

CITY OF LOS ANGELES

CALIFORNIA

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**ECONOMIC AND WORKFORCE
DEVELOPMENT DEPARTMENT**

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KAREN BASS
MAYOR

DATE: October 4, 2024

TO: LA's Workforce Development System

FROM: Carolyn M. Hull, General Manager 
Economic and Workforce Development Department

**SUBJECT: WDS DIRECTIVE No. 25-03
PROGRAM YEAR 2024-25 INSIDE SAFE JOB CONNECTORS
PROGRAM EXPANSION**

EFFECTIVE DATE

This directive is effective upon the date of issuance.

PURPOSE

The purpose of this directive is to inform the WorkSource Center (WSC) and YouthSource Center (YSC) contractors that the Inside Safe Job Connectors Program, an initiative supporting the Mayor's Citywide housing-focused solution to combat homelessness, is scheduled to expand.

BACKGROUND

On December 12, 2022, on her first day as Mayor of the City of Los Angeles (City), Mayor Bass issued a Declaration of Local Emergency regarding the crisis of homelessness. Mayor Bass declared that it is imperative that we immediately begin to move people living in encampments indoors and offer interim housing. To promote their stability and improve their well-being, it is important that each participant receives wrap-around services as they transition into permanent housing. In support of the Local Emergency Declaration, a component launched by the Mayor Bass' administration was the Inside Safe Initiative. This initiative is a comprehensive housing focused solution to combating homelessness.

On April 1, 2023, the Job Connector Program was launched to support the integration of the City's Workforce Development System (WDS) with Interim Housing initiatives such as Inside Safe. The Job Connectors will be assigned to a City region to support interim housing participants at various locations. In an effort to support participants with long-term stability and self-sufficiency, Job Connectors will support participants' integration into employment and educational programs available at City WSCs.

PROGRAM EXPANSION AND GOALS

An additional four (4) Job Connectors will be hired in Spring of 2024 through the Coalition for Responsible Community Development (CRCD) and will be stationed at multiple Interim Housing sites, including various Inside Safe locations, expanding regional access of the program and support. A total of eight (8) Job Connectors across the WDS will assist

up to two-hundred (200) recently housed individuals connect to a job or training through one of the City's WSCs or YSCs.

The Job Connectors will refer clients to the WSC or YSC in the area of service at which point the Centers will assist the clients to access supportive services, employment and education services. To strengthen collaboration and foster a deeper sense of community and partnership, it is proposed that the Job Connector accompany referrals for their first initial intake and assessment at the WSC or YSC. The Job Connector will continue to work collaboratively with the individual and their respective WSC or YSC case manager to ensure successful enrollment and retention in Workforce Innovation and Opportunity Act (WIOA) or other city funded programs. This arrangement will allow the Job Connector to facilitate more effective communication and collaboration with the initiative and Center staff.

Potential Service Areas Under the Expansion

- Central Los Angeles
- East Los Angeles
- San Fernando Valley
- South Los Angeles
- West Los Angeles
- Harbor

Job Connectors will work with participants who self-identify as job ready and refer them to their nearest WSC or YSC where they will work collaboratively to:

- Develop a workforce action plan, secure all essential documentation, and fulfill prerequisites necessary for program enrollment for employment, training or educational opportunities.
- Collaborate with a designated representative from the WSC or YSC to enroll participants in the WIOA and other supportive programs.
- Partner with a representative from the WSC or YSC to ensure participants are successfully enrolled in available employment and educational programs.
- Work alongside a designee from the WSC or YSC to guarantee participants receive necessary supportive services.
- Job Connectors will connect 100 participants to WSC or YSC programs, including WIOA.

Additionally, Job Connectors will provide support in the following areas:

- Education
 - Application and enrollment into education programs; and
 - Trainings, Classes, or Workshops related to education programs.

- Employment
 - Resume and Cover Letter Workshops;
 - Job Search and Job Applications;
 - Job Interview Preparation and Job Placement Support;
 - Trainings, Classes or Workshops related to employment or vocational training programs; and
 - Job retention and advancement support after employment placement.

WORKSOURCE AND YOUTHSOURCE CENTER CALJOBSSM DATA REPORTING INSTRUCTIONS

The Management Information System (MIS) Unit has provided instructions for tracking participant referrals in the CalJOBSSM system (www.caljobs.ca.gov).

The following are data reporting responsibilities for each WIOA service provider.

WORKSOURCE OR YOUTHSOURCE CENTER	LOCAL GRANT CODE WIOA TITLE I	REQUIRED IDENTIFIER ACTIVITY CODE
WIOA Title I Enrolled	To distinguish participants referred by Inside Safe Job Connectors, the following local grant code must be added:	WIOA Local Grant Code Activity Code
LA City WIOA Title I	LA City Job Connector WIOA Referral LAI211	108- Referred to WIOA Services

MIS GUIDELINES

Please use the following instructions to properly report the Job Connector Referrals in the CalJOBSSM system.

Local Grant Code LAI211 and Activity Code 108 – Referred to WIOA Services, will be entered into CalJOBSSM to track the Job Connectors referrals. The local grant code will be used as an identifier code and must be opened and closed using the same date.

Reporting Local Grant & Activity Code

- Use Grant Code – LAI211
- Use Activity Code 108 – Referred to WIOA Services
- Activity Code 108 must be open and closed using the same date.

WDS CONTACT

Questions or concerns regarding the transmission of this directive should be directed to the assigned Program Monitor, Danielle Martinez at Danielle.Martinez@lacity.org, or at (213) 524-5727, TTY:711.

CMH:GR:DB:TEL:DM:cg