



LOS ANGELES COUNTY WIA DIRECTIVE

NUMBER: D-DWA-000-024 SUBJECT: FISCAL CLOSEOUT REPORT

DATE: 8/1/01

EFFECTIVE DATE: Immediately

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To: ALL ONE-STOP CAREER CENTERS

The purpose of this Directive is to inform you that all 2000/01 FY closeout reports must be submitted no later than **August 17, 2001 unless directed otherwise by this Department**. The closeout report package consisting of Final Invoice and Request for Cash forms are included with this Directive.

To ensure accuracy in submitting fiscal closeout reports to the State, all fiscal invoices must be submitted in a timely manner and by a specific due date. Failure to adhere to the designated due dates may result in non-payment of late invoices.

Two copies of the closeout report should be sent to the following address:

Community And Senior Services
Los Angeles County
3175 West Sixth Street
Room 300
Los Angeles, California 90020-1798
Attention: LaTrice McKnight

If you have any questions regarding this Directive, please call LaTrice McKnight at (213) 738-3382.

Please be sure that all staff involved with your fiscal activities receive a copy of this Directive.

Virginia Enriquez, Acting Director
Employment and Training

