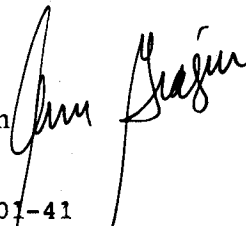




RICHARD J. RIORDAN
MAYOR

FEB 27 2001

To: ALL CALWORKS YOUTH JOBS SERVICE PROVIDERS

From: Ann Giagni, Director
Workforce Development Division 

SUBJECT: CalWORKS DIRECTIVE NO. 01-41
MODIFICATION OF CONTRACT LANGUAGE
MAXIMUM ALLOWABLE HOURS - PAID WORK EXPERIENCE

The purpose of this directive is to advise all CalWORKS Youth Jobs Service Providers that the Youth Opportunities System (YOS) has received clarification from the County of Los Angeles, Community and Senior Services Department regarding contractual language which defines the maximum allowable number of hours for paid work experience for CalWORKS participants (See Attachment).

CalWORKS participants cannot exceed 200 hours of paid work experience activity without prior written approval. Henceforth, any proposed (paid) work experience in excess of the 200-hour limit, must be submitted in writing to YOS prior to the participant beginning the work experience activity. A detailed justification of need for the proposed supplemental training hours must be submitted with the request. The request (and corresponding justification) should be addressed to the attention of Wesley Watkins, Lead Program Advisor for the CalWORKS program.

The terms specified herein shall be incorporated into your contract by this reference, in accordance with Attachment I, § 1201 of your CalWORKS agreement. The County of Los Angeles may deem any unapproved participant wages resulting from an excess of the 200-hour maximum, non-reimbursable. Any such costs would then be the sole responsibility of the service provider.

If you have further questions regarding this matter please contact Wesley Watkins of my staff at (213) 485-4675 for assistance.

MA:TC:PS:WW:BC:ww

Cc T. Coronel
B. Calderon
Central File

Calwks max-hrs.ltr

To: Wesley Watkins

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MEMORANDUM

TO: ALL SERVICE PROVIDERS

FROM: VIRGINIA ENRIQUEZ, PROGRAM MANAGER *Virginia Enriquez*

SUBJECT: REVISED CALWORKS YOUTH JOBS CONTRACT

DATE: 07/13/00

This memorandum is to advise you that the CalWORKS Youth Jobs Contract, previously sent to you for review, has been revised to clarify current DPSS requirements. The following minor additions were required for inclusion in the Contract and are hereby incorporated by reference into the CalWORKS Youth Jobs Contract: (1) Revised Budget Pages (2) Mandatory Program Requirement – General Guidelines clarification (3) Contractor Employee Acknowledgement and Confidentiality Agreement Provision and (4) Contractor Employee Acknowledgement and Confidentiality Agreement Form.

1) **REVISED BUDGET PAGES.**

- a. **Form E-5: Participant Cost Category.**
- b. **Form F-1: CalWORKS Youth Jobs Programs Invoice.** Addition of Form F-1(B) to the existing monthly invoice form (Form F-1(A)) requirement. *Form F-1(B) will be due along with Form F-1(A) on the 8th of each month.*
- c. **Form F-2: Monthly Participant Summary Reporting Form.** Addition of Line "7" for "Other Completion" and Separate Category for "Transition to WIA".

- 2) The following language of clarification is to be incorporated into the **MANDATED PROGRAM REQUIREMENTS**, Attachment "C" of the Agreement, as the second paragraph under subheading **General Guidelines** (additional language in *italics*):

"All participants will receive a maximum of 200 hours of paid service combining some or all of the following services, as appropriate: summer employment opportunities, basic skills remediation, career planning and employment readiness skills. *Contractor is allowed a twenty percent (20%) margin*

