DATE: October 16, 2019

TO: LA's Workforce Development System

FROM: Gerardo Ruvalcaba, Director
Workforce Development Division

SUBJECT: WDS DIRECTIVE No. 20–07
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) 2019-20
detailing the activities for each participant to justify the reason(s) for carrying them over.

BACKGROUND
Each WSC contract for PY 2019-20 stipulates a total of 1,250 WIOA enrollments, of which
a maximum of 313 (219 Adult and 94 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 2018-19 still actively receiving services that the agency would
like to count as carryovers towards the center’s enrollment goals for PY 2019-20. 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 October 23, 2019. 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 EWDD Program Monitor.

GR:DB:SM:cg
Attachment: PY 2019-20 Adult Carryover List
PY 2019-20 Dislocated Worker Carryover List