GlendaleLEARNS
Local Education And Resource Network Services

Our Vision: All adult learners will have access to and participate in education and resources leading to meaningful employment or higher education.

Adult Education Implementation Meeting

Verdugo Jobs Center
1255 S. Central Avenue, Glendale CA 91204
April 11, 2019 ◆ 1:00pm-3:00pm

Agenda

Agenda Item		Purpose	Person(s) Responsible	Time Frame
I.	**Introduction**	A. Welcome & Introductions	Alfred	5 min.
II.	**Public Comments**	A. Community Comments	Community	5 min.
III.	**Minutes**	A. Review & Approval of Minutes for January 24, 2019 & February 21, 2019, March 21, 2019	Board	5 min.
IV.	**Director's Report**	A. Updates from the Director	Alfred	10 min.
V.	**Budget**	A. Consortium Fiscal Administration Declaration: 2019-20		10 min.
VI.	**Planning**	A. Three Year Plan Development	MaryAnn	70 min.
VII.	**Member & Partner Updates**	A. Committee & Partner Updates	All All	10 min.
VIII.	**Next Steps**	A. Next meeting date: May 23, 2019	All	5 min.
VII.	**Adjourn**	Adjourn: 3:00 pm		

Our Mission: The Glendale Community College Regional Consortium welcomes adult learners of all abilities and provides accessible pathways to skill acquisition and education towards viable employment, through multiple career partners.

Adult Education Implementation Meeting

March 21, 2019 ◆ 1:00pm-3:00pm

Attendees: Guillermo Garcia, Jesse Holm, Caryn Panec, Louis Melendez, Naomi Sato, Emma Sanchez, Tina Andersen-Wahlberg, Joylene Wagner

Board Members: Alfred Ramirez

Staff: MaryAnn Pranke

Minutes

Agenda Item		Purpose
I.	**Introduction**	A. Welcome & Introductions 1. Director Alfred opened the meeting and welcomed the attendees.
II.	**Public Comments**	A. Community Comments 1. No public comments submitted.
III.	**Minutes**	A. Review & Approval of Minutes for January 24, 2019 and February 21, 2019 1. Review and approval of minutes was tabled.
IV.	**Director's Report**	A. Updates from the Director 1. Alfred provided an update on the purchase of property around the Garfield Campus. He would like to see parking lot developed as soon as possible. Negotiations continue with the medical office across the street where he would like to hold the healthcare courses there. 2. Several reports are due to the state in the coming months: CFAD, closeout of 17-18 funds, Three Year Plan, Quarterly Participant Reports. 3. Alfred reported that a Bee Line survey was being conducted to try to get transportation after 7pm from Garfield campus. Classes that meet in the evening do not have access to public transportation because the Bee Line stops at 7pm. He would also like to see direct transportation from Garfield campus to Verdugo campus.

V.	**Planning**	A. Three Year Plan 1. Attendees completed the self-assessment and consensed on all scores. MaryAnn will provide the complete results in the next meeting so the team could identify goals and objectives for the three year plan.
VI.	**Member & Partner Updates**	A. Committee and Partner Updates 1. Flyers were disseminated in addition to the ones provided in the packet for upcoming partner events.
VII.	**Next Steps**	A. Next meeting date: April 11, 2019
VII.	**Adjourn**	Adjourn: 3:00 pm

Adult Education Implementation Meeting

Verdugo Jobs Center
1255 S. Central Avenue, Glendale CA 91204
January 24, 2019 ◆ 1:00pm-3:00pm

Meeting Minutes

Members: Alfred Ramirez, Felix Melendez

Partners Present: Tina Andersen-Wahlberg, Abigail Espericueta, Hilda Ghazarian, Rubina Markosyan, Louis Melendez, Caryn Panec, Mirna Najera, Naomi Sato, Rick Saunders

GlendaleLEARNS Staff: MaryAnn Pranke, Jesse Holm

Agenda Item		Purpose
I.	**Public Comments**	A. Community Comments 1. No comments were submitted from the community.
II.	**Minutes**	A. Review & Approval of Minutes for December 20, 2018 1. Minutes were reviewed and approved as submitted.
III.	**Director's Report**	A. Updates from the Director 1. Alfred provided an update on Glendale Community College's (GCC) efforts to expand space for adult education. Alfred is in negotiations with medical office building across the street from Garfield campus. GCC has also purchased homes surrounding Garfield campus and will continue to purchase property in the surrounding area to expand both classroom and parking lot space.
IV.	**Planning**	A. Local Plan Modification Update 1. MaryAnn provided an overview on the Verdugo Workforce Development Board's Local Plan Modification including results of the community and stakeholder forums held to gather input. The Modification will be released on Friday, January 25, 2019 for public comment prior to being submitted to the state. MaryAnn encouraged all partners to review document and

		provide input. She will send document to all partners via email. B. Three Year Planning: Community Needs Assessment 1. MaryAnn reviewed the demographic and economic data prepared for the Local Plan Modification. She noted that this data will be the basis for the Community Needs Assessment for preparing the GlendaleLEARNS Three-Year Plan.
V.	**Member & Partner Updates**	A. Committee & Partner Updates 1. Naomi, Garfield Campus, announced that Level 4 Intermediate class is scheduled for the spring semester which begins February 19th. She also reported that she has negotiated ESL classes at the Hilton for employees which will occur on Mondays and Wednesdays, 4:00-6:00pm. 2. Hilda reported on behalf of IRC: ESL classes have started for beginners and a conversational class is also underway in addition to a citizenship class. She also noted that immigrant, refugee and asylees entering Glendale and LA as whole have declined significantly. She will check on providing reports to the partners on the numbers and try to get number for Glendale. IRC also provides home studies for homes providing shelter to unaccompanied minors. 3. Rick, representing Foothill SELPA, announced that College Night was happening this evening at GCC, in the Student Center. GlendaleLEARNS will be represented as well as DOR to provide parents and students with information on available resources and career/college options so they can make informed decisions about next step after college. There will be another similar event on March 14th, for students that have moderate to severe disabilities. 4. Jesse provided an update on the Uniquely Abled Academy which just completed in December. She taught Work Readiness and serves as liaison between students and instructors to provide additional support. Graduation

