



**LOS ANGELES COUNTY  
Community & Senior Services  
Employment & Training Branch  
REVISED DIRECTIVE**

**NUMBER: D-E&T- 02 - 02 SUBJECT: Monthly Invoices**

**DATE: 9/16/02**

**EFFECTIVE DATE: Immediately**

**PAGE 1 of 2**

**TO: ALL FISCAL YEAR 2001-02 WIA YOUTH, CAL WORKS, WELFARE-TO-WORK, WIA ADULT, WIA DISLOCATED WORKER, GROW, MINI-CAREER CENTER, WIA ADULT SPECIAL NEEDS, REFUGEE SERVICE PROVIDERS**

**THIS DIRECTIVE SUPERCEDES DIRECTIVE D-E&T-02-02**

As per the following Sections of the Standard Terms and Conditions that accompany the 2002-03 contract (see Exhibit B of your contract), effective immediately, each Service Provider must attach a copy of its General Ledger -- **detailing all transactions concerning the funded program(s)** -- to the required Invoice documents when submitting its monthly invoice. Furthermore, invoices must be submitted by the due date in each contract.

**Standard Terms and Conditions**

**Monthly Invoices**

Two copies of the appropriate monthly invoices are due at the time specified in the contract. Please refer to your contract to determine the due date.

**Audit Rights**

(b) The Contractor shall allow authorized County, State and federal representatives to have full access to the Contractor facilities and all related Los Angeles County Community and Senior Services Employment and Training branch program documentation and other physical evidence for the purposes of auditing, evaluation, inspection, and monitoring of the program set forth in this contract, including the interviewing of the Contractor staff and program participants during normal business hours.

(c) **The Contractor shall take all actions necessary to enable any of the County, State, and/or federal representatives to clearly determine whether the Contractor is properly performing its contractual obligations, especially in relation to payments received.**

**Sanctions**

**(d) Failure by the Contractor to comply with the requirements of this Section shall constitute a material breach of contract upon which the County may cancel, terminate, or suspend this contract.**

Therefore, effective immediately, Los Angeles County requires all contractors to attach a copy of their General Ledger when they submit their monthly invoice documentation. Furthermore, contractors are required to submit their invoices according to the deadlines prescribed in their contracts or face appropriate sanctions for noncompliance.

If you have any questions, please contact Robert Brieff at (213) 738-4087.

---

JOSIE MARQUEZ, Director  
Employment and Training

JM: JLS: rb