

# CITY OF LOS ANGELES

CALIFORNIA

**ECONOMIC AND WORKFORCE  
DEVELOPMENT DEPARTMENT**

1200 W. 7TH STREET  
LOS ANGELES, CA 90017

CAROLYN M. HULL  
GENERAL MANAGER



ERIC GARCETTI  
MAYOR

**DATE:** March 15, 2021

**TO:** LA:RISE Contractors

**FROM:** Carolyn M. Hull, General Manager  
Economic and Workforce Development Department

**SUBJECT: WDS INFORMATION BULLETIN No. 21-12  
LOS ANGELES REGIONAL INITIATIVE FOR SOCIAL ENTERPRISE  
(LA:RISE) PY 2020-21 MONITORING SCHEDULE**

## EFFECTIVE DATE

This information bulletin is effective upon date of issuance.

## PURPOSE

The purpose of this bulletin is to release the PY 2020-21 Los Angeles Regional Initiative for Social Enterprise (LA:RISE) Monitoring schedule.

## BACKGROUND

The LA:RISE is monitored to ensure compliance with all regulations governing administrative, financial, and programmatic operations including applicable City policies, directives, and procedures and to ensure that the contractor is achieving performance objectives on schedule and within budget. EWDD will be conducting a minimum of one virtual monitoring and file review for LA:RISE funded projects. Additional monitoring reviews may be conducted as needed.

## MONITORING TOPICS

The monitoring topics include, but are not limited to, the following:

Social Enterprise / Transitional Employment Partner	Workforce Partner	Job Retention Partner
<ul style="list-style-type: none"><li>• Prior Site Visit Follow-Up</li><li>• CalJOBS data reconciliation</li><li>• Performance / Expenditures</li><li>• Eligibility Documentation</li><li>• Transitional Employment Verification</li><li>• Services and Activities Verification</li><li>• Supportive Services Verification</li><li>• Case Notes</li></ul>	<ul style="list-style-type: none"><li>• Prior Site Visit Follow-Up</li><li>• CalJOBS data reconciliation</li><li>• Performance / Expenditures</li><li>• Eligibility Documentation</li><li>• Services and Activities Verification</li><li>• Supportive Services Verification</li><li>• WIOA Co-Enrollment/ Title I Verification</li><li>• Job Placement Verification</li><li>• Case Notes</li></ul>	<ul style="list-style-type: none"><li>• Prior Site Visit Follow-Up</li><li>• CalJOBS data reconciliation</li><li>• Performance / Expenditures</li><li>• Eligibility Documentation</li><li>• Services and Activities Verification</li><li>• Supportive Services Verification</li><li>• Retention Support Verification</li><li>• Case Notes</li></ul>

## PARTICIPANT FILE MONITORING CHECKLIST AND REQUIRED DOCUMENTS

The LA:RISE Participant File Forms (Monitoring Checklist) are to be included in each participant file and used to organize the required standardized program and support documents within the file accordingly. All LA:RISE standardized program and support documents must be available for review.

Social Enterprise / Transitional Employment Partner	Workforce Partner	Job Retention Partner
File Monitoring Checklist Forms	File Monitoring Checklist Forms	File Monitoring Checklist Forms
Participant Eligibility Form	Participant Eligibility Form	
Monthly Case Notes	Monthly Case Notes	Monthly Case Notes
Retention Referral Form	Retention Referral Form	Retention Referral Form
Worksite Acknowledgement Form		Employment Verification
Right to Work Documents	WIOA Title 1 App Verification	Retention Incentives Tracking Log
Transitional Employment Verification (Payroll)	Training Services Verification	
Job Readiness Assessment Forms	Job Placement Verification	
Supportive Services Verification	Supportive Services Verification	Supportive Services Verification

## MONITORING SCHEDULE AND NUMBER OF FILES TO BE REVIEWED

The attached monitoring schedule identifies the total number of files to be reviewed per contracted agency. LA:RISE 5.0 carryover participants files are also subject to review for agencies approved for the use of PY20/21 funds to continue serving LA:RISE PY2019-20 participants. A monitoring exit conference will be scheduled to review preliminary file review findings and overall performance. All dates are tentative and subject to change. EWDD will e-mail the file review list 7-10 days prior to the submission deadline.

## FILE SUBMISSION INSTRUCTIONS

1. E-mail requested files by the submission deadline indicated in the monitoring schedule.
2. Use the Subject Line: "LA:RISE PY 2020-21 File Review (Agency Name)".
3. Group the required file review documents by participant.
4. For documents with Confidential Information (ex. right to work, social security number, address): redact the information before you scan and e-mail to EWDD or, alternatively, password protect or encrypt the document prior to e-mailing the confidential documents.
5. E-mail all documents to your LA:RISE Program Monitor: [Rigo.Ramirez@lacity.org](mailto:Rigo.Ramirez@lacity.org) and courtesy copy [Elizabeth.Macias@lacity.org](mailto:Elizabeth.Macias@lacity.org)

## WDS CONTACT

Questions or concerns regarding this bulletin should be addressed to the LA:RISE Program Administrator, Elizabeth Macias at [Elizabeth.Macias@lacity.org](mailto:Elizabeth.Macias@lacity.org) or (213) 238-1717, TTY: 711.

CMH:GR:DB:EM:RR:cg

Attachments:

1. PY 2020-21 Monitoring Schedule
2. LA:RISE Participant File Forms (Monitoring Checklist)