

CITY OF LOS ANGELES

CALIFORNIA

CAROLYN HULL
GENERAL MANAGER

ECONOMIC AND WORKFORCE
DEVELOPMENT DEPARTMENT



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ERIC GARCETTI
MAYOR

DATE: May 27, 2020

TO: LA:RISE Contractors

FROM: Gerardo Ruvalcaba, Director
Workforce Development System

**SUBJECT: WDS DIRECTIVE No. 20-25
LOS ANGELES REGIONAL INITIATIVE FOR SOCIAL ENTERPRISE
(LA:RISE) CALJOBS REPORTING GUIDELINES AND REQUIRED
PROGRAM DOCUMENTS FOR GOVERNOR'S DISCRETIONARY 25%
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)
DISLOCATED WORKER ADDITIONAL ASSISTANCE FUNDS**

EFFECTIVE DATE

This directive is effective upon date of issuance.

PURPOSE

The purpose of this directive is to set forth the CalJOBS reporting guidelines for the City of Los Angeles LA:RISE contractors receiving Governor Discretionary 25% WIOA Dislocated Worker Additional Assistance Funds.

BACKGROUND

On April 24th, 2020, the City of Los Angeles Economic and Workforce Development Department (EWDD) was awarded \$810,000 in Governor's Discretionary 25% Emergency Additional Assistance Dislocated Worker Grant Funds from the California Employment Development Department (EDD) to provide emergency supportive services to vulnerable populations. These new funds are intended to provide supportive services to individuals impacted by COVID -19 and who have the additional barrier of being a survivor of human trafficking or domestic violence. The funds will be distributed among the City's 16 WorkSource Centers and LA RISE Social Enterprise (SE) partners to serve up to 1,000 individuals. All funding must be used for support services; no programmatic or administrative funding is available. However, current contract funds may be used as leverage for program costs. These funds must be expended by June 30, 2020.

LA:RISE PARTNERS

During PY 19/20, the following five SEs will receive the EDD Governor Discretionary funds to serve up to 130 survivors of human trafficking or domestic violence:

- Chrysalis Enterprises

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.

- Homeboy Industries
- Downtown Women's Center
- Los Angeles LGBT Center
- YWCA Digital Learning Academy

ELIGIBILITY REQUIREMENTS

Clients currently co-enrolled in LA:RISE and WIOA and who have the additional barrier of being a survivor of human trafficking or domestic violence are eligible for this service. All new participants from human trafficking and human service referral agencies will need to be enrolled in WIOA*. Participants must meet the requirements listed in the April 2, 2020 EDD Information Notice WSIN19-39 and must be enrolled into the WIOA program via CalJOBS.

Eligible individuals must satisfy all of the following:

WIOA ENROLLED	COVID-19 IMPACT	LOW INCOME
<p>Individuals are enrolled in WIOA Dislocated Worker (DW)*</p> <p>* If an individual is not eligible for the Dislocated Worker program, s/he can be enrolled into the WIOA Title I Adult** program and provided the tiered supportive services as long as they meet all of the COVID-19 related eligibility criteria under the following COVID-19 Impact column.</p> <p>**WIOA Title I Adult (using Grant Code 2051)</p>	<p>Individuals meet one of the following:</p> <ul style="list-style-type: none"> ○ Laid off due to COVID-19. ○ Experienced a reduction in hours and/or pay due to COVID-19. ○ Unable to work for any of the following COVID-19 related reasons: <ul style="list-style-type: none"> ○ Subject to quarantine. ○ Caregiver for someone who is subject to quarantine. ○ Need to care for children because of school closure or closure of other child care provider. ○ At higher risk of getting seriously ill from COVID-19, or lives with someone at higher risk, as outlined on the California Department of Public Health COVID-19 website. ○ Required to telework, but does not have the necessary equipment. 	<ul style="list-style-type: none"> • Individuals have not received wages above 400% of the federal poverty level (FPL) for the last six months of income. <p>For additional FPL information, please visit the U.S. Department of Health & Human Services Poverty Guidelines.</p> <p>Household Annual Salary for 400% FPL is as follows: Family of 1: \$51,040 Family of 2: \$68,960 Family of 3: \$86,880 Family of 4: \$104,800</p>

CUSTOMER SERVICE AND DATA PROTECTION

Taking into consideration the needs of survivors of human trafficking and domestic violence, extra measures should be taken to ensure that the customer's information is safeguarded. An alternative address or contact information, such as that of the LA:RISE SE or WSC partner agency, may be used to safeguard the wellbeing of the customer. In addition, the security of customer data and its transmission must be considered. The

transmission of confidential customer data may be done through encrypted email or cloud services, with the appropriate protections to prevent inappropriate disclosure.

REQUIRED ELIGIBILITY DOCUMENTS

Existing LA:RISE participants identified to be eligible to receive these emergency support services shall complete the attached Underserved COVID-19 Impacted Individuals Self Attestation Form.

New participants must meet the regular LA:RISE and WIOA program eligibility for co-enrollment and provide the required eligibility verification documentation. Due to the COVID-19 public health emergency, individuals may self-attest to their income and the COVID-19 related eligibility criteria listed in the EDD Information Notice.

TEMPORARY WAIVER OF THE REQUIREMENT FOR A WET SIGNATURE

In alignment with the stay at home orders, and only if a wet or electronic signature is not possible, contractors may use self-attestation and temporarily waive the requirement for a wet or electronic signature on the required program documents. This temporary allowance will remove barriers and offer individuals easier access to program services. Contractors are to case note that a wet or electronic signature was waived due to COVID-19 Safer At Home Emergency Order.

