

LOS ANGELES COUNTY
WIA YOUTH ADULT AND DISLOCATED WORKER PROGRAMS
BULLETIN

NUMBER: B-DWA-04-011

YTH 04-13

SUBJECT: VERIFICATION OF SERVICES RENDERED

DATE: December 15, 2004

EFFECTIVE DATE: Date of Issue

PAGE 1 of 1

TO: All WIA Youth, Adult, Dislocated Worker & Special Needs Service Providers

This Bulletin serves as written notice that, as part of the monitoring process, staff from the Los Angeles County Auditor Controllers Office will be contacting your agency to verify receipt of services rendered. This process will consist of reviewing customer files to determine what services were provided to individual customers and contact with the customer by phone to verify the information contained in the file. If training was provided, the Auditor Controllers Office will also be contacting your training provider to verify the training data.

The County reserves the right to review information provided by you, as stated in your contract under **"EXHIBIT A, STANDARD TERMS AND CONDITIONS, §800. AUDITS, REPORTS, RECORDS, AND DOCUMENTATION"**

802 Records. (a) *The Contractor shall make any and all Program related records, reports, participant files, and other documentation and physical evidence, in addition to documents required by this Contract, as may reasonably be requested by the County, available for inspection and audit by any federal, State, or County agency, upon request for three years from the termination date of this Contract.*

If you have any questions or need further clarification, please contact Jackie Lynn Sakane at (213) 739-7321 by phone or jsakane@co.la.ca.us by email. Your cooperation in this endeavor is greatly appreciated.


JOSIE MARQUEZ, Director
Workforce Development Branch

JM:JLS:SM:kn