		ceremony will take place on March 20, 2019. More information to follow. 5. On behalf of the Department of Rehabilitation, Louis announced that the Glendale office had the most recorded placements for individuals with intellectual and developmental disabilities. 6. Felix reported that Glendale Unified School District had an unexpected decline in enrollment this year, significantly impacting budget. He noted two potential reasons for the decline: 1) families are moving out of the area because of the high cost of housing and overall living; and 2) students are taking the California High School Proficiency Exam (CHSPE) and then exiting school rather than working towards their high school diploma. 7. Rubina provided an updated from Glendale Library: Next Wednesday is customer appreciation day and light refreshments will be offered from 4:00-7:00pm. They continue to hold Career Pathway sessions monthly, provided by the Verdugo Jobs Center. They are offering Digital Literacy in Spanish and Armenian. 8. Mirna announced that Verdugo Campus would be holding Career day on April 26th from 9:00am to 1:00pm, allowing students and potential students to interact with faculty and observe classes. 9. Caryn reminded the group that an Open House was being held on January 28th at Garfield Campus. Flyers were distributed.
VI.	**Next Steps**	A. Next meeting date: February 21, 2019
VII.	**Adjourn**	Adjourn: 3:00 pm

Adult Education Implementation Meeting

February 21, 2019 ◆ 1:00pm-3:00pm

Attendees: Abigail Espericueta, Caryn Panec, Rubina Markosyan, Louis Melendez, Naomi Sato, Emma Sanchez, Rick Saunders, Joylene Wagner

Board Members: Judith Velasco

Staff: MaryAnn Pranke

Minutes

Agenda Item		Purpose
I.	**Introduction**	A. Welcome & Introductions 1. Coordinator MaryAnn opened the meeting and welcomed the attendees.
II.	**Public Comments**	A. Community Comments 1. No public comments submitted.
III.	**Minutes**	A. Review & Approval of Minutes for January 24, 2019 1. Review of minutes were tabled. Quorum was not achieved for member vote to occur.
IV.	**Director's Report**	A. Updates from the Director 1. Tabled til March meeting
V.	**Planning**	A. Three Year Plan 1. Attendees began the self-assessment activity in preparation for three-year planning. Attendees completed the self-assessment individually and MaryAnn facilitated consensus scoring for the first category. Consensus for the remaining categories will be conducted in the next meeting.
VI.	**Member & Partner Updates**	A. Committee and Partner Updates 1. Updates tabled to focus on the self-assessment for three year planning. Partners submitted flyers that were added to the meeting packet to share upcoming events.
VII.	**Next Steps**	A. Next meeting date: March 21, 2019
VII.	**Adjourn**	Adjourn: 3:00 pm

GlendaleLEARNS
Local Education And Resource Network Services

Consortium Fiscal Administration Declaration

CAEP Member	Allocation 2019- - 2020
Glendale Community College	$ 596,176
Verdugo Workforce Development Board	$ 500,000
Total Allocated To Members	**$ 1,096,176**
Total CAEP Allocation	$ 1,096,176
Total Remaining	$ -

CAEP Funded Programs & Services

1. Programs in **elementary and secondary basic skills**, including programs leading to a high school diploma or high school equivalency certificate.

2. Programs for immigrants eligible for educational services in **citizenship**, English as a Second Language (**ESL**), and **workforce preparation**.

3. Programs for adults, including but not limited to: older adults, that are primarily related to **entry or reentry into the workforce**.

4. Programs for adults, including but not limited to, older adults that are primarily designed to **develop knowledge and skills** to assist elementary and secondary school children to succeed academically in school.

5. **Programs** for adults with disabilities (**AWD**).

6. Programs in **career technical education** that are short-term in nature and have **high employment potential**.

7. Programs offering **pre-apprenticeship** training activities conducted in coordination with one or more apprenticeship programs approved by the Division of Apprenticeship Standards for the occupation and geographic area.

LEADERSHIP PASADENA

LEARN ▲ GROW ▲ LEAD

Veterans, seeking employment or job growth? Expand your skills and build relationships with business and community leaders.

SEE HOW LEADERSHIP PASADENA CAN HELP YOU!

▲

WWW.LEADERSHIPPASADENA.ORG

WHAT DO WE DO FOR VETERANS?
How do we help your transition to civilian life?

1. We focus on **YOU** and ready **YOU** for service and leadership in your post military life--at work and in the community.

2. We know **your military skills and experiences are uniquely valuable** to the civilian community service sector and the civilian workplace. We can help you show the civilian world how much impact you can make in their organizations.

3. **Insight is key to success**. We give you the inside view of the cultures of industries and companies. What skills they really seek and what they really think of veterans. And do they help advance veterans once hired? Expert speakers (mostly veterans!) honestly discuss the differences between military service and the civilian world and how they succeeded and how you can thrive too.

4. Give you **access to leaders** of the communities and businesses. Personal connections are crucial to employment success, personal fulfillment and enjoyment of your new civilian life. You will work with over 50 community leaders who are personally committed to engaging with you.

