



LOS ANGELES COUNTY WIA YOUTH DIRECTIVE (TRANSITION PLAN CONTRACTORS)

NUMBER: YTH-D-04-09

SUBJECT: EXCEEDING LINE ITEM COST
CATEGORIES

DATE: 9/22/04

EFFECTIVE DATE: IMMEDIATELY

PAGE 1 OF 1

To: ALL WIA YOUTH TRANSITION SERVICE PROVIDERS

The purpose of this Directive is to reiterate the County's policy on exceeding the budgeted amounts in the line item cost categories.

In accordance with the WIA Youth contract Standard Terms and Conditions Section 601 (Request for cash): "Payment will be made utilizing the WIA Youth "request For Cash" form and County Invoice, **not to exceed amounts allocated by each cost category in the Contract exhibit(s)**, and in accordance with the method(s) described in the CSS policies and procedures manual dependent upon meeting all requirements contained in the Contract."

Therefore, exceeding allocated amounts for line item categories will not be allowed.

If your agency's actual expenditures have exceeded the amounts allocated in the line item categories, in order to receive full payment, you must submit a budget modification reflecting actual expenditures in the line item categories, and ensure that the following items are included:

- 1) A written letter requesting changes with justification for each change. **NOTE: Request(s) shifting cost to overhead from direct participant services (e.g., support services, participant wages, training, etc) will not be allowed.**
- 2) Attach appropriate exhibit pages adjusting cost categories or budget line items (Budget Summary, Line Item Budget, Non Personnel Schedules, Personnel Schedules etc.).

Please note that all modifications must be submitted to our office no later than the close of business at 5:00pm on Thursday, September 30, 2004. Postmarks will not be accepted. All modifications submitted after September 30, 2004 will not be accepted.

Agencies who do not submit a modification will have the amounts that exceed individual line item cost categories, deducted from their final payment.

If you have any questions regarding this matter please contact April Mitchell at (213) 738-4735 or Patrick Malekian at (213) 738-2683. Your cooperation in this matter is appreciated.


JOSIE MARQUEZ, Director
Employment and Training