



LOS ANGELES COUNTY

WIA Summer Youth Program

DIRECTIVE

Number: ARRA/WIA D09-10

Subject: ARRA WIA Summer Youth Employment Program - Weekly SYEP Activities Tracking Report (WSATR)

Date: 5/19/09

Effective Date: Immediately

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TO: WIA YOUTH CONTRACTORS:

Purpose

This directive provides guidance for the implementation of the WIA Summer Youth Employment Program (SYEP) funded by the American Recovery and Reinvestment Act (ARRA) of 2009. A major component of ARRA is transparency and accountability. This will be reflected in monitoring and tracking of activities funded by ARRA.

The purpose of this directive is to inform the WIA/ARRA SYEP providers of the following:

The Weekly SYEP Activities Tracking Report (WSATR) will be **due each Friday by noon**. The report will be in an Excel format and will reflect the activities from Friday through Thursday of the previous week.

The first report will be due Friday, May 22, 2009 by noon. This first report will include all activities through Thursday, May 21, 2009. Include all applications that your agency has received for your WIA/ARRA SYEP. Some of you started recruiting prior to May 1 but it is important that you include all information regarding the results of your recruitment efforts. The SYEP Universal Application was released on May 13, 2009 in Directive WIA/ARRA D09-08. Youth that have used the Universal Application will be counted in Category 1. Youth that applied prior to May 13, 2009 would not have had access to the SYEP Universal Application and will be counted in Category 1a.

The WSATR is attached to this directive and will be e-mailed to your agency. The agency will populate the fields with the **aggregate number** that totals the participant information in each category for that week.

The WSATR lists the following sixteen categories:

1. Number of Universal Applications
 - 1a. Number of Youth applications completed prior to 5/13/09
2. Number of Enrollments
3. Supervisorial District of youth participant (1 thru 5)
4. Number of Youth with a Facebook/MySpace Address

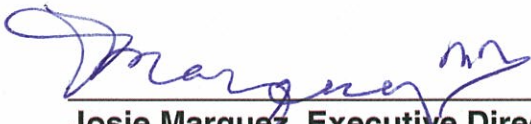
5. Age Range:
 - i. 14 to 17yrs
 - ii. 18 to 24yrs
6. Gender
 - i. Male
 - ii. Female
7. Number of Youth with Limited English
8. Number of Youth with a Felony
9. Number of Youth on Probation
10. Number of Youth still attending School
11. Number of Youth Receiving Food Stamps or Cash Aid
12. Number of Youth who are Homeless
13. Number of Youth who are Runaways
14. Number of Youth who are or were in Foster Care
15. Number of Youth who Started Work Experience
16. Number of Youth who Completed Work Readiness Outcome

With the exception of categories 1a, 2, 15 and 16, the remaining categories can be determined from the Universal Application.

Each agency will e-mail the WSATR to bbanck@css.lacounty.gov by noon each Friday. The e-mail Subject line will read WSART with either the agency name or initials and the date of the Friday on which the report is transmitted.

This Directive and attachments will be available on www.worksourcecalifornia.com.

If you have any questions regarding this directive, please contact Barbara Banck at (213) 351-8924 or by e-mail at bbanck@css.lacounty.gov.



Josie Marquez, Executive Director
Workforce Investment Board

Attachments