5. **The fastest opportunity for visible and personally fulfilling service and leadership** is through community service in our community. Non-profits need your skills, "can do" attitude and service focus to help those in need. We introduce you to organizations that want veterans to join them. Volunteer work expands your social network and shows prospective employers you are engaged and leading again!

100% Free to Veterans

Want to hear more?
Email info@leadershippasadena.org today!
Check us out at www.leadershippasadena.org

COURSE CONTENT

-2-day Offsite Personal Leadership Retreat
-History and Culture of San Gabriel Valley
-Corporate Landscape of San Gabriel Valley
-Business Culture and Organizational Savvy--Corporate America/Public Sector/Trades and Healthcare
-Veterans in the Arts/Entertainment World
-Networks and Powerful Conversations
-Science and Technology in the Region
-Multi-generational Leadership
-Government and the Political Process
-Non-Profit Board Training
-On Camera Public Speaking
-Financial Literacy
-Personal Branding
-Conflict in Civilian Workplace

PLUS FREE EMPLOYMENT SERVICES

-Career Counseling
-Job Placement Help
-Vocational training for industry recognized credential/certifications
-On-the-job training options
-Job readiness and retention services and MORE through the Verdugo Jobs Center, serving veterans throughout LA county.

Contact Thomas Flynn at VJC: (818) 937-8039 or TFlynn@Glendaleca.gov

www.verdugojobscenter.org

The Community Leadership Course for Veterans™ (CLCV™) was created in Pittsburgh, Pennsylvania in 2014 by the regional leadership institute, Leadership Pittsburgh Inc. (www.lpinc.org) and is generously licensed to Leadership Pasadena free of charge.

Training Opportunity for VETERANS

Get classroom and hands on training while YOU GET PAID in

Computer Numerical Control (CNC) Machinist

- 6 weeks, 4 days a week
- Classes at Glendale Community College
- 9 transferable College Units
- Job Search Assistance and more!

GET PAID WHILE YOU LEARN

Deadline to Apply

May 15, 2019

Attend an Information Session on:

- April 24, May 1 and May 8
- 10:00 am
- VJC—1255 S. Central Ave. Glendale

GLENDALE COMMUNITY COLLEGE

Contact VJC:

Thomas Flynn (818) 937-8039

TFlynn@glendaleca.gov

VJC Verdugo Jobs Center

America's JobCenter of California℠

The Workforce Innovation and Opportunity Act is an Equal Opportunity Program.
Auxiliary aids and services are available upon request to individuals with disabilities. TTY (818) 548-3857.
Requests must be made within 3 business days of the event.

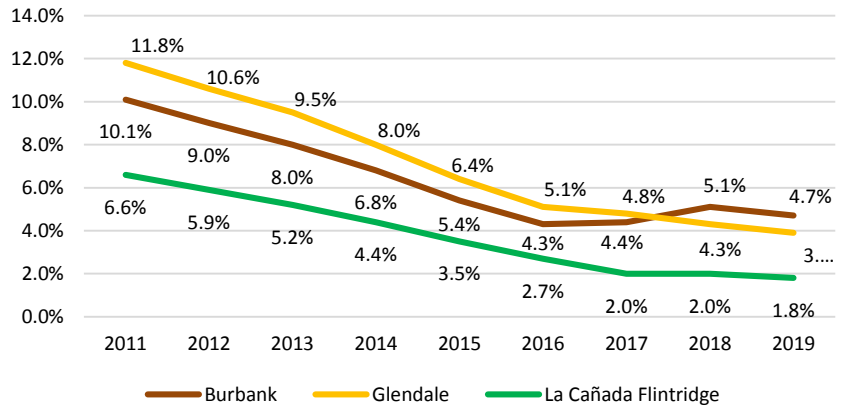
Verdugo Workforce Development Board

Labor Market Report: Verdugo Region

March 2019
Quarterly Issue

The Verdugo Workforce Development Board (VWDB) envisions an economically vibrant, tri-city region with thriving businesses, youth, and job-seekers on career paths that reflect their highest potential.

ANNUAL UNEMPLOYMENT RATES BY CITY

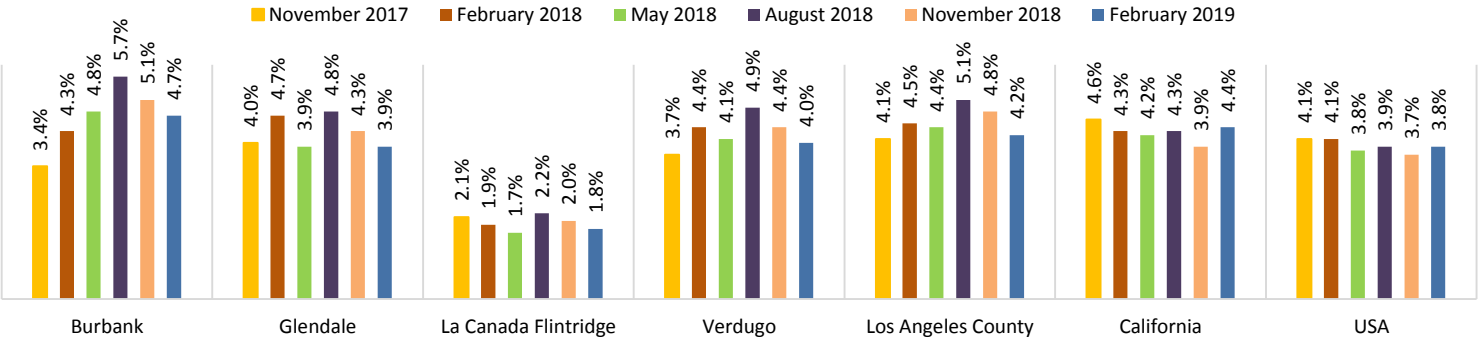


The 2019 Rate is the current quarter's unemployment rate.

