

CITY OF LOS ANGELES
CALIFORNIA



ANTONIO R. VILLARAIGOSA
MAYOR

DATE: May 30, 2006

TO: LA's Workforce Development System

FROM: Manny Chavez, Director
Workforce Development Division

SUBJECT: **INFORMATION BULLETIN NO: 06-45**
Probation Documentation for WIA Eligibility and Determination

EFFECTIVE DATE

This bulletin is effective upon date of issue

PURPOSE

The purpose of this bulletin is to inform the Workforce Development System Contractors and OneSource agencies of common eligibility questions and answers for proper documentation to enroll and serve court-involved youth, as documented by the Federal, State, and local guidelines.

Eligibility Area and/or Status	Definition	Acceptable Documentation
Youth Barrier Probation Client and/or Ward of the Court	The term offender means anyone who has been subject to any stage of the criminal justice system process as well as individuals who have been convicted of a misdemeanor or felony {6/01}.	<p>PDJ # is always assigned to youth who are deemed "wards of the court" by the Los Angeles County Probation Department. Any court document which lists a PDJ# is considered a legal living document and can verify client information such as but not limited to out of school status, residence, guardians, and birthdate.</p> <ul style="list-style-type: none"> • Per WIA 13 - Verification for youth incarcerated can be documented by telephone. Telephone Verification sheet for this purpose is provided in the WIA Youth Training manual and should be completed when probation or court documents are deemed confidential and unattainable. • Conditions of Probation • Court Minute Orders • LACOE School Movement Orders



Eligibility Area and/or Status	Definition	Acceptable Documentation
Family of One Status Out-of-Family Youth	Court adjudicated youth separated from the family (including incarcerated youth), homeless, runaway, and emancipated youth for purposes of determining income eligibility are a "family of one." Incarcerated youth are incarcerated in juvenile hall, probation camp, jail, or prison <i>causing a separation from family</i> and excludes "house arrest."	(Family of one categorization due to incarceration does not need a 6 month income verification but only accurate documentation of the incarceration at the time of enrollment.) <ul style="list-style-type: none"> • Per WIA 13 - Verification for youth incarcerated can be documented by telephone. Telephone Verification sheet for this purpose is provided in the WIA Youth Training manual and should be completed when probation or court documents are deemed confidential and unattainable. • Conditions of Probation • Court Minute Orders • LACOE School Movement Orders
Family of One And Income Verification	Homeless or runaway	<ul style="list-style-type: none"> • Income stubs if youth worked • Applicant Statement if no 6 month prior work history
Right to Work	Documents to establish Right to Work eligibility must be obtained from client or family. Los Angeles County Probation Department do not collect or maintain this information on wards.	<ul style="list-style-type: none"> • Social Security Card • Refer to Lists of Acceptable Documents (I-9) information
Selective Service Status	Incarcerated individuals are exempt from applying for Selective Service (please note clients should obtain Selective Service status within 30 days upon release, to be compliant with the law)	
Out of School Status for incarcerated youth 18 years and older and/or with a HS Diploma or GED	Under WIA an OSY is defined as an eligible youth who is a school dropout or an eligible youth who has received a secondary school diploma or its equivalent, but is basic skills deficient, unemployed or underemployed (WIA sec. 101(33)). Los Angeles County Office of Education, LACOE, the alternative school system providing high school education for incarcerated youth within the Los Angeles County Probation Department system does not provide educational opportunities for minors 18 and older or with a H.S. Diploma or	<ul style="list-style-type: none"> • Per WIA 13 - Verification for youth incarcerated can be documented by telephone. Telephone Verification sheet for this purpose is provided in the WIA Youth Training manual and should be completed when probation or court documents are deemed confidential and unattainable. • Conditions of Probation or Court Minute orders which state minor must enroll in school

	its equivalent. Therefore, for the purposes of WIA eligibility they are considered OSY.	
Out of School Status for probation youth, not incarcerated	Probation youth who have been mandated to attend school due to truancy and drop out status are considered OSY.	<ul style="list-style-type: none"> • Conditions of Probation or Court Minute orders which state minor must enroll in school or maintain school status

Please also refer to Requires Additional Assistance and Serious Barriers to Employment in the WIA Eligibility Technical Assistance Guide for additional assistance in determining eligibility for clients on probation. More information on serving court involved youth can be acquired by attending YOIT Brainstorming Sessions.

CONTACT

If you have any questions regarding this Information Bulletin, please call Roberta Villa, at (213) 744-7116, or e-mail her at roberta.villa@cdd.lacity.org.

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