

CITY OF LOS ANGELES

CALIFORNIA

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MAYOR

DATE: December 8, 2021

TO: LA:RISE Contractors

FROM: Carolyn M. Hull, General Manager
Economic and Workforce Development Department

**SUBJECT: WDS INFORMATION BULLETIN No. 22-09
LOS ANGELES REGIONAL INITIATIVE FOR SOCIAL ENTERPRISE PY
2021-22 MONITORING SCHEDULE**

EFFECTIVE DATE

This information bulletin is effective upon date of issuance.

PURPOSE

The purpose of this bulletin is to release the PY 2021-22 Los Angeles Regional Initiative for Social Enterprise (LA:RISE) Monitoring schedule.

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 Economic and Workforce Development Department (EWDD) will be conducting a minimum of one virtual monitoring and file review for LA:RISE funded projects. Additional monitoring reviews may be conducted as needed.

MONITORING TOPICS

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

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

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.

PARTICIPANT FILE MONITORING CHECKLIST AND REQUIRED 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 LA:RISE standardized program and support documents must be available for review.

LA:RISE CDBG-COVID:

Social Enterprise / Transitional Employment Partner	Workforce Partner	Job Retention Partner
File Monitoring Checklist Forms	File Monitoring Checklist Forms	File Monitoring Checklist Forms
Monthly Case Notes	Monthly Case Notes	Monthly Case Notes
LA:RISE CDB-CV Participant Eligibility Form	Retention Referral Form	Retention Referral Form
Income Determination and Verification Form	WIOA Title 1 App Verification	Employment Verification
No Duplication of Benefit Affidavit	Training Services Verification	Retention Incentives Tracking Log
Worksite Acknowledgement Form	Job Placement Verification	Supportive Services Verification
Job Training Timesheets	Supportive Services Verification	
Job Training Stipend Verification		
Job Readiness Assessment Form		
Retention Support Referral Form		
COVID Relief Outreach Tracking Log/ Activity Reports	COVID Relief Outreach Tracking Log/ Activity Reports	COVID Relief Outreach Tracking Log/ Activity Reports

**CDBG-CV SE: submit eligibility form, income verification, and No duplication of benefit affidavit for all participants; will confirm list of files requiring other verifications/support docs.*

LA:RISE 7.0 City General Fund and County Measure H:

Social Enterprise / Transitional Employment Partner	Workforce Partner	Job Retention Partner
File Monitoring Checklist Forms	File Monitoring Checklist Forms	File Monitoring Checklist Forms
Participant Eligibility Form	Participant Eligibility Form	Retention Referral Form
Monthly Case Notes	Monthly Case Notes	Monthly Case Notes
Transitional Employment/WEX Participant Service Profile*	Employment Participant Service Profile*	Retention Participant Service Profile
Co-Enrollment WIOA Referral Form (SE to WSC)	Co-Enrollment WIOA Referral Form (SE to WSC)	Retention Incentives Tracking Log
Worksite Review Checklist	Retention Referral Form	Supportive Services Verification
Worksite Work Experience Agreement	WIOA Title 1 App Verification	
Worksite Acknowledgement Form	Training Services Verification	
Timesheets	Job Placement Verification	
Retention Referral Form	Supportive Services Verification	
Right to Work Documents	Copy of Participant Resume	
Transitional Employment Verification (Payroll)	Job Referral Tracking Sheet	
Job Readiness Assessment Forms	Targeted Recruitment Tracking Sheet and Event Flyers	
Supportive Services Verification		
Training Services Verification		
Education Stipend Verification		

**SE and WSC participant profile requirement will be waived only if quality monthly case notes detailing services provided and status of participant have been entered in CaJOBS and printed copy made available for review. All retention providers are required to complete the Retention Participant Service Profile.*

LA:RISE Youth Academy:

Social Enterprise/Transitional Employment/WEX Provider	Workforce Partner
File Monitoring Checklist Forms	File Monitoring Checklist Forms
Participant Eligibility Checklist Form	Participant Eligibility Form
Monthly Case Notes	Monthly Case Notes
Participant Service Profile	Employment and WIOA-Co-Enrollment Status Form
Worksite Review Checklist (Compliance)	Training Services Verification
EWDD Worksite Work Experience Agreement	Job Placement Verification
Worksite Acknowledgement Form	Supportive Services Verification
Right to Work Documents	Copy of Participant Resume
Transitional Employment Verification (Payroll)	Job Referral Tracking Sheet
Timesheets	Targeted Recruitments Tracking Sheet and Flyers
Job Readiness Assessment Form	
Support Service Verification Form	
Individual Training Agreement (ITA)	
Education Stipend Verification (if applicable)	

MONITORING SCHEDULE AND NUMBER OF FILES TO BE REVIEWED

The attached monitoring schedule identifies the total number of files to be reviewed per contracted agency. LA:RISE 6.0 carryover participants files are also subject to review for agencies approved the use of PY21/22 funds to continue serving LA:RISE PY2020-21 participants. A monitoring exit conference will be scheduled to review preliminary file review findings and overall performance. All dates are tentative and subject to change. EWDD will e-mail the file review list 7-10 days prior to the submission deadline.

FILE SUBMISSION INSTRUCTIONS

1. E-mail requested files by the submission deadline indicated in the monitoring schedule.
2. Use the Subject Line: *"LA:RISE PY 2021-22 File Review (Agency Name)"*
3. Group the required file review documents by participant
4. Documents with Confidential Information (ex. right to work, social security number, address): redact the information before you scan and e-mail to EWDD or, alternatively, password protect or encrypt the document prior to e-mailing the confidential documents.
5. E-mail all documents to the LA:RISE Unit as follows:

LA:RISE CDBG-COVID, City General Fund, Measure H:
Elizabeth.Macias@lacity.org LA:RISE Youth Academy: Karina.Henriquez@lcity.org

WDS CONTACT

Questions or concerns regarding this bulletin should be addressed to:

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CMH:GR:DB:EM:KH:cg

- Attachments:
1. PY 2021-22 LA:RISE Monitoring Schedule
 2. LA:RISE Participant File Forms (Monitoring Checklist) – CDBG-COVID
 3. LA:RISE Participant File Forms (Monitoring Checklist) – City & County
 4. LA:RISE Participant File Forms (Monitoring Checklist) – Youth Academy