



LOS ANGELES COUNTY

YOUTH JOBS PROGRAM

INFORMATIONAL BULLETIN

NUMBER: LACYJ B16-01

SUBJECT: TECHNICAL ASSISTANCE
PROCESS PY 2016-17

DATE: October 14, 2016

EFFECTIVE DATE: Immediately

TO: LACYJ AND GYEP PROGRAM PROVIDERS

PURPOSE:

This bulletin provides the Technical Assistance (TA) process for Los Angeles County Youth Jobs (LACYJ) and General Relief Youth Employment Program (GYEP) for PY 2016-2017.

SCOPE:

The TA process that has been in place since PY 2014-15 will continue for this new program year with updates to reflect any changes.

LOS ANGELES COUNTY YOUTH JOBS PROGRAM

The PY 2016-17 LACYJ TA process will include an interview with the program manager, a facility walkthrough, and an in-depth customer file review. The interview with the program manager will include a review of program services, performance, expenditures, and general agency operations. We will review signage, Americans with Disabilities Act (ADA) compliance, and general facility proficiency during the walkthrough.

Customer file review will include LACYJ and GYEP eligibility, program related documentations, supportive services, and other program services provided.

Technical Assistance Process

The enhanced TA process for LACYJ and GYEP program will enable LA County to identify programmatic issues and areas of concern in contract noncompliance, inadequate facilities, and disallowed costs. This is necessary and essential to assist all agencies in maximizing services in the most effective manner.

Below is a step by step overview of the TA process:

- First Visit:
 - Agencies will receive the requested list of files close of business the day before the scheduled visit.
 - Upon arrival, LACYJ TA Team will meet with agency staff to address any questions or concerns.
 - LACYJ TA Team will review program files using the appropriate program *Technical Assistance checklist* (Attachment B).

- At the end of the review, LACYJ TA Team will meet with the agency staff to review the issues identified.
- A TA letter will be sent to the Executive Director within 7 business days highlighting the issues identified during our visit.
- TA letter may include a request for a Performance Enhancement Plan (PEP) within 10 business days (if needed).
- **Second Visit**
 - Follow up visit with Agency staff (based on PEP response, if applicable).
- **Referral to Contracts Compliance and Contracts Management**
 - Referral of the matter to Contracts Compliance and Contracts Management Divisions if issues still persist at the Agency (if applicable).

The TA schedule for LACYJ program is attached to this bulletin (Attachment A). CSS may schedule additional visits based on need. Agencies may also request additional assistance by sending a request to csslacyjprograms@css.lacounty.gov.

EFFECTIVE DATE:

This directive is effective upon release.

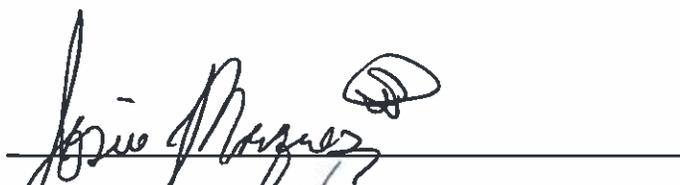
ACTIONS:

LACYJ program staff shall ensure that the information provided herein is communicated throughout the operations, management and governance structure of the Agency and ensure this directive is appropriately maintained until further notice.

INQUIRIES:

If you have any questions or concerns, please email us at csslacyjprograms@css.lacounty.gov

Thank you,



**Josie Marquez, Assistant Director
Workforce and Community Services Branch**

Attachments:

- A. LACYJ TA Schedule PY 2016-17
- B. LACYJ Technical Assistance Checklist