

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 4, 2025

TO: LA's Workforce Development System – YouthSource Centers

FROM: Gerardo Ruvalcaba, Assistant General Manager
Workforce Development Division



**SUBJECT: WDS DIRECTIVE No. 25-07
WORKFORCE INNOVATION AND OPPORTUNITY ACT
YOUTHSOURCE CENTER MIS REPORTING INSTRUCTIONS FOR
LAUSD DACE AND LACCD ENROLLED YOUTH**

EFFECTIVE DATE

This directive is effective upon the date of issue.

PURPOSE

The purpose of this directive is to provide guidance and instructions to YouthSource Center (YSC) System contractors on the new implementation of CalJOBSSM reporting procedure for Los Angeles Unified School District (LAUSD) Division of Adult and Career Education (DACE) programs and Los Angeles Community College District (LACCD) enrolled youth.

BACKGROUND

As described in the YSC System redesign, the City of Los Angeles (City) is seeking to increase access to career pathways in high-wage occupations for YSC participants. Through the redesign, the City set a goal of co-enrolling seventy percent (70%) of YSC participants into Career and Technical Education (CTE) programs offered through the Adult School and increasing access to post-secondary education through LACCD.

To support YSCs in achieving this goal, the Economic and Workforce Development Department (EWDD) will co-locate four (4) DACE YSC Navigators and nine (9) LACCD Navigators across the fourteen (14) YSCs. YSC Navigators will augment existing YSC services by co-case managing participants and strengthening the referral system between the DACE schools, nine (9) Community Colleges within LACCD and the YSC system. Through this partnership, participants will have increased access to soft skills training, post-secondary education, and CTE programs.

MIS GUIDELINES

MIS has provided the following instructions on how to Report the participants who enroll in a program at an LAUSD DACE school or LACCD Community College into the CalJOBS system.

LAUSD DACE CalJOBS Reporting

Two local grant codes have been established to monitor youth participants in CalJOBS as part of the LAUSD DACE referral partnership program. Local Grant LAI319 will be used in CalJOBS to report referrals made by the LAUSD DACE staff to Workforce Innovation and Opportunity Act (WIOA) YSCs under the WIOA Program. In contrast, Local Grant LAI320 will track referrals from WIOA YSC staff to LAUSD DACE staff.

Referral From	Referral To	Grant Code	Activity Code
LAUSD DACE	WIOA YSC	LAI319	<u>410: Leadership Development Services</u>
WIOA YSC	LAUSD DACE	LAI320	<u>410: Leadership Development Services</u>

LACCD CalJOBS Reporting

Two local grant codes have been created to track youth participants in CalJOBS for the Regional Equity and Recovery Partnership Program. Local Grant LAI317 will be entered in CalJOBS to report referrals made by LACCD, and Local Grant LAI318 will be entered to track referrals from YSC staff to LACCD.

Referral From	Referral To	Grant Code	Activity Code
LACCD	WIOA YSC	LAI317	<u>410: Leadership Development Services</u>
WIOA YSC	LACCD	LAI318	<u>410: Leadership Development Services</u>

REQUIRED ACTION

Implement the new CalJOBS LAUSD DACE and LACCD enrolled youth reporting procedure.

Each YSC agency is responsible for implementing the new CalJOBS LAUSD DACE and LACCD enrolled youth reporting procedure. The LAUSD DACE and LACCD enrolled youth entry into CalJOBS should accurately represent the agency's activities with youth who qualify for the program under this authority. In addition, the CalJOBS data entered should also correspond to the agency's activity recorded in the Attachment to Expenditures as part of the agency's submitted Cash Requests.

WDS CONTACT

For questions regarding the transmission of this directive, please contact Veronica Garcia-Vargas, Project Coordinator at Veronica.Garcia-Vargas@lacity.org or at (323) 479-8463, TTY:711.

GR:DB:VGV:cg