

# CITY OF LOS ANGELES

CALIFORNIA

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**ECONOMIC AND WORKFORCE  
DEVELOPMENT DEPARTMENT**

1200 W. 7TH STREET  
LOS ANGELES, CA 90017

**DATE:** June 4, 2020

**TO:** LA's Workforce Development System

**FROM:** Gerardo Ruvalcaba, Director  
Workforce Development System

**SUBJECT: WDS DIRECTIVE No. 20-26  
ADDITIONAL ASSISTANCE DISLOCATED WORKER FUNDS FOR  
SURVIVORS OF DOMESTIC VIOLENCE OR HUMAN TRAFFICKING  
AFFECTED BY COVID-19**

## **EFFECTIVE DATE**

This directive is effective upon date of issuance.

## **PURPOSE**

The purpose of this directive is to set forth the budget requirements and guidelines, Workforce Innovation and Opportunity Act (WIOA) co-enrollment and eligibility, required program documentation and MIS reporting guidelines for Survivors of Domestic Violence or Human Trafficking affected by COVID-19. Budget guidelines for this program have a contract term of May 6, 2020 to June 30, 2020.

## **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 underserved 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 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.

## BUDGET GUIDELINES

Each agency contracted under Survivors of Domestic Violence or Human Trafficking program must submit a budget modification to their current WIOA Dislocated Worker formula budget with 100% of this grant's funding going toward Supportive Services. This set-aside should be itemized under Category #2100, Participant Related Costs (PRC) as "Support Services – HT/DV, and should be reflected in the budget/expenditure plan and budget narrative.

All other existing financial reporting requirements and deadlines will apply.

## WIOA CO-ENROLLMENT

Eligible participants shall be co-enrolled into the WIOA program to ensure they obtain a basic career service and all the benefits and services they are eligible to receive, such as skills set enhancement and Career Counseling and Planning and Support Services. If a participant is not eligible as a Dislocated Worker, participant may be enrolled as an Adult under grant code 2051. Please refer to MIS guidelines for more information.

## ELIGIBILITY REQUIREMENTS

Clients currently co-enrolled in WIOA and who have the additional barrier of being a survivor of human trafficking or domestic violence are eligible for this service. 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. 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.

Eligible individuals must satisfy all of the following:

| WIOA Enrolled  | COVID-19 IMPACT   | LOW INCOME  |
|--|---|---|
| <p>Individuals are enrolled in WIOA Dislocated Worker*</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"> <li>○ Laid off due to COVID-19.</li> <li>○ Experienced a reduction in hours and/or pay due to COVID-19.</li> <li>○ Unable to work for any of the following COVID-19 related reasons:               <ul style="list-style-type: none"> <li>○ Subject to quarantine.</li> <li>○ Caregiver for someone who is subject to quarantine.</li> <li>○ Need to care for children because of school closure or closure of other child care provider.</li> <li>○ 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.</li> <li>○ Required to telework, but does not have the necessary equipment.</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Individuals have not received wages above 400% of the federal poverty level (FPL) for the last six months of income.</li> </ul> <p>For additional FPL information, please visit the U.S. Department of Health &amp; Human Services Poverty Guidelines.</p> <p>Household Annual Salary for 400% FPL is as follows:<br/>           Family of 1: \$51,040<br/>           Family of 2: \$68,960<br/>           Family of 3: \$86,880<br/>           Family of 4: \$104,800</p> |

**SUPPORTIVE SERVICE AMOUNT & ALLOWABLE COSTS**

Supportive services under this grant may 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 may be 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 receiving *less than* 50% of their wages from their employer directly, or with UI payments, may receive supportive services totaling **\$800**.

**REQUIRED PROGRAM DOCUMENTS**

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

**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 such as applications and self-attestation forms. 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 and attest in writing on behalf of the participant that the eligibility information is true, or that the support service was received by mail, and that all required support documentation is on file. At a later time when an in-person meeting is safely feasible, the contractors should make efforts to secure a wet signature.

For communication via e-mail: The correspondence should include the name of the participant, CalJOBS User ID, the supportive service or financial incentive provided and the amount. Contractors should include a copy of the e-mail exchange in the participant's file. Staff should specify on correspondence: COVID-19; received consent from client on (date); include staff name and signature.

**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, 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.

**MIS GUIDELINES**

MIS has provided following instructions on how to report the Survivors of Domestic Violence or Human Trafficking Additional Assistance Grant Code and activities into the CalJOBS system.

Contractors shall co-enroll participants into the CalJOBS system utilizing two grants:

1. WIOA Dislocated Worker Grant
2. Underserved COVID-19 Impacted Individuals Statewide Dislocated Worker Grant – 1187 or Underserved COVID-19 Impacted Individuals Statewide Adult Grant - 2051

Go to the WIOA Program page and click on the "Edit Application" using the pencil icon to access the WIOA application. Go to the "Eligibility Summary" page of the application and make sure the Dislocated Worker Program is selected. Go to "WIOA Grant Eligibility" and select "YES" Statewide Dislocated Worker Eligibility. Scroll to the Grants Section and select "View Available Grants." The Grants will be available; if client is enrolled in the DW program, click Add "1187 – Underserved COVID-19 Impacted Individuals Grants." If client is enrolled in the Adult program, click Add 2051 – Underserved COVID-19 Impacted Individual Grant. Scroll and click "Finish"

From this point on, you will be able to create activities under the– Underserved COVID-19 Impacted Individuals Grants. Go to "Create Activity/Enrollment/Service," and under General Information, click on "Customer Program Group," then select "93 or 96 – Statewide and select the appropriate grant. Scroll down to "Enrollment Information, and click on the "Grant" drop-down to select 1187 if client is enrolled in the DW program or select 2051 if the client is enrolled in the Adult program.– Click on "Select Activity Code." The Activity Codes will be available; select the assigned activities. Enter an Actual Begin Date and Projected End Date. Complete the rest of the fields and select "Next" at the bottom of the page.

**WDS CONTACT**

Questions and/or concerns related to this directive should be addressed to Donny Brooks at [Donny.Brooks@lacity.org](mailto:Donny.Brooks@lacity.org) or (213) 744-9093, TTY 711.

GR:DB:SM:KM:cg

Attachments:

1. WSC Partner Referral Form
2. Underserved COVID-19 Impacted Individuals Self Attestation Form
3. EDD WIOA Dislocated Worker Funds For Underserved Covid-19 Impacted Individuals
4. MIS Screenshots