DATE: November 17, 2017

TO: PY 17-18 Youth Work Experience Contractors

FROM: Gerardo Ruvalcaba, Director Workforce Development System

SUBJECT: WDS DIRECTIVE NO. 18-13
DEADLINE FOR ENTRY OF ALL CITY GENERAL FUND PROGRAM AND COUNTY YOUTH@WORK PARTICIPANT DATA

EFFECTIVE DATE
This directive is effective upon date of issue.

PURPOSE
The purpose of this directive is to inform all Youth Work Experience contractors of the deadline to update participant data entry for youth enrolled in the City General Fund and the County Youth@Work programs.

BACKGROUND
Each summer and throughout the year, the City provides youth with paid work experience utilizing City General Funds (GF) and County of Los Angeles funds. Both funding sources require that participant data be entered timely into their respective databases. In addition to providing demographic data, these entries provide confirmation of enrollment levels and allow EWDD to assess contractors' progress toward meeting their enrollment and expenditure goals. It is EWDD's intention to meet or exceed specified enrollment goals and to fully expend allocated funds as EWDD's ability to meet service and spending goals impacts future funding.

Data for youth enrolled into the City GF program are entered into the JobsLA "Youth Work Experience" module. County Youth@Work participants are entered into both the County Web App and into JobsLA.

EWDD will be analyzing City GF and County enrollments and expenditures against Contractors' allocations. All funds are subject to recapture for lack of performance and low expenditures.

Contractors are hereby notified that all participating youth are to be entered into their respective databases by November 27, 2017.

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.
CONTACT
If you have any questions or require further information, please contact Nancy Herrera at Nancy.Herrera@lacity.org or (213) 744-7159, TTY (213) 744-9395.

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