DATE:       June 30, 2017

TO:  PY 16-17 YouthSource Contractors
     PY 17-18 YouthSource Contractors

FROM: Gerardo Ruvalcaba, Director
      Workforce Development System

SUBJECT: WDS DIRECTIVE NO. 17-22
          INSTRUCTIONS FOR TRANSITION TO THE NEWLY PROCURED
          YOUTHSOURCE SYSTEM PY 17-18

EFFECTIVE DATE
This directive is effective upon issue.

PURPOSE
The purpose of this directive is to provide WIOA YouthSource contractors with information
related to transition to the PY 17-18 system.

In PY 16-17, the Economic and Workforce Development Department issued a Request for
Proposal (RFP) to procure the WIOA youth system. The RFP resulted in a list of
recommended contractors that was transmitted to City Council and the Mayor for approval.

Changes to the system for PY 17-18 include an emphasis on service to disconnected youth
and development of collaborations and resources through the Performance Partnership
Pilot (P3).

All PY 17-18 youth contractors will engage in a series of trainings on the CalJOBS system,
participant eligibility, and other related resources including Department of Labor Training
and Employment Guidance Letters (TEGLs).

PY 16-17 YouthSource Center contractors that will not continue as center operators in PY 17-18
must notify EWDD in writing of any participants who will be carried over from PY 16-17 to PY 17-18. In addition, those contractors must take the following actions.

PROGRAM

1. Notify Clients of Transition
Out-going contractors must notify carryover clients and PY 16-17 clients in the
follow-up phase of the program about the transition in writing by July 10, 2017. In
addition to the written notice, efforts should be made to contact clients by phone.
or in person. Contacts and attempted contacts must be documented. The notification to youth must include contact information for the contractor taking over program and follow-up responsibilities. A sample letter is provided with this directive (Attachment A).

2. Completion of a Client Profile and File Transfer Form and Physical Transfer of Client Case File Documents

Out-going PY 16-17 Contractors must deliver a complete copy of the case file for each carryover client and follow-up client by July 31, 2017. A completed “Carryover Client Profile and File Transfer” form must be attached to each carryover client file. All Carryover files and Follow-up files will be listed on the corresponding Transfer of Documents forms attached to this directive. The completed Transfer of Documents forms will be provided to the incoming YouthSource Contractor with the listed files for cross reference and alignment with the client roster generated by JobsLA. The out-going Contractor will notify EWDD of the date when the transfer of files will occur so that the assigned program monitor may be present. (Attachments B, C, and D)

3. Completion of Client Activities

It is expected that all carryover clients currently engaged in WIOA activities will require services after June 30, 2017. The assigned PY 17-18 Contractor will assume responsibility for providing WIOA youth services to PY 16-17 carryover clients for PY 17-18.

4. Service Contractor Worker Retention Ordinance

The Service Contractor Worker Retention Ordinance (SCWRO) (Los Angeles Administrative Code Section 10.36 et seq.) requires a successor contractor and its subcontractors to retain for a 90-day period certain employees who worked for the terminated contractor or its subcontractors for at least 12 months.

The SCWRO requires the terminated contractor to provide the awarding authority with the names, addresses, date of hire, hourly wage, and job classes of each employee who worked on the City agreement for that terminated contractor or its subcontractor. Information about the SCWRO is attached to this directive (Attachment E).

By July 10, 2017, each out-going Contractor is to provide EWDD with written information for those employees subject to the retention requirements or confirmation that no employees are subject to retention under the SCWRO.

FISCAL


FMD will issue a separate closeout directive for those YouthSource Center Contractors transitioning out of a center. The following fiscal items pertain only to those out-going Contractors.
1. **Time Extension Contract Amendment**

Out-going Contractors have the option of executing a contract amendment for a contract extension from July 1 through July 31, 2017 for completion of closeout activities.

A budget for the extended closeout period must be submitted on or before July 15, 2017. The EWDD Youth Operations section will process and approve the closeout budget and transmit it to the Financial Management Division (FMD) on or before July 20, 2017. The following closeout activities can be charged to the grant for the period July 1, 2017 through July 31, 2017:

a) Closing of books of account  
b) Preparation of the final closeout expenditure reports and supporting schedules  
c) Preparation of inventory reports  
d) Records storage and safekeeping  
e) Transitioning of participant files  
f) Single audit fees if the audit is performed on or before July 31, 2017

Normally only administrative personnel can change their time to the grant, but program personnel completing and transitioning participant files can charge to the grant during the closeout period.

2. **Budget Modification Request**

No additional funds are available for the extension period. However, if out-going Contractors have unexpended funds as of June 30, 2017, they may submit a request for a budget modification. Only fiscal and administrative costs may be charged for the one-month extension period.

Accrued vacation will be paid only to employees who will be terminated. Accrued vacation payment will be based on the PY 2016-17 FTEs and should be in accordance with the contractor's personnel policy. Names of to-be terminated employees with the corresponding amount of accrued vacation leave should also be provided with the closeout budget so Program staff can review and approve/disapprove. For those employees rolled over to other grants, accrued vacation should be covered by the successor grant.

**PROPERTY MANAGEMENT**

For equipment with a per unit fair market value of $5,000 or more, the contractor must submit a copy of its most recent inventory list together with the June 30, 2017 expenditure report. For out-going Contractors, EWDD will determine whether to transfer the equipment to another contractor or request the return of equipment to EWDD. The Closeout Policies and Procedures are attached to this directive (Attachment C).
Assistive Technology
Each center has assistive technology issued by EWDD. At most centers it includes the following:

- a TTY machine
- a height adjustable table
- a computer with software including WYNN, Dragon Naturally Speaking
- a Microsoft Natural Keyboard and an ergonomic trackball mouse

Out-going Contractors must pack these items separately from other equipment and identify it as “Assistive Technology.”

RECORDS RETENTION
All records, (including all financial documents, correspondence, leases, participant intake and service records) in their original form, must be maintained within the County of Los Angeles. Records must be maintained for a period of five (5) years following the date the final expenditures were submitted. If any litigation, claim, or audit is started before the expiration of the five-year period, the records must be retained until all finding have been resolved and final action taken. Access to records must be given to the EWDD, The State of California Employment Development Department (EDD), US Department of Labor (DOL), Comptroller General of the United States or their authorized representatives.

Any lead contractors new to the system who anticipate client enrollment during July 2017 are advised to contact Nancy Herrera at (213) 744-7159, Nancy.Herrera@lacity.org for further instructions.

A day-long professional development training for all YouthSource system contractors is scheduled for July 27, 2017, location to be determined. Further information about this training will be sent in a separate communication. Details about case management, fiscal procedures, integration of LAUSD Pupil Services counselors, and any other updates will be provided at that time.

CONTACT
Questions or request for additional clarification should be submitted to Nancy Herrera at (213) 744-7159, Nancy.Herrera@lacity.org.

GR:NH
Attachments:
Attachment A -- Sample Client Notification Letter
Attachment B -- Carryover Client Profile and File Transfer Form
Attachment C -- File Transfer Form: Active Clients
Attachment D -- File Transfer Form: Follow-Up Clients
Attachment E – Service Contractor Worker Retention Ordinance