

CITY OF LOS ANGELES

CALIFORNIA

CAROLYN M. HULL
GENERAL MANAGER



KAREN BASS
MAYOR

**ECONOMIC AND WORKFORCE
DEVELOPMENT DEPARTMENT**

444 S. FLOWER STREET
LOS ANGELES, CA 90071

DATE: February 3, 2025

TO: LA's Workforce Development System – YouthSource Centers

FROM: Gerardo Ruvalcaba, Assistant General Manager
Workforce Development Division



**SUBJECT: WDS DIRECTIVE No. 25-06
PROGRAM YEAR 2024-2025 WORKFORCE INNOVATION AND
OPPORTUNITY ACT APPROVED OUT-OF-SCHOOL YOUTH WAIVER**

EFFECTIVE DATE

This directive is effective upon date of issuance.

PURPOSE

The purpose of this directive is to notify all YouthSource Center (YSC) system contractors about the approved Workforce Innovation and Opportunity Act (WIOA) waiver for the City of Los Angeles (City) related to Out-of-School Youth (OSY) expenditure requirements for Program Year (PY) 2024-25. It also provides guidance of Waiver Enrolled Youth in CalJOBSSM.

BACKGROUND

In order to provide Local Boards with additional flexibility when assisting individuals from the most vulnerable populations and with high barriers to employment, and as part of the California 2024-2027 Unified Strategic Workforce Development Plan (State Plan), the California Workforce Development Board (CWDB) and the Employment Development Department (EDD) requested and were approved for WIOA waivers from the U.S. Department of Labor (DOL).

The City has been approved to use the following OSY waiver during PY 2024-25 and can be utilized by YSC operators. The waiver provides the YSC system with the opportunity to better serve in-school foster, runaway, homeless, and justice-involved youth.

- **Waiver of WIOA Section 129(a)(4)(A): Out-of-School Youth Expenditure Requirement**

This waiver allows the decrease of the out-of-school youth (OSY) expenditure requirement from seventy-five percent (75%) to fifty percent (50%). This reduction will provide additional flexibility to America's Job Center of CaliforniaSM (AJCC) to increase in-school youth enrollments for those who meet the WIOA-defined youth barriers related to foster care, justice involved, and/or homelessness.

MIS GUIDELINES

In an effort to capture all youths aged 16 to 24 who are in foster care, have aged out of foster care, are homeless or runaway, or are involved in the justice system, must enroll in CalJOBS as out-of-school youth. School status is determined at the time of program enrollment.

CALJOBS REPORTING

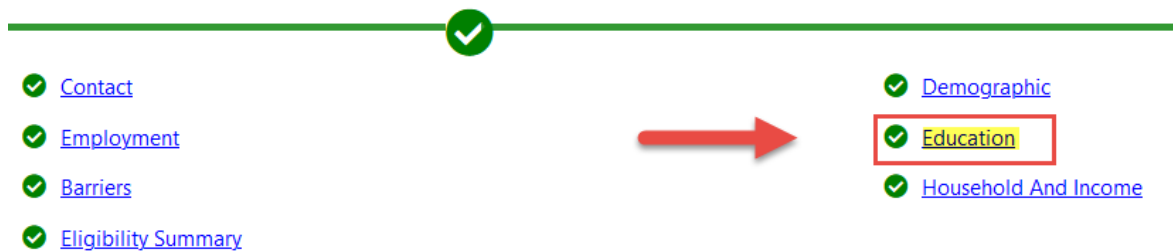
The three sections below must be completed and documented to qualify a participant as an out-of-school waiver youth in CalJOBS.

- **Education Status** *(select the education status that applies)*
 - Not attending school or secondary school dropout
 - Not attending school; secondary school graduate or has a recognized equivalent.
- **Barriers** *(select all the barriers that apply)*
 - Homeless and Runaway Youth
 - Foster Care or Aged Out of Foster Care
 - Justice-Involved Youth
- **Waiver Youth Identifier Code**
 - Local Grant Code LAI300
 - Activity Code 429 – Enrolled in Secondary School

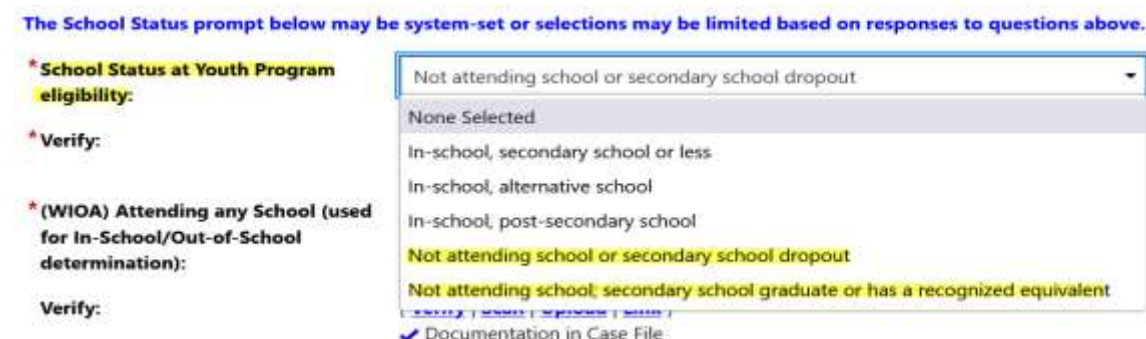
Please follow the screenshots below for guidance on reporting a waiver youth.

