issue or challenge.	Inconsistent in using sound reasoning to solve work problems. Shows potential for improvement.	Uses sound reasoning, and job knowledge to solve workplace problems.	Consistently applies sound reasoning to solve work problems. Identifies and troubleshoots potential problems before they can occur.	<i>please select</i>

Workplace Appearance

Attire	Unsatisfactory (1)	Inconsistent (2)	Proficient (3)	Exemplary (4)	RATING
Dressing appropriately for position and duties. If relevant, all components of uniform are clean and being worn appropriately.	Has not yet demonstrated appropriate appearance for position and duties. Clothing is not clean or workplace-appropriate. If applicable, regularly forgets uniform components.	Inconsistent in demonstrating appropriate appearance for workplace. Clothing may not always be clean or appropriate. May sometimes be missing uniform components.	Usually dresses appropriately for position and duties. Clothing/uniform is clean and worn appropriately.	Consistent display of professional appearance in accordance with position and duties.	<i>please select</i>
Grooming	Unsatisfactory (1)	Inconsistent (2)	Proficient (3)	Exemplary (4)	RATING
Practicing personal hygiene appropriate for position and duties.	Has not yet complied with policy regarding personal hygiene appropriate for workplace, position, or duties.	Inconsistent in demonstrating appropriate personal hygiene for workplace or role.	Usually grooms and practices hygiene appropriate for position and duties.	Consistently meets or exceeds expectations in regards to professional grooming and hygiene.	<i>please select</i>

Communication & Attitude

With Peers	Unsatisfactory (1)	Inconsistent (2)	Proficient (3)	Exemplary (4)	RATING
Communicating effectively – verbally and non-verbally. Using language appropriate for work environment. Maintaining respectful and trustworthy relationships.	Repeatedly uses inappropriate language for the workplace and/or is in conflict with peers. Is not often clear or accurate in conveying or understanding information.	Inconsistent in communicating in manner and language appropriate for workplace. Does not consistently speak clearly or accurately convey information.	Usually uses workplace appropriate language and tone. Listens attentively. Accurately and understandably conveys information.	Consistently communicates in tone and manner appropriate for workplace. Can be counted upon to listen attentively and speak clearly. Can effectively present to a group.	<i>please select</i>
With Supervisors	Unsatisfactory (1)	Inconsistent (2)	Proficient (3)	Exemplary (4)	RATING
Respecting authority. Accepting instruction and constructive criticism. Speaking clearly and communicating effectively and appropriately for the work environment, both verbally and non-verbally.	Reluctant to accept feedback and constructive criticism from supervisor. Responds inappropriately or with poor verbal or non-verbal communication.	Inconsistent in constructively accepting direction and feedback from supervisor. Does not consistently demonstrate good verbal or non-verbal communication.	Usually accepts direction and feedback from supervisors with positive attitude. Uses feedback to improve work performance. Good and professional verbal and nonverbal communicator.	Consistently accepts direction and constructive criticism with positive attitude. Uses feedback to improve work performance. Communication skills exceed expectations.	<i>please select</i>

