



# LOS ANGELES COUNTY

## ECF Summer Youth Employment Program

### DIRECTIVE

Number: ARRA/ECF YD 10-05

Subject: WAIVER OF MAXIMUM WORK HOURS

Date: August 10, 2010

Effective Date: Immediately

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**\*\*\*FOR YOUR IMMEDIATE ATTENTION\*\*\***

**TO: ECF SUMMER YOUTH EMPLOYMENT PROGRAM CONTRACTORS**

The purpose of this directive is to inform you of the required procedure for approval of waivers for additional work hours. Currently, the maximum work hour per youth is 220 hours. Contractors must request a waiver from the County to exceed the maximum number of hours.

#### PROCEDURE

- Submit an email request to [bbanck@css.lacounty.gov](mailto:bbanck@css.lacounty.gov)
- - Youth's name, address, and DOB
  - Reason/justification for the extension.
- County staff will respond within three (3) business days via email.
- Contractor will file the approval email for documentation in the participant file.

Waivers must be requested on a case-by-case basis. Requests exceeding more than five (5) youth at a time should be discussed with Program staff prior to submission.

If you have any questions regarding this bulletin, please contact Francisco E. Perez by e-mail at [fperez@css.lacounty.gov](mailto:fperez@css.lacounty.gov).

  
Josie Marquez, Assistant Director  
Workforce and Community Services Branch