



LOS ANGELES COUNTY WIA YOUTH DIRECTIVE

NUMBER: YTH-D- 02-06 SUBJECT: WIA Youth Financial Closeout for PY 2001-02
DATE: 6-24-02 EFFECTIVE DATE: IMMEDIATELY PAGE 1 OF 2

**** FOR YOUR IMMEDIATE ATTENTION ****
REPLY MUST BE RECEIVED BY July 11, 2002

TO: All LWIAs and WIA Youth Program Service Providers

Purpose

The purpose of this Directive is to notify all LWIAs and WIA Youth Program Service Providers of the required procedures for this year's financial closeout. The County of Los Angeles Community and Senior Services Department (CSS) is closing its accounting records by **July 11th, 2002**, for the WIA Youth allocation made to your agency for the period of July 1, 2001 through June 30, 2002.

The documents you are required to submit are as follows:

Final Cost Reports

You are requested to submit two original copies of your final cost reports. Enclosed you will find the **final fiscal request for cash form, and final youth program invoice report** to be used by your agency.

For the period of July 1, 2001 to June 30, 2002 – This report should reflect all expenditures, including ACCRUAL'S through June 30, 2002, the end of your closeout period. This represents all costs associated with the operation of the program for the period of performance of your contract.

In the event that your agency over estimates expenditures through June 30, 2002, contractor agrees to repay any excess amount to CSS upon demand. Please make sure that your agency requests all estimated expenditures through June 30, 2002, **no additional requests or adjustments will be made after July 11th, 2002. CLOSEOUT REPORTS RECEIVED AFTER JULY 11, 2002 WILL NOT BE PAID, NO EXCEPTIONS WILL BE MADE.**

Please be aware that if you underestimate your expenditures on the closeout report, we will NOT be able to pay any additional expenditures not reported on your closeout report.

Therefore, it is imperative that you share this information with your subcontractors to ensure all proper billing is completed and accounted for within the specified timeframe.

Property Certification
(Attachment "C")

Please provide us with a list of all equipment purchased to operate your WIA Youth program. This list should include all useable property regardless of its value. Please refer to the discussion of accountable and transferable property in the County's Contract Exhibit "A" Standard Terms and Conditions for the Workforce Investment Act (WIA) Title I Youth Programs.

You are requested to provide this office with these final closeout documents no later than **5:00 p.m. on Thursday, July 11th, 2002.**

The county will close its records based on the submission of an acceptable closeout package from your agency. Please submit your closeout to the following address:

County of Los Angeles
Community Senior Services
Employment & Training Programs
3175 West Sixth Street, Room 311
WIA Youth Program, Box 12
Los Angeles, California 90020-1789
Attn: April Mitchell

If you have any questions regarding this closeout, please contact April Mitchell at (213) 738-4735. Your cooperation in this matter would be greatly appreciated.

JOSIE MARQUEZ, Director
Employment and Training

Attachments