With Public / Customers	Unsatisfactory (1)	Inconsistent (2)	Proficient (3)	Exemplary (4)	RATING
(If relevant) Communicating and behaving appropriately as a representative of employer. Recognizing and prioritizing customer needs.	Verbal or non-verbal communication is inappropriate for role and setting. Information conveyed is rarely accurate.	Does not consistently strike the correct tone in communications. Does not always convey accurate or sufficient information.	With rare exception, maintains a friendly and professional demeanor. Usually communicates appropriate and accurate information in intelligible manner.	Consistently demonstrates a positive rapport with public or customers. Listens well, is articulate and accurate in conveying relevant information.	<i>please select</i>
Teamwork & Cooperation	Unsatisfactory (1)	Inconsistent (2)	Proficient (3)	Exemplary (4)	RATING
Relating positively with co-workers. Encouraging others. Working productively with individuals and teams.	Has not yet demonstrated appropriate group behaviors. Improvement needed in treating others with respect. Rarely contributes to group efforts.	Inconsistent in promoting positive group behaviors amongst coworkers, and in contributing to group efforts.	Usually works well with co-workers, is respectful, and contributes to group efforts with rare exception. Respects diversity within the workplace.	Consistently facilitates positive group dynamics. Demonstrates leadership that plays a significant role in success of group efforts. Promotes larger group unity.	<i>please select</i>
Conflict Mitigation	Unsatisfactory (1)	Inconsistent (2)	Proficient (3)	Exemplary (4)	RATING
Using appropriate strategies and solutions for dealing with or diffusing workplace differences. Ensuring that they don't affect productivity or work quality.	Does not diffuse and, occasionally escalates, workplace differences.	Inconsistent in seeking to diffuse workplace differences.	Usually seeks to diffuse differences using appropriate strategies and solutions. Tries to prevent differences from affecting productivity.	Consistently seeks to use appropriate strategies for dealing with or diffusing workplace differences. Does not let differences affect productivity.	<i>please select</i>
Positivity	Unsatisfactory (1)	Inconsistent (2)	Proficient (3)	Exemplary (4)	RATING
Conveying a positive, pleasant, and "can-do" attitude.	Regularly displays a negative attitude that inhibits productivity of self or team.	Inconsistently displays a positive, constructive attitude. Occasional negativity may affect productivity and performance.	Usually conveys a positive and constructive attitude.	Consistently demonstrates a positive and "can-do" attitude in interactions with peers, supervision, and public/customers.	<i>please select</i>
Motivation	Unsatisfactory (1)	Inconsistent (2)	Proficient (3)	Exemplary (4)	RATING
Trying to continuously improve performance.	Does not demonstrate interest in or commitment to achieving performance above minimal standards.	Irregularly seeks out opportunities and feedback that can contribute to improving performance. Does not consistently apply.	Regularly seeks out opportunities and feedback that can contribute to improving performance. Tries to apply lessons learned.	Has tried and succeeded at continuously improving workplace performance.	<i>please select</i>

SOCIAL ENTERPRISE SPECIFIC SKILLS AND BEHAVIORS
to be completed by the supervisor

Your social enterprise may customize this form by adding a few categories for evaluation that are specific to your social enterprise. These categories should be used consistently across the enterprise's employees or categories of employees (if differing by transitional job type). The categories should not be unique to any one individual.

	Unsatisfactory (1)	Inconsistent (2)	Proficient (3)	Exemplary (4)	RATING

EXPRESSED AREA OF INTEREST / PROFESSIONAL FOCUS
to be completed by the supervisor or case manager

PERSONAL READINESS CHECKLIST
to be completed by the case manager

In this section, the case manager evaluates the employee's personal readiness by indicating whether the employee has met each of the 5 personal readiness standards, with room for comments. These results should not shared with the employee's supervisor. If personal readiness standards are not met, the case manager should highlight areas to help obtain resources.

Personal Readiness Category	Standard	Current Status	Comments	Level of Readiness
Housing	Housing situation is stable and there is no risk of becoming homeless	<i>please select</i>		<i>please select</i>
Childcare	Has access to consistent and affordable childcare services. Unlikely to be late or miss work due to childcare issues.	<i>please select</i>		<i>please select</i>
Health	Physical and mental health needs are taken care and should not affect employment or performance	<i>please select</i>		<i>please select</i>
Legal Status	All legal issues (if any) have been resolved before seeking outside employment. Should not have to miss work to handle legal issues.	<i>please select</i>		<i>please select</i>
Transportation	Able to get to consistently get to and from work without assistance from the social enterprise	<i>please select</i>		<i>please select</i>

JOB READINESS ASSESSMENT SUMMARY
automatically calculated

Employee Assessment Score	Incomplete form
Employee has a received an "unsatisfactory" in any job readiness category	Incomplete form
Employee "meets standard" for every personal readiness category	Incomplete form
Employee has earned Job Readiness Rating of 3+ for two evaluations in a row	Incomplete form

Job Readiness Assessment:

COMMENTS / NEXT STEPS

This assessment should not be sent to employers, but act as an internal tool in determining readiness for placement. Once the evaluation is complete, the case manager should review the assessment with the employee, highlighting areas for improvement.