Unemployment Rates Comparison

Verdugo:	4.0%
LA County:	4.2%
California:	4.4%
USA:	3.8%

UNEMPLOYMENT RATES COMPARISON



The unemployment rates have declined in all three cities, contributing to the overall decrease in the Verdugo region. Notably, we have seen a reoccurring trend where unemployment increases dramatically in August and then decreases in November at the city, Verdugo and LA County areas. Unemployment rates are based on residency in the three cities, county and state.

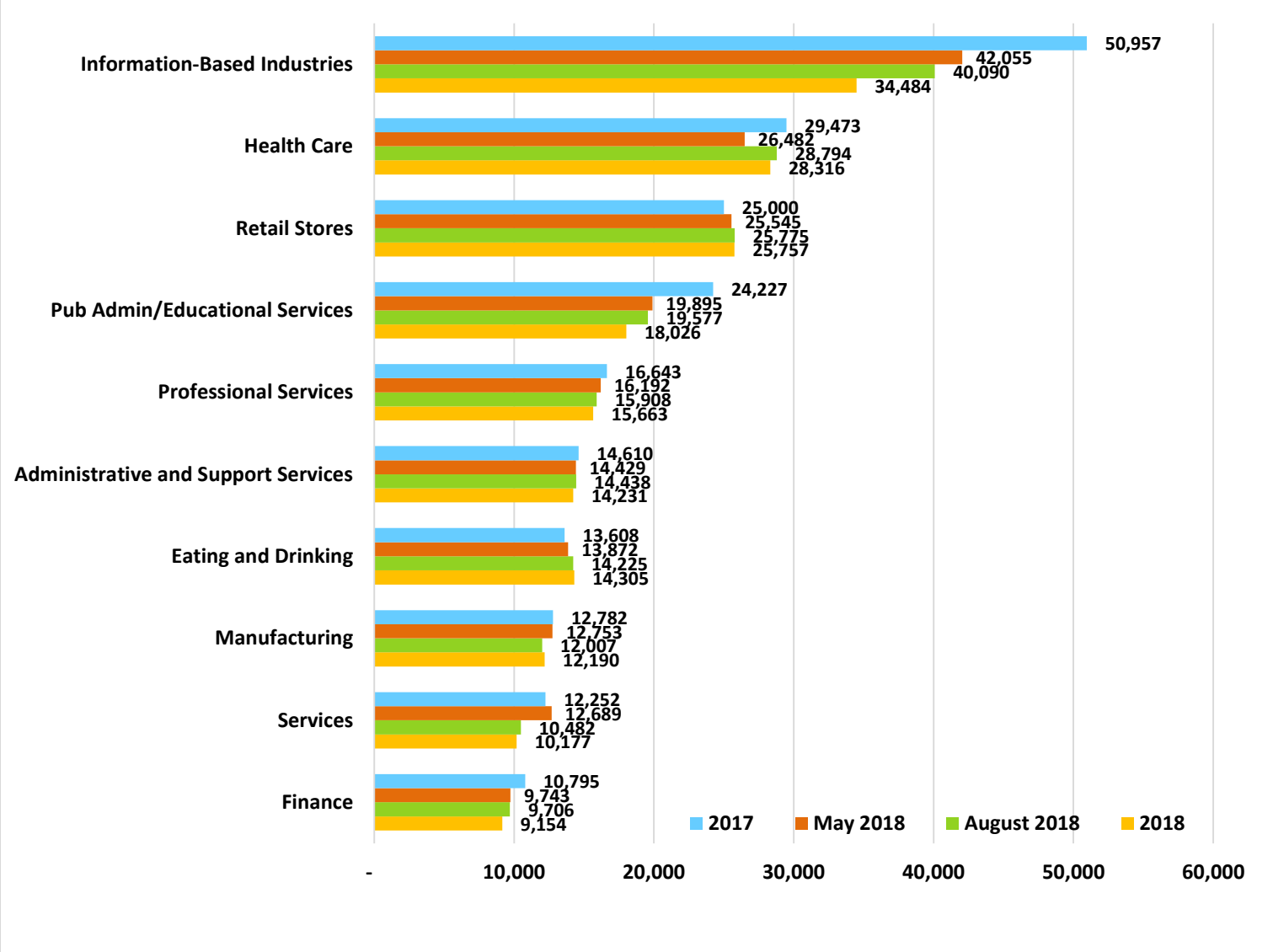
VERDUGO REGION LABOR FORCE (RESIDENTS)

La Cañada Flintridge	City of Burbank	glendale california	
9,800	59,800	104,500	174,100

Labor force numbers are also based on EDD estimates of the number of residents who earned at least $1 during the reporting period. These residents may be working outside of the Verdugo Consortium. The total Verdugo labor force as of February 2019 is 174,100.

Source: Employment Development Department Labor Market Information Division
Reporting Period: March 2019 for activity in the month of February 2019

TOP 10 INDUSTRY SECTORS FOR EMPLOYMENT- VERDUGO CONSORTIUM

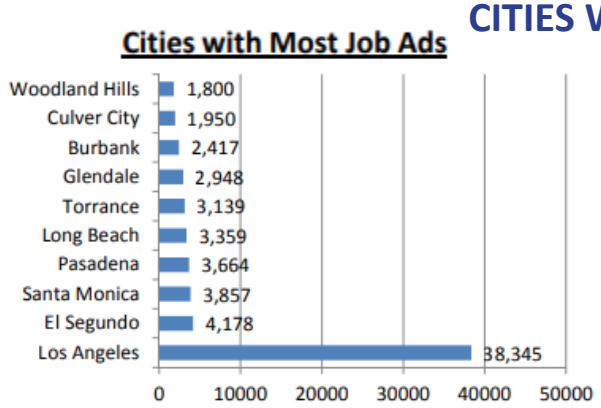


The *Information* sector includes publishing, broadcasting and social media; however, Information Technology falls under *Professional Services. Services* includes repair and maintenance as well as personal services such as housekeeping and laundry. *Administrative and Support Services* include office, employment, travel, and security services.

