

CITY OF LOS ANGELES

CALIFORNIA

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1200 W. 7TH STREET
LOS ANGELES, CA 90017

DATE: April 22, 2019

TO: LA's Workforce Development System

FROM: Gerardo Ruvalcaba, Director
Workforce Development System 

**SUBJECT: WDS DIRECTIVE NO. 19-18
WIOA YOUTHSOURCE PROGRAM CERTIFICATION**

EFFECTIVE DATE

This directive is effective upon date of issue.

PURPOSE

The purpose of this Directive is to provide guidance to all YouthSource Center operators on the criteria and process to become certified as a Specialized America's Job Center of California (AJCC).

BACKGROUND

The WIOA establishes the different types of AJCC sites allowable in each Local Workforce Development Area (Local Area). In addition to comprehensive AJCCs, Local Boards may choose to operate affiliate or specialized AJCCs. These sites supplement and enhance customer access to services, and serve as additional access points to the Local Area's comprehensive AJCC(s). Specialized AJCCs are defined as sites that address specific needs, including those of dislocated workers, youth, or key industry sectors or clusters. Specialized centers must be connected to the comprehensive AJCC and any appropriate affiliate AJCC (Title 20 CFR Section 678.300[d] and Section 678.320). It has been determined that the City's YouthSource Centers match the criteria for specialized AJCCs.

To ensure that the AJCC deliver and continuously improve services for jobseekers, workers, and employers, the WIOA requires certification of all AJCCs, including affiliate and specialized centers. The California Workforce Development Board (CWDB) convened a workgroup comprised of state-level partners and Local Board representatives in order to develop objective criteria and procedures for AJCC certification. The initial process was designed for comprehensive AJCCs and is outlined in WSD16-20. The same process was modified by the California Employment Development Department (EDD) in WSD 18-11 for affiliate/specialized AJCCs and is outlined below. Specialized AJCC certifications are due May 31, 2019.

CERTIFICATION PROCESS

Self-Assessment – The self-assessment tool is attached. A yes or no response is to be provided for each question asked with supporting documents required and clearly labeled (i.e., HOE #1f).

Due Date - The self-assessment shall be scanned and emailed to your EWDD program monitor by no later than 5:00 p.m. on Friday, May 3, 2018. The self-assessment tool must include a cover letter that identifies the name and phone number of the designated YouthSource Center contact person.

Desk Review - EWDD and/or its designated representatives will conduct a desk review of each self-assessment to determine the responsiveness of each. YouthSource Centers may be requested to submit additional information or contacted for clarification purposes during this time.

Site Visit –YouthSource Center site visits will be conducted the week of May 9. The purpose of the site visits will be to validate the information submitted and to secure information that could not be provided in the self-assessment package. The site visits will be conducted by EWDD staff and/or their designees. You will be notified of the site visit date by your program monitor.

Ranking – At the conclusion of this process, each YouthSource Center will be assigned a Hallmarks of Excellence Ranking and subsequently notified of their individual ranking. *Individual rankings may not be appealed.*

Presentation to WDB – All rankings will be presented to the WDB for their review and approval and then forwarded to the City's State Regional Advisor.

CERTIFICATION CALENDAR

	Task	Estimated Date of Completion
1.	Release of self-assessment addendum to AJCCs	April 19, 2019
2.	AJCC self-assessments due	May 3, 2019
3.	Desk review of self-assessments	May 8 2019
4.	Commence site visits to AJCCs	May 9, 2019
5.	Complete site visits to AJCCS	May 17, 2019
6.	Preparation of Hallmark of Excellence Ranking Updates	May 28, 2019
7.	Obtain necessary signatures for rating sheets	May 28, 2019
8.	EWDD submits results to Regional Advisor	May 31, 2019

WDS CONTACT

If you have any questions regarding this directive, please contact your program analyst.

GR:cg

Attachment: Self-Assessment