DATE: October 25, 2017

TO: LA's Workforce Development System

FROM: Gerardo Ruvalcaba, Director Workforce Development System

SUBJECT: WDS DIRECTIVE NO. 18-10 REQUEST FOR WORKSOURCE CENTER (WSC) PARTICIPANT CARRYOVER LIST

EFFECTIVE DATE
This directive is effective upon date of issue.

PURPOSE
The purpose of this directive is to obtain a list of participants that each WSC would like to count as carryovers towards the center's enrollment goals for Program Year (PY) 2017-18, detailing the activities for each participant to justify the reason(s) for carrying them over.

BACKGROUND
Each WSC contract for PY 2017-18 stipulates a total of 1,680 WIOA enrollments, of which a maximum of 420 (25 percent) may be carryovers. Both the 1,680 and 420 numbers are split between Adult and Dislocated Worker, depending on the specific funding break out between the two streams for each WSC. The Economic and Workforce Development Department (EWDD) wants to document carryovers allowed per contract and verify actual services being provided to participants.

ACTION REQUIRED
Each WSC is to review their current roster of participants and submit to the EWDD a list of those participants from past program years still actively receiving services that the agency would like to count as carryovers towards the center's enrollment goals. The attached lists require the CalJOBS® application number, participant name, enrollment date, activity description, activity actual begin date, and projected end date for any open activity. Only those participants that are receiving Individualized Career Services and/or Training Services will be accepted carryovers in PY 2017-18. Participants receiving only Basic Career Services/Self Directed and not actively engaged in WIOA related activities should be closed and not carried over into PY 2017-18.

DEADLINE FOR RESPONSE
Each WSC is to complete and return the attached participant carryover lists by COB Friday, November 3, 2017. Final approval of total carryover numbers rests with the
EWDD and will be based upon verification of service provision. All projected and actual activity end dates must reasonably reflect the actual duration of the activity.

**WDS CONTACT**
If you have any questions or require further information, please contact your assigned Program Monitor.

GR:RR:SM:cg
Attachment: PY 2017-18 Adult Participant Carryover List
PY 2017-18 Dislocated Worker Participant Carryover List