

# CITY OF LOS ANGELES

CALIFORNIA

JAN PERRY  
GENERAL MANAGER

ECONOMIC AND WORKFORCE  
DEVELOPMENT DEPARTMENT



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**DATE:** August 9, 2018

**TO:** LA's Workforce Development System

**FROM:** Gerardo Ruvalcaba, Director  
Workforce Development Division

**SUBJECT: WDS DIRECTIVE NO. 19-04  
REQUEST FOR WORKSOURCE CENTER (WSC) PARTICIPANT  
CARRYOVER LIST**

## EFFECTIVE DATE

This directive is effective upon date of issue.

## PURPOSE

The purpose to this directive is to obtain a list of participants that each WSC would like to count as carryovers towards the center's enrollment goals for Program Year (PY) 2018-19, detailing the activities for each participant to justify the reason(s) for carrying them over.

## BACKGROUND

Each WSC contract for PY 2018-19 stipulates a total of 727 WIOA enrollments, of which a **maximum** of 182 (114 Adult and 68 DW) or 25 percent may be carryovers. The Economic and Workforce Development Department (EWDD) wants to document carryovers allowed per contract and verify actual services being provided to participants.

## ACTION REQUIRED

Each WSC is to review their current roster of participants and submit to the EWDD a list of those participants from PY 2017-18 still actively receiving services that the agency would like to count as carryovers towards the center's enrollment goals for PY 2018-19. The attached lists require the CalJOBS<sup>SM</sup> application number, participant name, enrollment date, activity description, activity actual begin date, and projected end date for any open activity.

## DEADLINE FOR RESPONSE

Each WSC is to complete and return the attached participant carryover lists by COB **Wednesday, August 22, 2018**. Final approval of total carryover numbers rests with the

EWDD and will be based upon verification of service provision. All projected and actual activity end dates must reasonably reflect the actual duration of the activity.

**WDS CONTACT**

If you have any questions or require further information, please contact your assigned EWDD Program Monitor.

GR:DB:SM:cg

Attachment: PY 2018-19 Adult Participant Carryover List

PY 2018-19 Dislocated Worker Participant Carryover List