



JAMES K. HAHN  
MAYOR

Date: **DEC 13 2001**

To: All First and Second Round Welfare-to-Work Contractors

From: Ann Giagni, Director  
Workforce Development Division

Subject: WTW DIRECTIVE NO. 02-24  
WELFARE-TO-WORK MIS CLOSEOUT INSTRUCTIONS

The purpose of this directive is to provide termination and closeout instructions for WtW contracts ending December 31, 2001. To facilitate this process, we are providing your office with the following:

- Participant Roster
- Employment Progression Report
- Monthly Activity Report
- Final WtW Transition Roster

In order to accurately closeout your contract, we are asking each agency to: 1) Identify all participants who will terminate from your program on or before December 31, 2001 and 2) Review the various rosters/reports to ensure that the City's database is up to date and accurate.

**All MIS closeout responses are due January 15, 2001.**

#### TERMINATIONS

1. Review the Final WtW Transition Roster. Please ensure that the following participants are on the list:
  - All active CityJobs participants
  - All participants on the CityJobs waiting list
  - All participants who are still in training
  - All participants who wish to continue receiving services
2. Terminate all participants who **do not** appear on your Final WtW Transition Roster.
  - Use term codes 01 through 14 on the Termination form.



- If term code 04 "In Other Training" is reported, use the Remarks section of the Termination form to specify type of training.
  - If term code 14 "Other" is reported, use the Remarks section of the Termination form to specify.
3. Final Termination forms and all other outstanding MIS forms must be submitted by January 15, 2001.

#### DATA RECONCILIATION

1. Review the Participant Roster, Employment Progression Report and Monthly Activity Report and compare them with your agency's database.
2. Any corrections will need to be recorded directly on the attached rosters. Use a red pen to make any changes.
3. Submit all necessary WtW forms (Application/Registration, Enrollment, Monthly Activity Record, Employment Record and Follow-up Information) needed to support the updated information reflected in the corrected rosters. Please use care to ensure that the forms are complete and accurate.
4. Corrected rosters with the supporting WtW forms must be submitted to the MIS Section by January 15, 2001.

This is the contractor's last opportunity to confirm that the City database accurately reflects the contractor's performance. Each contractor must ensure that a high priority is given to this directive.

If you have any questions regarding this directive or need technical assistance, please contact your MIS analyst, Susan Paiso, at (213) 473-4367.

AG:MC:VV:SL

CC: WtW Analysts

Attachments