DATE: November 18, 2013

TO: LA's Workforce Development System

FROM: Jaime H. Pacheco-Orozco, Director
Workforce Development System

SUBJECT: WDS INFORMATION BULLETIN NO. 14-11
PAYMENT OF PARTICIPANT TRAININGS FOR THE GETTING LA
BACK-TO-WORK (B2W) PROGRAMS

EFFECTIVE DATE
This bulletin is effective upon date of issue.

PURPOSE
The purpose of this bulletin is to clarify the procedures by which WIA-funded trainings under the Getting LA Back-to-Work National Emergency Grant (B2W NEG) and Additional Assistance (B2W 25%) programs may be paid for using multiple funding streams.

BACKGROUND
The City of Los Angeles has contracted with all 18 of its American Job Centers of California (AJCC), also known as WorkSource Centers (WSC), to provide re-employment and training services to workers dislocated from certain United States Department of Labor (USDOL)-approved mass layoffs under the banner of Getting LA Back-to-Work. Both B2W programs are slated to end in March 2014 unless extended by USDOL. All B2W participants are to be co-enrolled in both the B2W program, and the regular Workforce Investment Act (WIA) Formula program.

Contractors were directed to complete all training by December 31, 2013, to allow sufficient time to place the trained participants into employment before completion of the programs. Due to increased demand for B2W training, the completion date has been extended to June 30, 2014, to allow current City contractors to accommodate these requests.

PAYMENT PROCEDURES
The Individual Training Account (ITA) policy specifies that 50 percent of the tuition be paid after one month of attendance, and the remaining 50 percent be paid for when the AJCC receives a copy of the certificate of completion.
The On-the-Job Training (OJT) Agreement states "Any reimbursement payments for training to the Employer by the Contractor pursuant to this Agreement will be made subsequent to the WIA participant being retained in unsubsidized employment after the completion of the training and the determination of skills attained."

If the USDOL does not extend the B2W programs, any training costs incurred beyond March 2014 cannot be paid for using B2W funds. However, since the B2W participants are co-enrolled in the City's Formula program, those costs may be paid for using Formula funds. Therefore, if a B2W participant is in a training that goes beyond March 2014, AJCCs should utilize B2W funds as much as possible, and cover any remaining balance using Formula funds. The AJCCs must ensure that adequate and proper documentation is maintained in the participant file.

WDS CONTACT
Questions or requests for additional information and/or clarification should be addressed to Robert Reed at robert.reed@lacity.org or (213) 744-7184, TTY (213) 744-9395.

JHP:RR