



**COUNTY OF LOS ANGELES
ARRA TANF-ECF
SUMMER YOUTH EMPLOYMENT PROGRAM**

DIRECTIVE

Number: ARRA/ECF YD 10-01

**Subject: AMERICAN RECOVERY & REINVESTMENT ACT
(ARRA) TANF-ECF DATA DEADLINES AND
REPORTING REQUIREMENTS**

Date: June 30, 2010

Effective Date: ON RELEASE

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TO: ALL ARRA TANF-ECF SUMMER YOUTH PROVIDERS

PURPOSE

The purpose of this directive is to provide reporting deadlines for the Temporary Aid to Needy Families (TANF) Emergency Contingency Funds (ECF) Summer Youth Employment Program.

The American Recovery and Reinvestment Act (ARRA) of 2009 provides significant funding for TANF-ECF programs to support the Department of Health and Human Services Strategic Objective 3.1: Promote the economic independence and social well-being of individuals and families. Participant data for ARRA TANF-ECF funds must be tracked separately from other funds to ensure accountability locally.

REPORTING DEADLINES

Local areas are performing under rigid reporting time frames. Participant data must be entered into the County's SYEP Automation System timely. Enter data for each month by the close of business on the 5th calendar day of the following month. (For example, enter data for June 2010 by July 5, 2010.) Should the 5th calendar day fall on a weekend or holiday, the deadline is the last working day before the 5th.

ARRA SUBSIDIZED EMPLOYMENT REPORT

Data from the SYEP Automation System will be used to complete the State of California Department of Social Services' ARRA Subsidized Employment Report.

OFFICE OF MANAGEMENT & BUDGET SECTION 1512 REPORT


Report the number of ARRA subsidized youth and staff hours quarterly using the template provided (attached). Include documents (i.e. payroll registers, time sheets) that support the data submitted. E-mail your data and supporting documentation to wiajatechsupport@css.lacounty.gov by the following deadlines:

Reporting Quarter
April – June 2010
July – September 2010

Due to CSS
July 2, 2010
October 4, 2010

Please be sure to include the name of your agency + ARRA TANF-ECF Subsidized Hours Worked in the subject line of your e-mail.

If you have any questions about this directive, please contact Alfred Beyruti at (213) 738-4039, or wiajtatechsupport@css.lacounty.gov.


Josephine Marquez, Assistant Director
Workforce and Community Programs Branch

ARRA TANF - ECF SUMMER YOUTH EMPLOYMENT PROGRAM

NUMBER OF HOURS WORKED

Agency Name:

| Hour Type | Number of ARRA Hours | | | | | Total |
|-------------------|----------------------|-----------|-----------|-------------|----------------|-------|
| | May 2010 | June 2010 | July 2010 | August 2010 | September 2010 | |
| Staff Hours | | | | | | |
| Participant Hours | | | | | | |
| Total | | | | | | |