



LOS ANGELES COUNTY  
**MINI-CAREER CENTER DIRECTIVE**

NUMBER: M02-18	SUBJECT: CalWORKs Final-Final Financial Closeout for PY 2001-02	
DATE: August 1, 2002	EFFECTIVE DATE: Immediately	PAGE 1 of 2

**\*\* FOR YOUR IMMEDIATE ATTENTION \*\***

**REPLY MUST BE RECEIVED BY August 12, 2002**

TO: ALL MINI-CAREER CENTER SERVICE PROVIDERS

**Purpose:**

The purpose of this Directive is to notify all CalWORKs (LTFSS) Mini-Career Center Service Providers of the required procedures for this year's Final - Final Financial Closeout.

**Background:**

On July 5, 2002 Community and Senior Citizen Services closed its accounting records for CalWORKs Mini-Career Center program. As stated in the MCC Directive M02-17, agencies were to submit all ACCRUAL's through the term end of your contract period. Closeout reports received after June 5<sup>th</sup>, 2002 were not to be paid. Any cost overrides or deficits realized for operational and closeout activities must be paid by the contractor.

**Policies and Procedures:**

Closeout requirements for the Mini-Career Center Program are contained in the M02-17 Bulletin dispersed on July 30, 2002. This Final-Final Closeout bulletin is requesting the actual expenditure reports as they pertain to the Final Closeout reports submitted as accrued expenditures.

This bulletin does not allow for any additional expenses above the original closeout documents submitted. The Final-Final closeout should recount actual cost expended by your agency for the period of July 1, 2001 through June 30, 2002. The cost reports should also include an adjustment of any unexpended funds previously reported as accruals and if applicable a refund check. **All checks should be made payable to Los Angeles County and attached to the Final-Final closeout invoice.** Any unexpended funds included in the June 5<sup>th</sup> projection must be returned with this document by **August 12<sup>th</sup>, 2002 by 5:00 P.M.**

The documents you are required to submit are as follows:

**1). Final-Final Cover Sheet – Attachment A**

Check the appropriate box and sign attestation statement. Attach Final-Final Cost Reports as necessary.