

CITY OF LOS ANGELES

CALIFORNIA

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INTERIM GENERAL MANAGER

**ECONOMIC AND WORKFORCE
DEVELOPMENT DEPARTMENT**

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ERIC GARCETTI
MAYOR

DATE: November 20, 2019

TO: LA:RISE Contractors

FROM: Gerardo Ruvalcaba, Director
Workforce Development System 

**SUBJECT: WDS INFORMATION BULLETIN No. 20-18
LOS ANGELES REGIONAL INITIATIVE FOR SOCIAL ENTERPRISE
(LA:RISE) PY 19/20 MONITORING SCHEDULE AND REQUIRED
DOCUMENTS**

EFFECTIVE DATE

This information bulletin is effective upon date of issuance.

PURPOSE

The purpose of this bulletin is to release the PY 2019-20 Los Angeles Regional Initiative for Social Enterprise (LA:RISE) Monitoring schedule. There will be a minimum of one site visit for program year 2019/20 to monitor LA:RISE City General Fund and County Measure H funded projects. Additional site visits may be conducted as needed.

BACKGROUND

The LA:RISE is monitored to ensure compliance with all regulations governing administrative, financial, and programmatic operations including applicable City policies, directives, and procedures and to ensure that the contractor is achieving performance objectives on schedule and within budget.

The monitoring topics include, but are not limited to, the following:

Social Enterprise Partner	Workforce Partner	Personal Support and Job Retention Partner
<ul style="list-style-type: none"> • Prior Site Visit Follow-Up • CalJOBS enrollment data and data reconciliation • Performance / Expenditures • Eligibility Documentation • Compliance and authorization forms • Transitional Employment Verification • Services and Activities Verification • Supportive Services Verification • Retention Support Verification (if applicable) • Case Notes 	<ul style="list-style-type: none"> • Prior Site Visit Follow-Up • CalJOBS enrollment data and data reconciliation • Performance / Expenditures • Eligibility Documentation • Compliance and authorization forms • Services and Activities Verification • Supportive Services Verification • WIOA Co-Enrollment/ Title I Verification • Job Placement Verification • Case Notes 	<ul style="list-style-type: none"> • Prior Site Visit Follow-Up • CalJOBS enrollment data and data reconciliation • Performance / Expenditures • Eligibility Documentation • Services and Activities Verification • Supportive Services Verification • Retention Support Verification • Case Notes

CARRY OVERS

For PY 19/20, the LA:RISE 4.0 carryover participants files are also subject to review. This is applicable to agencies with an approved participant carry overs list and which are using PY19/20 funds to continue serving LA:RISE PY18/19 transitional employment participants.

LA:RISE PARTICIPANT FILE FORMS (MONITORING CHECKLIST) AND REQUIRED PROGRAM DOCUMENTS

The LA:RISE Participant File Forms (Monitoring Checklist) are to be included in each participant file and used to organize the required standardized program and support documents within the file accordingly. All program and support documents must also be available upon request.

LA:RISE Standardized Program Documents	Completed by LA:RISE Partner
LA:RISE 5.0 Participant Eligibility Checklist Form	Social Enterprise
LA:RISE 5.0 Worksite Acknowledgement Form	Social Enterprise
LA:RISE 5.0 Job Readiness Assessment REDF Form	Social Enterprise
LA:RISE 5.0 Job Readiness Assessment Form 2	WSC/YSC (transitional employment provider)
LA:RISE 5.0 Retention Support Referral Form	Social Enterprise or Workforce Partner
LA:RISE 5.0 Employment Retention Incentives Tracking Log	Job Retention Provider

*Please reference WDS Directive No. 20-05: Los Angeles Regional Initiative for Social Enterprise (LA:RISE) MIS CalJobs Reporting Guidelines and Required Program Documents dated September 23, 2019.

MONITORING SCHEDULE

Reference the attached monitoring schedule. Dates are tentative and subject to change.

WDS CONTACT

Questions or concerns should be addressed to the LA:RISE Program Administrator, Elizabeth Macias at Elizabeth.Macias@lacity.org or (213) 744-9017, TTY (213) 744-9395.

GR:DB:EM:cg

- Attachments:
1. PY 19-20 LA:RISE 5.0 Monitoring Site Visit Schedule: City General Fund & County Measure H Contracts
 2. PY 19-20 LA-RISE 5.0 Participant Checklist