



RICHARD J. RIORDAN  
MAYOR

Date: **MAR 2 2001**

To: All City of Los Angeles Welfare to Work (WtW) Second Round Contractors

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

Subject: **WtW DIRECTIVE NO. 01-45  
PY 00-01 SECOND ROUND CONTRACT DATA RECONCILIATION  
DUE MARCH 13, 2001**

The purpose of this directive is to provide your office with enrollment, employment progression, and monthly activity rosters to assist you in reconciling participant data for the period of **January 1, 2000 to December 31, 2000**. Contractor performance will be used to conduct the annual Performance Evaluation and may affect your funding. It is therefore imperative that all contractors immediately complete the data reconciliation process utilizing the attached rosters.

Please carefully review the attached rosters and ensure that they include all participants enrolled and served from January 1, 2000 to December 31, 2000. The rosters include all PY 00-01 data submitted to the City as of January 31, 2001.

#### **Contractor Reconciliation Package Submission Requirements**

The following instructions have been developed to facilitate the response to this reconciliation:

- MIS must receive the reconciliation response no later than March 13, 2001. As a reminder, MIS is reconciling data for the period of January 1, 2000 to December 31, 2000.
- The response must include a cover letter, which states that data is accurate or further data reconciliation is necessary.
- Review the attached rosters and compare them with your agency's database. Do the rosters include all participants enrolled, served and placed? If not, make corrections directly on the enclosed rosters and submit as part of the reconciliation response.



- The response must include all WtW forms, i.e., Application/Registration, Enrollment, Monthly Activity Record, Employment Record, Termination of Active Enrollment, or Follow-Up Information forms needed to support the updated information reflected in the corrected rosters. Please use care to ensure that the forms are complete and accurate.
- All WtW forms submitted must be accompanied by a WtW Standard Transmittal (WST-1) document. **"PY 00-01 2nd Round Data Reconciliation"** must be written across the top of the WST-1 document.
- All responses must be directed to Robert Cook.

Please note that if you fail to respond within the required time frame, or if your response does not include a cover letter, we will automatically assume that our records are accurate. Failure to respond to this reconciliation within that time frame will affect your Administrative Capability score on the Performance Evaluation and may affect future funding. Due to the volume of responses, the City cannot guarantee the data entry of inaccurate or incomplete documents or documents submitted after the March 13, 2001 deadline.

**In order for your agency to maximize performance credit, we ask that a high priority be assigned to this reconciliation effort.**

If you have any questions regarding this directive, please contact **Robert Cook** at (213) 473-4367.

AG:MC:VV:MB:SL

CC: WtW Analysts

Attachments