



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

**NUMBER: D-E&T- 02 - 03 SUBJECT: June 2002 General Ledger**

**DATE: 9-16-02**

**EFFECTIVE DATE: Immediately**

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**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**

As per the following Sections of the Standard Terms and Conditions that accompany the 2001-02 contract (see Exhibit B of your contract), effective immediately, each Service Provider must submit a copy of its June 2002 General Ledger, **detailing all transactions concerning the funded program**, to Los Angeles County Community and Senior Services.

**Please submit the June 2002 General Ledger by October 1, 2002.**

**Standard Terms and Conditions**

**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.

Effective immediately, Los Angeles County requires all contractors to submit a copy of their June 2002 General Ledger to:

Latrice McKnight  
Los Angeles County Community and Senior Services  
3175 West Sixth Street, Box 3  
Los Angeles, CA 90020

Please submit the June 2002 General Ledger by October 1, 2002.

If you have any questions, please contact Latrice McKnight at (213) 738-3382.

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JOSIE MARQUEZ, Director  
Employment and Training

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