



RICHARD J. RIORDAN  
MAYOR

Date: JUL 02 2001

To: All Welfare-to-Work Contractors

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

Subject: Welfare-to-Work Directive No. 01-59  
**WELFARE-TO-WORK PARTICIPANT TRANSFERS FROM GRANT  
CODE 800 TO 801**

The purpose of this directive is to provide Welfare-to-Work (WtW) contractors with the procedure for transferring WtW participants from Grant Code 800 to 801.

As most of the monies allocated to Grant Code 800 have been expended, it is now necessary for WtW agencies to report future expenditures under Grant Code 801. Therefore, effective July 1, 2001, all WtW contractors shall be required to report WtW expenditures under Grant Code 801. Any WtW forms submitted after that date with Grant Code 800 shall be resubmitted to MIS with the correct Grant Code indicated.

The following procedures shall be used to transfer continuing participants from Grant Code 800 to 801:

1. Complete a Termination form using termination code 15 (Transfer from Grant 800 to Grant 801).
2. Complete a new Enrollment form using enrollment code 3 (Concurrent/Transfer Enrollment). Leave the case number field blank, as a new case number will be generated. The new case number will appear on future rosters distributed to your agency.

Any questions regarding this directive may be directed to Robert Cook at (213) 473-4367 or Susan Paiseo at (213) 485-5723.

AG:MC:VV:SL:RC

CC: WtW Operations