In 2018, *Retail Stores,* and *Eating & Drinking* recorded increases in the number of employed compared to 2017. While the *Information* sector continues to be the leading industry in employment, there has been an 32% decrease in employment continuing the downward trend from 2017. Public Administration/Education Services also had a significant decrease of 26% between 2017 and 2018. This data continues to support the target industry sectors identified by the VWDB: *Health Care, Retail, Manufacturing, and Professional Services/Information Technology,* all which are included in the top 10 sectors.

Source: Dun & Bradstreet, Econovue and Bureau of Labor Statistics Quarterly Census of Employment and Wages

CITIES WITH THE MOST JOB ADS



Help Wanted Online from The Conference Board and *WANTED Technologies* report the top ten cities in the Los Angeles County with the most job ads. Consistently, Burbank and Glendale are reported amongst these top ten cities with the number of job ads posted for the reporting month. This indicates the economic vibrancy of the businesses in the Verdugo community relative to the other cities located in the region.

TOP OCCUPATIONS IN JOB ADS- VERDUGO AREA

OCCUPATION	# OF JOB ADS
1. Registered Nurses	257
2. Retail Salespersons	225
3. Software Developers, Applications	195
4. Market Research Analysts and Marketing Specialists	185
5. First-Line Supervisors of Retail Sales Workers	179
6. Security Guards	177
7. Marketing Managers	169
8. Customer Service Representatives	86
9. Managers, All Other	86
10. First-Line Supervisors of Office and Administrative Support Workers	81

Overall there was a 16% decrease in job ads in the top 10 occupations (327 less ads). Registered Nurses remained in the #1 spot but had a 35% decrease in ads. Retail Salesperson moved to #2 but still had a 23% decrease in the number of ads. Software Developers dropped to #3 and also had a 36% decrease in the number of ads. Market Research Analysts and Marketing Specialists jobs moved from #9 to #4 with a 54% increase in ads. Marketing Manager Job ads increased by 20 % and moved to the #7 spot. Managers, All Other and First-Line Supervisors of Office and Administrative Support Workers are new to the top 10 list, replacing Network and Computer Systems Administrators and Accountants.

TOP 5 EMPLOYERS POSTING JOBS – VERDUGO AREA

The Walt Disney Company	TimeWarner	Adventist HealthCare	PROVIDENCE Health & Services	ALLIED UNIVERSAL There for you.
655 Ads (+47%)	212 Ads (+45%)	165 Ads (-14%)	158 Ads (+58%)	151 Ads NEW

*Increase/Decrease from January 2019 Verdugo LMI report. Allied Universal replaced White Memorial.

DEFINITIONS

Labor force: Persons classified as employed or unemployed.

Employed persons: Persons 16 years and over in the civilian noninstitutional population who, during the reference week, (a) did any work at all (at least 1 hour) as paid employees; worked in their own business, profession, or on their own farm, or worked 15 hours or more as unpaid workers in an enterprise operated by a member of the family; and (b) all those who were not working but who had jobs or businesses from which they were temporarily absent because of vacation, illness, bad weather, childcare problems, maternity or paternity leave, labor-management dispute, job training, or other family or personal reasons, whether or not they were paid for the time off or were seeking other jobs. Each employed person is counted only once, even if he or she holds more than one job. Excluded are persons whose only activity consisted of work around their own house (painting, repairing, or own home housework) or volunteer work for religious, charitable, and other organizations.

Unemployed persons: Persons aged 16 years and older who had no employment during the reference week, were available for work, except for temporary illness, and had made specific efforts to find employment sometime during the 4-week period ending with the reference week. Persons who were waiting to be recalled to a job from which they had been laid off need not have been looking for work to be classified as unemployed.

Unemployment rate: The unemployment rate represents the number unemployed as a percent of the labor force.

Verdugo Jobs Center

Information Session

CEDARS-SINAI®

Date	Time	Place
Wednesday May 22, 2019	9 am To 12 pm	1255 S. Central Ave Glendale, CA 91204

Expert employment and resume advise from one of Southern California's largest healthcare provider. Learn how to prepare and polish your resume for any position.

Must Be registered on CalJOBS at www.caljobs.ca.gov

Verdugo Jobs Center

1255 S. Central Ave.
Glendale, CA 91204
Mon—Fri 8:00 am – 5:00 pm

Phone: 818-409-0476
TTY: 818-548-3857
Fax: 818-409-0496

www.verdugojobscenter.org

VJC
Verdugo Jobs Center
America's JobCenter of California™

The Workforce Innovation and Opportunity Act is an Equal Opportunity Program.
Auxiliary aids and services are available upon request to individuals with disabilities. TTY (818) 548-3857.
Requests must be made within 3 business days of the event.

CITIZENSHIP CLASS

The International Rescue Committee,
in association with

Glendale Library, Arts, and Culture
invites you to join us for

FREE
CITIZENSHIP CLASSES

Learn the **English**, **Civics**, and **History** required to pass the test and become a United States Citizen!

