



Skill Up Los Angeles Onboarding Check List

This onboarding checklist is designed for new Skill Up providers as well as new staff for existing providers. Suggested staff have been noted within each training. Slide decks, tools and contacts can be found on the [Skill Up Los Angeles landing page](#)

☐ Skill Up LA Onboarding 101 Training- All Staff recommended to attend

This introductory training orients staff to the Skill Up LA program structure, objectives, and partnership expectations. It includes a detailed walkthrough of participant eligibility, allowable services, and provider responsibilities. Staff also complete required DEO forms and mandatory trainings on Civil Rights, Cybersecurity, and Privacy Awareness to ensure compliance.

- ☐ Complete/schedule training with [Technical Assistance Team](#)
- ☐ Email [DEO](#) with new staff contact information to receive link and schedule to complete the following trainings:
 - ☐ mandatory civil rights training – and ongoing every 2 years (link)
 - ☐ mandatory cyber security – and ongoing yearly (link)
 - ☐ mandatory privacy awareness – and ongoing yearly (in person)

☐ CalFresh Eligibility Training- Program/ Direct Service staff recommended to attend

This training, led by DEO, teaches staff how to determine and document CalFresh eligibility for Skill Up participants. Program and direct service staff will learn how to verify eligibility using approved systems and documentation methods. Understanding these requirements is critical for program integrity and participant enrollment.

- ☐ Complete/schedule training with [DEO Program Contacts](#)

☐ Skill Up LA Roster Training & CalFresh Confirm User Access- Program Manager/Direct Service staff recommended to attend

This session provides instruction on managing the participant roster within the Skill Up system and gaining access to the CalFresh Confirm portal. Staff review desk aids, learn how to submit the access form, and understand how to use the 90-Day Lookback policy for eligibility verification. Proper roster and data management ensures accurate reporting and participant tracking.

- ☐ Schedule/complete training with DEO program contacts
- ☐ Review associated desk aid
- ☐ Complete and submit CalFresh confirm access form
- ☐ Review 90 day lookback desk aid

☐ Skill Up LA Support Services & Documentation Training- Program Managers/Fiscal Staff/Direct Service staff recommended to attend

Program managers, fiscal leads, and direct service staff will learn how to provide, document, understand, and track allowable support services such as transportation, emergency housing, and work attire. The training introduces a Support Services Tracker Tool and reviews best practices for documentation and internal controls. This ensures services that are delivered meet fiscal and contractual requirements.

- ☐ Schedule/complete training with TA team
- ☐ Review support services tracker tool

☐ Skill Up LA Fiscal 101 Training- All Staff recommended to attend

This training gives all staff an overview of Skill Up fiscal processes, cost allocation options, and financial compliance. It clarifies which costs are allowable, best practices for tracking expenditures, and how fiscal processes intersect with program delivery. Understanding the fiscal foundation is essential for aligning day-to-day activities with Skill Up compliance and maximizing reimbursements.

- ☐ Schedule/complete training with TA Team

☐ Skill Up LA Invoice & Verification Training- Program/Fiscal staff recommended to attend

Fiscal and program staff will learn how to prepare accurate invoices and meet documentation requirements for reimbursement. The session covers required participant forms, verification standards, and common compliance considerations. The TA team and DEO support real-time guidance during this session.

- ☐ Schedule/complete training with DEO, TA team in attendance
- ☐ Review mandatory participant forms and language

☐ Quarterly Progress Report Guide- Program Manager recommended to review

This is not a scheduled training, but a guide for review. This guide walks staff through how to complete and submit the required Quarterly Progress Report. Staff will learn how to report on enrollment, outcomes, and program milestones. Reviewing this guide ensures reports are timely, complete, and aligned with program expectations.

- ☐ Review guide and report template
- ☐ Complete and submit quarterly

☐ Skill Up Gap Analysis Activity- All staff recommended to participate

This activity helps all staff identify gaps in services, populations served, or program delivery using a structured internal review. It supports continuous improvement by surfacing strengths and areas for development. Findings may be used to guide future planning or shared with TA teams for support. This activity is done over a period of time, not one session.

- ☐ Begin working through Gap Analysis workbook
- This will be added as an agenda item during recurring 1:1 calls with DEO/TA Team

Additional Task Reminders:

- ☐ Request monthly 1:1 TA calls with technical assistance team or be added to existing calls
- ☐ Request access to monthly partnership meetings
- ☐ Ensure internal participant forms are approved via deo and meet minimum qualifications

Optional Training- February or March

☐ Subsidized Work Based Learning Training- All Staff recommended to attend

This optional training provides guidance on the subsidized work-based learning (SWBL) component under Skill Up. Staff will understand how to design, document, and manage SWBL requirements. This session includes examples of SWBL models, compliance requirements, best practices, and considerations when drafting budget and narrative documents.

- ☐ Schedule/complete training with TA team