

# CITY OF LOS ANGELES

CALIFORNIA

CAROLYN M. HULL  
GENERAL MANAGER

ECONOMIC AND WORKFORCE  
DEVELOPMENT DEPARTMENT

1200 W. 7TH STREET  
LOS ANGELES, CA 90017



KAREN BASS  
MAYOR

**DATE:** December 28, 2023

**TO:** LA:RISE Contractors

**FROM:** Gerardo Ruvalcaba, Assistant General Manager  
Economic and Workforce Development Department

**SUBJECT: WDS DIRECTIVE No. 24-05  
PY 23-24 MONITORING SCHEDULE FOR LOS ANGELES REGIONAL  
INITIATIVE FOR SOCIAL ENTERPRISE (LA:RISE) CITY GENERAL  
FUND AND COUNTY MEASURE H AND YOUTH ACADEMY**

## EFFECTIVE DATE

This directive is effective upon date of issuance.

## PURPOSE

The purpose of this directive is to inform the Los Angeles Regional Initiative for Social Enterprise (LA:RISE) contractors of the PY 23-24 monitoring schedule and required file review documents.

## 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 conduct a minimum of one monitoring 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 (City General Fund and Measure H Only)
<ul style="list-style-type: none"><li>• Prior site visit follow-up</li><li>• CalJOBS<sup>SM</sup> 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>• Job placement service referrals</li><li>• Case notes</li></ul>	<ul style="list-style-type: none"><li>• Prior site visit follow-up</li><li>• CalJOBS<sup>SM</sup> 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, as applicable</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<sup>SM</sup> data reconciliation</li><li>• Performance/Expenditures</li><li>• Employment verification</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.

### PY 23-24 LA:RISE 9.0 City General Fund/County Measure H required program documents:

Document	To be completed by LA:RISE Partner
Participant Section File Form (to organize files)	As applicable, SE, WSC, Retention Provider
Participant Eligibility Form	SE/ transitional employment provider
Right to Work Documents (Refer to I-9 List of Acceptable Documents)	SE/ transitional employment provider
Co-Case Management Service Delivery Coordination Form (via Google doc sample or similar)	SE and WSC partners
Worksite Review Checklist (compliance)- 1 per worksite	SE/ transitional employment provider
Worksite Work Experience Agreement (as applicable)	SE/ transitional employment provider
Worksite Acknowledgement Form (onboarding)	SE/ transitional employment provider
EWDD Sample Form (Agency to provide internal procedures) - Complaint Resolution Procedures	SE/ transitional employment provider
EWDD Sample Form (Agency to provide internal procedures) - Equal Opportunity is the Law Discrimination Policy	SE/ transitional employment provider
EWDD Sample Form (Agency to provide internal procedures) - Sexual Harassment in the Workplace Policy	SE/ transitional employment provider
Timesheet – Sample (may use alternative) and Pay Stubs or Payroll Records (Verification of total hours worked under LA:RISE)	SE/ transitional employment provider
Job Readiness Assessment Form (REDF Form for SE & simple form for WSC/YSC use)	SE/ transitional employment provider
Support Service Verification Form	As applicable, SE, WSC, Retention Provider
Individual Training Agreement (ITA) sample	As applicable, SE, WSC, Retention Provider
Education Stipend Verification	As applicable, SE, WSC
Employment Verification Form – Sample	Workforce Partner
Participant Placement and Outcomes Form	WSC partner with SE input
Retention Services Outcomes Form (post placement)	SE/ Retention provider with WSC input
Employment Retention Financial Incentives Tracking Log and Verification	Retention Provider
Participant Success Story Consent Form	All Providers
Programmatic Case Notes	All Providers

**PY 22-23 LA:RISE 8.0 Carryovers City General Fund/ County Measure H**

LA:RISE PY 22-23 carryover participants are subject to performance monitoring and file review during PY23-24. The CalJOBS<sup>SM</sup> “Regional LA:RISE” Agency Defined Application performance data must be updated and all outcomes tied to transitional employment, job placements, and retention must include monthly case notes. All LA:RISE standardized program and support documents must be available for review, as noted above for LA:RISE 9.0 PY 23-24, including the Participant Placement and Outcomes Form, the Retention Services Outcomes Form, and inclusion in the Co-Case Management Service Delivery Coordination Form. The original LA:RISE Participant Section File Form may continue to be used.

**LA:RISE Youth Academy CA4A required program documents:**

<b>Document</b>	<b>To be completed by LA:RISE Partner</b>
Participant Section File Form (to organize files)	As applicable, SE, WSC, YSC
Participant Eligibility Form/Application	SE, WSC, YSC
For Right to Work Documents (Refer to I-9 List of Acceptable Documents)	SE, WSC, YSC
Co-Case Management Service Delivery Coordination Form (via Google doc sample or similar)	SE and WSC partners
Worksite Review Checklist (compliance)- 1 per worksite	SE/ transitional employment provider
Worksite Work Experience Agreement (as applicable)	SE/ transitional employment provider
Worksite Acknowledgement Form (onboarding)	SE/ transitional employment provider
EWDD Sample Form (Agency to provide internal procedures) - Complaint Resolution Procedures	SE/ transitional employment provider
EWDD Sample Form (Agency to provide internal procedures) - Equal Opportunity is the Law Discrimination Policy	SE/ transitional employment provider
EWDD Sample Form (Agency to provide internal procedures) - Sexual Harassment in the Workplace Policy	SE/ transitional employment provider
Timesheet – Sample (may use alternative) and Pay Stubs or Payroll Records (Verification of total hours worked under LA:RISE)	SE/ transitional employment provider
Job Readiness Assessment Form (REDF Form for SE & simple form for WSC/YSC use)	SE/ transitional employment provider
Support Service Verification Form	As applicable, SE, WSC, YSC
Individual Training Agreement (ITA) sample	As applicable, SE, WSC, YSC
Education Stipend Verification	As applicable, SE, WSC, YSC
Employment Verification Form – Sample	Workforce Partner
Participant Placement and Outcomes Form	WSC partner with SE input, YSC
Participant Success Story Consent Form	All Providers
Programmatic Case Notes	All Providers

**MONITORING SCHEDULE AND NUMBER OF FILES TO BE REVIEWED**

The attached monitoring schedule identifies the applicable LA:RISE program, the total number of files to be reviewed per contracted agency and the projected date when the file review will take place. All monitoring schedule dates are tentative and subject to change. EWDD will conduct a random file selection and will e-mail the file review list at a minimum 3 business days prior to the site visit.

**WDS CONTACT**

Questions or concerns regarding this bulletin should be directed to the assigned LA:RISE program monitor:

LA:RISE Youth Academy	LA:RISE City General Fund & Measure H
Danielle Martinez	Ryan Kelley
<a href="mailto:Danielle.Martinez@lacity.org">Danielle.Martinez@lacity.org</a>	<a href="mailto:Ryan.Kelley@lacity.org">Ryan.Kelley@lacity.org</a>
213-524-5727	213-524-5728

CMH:GR:DB:EM:cg

Attachments: PY 2023-24 LA:RISE Monitoring Schedule