



LOS ANGELES COUNTY WIA YOUTH PROGRAM

DIRECTIVE BULLETIN

NUMBER : YTH02-08

**SUBJECT: Fiscal Policy- Invoices
Required Documentation**

DATE: 8/19/02

EFFECTIVE DATE: IMMEDIATELY

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To: ALL YOUTH SERVICE PROVIDERS

The purpose of this bulletin is to inform youth service providers that the County has implemented a fiscal policy requiring youth service providers to submit copies of their general ledgers along with the monthly invoices. The general ledgers should provide information on the type of expenditures that is being billed on the monthly invoices.

In addition, youth service providers are required to submit a copy of their general ledgers for the full year at close-out. This fiscal policy will ensure that expenditures are appropriately charged and tracked when compared to the invoices. Furthermore, it will assist the County in detecting any overpayments or underpayments in the early stages.

As required in Section 803(d) of the WIA Youth Contract, the monthly invoices and general ledgers should be sent no later than the **tenth working day** of each month to the following address:

County of Los Angeles
Department of Community and Senior Services (DCSS)
3175 West Sixth Street Room 308
Los Angeles, Ca 90020-1798

Attn: April Mitchell

If you have any questions, please call April Mitchell at (213) 738-4735.

JOSIE MARQUEZ, Director
Employment and Training

