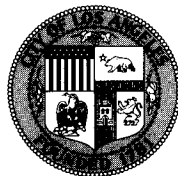


CITY OF LOS ANGELES

CALIFORNIA



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215 W. 6TH STREET
LOS ANGELES, CA 90014

DATE: **SEP 20 2000**

TO: All Welfare-to-Work (WtW) Contractors

FROM: *Ann Giagni*
Ann Giagni, Director
Workforce Development Division

SUBJECT: INFORMATION BULLETIN NUMBER: 00-24
**AUTOMOTIVE REPAIR PAYMENTS BY DEPARTMENT OF
PUBLIC SOCIAL SERVICES (DPSS)**

At the Roundtable meeting of August 29, 2000, a question was raised regarding automotive repairs as an allowable supportive service. Burhman Smith, GAIN Human Service Administrator, investigated this matter and has furnished the following guidelines:

- The automobile must be used for a work-related activity.
- Proof of participant ownership must be provided.
- Participant must provide proof of insurance.

Car repair requests will be handled on a case-by-case basis. The participant should contact his/her GAIN case manager to provide the necessary documentation as listed above.

If the participant is unsuccessful, the Contractor should intervene by speaking to a GAIN Supervisor. The Regional Deputy Administrator is ultimately responsible for approval.

Any additional questions may be directed to Burhman Smith at (626) 927-5338 or by e-mail: bsmith@dpss.co.la.ca.us.