2019 Classes
April 1st- June 18
Mondays and Tuesdays
from 5:30pm – 7:00pm

Glendale Downtown Central Library
222 E. Harvard Street
Glendale, CA 91205

Students must have a green card
Pre-registration required – contact information below

INTERNATIONAL RESCUE COMMITTEE

For more information and registration, contact:
Hilda Ghazarian
818 937 2871
CFCP-LA@Rescue.org
Armenian and Farsi language support

From Harm to Home | **Rescue.org**

Library, Arts & Culture

The Campbell Center

Presents

Bubbles & Blues ♫

TCAA

A FUNDRAISER TO BENEFIT THE CAMPBELL ARTS ACADEMY

Put on Your Dance Shoes and
Join Us for an Evening of

Bubbles + Blues

CHAMPAGNE, LIVE MUSIC, ART AND DANCE
IN SUPPORT OF
OUR TALENTED ARTISTS

SATURDAY, MAY 18, 2019

6:00 PM

Pickwick Banquet Center
Rose Garden Lounge
1001 West Riverside Drive, Burbank

Spectacular mix performances of
Blues, Jump and Swing by

THE BLUES CHANNEL

Champagne Reception	6:00 pm to 6:30 pm
Art Exhibit & Sale	6:00 pm to 8:00 pm
Dinner & Program	6:45 pm to 8:00 pm
Live Music & Dancing	8:00 pm to 10:30 pm

RSVP by May 1
Tickets held at the door
No Host Bar & Cocktail Attire

All proceeds will benefit
The Campbell Arts Academy (TCAA)

The Campbell Arts Academy
Bubbles & Blues

Deadline for tickets/tables: May 1, 2019

I Look Forward To Attending

☐ Please reserve _____ ticket(s) at $95 each $_____

☐ Please reserve _____ table(s) of 8 at $750 $_____
(list names of guests at your table on the back of this card)

☐ Sorry, I cannot attend, but I wish to make a donation $_____

Event Sponsorships

☐ I wish to sponsor a ticket for _____ Artist(s) at $45 each $_____

☐ **Platinum Disc Sponsor** at $10,000 $_____
(includes 2 tables of 8 with VIP seating)

☐ **Gold Record Sponsor** at $5,000 $_____
(includes a table of 8 with preferred seating)

☐ **Silver Record Sponsor** at $2,500 $_____
(includes 6 event tickets)

☐ **Bronze Record Sponsor** at $1,000 $_____
(includes 2 event tickets)

GRAND TOTAL ENCLOSED $_____

PLEASE PRINT CLEARLY

Name _____

Company (if applicable): _____

Address: _____

City _____ State _____ Zip _____

Telephone _____ Email _____

Payment

O Check: Payable to **The Campbell Center**

O American Express O Visa O MasterCard

Name on Card _____

Card Number _____ Exp. Date _____

Signature _____ Sec. Code _____

For more information, contact The Campbell Center at 818.242.2434
or Claudia@thecampbell.org

Retail value of meal is $45 per ticket. The remainder is a tax-deductible contribution.
ID#95-1976088

THE Campbell Center

Empowering Adults With Developmental Disabilities

Presents

Bubbles & Blues

TO BENEFIT

THE CAMPBELL ARTS ACADEMY

Guest(s) Names	Chicken	Fried Vegetable Ravioli
	Choose only one (1)	
1 _____	☐	☐
2 _____	☐	☐
3 _____	☐	☐
4 _____	☐	☐
5 _____	☐	☐
6 _____	☐	☐
7 _____	☐	☐
8 _____	☐	☐

I would like to sit with:

_____

SUMMER TRAINING & EMPLOYMENT FOR STUDENTS (STEPS)

Are you between the ages of 16-21?

We have paid Summer Jobs for students with disabilities!

Apply today!!

For more information call 818-937-8073

In partnership:

Verdugo Workforce Development Board
Serving Burbank, Glendale & La Cañada Flintridge

Glendale Youth Alliance Inc. Est. 1993
Investing in Our Future Workforce

PDC
PROFESSIONAL DEVELOPMENT CENTER
GLENDALE COMMUNITY COLLEGE

DOR
DEPARTMENT of REHABILITATION
Employment, Independence & Equality

ETP
EMPLOYMENT TRAINING PANEL

The Summer Training & Employment for Students is an Equal Opportunity Program. Auxiliary aids and services are available upon request to individuals with disabilities. TTY 818-548-3857

YOU CAN EARN UP TO $2,000 ■ LEARN VALUABLE LIFE SKILLS

Eligibility Requirements:

- Must be a LA County Resident
- 16-21 years of age
- Have a documented disability
- Have the right to work in the U.S.
- Must have a work permit, if under 18

Program Design:

- 200 hours of paid work experience
- Work Readiness training
- Supported Services available based on individual needs

For More Information:

Glendale Youth Alliance
1255 S. Central Avenue
Glendale CA 91204
(818) 937-8073
www.glendale youthalliance.org

GLENDALE YOUTH ALLIANCE, INC.

Glendale Youth Alliance Employment Application

Verdugo Jobs Center, 1255 S. Central Ave. Glendale, CA 91204
Tel: (818) 937-8073 • Fax: (818) 937-8070 www.glendaleyouthalliance.org

1. Please complete entire application
2. Please print clearly
3. False statements will result in rejection of your application

Date: _____/_____/_____

Name: _____ Birth date: ___/___/ ____
Last First middle

Street address: _____ City: _____ State: _____ Zip code: _____

Telephone: Home (_____) _____ Mobile (_____) _____ E-Mail: _____

Number of people living at home, including yourself: _____ Monthly household income: $ _____

Do you receive Government assistance such as Welfare, Cal Works, AFDC, etc. ❒ Yes ❒ No

Are you currently attending high school? ❒ Yes ❒ No Name of current or last high school: _____

Did you graduate high school? ❒ Yes ❒ No Please circle: (Diploma, G.E.D. or C.H.S.P.E.)

