



LOS ANGELES COUNTY

WIA Youth Program/American Reinvestment and Recovery Act (ARRA) Summer Youth Employment Program (SYEP) DIRECTIVE

Number: ARRA/WIAD09-14

Subject: WIA ARRA/SYEP Monitoring Plan

Date: June 18, 2009

Effective Date: Immediately

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TO: WIA SYEP YOUTH CONTRACTORS

PURPOSE: The purpose of this Directive is to advise the Workforce Investment Act (WIA)/American Reinvestment and Recovery Act (ARRA) Summer Youth Employment Program (SYEP) contractors of the WIA monitoring program and plan.

SCOPE: The Los Angeles County Auditor-Controller's Office (A-C) will monitor the WIA/ARRA/SYEP contractors utilizing the attached Summer Youth Employment program (SYEP) Monitoring Review Plan.

The A-C will conduct the worksite visits between July 1, 2009, and August 31, 2009. The A-C will conduct fiscal, administrative and program monitoring reviews between August 1, 2009, and September 30, 2009.

The A-C will begin notifying each contractor of their scheduled monitoring reviews after the June 16th ARRA training/conference. Los Angeles County Community and Senior Services (CSS) has instructed the A-C to deny requests for postponement or requests to reschedule any SYEP monitoring review/visit in order to meet the reporting requirements established by Department of Labor (DOL).

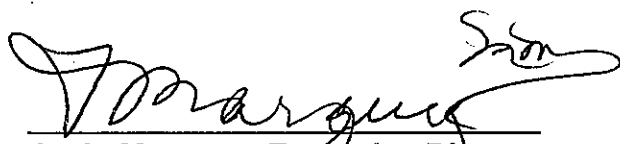
In addition, in order for the A-C to meet the monitoring timeframes established by CSS, the A-C will modify their reporting process for the SYEP monitoring as follows:

- The A-C will hold one formal exit conference per Agency on the last day of fieldwork;
- The A-C will not accept additional documentation from the Agencies after the exit conference;
- The A-C will not issue draft reports to the Agencies or request the agencies' responses/corrective action plans; and
- The final reports will be issued without the Agencies' written responses/corrective action plans.;

The A-C will provide CSS with monthly status reports on the progress of both the worksite visits and the fiscal, administrative and program monitoring reviews. The A-C will provide CSS with individual monitoring reports on the results of each review by October 10, 2009 to meet established reporting requirements of the DOL. The A-C will provide both CSS and the Board of Supervisors (BOS) a comprehensive report on the overall results of the WIA/ARRA SYEP monitoring reviews at the conclusion of all SYEP monitoring reviews.

CSS will work with ARRA/SYEP agencies to resolve the findings reported by the A-C once the comprehensive report is issued to the BOS.

If you need more information about this Directive, please contact Jackie Lynn Sakane at jsakane@css.lacounty.gov or Robert Brieff at rbrieff@css.lacounty.gov.



Josie Marquez, Executive Director
Workforce Investment Board

CSS WIA/ARRA SYEP MONITORING REVIEW/PLAN

I. SYEP Worksites Monitoring (10% of worksites)

A. Monitoring at SYEP Worksites

Monitoring at SYEP worksite locations will include:

- **Supervisor Interviews**

Interview supervisor(s) to verify their knowledge of and adherence to SYEP objectives and requirements.

- **Participant Interviews**

Interview participant(s) to verify their knowledge of SYEP objectives and requirements and to determine that they are actively engaged work experience activities through which they can develop work readiness skills.

- **Worksite Observations**

Determine whether all provisions of the worksite agreement are being followed, including, but not limited to, all health and safety requirements and Child Labor Laws.

II. Contractor Compliance with ARRA/SYEP Requirements (10% of worksite agreements)

A. WIA/ARRA Contractor Offices

- **Signed Worksite Agreements**

For each worksite, verify that a signed agreement is in place between the sponsor agency (which hosts youth in work experience positions at its site[s]) and the Youth contractor that specifies the roles and responsibilities of each.

- **List of Worksites**

Verify that the contractor maintains a comprehensive list of all SYEP worksites at which youth are participating in work experience activities. Such list should indicate for each site: address, contact person(s),

phone, e-mail, number of positions, work experience job titles and other pertinent information.

- **Documentation of Worksite Supervisor Orientations**

Verify that all worksite supervisors attest, in writing, that they have received an orientation to SYEP supervision and program requirements.

- **Information Manual for Supervisors**

Verify whether the contractor developed and distributed an information/procedures manual for worksite supervisors.

- **Contractor SYEP worksite monitoring plans and procedures**

Verify whether the contractor developed and implemented detailed plans and procedures for on-going monitoring of SYEP worksites.

III. Participant Case File Reviews (a minimum of ten case files per Agency or 10% with a maximum of 20 case files depending on initial findings)

A. Participant Case File Reviews - Eligibility and Activities

- **File Contents**

Verify the presence, completeness and accuracy of items on the SYEP File Checklist. Note that the age of WIA Youth eligibility under ARRA has been extended to 24.

- **Mandatory Forms**

Verify that the following forms are maintained in the participants' case files as required:

- Universal Application
- Work Readiness Pre & Post Tests
- Individual Service Strategy
- Consent and Release Agreement
- SYEP Time Sheet
- File Checklist

IV. Fiscal/Administrative Review (10% of expenditures)

- A. Determine whether the SYEP expenditures billed for the test month are allowable, appropriately charged and adequately supported by documentation. Specifically, test 10% of non-payroll expenditures, 10% of payroll expenditures and 10% of participants' wages. The samples should be selected judgmentally. In instances where large purchases are

made, determine whether the contractor complied with regulatory procurement guidelines.

- B. Determine whether the interest earned on the cash advances are used for the ARRA SYEP or returned to CSS.
- C. Determine whether the contractors obtained criminal record clearances, including fingerprinting, for a sample (10%) of their newly hired employees.
- D. Evaluate the Agency's internal controls **only if** the controls have been changed since our last annual monitoring review.