

CITY OF LOS ANGELES

CALIFORNIA

CAROLYN M. HULL
GENERAL MANAGER



**ECONOMIC AND WORKFORCE
DEVELOPMENT DEPARTMENT**

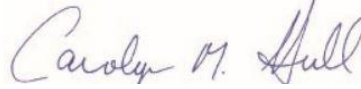
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LOS ANGELES, CA 90017

ERIC GARCETTI
MAYOR

DATE: May 24, 2021

TO: WorkSource Center Partners

FROM: Carolyn M. Hull, General Manager
Economic and Workforce Development Department



**SUBJECT: WDS DIRECTIVE No. 21-20
LAX ADDITIONAL ASSISTANCE (KEEP LA WORKING) - DISLOCATED
WORKER PROGRAM UPDATES**

EFFECTIVE DATE

This directive is effective upon date of issue.

PURPOSE

The purpose of this directive is to update program eligibility requirements, which now includes serving individuals who are furloughed or underemployed, including documentation requirements. This program has a contract term of January 1, 2021 to December 31, 2021.

BACKGROUND

The COVID-19 pandemic has had a severe impact on the airline industry due to travel restrictions and a decrease in demand among travelers. As a result, airline revenues were massively reduced, which forced many airlines to lay off employees or declare bankruptcy.

Through the Additional Assistance Grant, the City was awarded \$1 million to provide services to displaced workers at LAX with the goal of providing the necessary training and upskilling services required by impacted employees to transition into post-pandemic careers. The policy detailed in this directive provides guidance on how to determine program eligibility and identifies the acceptable eligibility verification sources.

PROGRAM ELIGIBILITY

The Additional Assistance funds augment existing formula Dislocated Worker (DW) funding and finance the increased activities required to respond to events that cause a substantial increase in unemployment, including activities to avert further dislocations.

Participants must meet all of the following eligibility criteria:

1. Dislocated Worker Category 1 eligibility. For this grant, furloughed and underemployed individuals meet Category 1 eligibility criteria.

Note: Individuals covered and receiving compensation under PPP are not eligible.

2. In addition to meeting the revised Category 1 eligibility criteria, applicants must be eligible and/or receiving UI benefits.

3. Documentation supporting they were laid off by an airline employer or an employer supporting the airline industry due to COVID-19.

Note: Documentation of a layoff date of March 20, 2020 or after is no longer required. All dates are considered eligible under this grant if the participant meets all eligibility criteria.

ATTACHMENTS

- Attachment 1 – Eligibility Policy Procedure describes the Eligibility Verification Process; Eligibility Documentation requirements; Alternate Forms of Documentation and the definition of Furlough and Underemployment.
- Attachment 2 – Self-Attestation Form is an alternate form of eligibility documentation and can be used to verify layoff by an airline employer or an employer supporting the airline industry due to COVID-19. It is considered as a last resort in verifying eligibility.
- Attachment 3 – Telephone/Document Inspection Form is an alternate form of eligibility documentation that can be used to verify layoff by an airline employer or an employer supporting the airline industry due to COVID-19. It may be used as a secondary source of verification.

CO-ENROLLMENT

Participants who meet the LAX Additional Assistance Grant eligibility criteria may be co-enrolled in the formula dislocated worker program because they will meet WIOA Formula DW eligibility under Category 1. We strongly encourage co-enrollment in order to maximize services to the participant.

SUPPORTIVE SERVICES

Supportive Services under this grant are provided to mitigate potential barriers or provide emergency assistance to participants affected by the COVID-19 pandemic to enable participation. All supportive services allowable under WIOA are available under this program. However, emphasis shall be placed on providing supportive services that will enable participants to participate in training, job placement and other related activities, while remaining safe. Examples may include, but are not limited to, addressing housing insecurity such as utility and rental assistance, addressing food insecurity, childcare, transportation, and other needed supportive services. Such services will require prior approval by your assigned program monitor.

REQUIRED ACTION

Keep LA Working - LAX Program funded agency staff must develop and implement written internal controls and procedures incorporating all requirements within this directive and ensure that the requirements described in this document are communicated throughout the operations, management, and governance structure of the contractor organization and that this directive is appropriately maintained until further notice.

WDS CONTACT

If you have any questions regarding this directive, please contact Raven Owens at Raven.Owens@lacity.org.

CMH:GR:DB:RO:RS:cg

Attachments: 1. Eligibility Policy Procedure
2. Self-Attestation Form
3. Telephone/Document Inspection Form