LOS ANGELES REGIONAL INITIATIVE FOR SOCIAL ENTERPRISE

LA:RISE 5.0 - JOB READINESS ASSESSMENT FORM

LA:RISE Partner/ For WSC or YSC only:

Participant/Employee:

CalJOBS User ID

Check one: First Assessment Second Assessment Third Assessment

Review Date:

Reviewer:

PERSONAL READINESS: (to be completed by LA:RISE career coach or case manager)

Stable Housing: Housing situation is supportive of work. Aware of resources should there be changes. Yes No

Stable Childcare: Child care arrangements are supportive of work. Yes No N/A

Stable Health: Current health status should not impede employment or performance. Yes No

Stable Legal Status: Has right to work documentation necessary for employment. Yes No

No warrants out for arrest. No near term court dates.

Transportation: can readily get to and from work via public transit or car from current home. Yes No

Comments:

WORK EXPERIENCE PROGRAM (Transitional Employment)

Hire Date:

Job Title:

Employer:

Review Date:

Reviewer:

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**

LA:RISE 5.0 JOB RETENTION SUPPORT

PARTICIPANT REFERRAL FORM

LA:RISE PROGRAM	
<input type="checkbox"/> LA:RISE 4.0 LA City (General Fund) <input type="checkbox"/> LA:RISE 4.0 LA County (City Measure H)	<input type="checkbox"/> LA:RISE 5.0 LA City (General Fund) <input type="checkbox"/> LA:RISE 5.0 LA County (City Measure H)
DATE	REFERRAL FROM: ENROLLING SOCIAL ENTERPRISE OR WSC/YSC
SE/WSC Staff	Phone
REFERRAL TO: RETENTION SUPPORT PROVIDER	
<input type="checkbox"/> Anti-Recidivism Coalition (ARC) <input type="checkbox"/> Archdiocesan Youth Employment Services (AYE) Youth Source Center <input type="checkbox"/> Center for Employment Opportunities (CEO) <input type="checkbox"/> Center for Living and Learning <input type="checkbox"/> Chrysalis <input type="checkbox"/> Downtown Women’s Center <input type="checkbox"/> El Proyecto Youth Source Center <input type="checkbox"/> Friends Outside of Los Angeles (FOLA) <input type="checkbox"/> Hollywood MCS WSC <input type="checkbox"/> Los Angeles LGBT Center <input type="checkbox"/> New Earth Organization <input type="checkbox"/> Restoration Law Center <input type="checkbox"/> UCLA YouthSource Center <input type="checkbox"/> YWCA Digital Learning Academy <input style="color: red;" type="checkbox"/> None, participant chose to forgo services	
LAST NAME OF PARTICIPANT	FIRST NAME OF PARTICIPANT
CALJOBS USER ID	DOB
PHONE	E-MAIL
PREFERRED DAYS AND TIMES TO MEET	BEST TIME TO REACH PARTICIPANT
NAME OF EMPLOYER	DATE HIRED (Month/Year)
REFERRAL METHOD	
<input type="checkbox"/> Retention Support Provider Orientation <input type="checkbox"/> SE or WSC 1-on-1 meeting <input type="checkbox"/> Individual reached out	
COMMENTS	

LA:RISE 5.0 Employment Retention Incentives Tracking Log

Participant Name _____

CalJOBS Application Number _____

Date	Reason For Incentive	Amount	Unique Number	Participant's Signature	Comments
	First Paycheck	\$ 75.00			
	First Month on the Job	\$ 75.00			
	Second Month on the Job	\$ 75.00			
	Third Month on the Job	\$ 75.00			
	Sixth Month on the Job	\$ 100.00			