DATE: October 21, 2015

TO: LA’s Workforce Development System – YouthSource Centers

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

SUBJECT: WDS DIRECTIVE NO. 16-04
PY 2015-16 WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) YOUTH FORMULA—YOUTHSOURCE CENTER BUDGET AND 23 PERCENT WORK EXPERIENCE EXPENDITURE REQUIREMENTS

EFFECTIVE DATE
This directive is effective upon date of issue.

PURPOSE
The purpose of this directive is to notify City of Los Angeles YouthSource Center (YSC) contractors of the revised budget forms and WIOA Work Experience expenditure fiscal requirement. As a result of the new WIOA Work Experience expenditure fiscal requirement, changes have been made to the City’s WIOA budget forms, as well the forms to report monthly expenditures to the Financial Management Division.

BACKGROUND
With the passage of the WIOA, it is now mandated that, beginning in PY 2015-16, not less than 20 percent of a local Workforce Development Board’s (local boards) youth formula allocation shall be used to provide in-school and out-of-school youth with work experiences.

The Year 16 Annual Plan (PY 2015-16) specifies that YSCs must expend an amount equal to or greater than 20 percent of their Youth WIOA formula fund allocations on youth work experience. The mandated work experience expenditure rate applies to the entire WIOA youth formula allocation and requires that a 23 percent work experience expenditure rate be applied to the YouthSource system.

REQUIRED ACTION
The YSCs are required to prepare the 2015-16 YouthSource budget using the attached budget forms that include a breakdown of Program costs to reflect planned work experience expenditures. Expenditures must total 23 percent ($184,727) or more of allocated funds per center.
WDD CONTACT
Questions or concerns should be directed to Nancy Herrera, YouthSource Program Manager, at nancy.herrera@lacity.org or at (213) 744-7159, TTY (213) 744-9395, or to your program monitor.

JHP:LS:NH
Attachment: WIOA YouthSource Budget Forms with Work Experience