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Date: September 30, 2021

To: Service Providers of the Orange County Workforce
Development Board

From: Carma Lacy
Director of Workforce Development

Subject: Earn and Learn Program Desk Procedure

PURPOSE

This desk procedure provides guidance for Earn and Learn Programs.

EFFECTIVE DATE

This desk procedure is effective on the date of issuance.

BACKGROUND

An Earn and Learn program is a specialized occupational skills training program in which the participant receives compensation and is an alternative to community-based work experience. Earn and Learn programs may also combine applied learning in a workplace setting, which in turn allow workers or students to gain experience and develop skills and competencies directly relevant to an occupation or career. These programs may combine classroom instruction with paid training. This model equips participants with workforce development training to ease the transition into community employment. An Earn and Learn Program may delivered in-person or on a virtual platform.

Earn and Learn program components include, but are not limited to:

- Business Models
- Financial Budgets
- Brand Perception
- Entrepreneur Tips
- Networking
- Design Thinking
- Vision Statements
- SWOT (strengths, weaknesses, opportunities, threats) Analysis
- Presentations
- Minimum Viable Product

Procedures

Eligible participants must be enrolled into an OCWDB program and have completed an objective assessment and developed an Individual Service Plan (ISP)/Individual Employment Plan (IEP) with Service Provider staff. A participant must be committed to complete the full program.

Participants are only allowed to participate in programs approved by Orange County Workforce Development Board staff.

A suitable candidate for the program would be a participant who is not available to complete a Work Experience and would benefit from an Earn and Learn program components and activities. Service Providers shall provide participants in the Earn and Learn program stipends in line with the OCWDB Stipend Policy.

1. Service Provider will identify participants interested in enrolling in the Earn and Learn Program.
2. Service Provider will identify a staff member who will screen participants to determine suitability.
3. A Program Agreement and Training Plan (Attachment I) shall be completed for every participant prior to starting the Earn and Learn program.
4. Service Provider will submit a list of participants that are ready to register to the OCWDB Grants/Program Manager.
5. The list shall include: the participant's phone number, email address, the class time that the participant is interested in attending, and the participant's CalJOBS ID number.
6. Service Providers shall establish a class schedule and timeframe of when to submit participant information.
7. The Earn and Learn staff will review the list and work with participants to complete program registration.
8. The Earn and Learn staff will provide Service Provider an update on who has registered and scheduled to begin the next orientation.
9. Service Provider will provide Earn and Learn staff a copy of the payroll calendar or applicable schedule for stipend distribution.
10. Participants will be provided stipends for the number of hours per week that they participate in the Earn and Learn program, depending on the number of hours established by the OCWDB Grants/Program Manager and Earn and Learn staff. Hours must not exceed the maximum number established in the OCWDB Stipend Policy.
11. Participants will submit a completed sign-in sheet via email to the Earn and Learn staff and copy Service Provider every two weeks during the program period. Earn and Learn staff will review the timesheets and verify that the hours entered by the participants are correct, sign the timesheets and send to Service Provider to process stipends.
12. Once hours are verified, Service Provider is to update the stipend log for each participant.
13. A participant may be asked to present their finalized business plan at a full Orange County Workforce Development Board meeting, if applicable.

If applicable, the Service Provider must ensure compliance with child labor laws and ensure that youth participants under 18 years old obtain a work permit (unless not required to have one). The Earn and Learn program must possess a valid Permit to Employ and Work and comply with all applicable federal and state child labor laws if the participant is less than 18 years of age.

CaJOBS Requirements

The activities listed below shall be tracked for participants enrolled in the Earn and Learn program. The Service Provider shall enter the activity codes in CaJOBS within 5 business days of the activities being provided. Service Provider shall adhere to the duration that an activity may remain open. Earn and Learn staff will provide Service Provider a calendar to identify actual dates of services for each of the activities.

CaJOBS Activity Code Name	Youth	Adult
Financial Literacy Education	407	221
Leadership Development	410	N/A
Mentoring	411	213
Entrepreneurial Skills Training	424	302
Supportive Service: Linkages to Community Services (Y) /Seminar Workshop Allowance (A)	492	186
Stipend	419	183

Participant File

Earn and Learn documentation shall be kept in the participant file and in CaJOBS in accordance with the OCWDB Stipend Policy, including the following items:

1. An assessment and Individual Service Plan (ISP)/Individual Employment Plan (IEP) indicating the need for the Earn and Learn;
2. Completed Program Agreement and Training Plan;
3. Work permit as applicable;
4. Timesheets, attendance/performance records, as appropriate; and
5. Stipend Log

ACTION

Bring this desk procedure to the attention of all staff and relevant parties.

INQUIRIES

If you have any questions regarding this desk procedure, please contact your Contract Administrator at (714) 480-6500.

ATTACHMENT

Attachment I: Training Plan and Program Agreement Template



ATTACHMENT I
EARN AND LEARN PROGRAM AGREEMENT & TRAINING PLAN

Participant: _____

Earn & Learn Program: _____

Program Schedule – Day(s): _____ Time(s): _____

Start Date: _____ End Date: _____ Total Program Hours: _____

Training Plan

Table with 8 rows for listing skills gained by the end of the training program.

Participant: I understand the attendance and workload expectations of this Earn and Learn Program. I agree to attend for the entire duration of the program. I understand I will only receive a stipend for the sessions I attend.

Name of Participant _____

Signature of Participant _____

Date _____

Earn and Learn Representation: I attest that the skills listed in the training plan are accurate and are included as part of the program curriculum. I understand that an Earn and Learn program representative is to submit regular sign-in sheets to the participant's Service Provider to certify program attendance.

Name of Authorized Signer for Earn & Learn _____

Signature of Authorized Signer for Earn & Learn _____

Date _____

Service Provider: I attest that the participant is eligible and suitable for participation in the program and I agree with the above training plan.

Name of Authorized Service Provider Case Manager _____

Signature of Authorized Service Provider Case Manager _____

Date _____