

CITY OF LOS ANGELES

CALIFORNIA

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GENERAL MANAGER

**ECONOMIC AND WORKFORCE
DEVELOPMENT DEPARTMENT**

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ERIC GARCETTI
MAYOR

DATE: August 7, 2020

TO: LA's Workforce Development System

FROM: Gerardo Ruvalcaba, Director
Workforce Development System

**SUBJECT: WDS DIRECTIVE No. 21-04
UPDATES FOR ADDITIONAL ASSISTANCE DISLOCATED WORKER
FUND FOR VULNERABLE POPULATIONS AFFECTED BY COVID-19
PROGRAM PHASE II**

EFFECTIVE DATE

This directive is effective upon date of issuance.

PURPOSE

The purpose of this directive is to set forth updates on expanding the vulnerable populations to be served under this grant. The directive also provides information on budget guidelines, Workforce Innovation and Opportunity Act (WIOA) co-enrollment, MIS reporting guidelines. This program has a contract term of July 1, 2020 to September 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, English language Learner, Homeless, Re-Entry, Veteran or a person with a Disability. The funds will be distributed among the City's 16 WorkSource Centers to serve up to 500 individuals in Phase II with funding totaling \$400,000. All funding must be used for support services; no programmatic or administrative funding is available. Phase II funds must be expended by September 30, 2020.

All unspent balances from Phase I have been de-obligated, closed out and no longer available.

Performance and funding allocations for Phase II are forthcoming and will be provided shortly.

WIOA CO-ENROLLMENT

Eligible participants shall be co-enrolled into the Dislocated Worker 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, the participant may be enrolled as an Adult under grant code 2051. Further MIS guidelines included in later sections.

ELIGIBILITY REQUIREMENTS

Eligible WIOA participants who have one of the following additional barriers to employment may be eligible for this grant:

1. Be a survivor of human trafficking or domestic violence
2. English Language Learner
3. Homeless
4. Re-Entry
5. Veteran
6. Person with Disability

A NEW participant is one who did not receive services in Phase I and shall be co-enrolled into a WIOA program, per WIOA co-enrollment instructions in the prior section.

Phase II participants must also 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 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>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. 	<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>**WIOA Title I Adult (using Grant Code 2051)</p>	<ul style="list-style-type: none"> ○ Need to care for children because of school closure or closure of other childcare 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. 	<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>
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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 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.

BUDGET GUIDELINES

Each agency contracted under the Survivors of Human Trafficking and Domestic Violence (HT/DV) program must submit a separate budget with a 100% allocation for Support Services. This set-aside should be itemized under Category #2100, Participant Related Costs (PRC), and should be reflected in the budget/expenditure plan with project date of July 1, 2020 through September 30, 2020.

All other current financial reporting requirements and deadlines will apply.

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 or (213) 744-9093, TTY 711.

GR:DB:SM:KM:cg

Attachments: 1. Underserved COVID-19 Impacted Individuals Self Attestation Form
2. WSC Partner Referral Form
3. EDD WIOA Dislocated Worker Funds for Underserved COVID-19 Impacted Individuals
4. Underserved COVID-19 Impacted Budget Template
5. MIS Screenshots – Underserved COVID-19 Impacted Individuals Statewide Adult Eligibility - Grant Code 2051