



ANTONIO VILLARAIGOSA
MAYOR

DATE: 9/9/05

TO: LA's Workforce Development System

FROM: Manny Chavez, Director
Workforce Development Division

SUBJECT: PY 05/06 WIA DIRECTIVE NO. 06-04
COMPLIANCE WITH AUDIT FINDINGS

EFFECTIVE DATE

This Directive is effective upon date of issue.

PURPOSE

The purpose of this Directive is to ensure compliance with Controller Audit findings.

BACKGROUND

The PY 04/05 Controllers Audit included a finding that data entered into the Integrated Services Information System (ISIS) was not supported by appropriate documentation in participant files. WDD was charged with ensuring that all data entered into ISIS be supported by appropriate file documentation.

REQUIRED ACTION

All WIA Workforce System Contractors shall immediately review 100% of their participant files for PY 04/05 and PY 05/ 06 and identify any missing or inaccurate documentation to their assigned Operations Analyst during their next Site Visit. Additionally, Operations Analysts will be reviewing files for compliance and will require that all missing or inaccurate data be corrected within ten (10) working days of the Site Visit. Compliance will be monitored during the following Site Visit.

Failure to comply with this Directive may result in questioned and/or disallowed costs to your agency.

DEADLINE FOR RESPONSE

No written response is necessary, however all WIA Contractors will be subject to monitoring of file samples during monitoring site visits to ensure compliance.

WDD CONTACT

If you have any questions or require further information, please contact your assigned Operations Analyst.

MC:mg