



LOS ANGELES COUNTY
WIA ADULT, WIA DISLOCATED WORKER AND YOUTH
DIRECTIVE

NUMBER: YTH-D-04-02
D-DWA-04-12

SUBJECT: Program Budget Modifications

DATE: May 17, 2004

EFFECTIVE DATE: Immediately PAGE: 1 of 1

FOR YOUR IMMEDIATE ATTENTION

TO: ALL WIA Service Providers

The purpose of this Directive is to notify all WIA service providers of the new policy on budget modifications. In preparation of closing this program year we are requesting that all budget modifications be submitted to our office **no later than June 7, 2004. NO BUDGET MODIFICATION WILL BE ACCEPTED AFTER THIS DATE.**

It is imperative that your agency comply with the Standard Terms and Conditions of your contract. Section 600: (Compensation and Method of payment) states "Payment will be made utilizing the programs, "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."

Please adhere to this directive, exceeding allocated amounts will not be allowed. If your agency wishes to submit a budget modification, ensure that the following is 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.).

If you have any questions regarding this matter please contact Virginia Enriquez at (213) 738-2684 or Maggie Mireles at (213) 738-2198. Your cooperation in this matter is appreciated.



JOSIE MARQUEZ, Director
Employment and Training

JM:YDR:am