

CITY OF LOS ANGELES
CALIFORNIA

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GENERAL MANAGER

**COMMUNITY DEVELOPMENT
DEPARTMENT**

215 W. 6TH STREET
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JAMES K. HAHN
MAYOR

Date: AUG 13 2003

To: All City of Los Angeles WIA Service Providers

From: Robert Sainz, Assistant General Manager
Community Development Department

Subject: WIA DIRECTIVE NO. 04-07
PY 02-03 SUPPLEMENTAL DATA VERIFICATION –
DUE SEPTEMBER 1, 2003

The purpose of this directive is to provide contractors with supplemental data verification and reporting instructions. To facilitate this process, we are attaching a roster of WIA exiters who do not appear on the Base Wage File report. The employment statuses of these exiters need to be determined and documented so that they can be included in the calculation of WIA performance outcomes.

PY 02-03 performance outcomes for Entered Employment Rate, Employment Retention Rate and Employment and Credential Rate focus on Adult, Dislocated Worker, Older Youth, and Younger Youth clients who exited the WIA program from October 1, 2001 to September 30, 2002. In order to maximize positive performance outcomes for these measures, these exiters must have been employed during the first and third quarters after exit. The State bases its calculation of these measures on information reported by employers in the Unemployment Insurance Base Wage File (BWF).

Because some employment is not reported in the BWF, it is critical to collect, document and report supplemental data to receive appropriate performance credits. This information will be used to replace unreported employment in the BWF. Please note that the BWF report from the State was completed prior to the City's year-end reconciliation. For this reason, data submitted during that time may not be included in the attached roster.

INSTRUCTIONS

1. Review the last two columns of the report – “Supp1” and “Supp2”. Data in these columns reflect what the contractor has reported in fields 07 and 08 of the WIA Follow-Up Information form (fields 08 and 09 on the ISIS Follow-Up screen):

Supplemental Data Verified Employment Status First Quarter After Exit	Supplemental Data Verified Employment Status Third Quarter After Exit
1 Employed	1 Employed
2 Not Employed	2 Not Employed
3 Not Applicable	3 Not Applicable

2. If “Supp1” and/or “Supp2” columns are blank, this indicates that the follow-up forms for First and/or Third Quarter after exit have not been submitted. This information is due and must be reported in ISIS by September 1, 2003.

3. If “Supp1” and/or “Supp2” columns contain inaccurate information, please make corrections on the roster and submit to MIS by September 1, 2003.

Because supplemental data is subject to audit and review, reporting “Employed” on the follow-up form requires written documentation and must be kept in the client’s file. Please do not submit supporting documentation to the City. One of the following must be on file to support supplemental data:

- A copy of the client’s payroll stub/paycheck
- A copy of the client’s W-2 forms
- Employment Verification Letter (EVL) on company letterhead
- EVL with business card attached

In the event that the participant is employed but documentation cannot be secured, the “Not Applicable” status must be reported. Please note that telephone verifications are not acceptable.

It will be the agency’s sole responsibility to ensure acceptable documentation is maintained in the clients’ files. Therefore, any deficiencies identified in a subsequent review, such as an audit, will remain your sole responsibility.

For any questions regarding this directive, please contact Stella Larracas at (213) 485-7390 or slarraca@cdd.lacity.org.

RS:MC:VV:SL