In place of a wet or electronic signature, the contractors may communicate with the participant via e-mail, text, video conferencing, or phone. Under the Staff Certification section on the Self-Attestation Form, contractor may attest in writing on behalf of the participant that the eligibility information provided is true and correct; include the date staff received consent from the client; include staff name and signature. Contractor may also communicate with the participant via e-mail, text, video conferencing, or phone to confirm receipt of the support service and attest on behalf of the participant that the support service was received. At a later time when an in-person meeting is safely feasible, the contractors should make efforts to secure a wet signature. All required support documentation is to be kept in the participant's file.

SUPPORTIVE SERVICE AMOUNT & ALLOWABLE COSTS

Supportive services under this grant will provide up to \$800 per participant as outlined below and may include, but are not limited to, equipment necessary to telework (e.g., computer, internet service, etc.), housing assistance, utility assistance, childcare assistance, and transportation assistance.

Supportive services are available in two tiers:

Tier 1. Individuals receiving at least 50% of their previous wages either from their employer directly, or with Unemployment Insurance (UI) payments, may receive supportive services totaling **\$400**.

Tier 2. Individuals who are not receiving at least 50% of their wages from their employer directly, or with UI payments, may receive supportive services totaling **\$800**.

Contractors should prioritize using methods that do not require direct reimbursement of funds to participants (e.g. Direct vendor agreements, direct payment to landlord, direct payment to utilities, online purchases with any retail store that allow for pickup by staff, or delivery to the SE site). As this program is providing immediate need to participants

in emergency situations, all measures should be used to avoid participants having to use their own money to obtain the assistance they need.

Any support documentation received to verify costs and any payment documents provided (e.g. pay cards, invoices, checks, receipts) must be kept in the participant's file and made available upon EWDD request.

COORDINATION OF SERVICE DELIVERY AND CALJOBS REPORTING

The emergency supportive service may be provided to WIOA Title I Adult and DW participants as necessary to enable an individual to participate in LA:RISE or in career services and/or training services. These support services can only be provided to someone who has already received a participant-level service such as initial assistance, job search assistance, etc.

Partners will utilize the CalJOBS system (www.caljobs.ca.org) to report program services delivered and outcomes achieved.

1. **Avoid Duplication of Service:** WorkSource Center and LA: RISE Social Enterprise partners are both receiving funds under this grant. The Social Enterprises are to coordinate with their WorkSource partner to avoid duplication of service to existing LA:RISE participants.
 - Screen existing LA:RISE case load
 - Share the list of LA:RISE participants who will be provided support services funded through the social enterprise
 - Coordinate CalJOBS data entry: whichever partner reports the EDD activity, confirm that the enrollment is not already reported in the system and that the support service is reported under the appropriate partner office.
2. **For Existing LA:RISE Participants** who are to receive the emergency support service through the Social Enterprise.
 - The WorkSource Partner shall report the EDD activity (Using Grant Code 2051 for WIOA Title I Adult or Grant Code 1187 for DWs) along with required activities.
 - In order to coordinate the data entry, track the supportive services provided under the EDD grant, and to ensure alignment of reporting in CalJOBS, Social Enterprise will need to complete the attached Underserved COVID-19 Impacted Individuals Supportive Service Form.
 - Social Enterprise will deliver support service to the participant and collect required support documentation.
3. **For New Participant Enrollments** who are to receive the emergency support service through the Social Enterprise
 - A. For WIOA Title I Adult participants
 - The WorkSource Partner shall create WIOA Title 1 Adult application (Using Grant Code 2051) along with required activities.

- In order to coordinate the data entry, track the supportive services provided under the EDD grant, and to ensure alignment of reporting in CalJOBS, Social Enterprise will need to complete the attached Underserved COVID-19 Impacted Individuals Supportive Service Form.
 - Social Enterprise will deliver support service to the participant and collect required support documentation
- B. For Dislocated Worker participants, please coordinate with your WorkSource Center Partner for regular WIOA DW enrollment
- The WorkSource Partner shall create the WIOA application (Using Grant Code 1187) along with required activities.
 - In order to coordinate the data entry, track the supportive services provided under the EDD grant, and to ensure alignment of reporting in CalJOBS, Social Enterprise will need to complete the attached Underserved COVID-19 Impacted Individuals Supportive Service Form.
 - Social Enterprise will deliver support service to the participant and collect required support documentation

4. **Case Notes & Data Tracking**

- The Social Enterprise is to add a case note documenting that the participant received the “Underserved COVID-19 Impacted Individual” supportive service.
- To verify that the support service and activity was reported in the system for tracking purposes, SE shall run a weekly CalJOBS “Services Provided Individuals - List Report.”
- SE shall coordinate with WorkSource Partner to ensure all activities are reported before June 30, 2020.

CALJOBS DATA REPORTING GUIDELINES

The MIS Unit has provided instructions on how LA:RISE is to report the EDD Underserved COVID-19 Impacted Individuals Grant Code and activities into the CalJOBS system on behalf of the Social Enterprises. Please reference the attached screenshot.

WDS CONTACT

If you have any questions or require further information related to this directive, please contact Elizabeth Macias at Elizabeth.Macias@lacity.org or at 213-744-9017, TTY: 711.

GR:DB:EM:cg

Attachments:

1. Underserved COVID-19 Impacted Individuals Self Attestation Form
2. LA:RISE COVID-19 Impacted Individuals Support Service Form
3. EDD WIOA Supportive Services Fact Sheet
4. Definitions DV-HT and Dislocated Worker
5. EDD Grant CalJOBS Reporting Screenshots