



LOS ANGELES COUNTY WELFARE TO WORK BULLETIN

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| NUMBER: W98-02 | SUBJECT: 1998/99 WELFARE-TO-WORK CONTRACTS SUPPLEMENTAL COMPLIANCE DOCUMENTS |
| DATE: 12/30/98 | SUBMISSION DEADLINE: 1/21/99 PAGE 1 of 2 |

TO: ALL WELFARE-TO-WORK SERVICE PROVIDERS
(IMMEDIATE ACTION REQUIRED)

Community and Senior Services (CSS) requires that you include all supplemental WtW Compliance documents referenced on the enclosed chart with your 1998/99 WtW contract.

These documents are in addition to the Standard Terms and Conditions, Budget, and Statement of Work initially required for 1998/99 WtW contract execution.

To assist you in timely completion and submission of these documents, a "1998/99 WtW Supplemental Compliance Documents" chart is included which should be submitted, along with your documents. This chart lists which documents are to be provided from your agency's records, and those for which your agency submits only a written assurance statement on letterhead to CSS, and maintains the actual document on file.

Beginning with FY 1998/99, current insurance document contract requirements have been changed. All agencies entering into any contractual agreements with the County of Los Angeles are now required to submit current Certificate(s) of Insurance for liability coverages naming the County as "Additional Insured", and for crime (employee dishonesty) coverage as the "Loss Payee".

Also, a copy of the Additional Insured and Loss Payable Endorsement policy pages must be submitted. **Both the insurance certificates and the policy endorsements need to show your agency name, the County/CSS, Welfare to Work Contracts Unit name/address as the "Additional Insured" and/or "Loss Payee", and be signed and dated by the insurance agent.** Please refer to the sample documents included for the agency-specific information required. If necessary, contact your insurance agent to update your current policies to reflect these changes and include copies when you submit your supplemental documents.

All of the aforementioned documents must be received in our office on/or before January 21, 1999. Note: any instructions/informational materials included with this

transmittal do not need to be included with your submission. Hand-carry or mail one (1) copy of all required documents to be received on or before January 21, 1999 at:

Community and Senior Services Department
3175 West Sixth Street
Los Angeles, CA 90020-1708
Attn: JTPA Special Projects Unit, Room #100

If you have any questions, please contact your assigned Technical Assistant or Maggie Mireles at (213) 738-2198.

Kenneth Kessler by JLS

Kenneth Kessler, Director
Employment and Training

Enclosure