DATE: August 9, 2018

TO: LA’s Workforce Development System

FROM: Gerardo Ruvalcaba, Director
       Workforce Development Division

SUBJECT: WDS DIRECTIVE NO. 19-04
REQUEST FOR WORKSOURCE CENTER (WSC) PARTICIPANT CARRYOVER LIST

EFFECTIVE DATE
This directive is effective upon date of issue.

PURPOSE
The purpose to 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)
2018-19, detailing the activities for each participant to justify the reason(s) for carrying
them over.

BACKGROUND
Each WSC contract for PY 2018-19 stipulates a total of 727 WIOA enrollments, of which
a maximum of 182 (114 Adult and 68 DW) or 25 percent may be carryovers. 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 PY 2017-18 still actively receiving services that the agency
would like to count as carryovers towards the center’s enrollment goals for PY 2018-19.
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.

DEADLINE FOR RESPONSE
Each WSC is to complete and return the attached participant carryover lists by COB
Wednesday, August 22, 2018. Final approval of total carryover numbers rests with the
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.
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 EWDD Program Monitor.

GR:DB:SM:cg
Attachment: PY 2018-19 Adult Participant Carryover List
PY 2018-19 Dislocated Worker Participant Carryover List