Education

1. The out-of-school status must be entered in the WIOA Application under the Education section in CalJOBS.



2. Staff will choose one of the two out-of-school categories below if the participant qualifies as a waiver youth.



Barriers

1. Staff will input Youth barriers into the CalJOBS WIOA Application in the Barrier section.



2. To report a waiver youth, staff must select all applicable barriers, such as homelessness, runaway, foster care, aging out, or justice involved (ex-offender). These selections must be verified, and documentation must be uploaded to CalJOBS.

Note:

Staff must select "Homeless" and "Runaway" if the youth eligibility date indicates that the individual is under 18. The system permits an update from the default selection of "No" to "Yes" in this case. However, once the age associated with the youth eligibility date exceeds 17, the system will automatically default the selection to "No," and this cannot be changed to "Yes."

a.

* **Ex-Offender:** Yes No Did not self-identify

* **Verify:** [[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]

* **Incarcerated at Program Entry:** Yes No Not Provided

b.

* **Homeless:** Yes No

* **Verify:** [[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]

* **Runaway:** Yes No

* **Verify:** [[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]

Homeless and Runaway will both be selected when the individual is less than 18 years old.

c.

* **Foster Care Status:** Yes, Currently In Yes, Aged Out No

* **Verify:** [[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]

✓ Statement/Referral from social services agency

Waiver Youth Local Grant Code

WIOA Application

1. Go to the WIOA Application page, navigate to the Eligibility Summary Section, and scroll down to Non-WIOA Grants. Then, in the Local Funded Grants field, select Yes.

Household and Income

- [Intro](#)
- [Veteran](#)
- [Public Assistance](#)
- [Miscellaneous](#)

- [Contact](#)
- [Employment](#)
- [Barriers](#)
- [Eligibility Summary](#)

Non-WIOA Grants

Non-WIOA Special Grants:

Local Funded Grants:

Yes No Not Applicable

Yes No Not Applicable

Inactive

Inactive

2. When the Local Grant LAI300 is found, click "Add" to include the Local Grant Code in the participant record. The local grant must be entered for each participant only once.

Grant Type	Grant ID	Grant Name	Local Grant Code	Date Added	Action
Local Funded Grant	680	Youth School Waiver	LAI300		Add

3. Once the code is added, staff will see it listed in the Grants section. It will also illustrate the date the grant code was added.

Grants

Grant Type	Grant ID	Grant Name	Local Grant Code	Date Added	Action
Local Funded Grant	680	Youth School Waiver	LAI300	07/31/2024	Remove

Activity Code

1. Go to the Activities > Enrollments > Services section to enter the placeholder **Activity Code 429** – Enrolled in Secondary School.

Activities / Enrollments / Services

[Create Activity / Enrollment / Service](#)

WIOA Youth Funding: Out-of-School Youth

*** Customer Program Group:** 98 – Local Funded Grant

2. Activity code 429 – Enrolled in Secondary Education under the Local Grant 300 will be used only once and reported as a unique identifier to track the count of waiver youth in the system.

Enrollment Information

Grant: LAI300 - Youth School Waiver

WIOA or Non-WIOA Partner Program: Yes, service is a WIOA or Non-WIOA Partner Program.

*** Activity Code:** [Select Activity Code]

Projected Begin Date: (mm/dd/yyyy) Today (MM/DD/YYYY)

Actual Begin Date: (mm/dd/yyyy) Today (MM/DD/YYYY)

*** Projected End Date:** (mm/dd/yyyy) Today (MM/DD/YYYY)

Select the following:
LAI300 – Youth School Waiver

Activity Code 429 – Enrolled in Secondary School.

Use the same PBD, ABD, and PED when entering the activity.

3. Activity Code 429 must be closed on the same date it was created and marked as Successful Completion.

Activity Closure Information**Last Activity Date:**

06/27/2024



Today (MM/DD/YYYY)

Completion Code:

Successful Completion

**ACTION REQUIRED****Waiver Implementation**

Each YSC is responsible for implementing the updated CalJOBS waiver youth procedure. In-school youth enrolled under this waiver does not count against the twenty-five percent (25%) in-school youth enrollment and fiscal expenditures allowance.

YSCs must maintain an internal spreadsheet to track the number of waiver youth enrolled into their WIOA program. The spreadsheet should include the youth's name, CalJOBS ID, and enrollment date. YouthSource Centers must provide their internal waiver youth tracking spreadsheet to EWDD upon request.

The Criteria

Youth and young adults between the ages of 16 and 24, and living within the City, who belong to one or more of the following populations:

- Homeless and Runaway Youth
- Foster Care or Aged out of Foster Care
- Justice Involved Youth

Please inform your assigned program monitor if you intend to the approved OSY waiver during PY 2024-25.

EWDD CONTACT

For questions regarding the transmission of this directive, please contact Kenyatta Weaver at Kenyatta.Weaver@lacity.org or at (213) 364-0963, TTY:711.

GR:DB:EM:CV:cg