If still in high school, anticipated graduation date: _____ What grade are you in? _____

Are you currently attending college/university? ❒ Yes ❒ No Name of college/university: _____

Do you have verification of your identity and legal right to work documents in the United States? ❒ Yes ❒ No

Are you currently employed? ❒ Yes ❒ No If so, company name: _____ Hours per week: _____

If not employed, will this be your first job? ❒ Yes ❒ No

Have you previously participated in GYA programs? ❒ Yes ❒ No If yes, Year(s): _____

Are you related to any GYA staff or board member, city of Glendale employee or a city council member? ❒ Yes ❒ No

If YES, name: _____ Department: _____

How did you hear about the GLENDALE YOUTH ALLIANCE? _____

Available hours to work *(please consider school schedule and extra-curricular activities)*

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start time:							
End time:							

Conviction information may be requested if your application is selected and you proceed with the hiring process.

Media Release for Promotional/GYA use: I hereby give my permission for the use of any photographs and videos that may be taken of me while working, or participating in miscellaneous activities related to the GLENDALE YOUTH ALLIANCE. Please initial _____ .

I hereby certify that all answers to the questions on this application are true, and I agree and understand that any misstatements of material facts or omissions herein will cause forfeiture on my part of all rights to any employment in the service of the GLENDALE YOUTH ALLIANCE.

Applicant's signature: _____ Parent or Guardian's signature (if applicant is a minor): _____

The GLENDALE YOUTH ALLIANCE is an equal opportunity employer/program. Auxiliary aids and services available upon request to individuals with disabilities. TDD (818) 247-9700.

DOR Student Services Request

DR 203 (REV 07/17)

Student Last Name	First Name		Middle Initial
Mailing Address	City	Zip Code	County
Phone Number	Email Address		

Date of Birth (mm/dd/yyyy)	Gender ☐ Male ☐ Female ☐ Decline to State

Race (please check all that apply)	Ethnicity: Hispanic / Latino
☐White ☐Black or African American ☐American Indian or Alaska Native ☐Hawaiian ☐Samoan ☐Guamanian or Chamorro ☐Other Pacific Islander ☐Chinese ☐Korean ☐Asian Indian ☐Japanese ☐Vietnamese ☐Filipino ☐Laotian ☐Cambodian ☐Other Asian ☐Decline to State	☐ Yes ☐ No

Please state the student's disability or reason for IEP/504 eligibility:	Documentation (please select one) ☐ IEP (provide a copy) ☐ 504 Plan (provide a copy) ☐ School Signature (see below) ☐ Other (specify type and attach a copy if applicable): _____

Complete this section only if "School Signature" is selected: I confirm that the student is enrolled in the school identified below and has a record of or is regarded as having the disability stated above.

Signature of School Official:_____ Date:_____

Printed Name of School Official:_____ Title:_____

School Name	School Address	☐Secondary School ☐Postsecondary School

School Type	Expected Date of Graduation/Exit from School (mm/dd/yyyy)
☐Public ☐Private ☐Charter ☐Home school ☐GED program ☐Vocational/Technical ☐College/University ☐Other	

Parent/Guardian/Conservator Last Name	First Name	Relationship
Phone Number	Email Address	☐ Parent ☐ Guardian ☐ Conservator

I give permission to school personnel to release this information to the Department of Rehabilitation. (20 U.S.C. 1232g(b) and 34 CFR 99.30 and 99.31.) I confirm that the student has documentation of or is regarded as having the disability stated above. I give consent for the student to participate in student services provided or arranged by the DOR, for as long as the student qualifies for such services.

Student Signature	Date Signed	Parent/Guardian/Conservator Signature	Date Signed
✍		✍	

FORM PURPOSE

This form is intended to request student services for potentially eligible students, in accordance with 34 CFR 361.48(a). Student services may include any of the following pre-employment transition services: job exploration counseling, work-based learning experiences, postsecondary enrollment counseling, work readiness training, and self-advocacy training. "Potentially eligible" students are defined as students with disabilities, ages 16 through 21, who have not yet applied or been found eligible for the vocational rehabilitation program. This is not an application for vocational rehabilitation services. Please go to DR222 VOCATIONAL REHABILITATION SERVICES APPLICATION to access an application for vocational rehabilitation services.

FORM COMPLETION INSTRUCTIONS

Complete this form to document that the student is currently enrolled in a recognized education program and is considered a student with a disability as defined in 34 CFR 361.5(c)(51). Parent/Guardian contact information and consent are required for students with disabilities who are less than 18 years of age and not an emancipated minor. Conservator contact information and consent are required for students with disabilities who are over 18 and have a conservator with relevant authority. An electronic version of this form is available on the Department of Rehabilitation (DOR) website at www.dor.ca.gov. For more information on the requirements for pre-employment transition services for students with disabilities, refer to 29 USC sections 705(37) and 733, and 34 CFR parts 361.48(a) and 361.5(c)(51). Consent for the student to participate in student services may be revoked at any time by providing written notice to the local DOR office.

NOTICE AND PRIVACY STATEMENT

The information requested on this form is necessary to correctly identify the individual as a student with a disability as defined in 34 CFR 361.5(c)(51), to provide authorization for the provision of pre-employment transition services, and to provide authorization for school personnel to release the information requested on this form to the DOR to coordinate, provide, or arrange student services in accordance with 29 USC sections 705(37) and 733 and 34 CFR parts 361.48(a) and 361.5(c)(51). Individuals should not provide any personal information on this form that is not requested.

The student, or parent, guardian, or conservator as appropriate, has the right to revoke this authorization by providing written notice to the school personnel. If the student, or parent, guardian, or conservator as appropriate, revokes the authorization, it will not affect information released to the DOR before the school personnel received the written notice revoking the authorization.

