



# LOS ANGELES COUNTY

## ECF Summer Youth Employment Program

### DIRECTIVE

Number:ARRA/ECF YD 10-04 Subject: ECF SUMMER: WEB APPLICATION INPUT

Date: August 5, 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 emphasize the requirement for timely input of case information into the ECF Summer Youth Employment Program Automation System. Specifically, contractors must confirm that the number of youth enrolled are placed and reported in the system as required.

Per your contract Exhibit A: Statement of Work, Section 9.3: Reporting, *CONTRACTOR must ensure that all participant information is entered at the point of participant entry and maintained accordingly within 5 business days. County will utilize this system to automatically create and maintain reports.*

#### **ACTION:**

To ensure compliance with the above contract provision, ECF Staff will be scheduling meetings from **August 9-13** with Contractors that have a greater than 10% difference in the placement versus enrollment numbers. Please see the attached report as of August 1, 2010 for your agency's performance. ECF staff will review the performance data and provide technical assistance in the use of the ECF SYEP Automation system.

In order to facilitate the immediate input of case files into the system, Community and Senior Services will instruct the Auditor Controller to record the date of enrollment as shown on the signed application form. This means that we will disregard the "system" date in so long as the date of enrollment is recorded prior to the actual placement date. This is necessary because contractors have not input into the system within the established timelines and in accordance with the ECF Summer Youth Employment Program contract.

#### **DEADLINE:**

For those participant files that have not been entered into the system as required per the above provision, the last date for entry is **Friday, August 13 at 5pm.** Failure to do so can result in further action by CSS including suspension.

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