An individual has the right to inspect information maintained by the DOR about the individual, unless otherwise prohibited or conditioned by law or regulation. For assistance accessing such information, contact the DOR. The DOR's Privacy Policy is online at www.dor.ca.gov. The DOR office locations and contact information can be found at http://www.dor.ca.gov/DOR-Locations/index.asp.

Any personal information maintained by the DOR is subject to the limitations in the California Information Practices Act (Civ. Code § 1798 et seq.), Title 34 Code of Federal Regulations section 361.38, and California Code of Regulations, title 9, sections 7140 through 7143.5. The DOR may release personal information in response to a court order, investigations in connection with law enforcement, fraud, or abuse, subject to the limitations set forth in California Code of Regulations, title 9, section 7143.5. (34 CFR 361.38(e)(4) and (5).)

STATE OF CALIFORNIA DEPARTMENT OF REHABILITATION

CONSENT TO RELEASE AND OBTAIN INFORMATION

DR 260 (Rev. 01/18)

DIVISION: _____

Name / Entity / Address:	Individual's Full Name and Address:
Glendale Youth Alliance 1255 S. Central Ave. Glendale CA 91204	

Social Security Number: (if necessary)	Record Number:	Date of Birth:

I hereby consent to and authorize the Department of Rehabilitation (DOR) to:

☑ Obtain from the above Name / Entity ☑ Release to the above Name / Entity

- ☐ Benefits Planning Query
- ☐ Employment History
- ☐ HIV / AIDS Information
- ☑ Individualized Education Program (IEP)
- ☑ Individualized Plan for Employment (IPE)
- ☐ Psychological / Psychiatric Reports
- ☐ Benefits Summary and Analysis
- ☐ Financial Aid Award
- ☐ Progress Reports
- ☐ Transcripts / Report Cards
- ☐ Work Incentives Plan
- ☐ Vocational Rehabilitation Records
- ☐ Drug and Alcohol Information, as explicitly described below
- ☐ Regional Center Records, including Individual Program Plan (IPP)
- ☐ Other:

The dates of the requested information are: _____ to June 30, 2020

I acknowledge and understand the following: the requested information may contain medical history, treatment, and diagnosed mental and physical condition, including drug and alcohol information, psychiatric disabilities, or HIV / AIDS. I may refuse to allow DOR to release or obtain information by not signing this form or not checking some of the above boxes, which may affect the provision of vocational rehabilitation services. The information requested by DOR will be used to determine eligibility for or assist in the provision of vocational rehabilitation services. The DOR shall not make any disclosure of the information received without my signed authorization, unless required or permitted by law. I may revoke this authorization in writing at any time; however, the revocation will not be effective to the extent that any person or entity has already acted in reliance on my authorization prior to the revocation. I may have a copy of this signed authorization, which will remain valid for 30 days from the date of signature, unless otherwise specified here: _____

Individual's Signature ✍	Date Signed
Guardian, Parent or Conservator Signature ✍	Date Signed
Witness Signature (if above signature by mark) ✍	Date Signed
Information sent To / From: Department of Rehabilitation	Phone Number:

Staff Name and Title:

Address:

PRIVACY STATEMENT AND NOTICE

The California Information Practices Act of 1977 (Civ. Code § 1798.17) and the Federal Privacy Act (5 U.S.C. § 552a) require this notice be provided to individuals when collecting personal information. The information requested on this form, including the Social Security Number, is necessary to correctly identify the individual and provide written consent to obtain or release information for the limited purpose of determining eligibility for or assisting in the delivery of vocational rehabilitation services or release information at the individual's request. Please do not provide any personal information on this form that is not requested.

An individual has the right to revoke this authorization by providing written notice to the local Department of Rehabilitation (DOR) office serving the individual. If an individual revokes the authorization, it will not affect information already used or released before DOR received the individual's written notice. The federal Health Insurance Portability and Accountability Act (HIPAA) (42 U.S.C. § 290dd-2) may not protect information after it is released or provided to agencies not covered by that law. Even though DOR is not subject to HIPAA, DOR adheres to applicable federal and state privacy laws. The DOR's Privacy Policy is online at www.dor.ca.gov.

Information obtained by DOR will be included in the individual's record of services. An individual has the right to inspect information maintained by DOR about the individual, unless otherwise prohibited or conditioned by law or regulation. For assistance accessing such information, contact the DOR staff listed on the form.

Any personal information collected or released by DOR is subject to the limitations established in federal and state law and regulations. Federal law requires DOR to release some personal information to other state agencies in order to match data, such as wage records, for federal performance accountability requirements. In some cases, DOR may release personal information in response to a court order, investigations in connection with law enforcement, fraud, abuse, or to protect the individual or others. The DOR may also release personal information for audit, evaluation, or research purposes directly connected with the administration of the vocational rehabilitation program or to significantly improve the quality of life for applicants and recipients of services in accordance with a written agreement that limits use of the information and safeguards confidentiality, and if the final product reveals any personal identifying information, informed, written consent is required. (29 U.S.C. § 3141; 34 C.F.R. § 361.38; 42 C.F.R. §§ 2.33, 2.51, 2.52, 2.61, and 2.63; Civ. Code §§ 56.13 and 1798 et seq.; and Cal. Code of Regs., tit. 9, §§ 7140 through 7143.5.)

If information is RELEASED with the informed, written consent of the individual to whom the information pertains, the receiving individual or agency should be aware that the information from DOR is confidential. Federal and state law and regulation prohibit any further disclosure of this information without the informed, written consent of the individual to whom this information pertains, unless otherwise permitted by law.