



**COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER**

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March 31, 2004

TO: Supervisor Don Knabe, Chairman
Supervisor Gloria Molina
Supervisor Yvonne Brathwaite Burke
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

FROM: J. Tyler McCauley 
Auditor-Controller

SUBJECT: **TENTH STREET ELEMENTARY SCHOOL AFTER-SCHOOL
ENRICHMENT PROGRAM CONTRACT REVIEW**

We have completed a contract compliance review of the Tenth Street Elementary School's (Tenth Street) After-School Enrichment Program (ASEP) for the period of July 2003 through December 2003. Tenth Street is an elementary school within the Los Angeles Unified School District (LAUSD). The review was conducted as part of the Auditor-Controller's Centralized Contract Monitoring Pilot Project.

Background

The Department of Public Social Services (DPSS) contracts with LAUSD to provide an after-school enrichment program to eligible CalWORKs children who are enrolled in LAUSD. LAUSD administers the ASEP, which incorporate educational, recreational, and enrichment activities at 71 elementary school sites with a high enrollment of CalWORKs children. Tenth Street is one of the 71 school sites providing the ASEP and is located in the First District.

Tenth Street is paid a negotiated monthly rate of \$279 per student. For Fiscal Year (FY) 2002-03, DPSS paid Tenth Street approximately \$117,000.

Purpose/Methodology

The purpose of the review was to determine whether Tenth Street provided the services outlined in the contract with DPSS. We also evaluated Tenth Street's ability to achieve planned service and staffing levels. Our monitoring visit included a review of LAUSD's invoices, Tenth Street's daily schedule, students' attendance records, personnel and payroll records, and interviews with Tenth Street staff and students.

Results of Review

Overall, Tenth Street is providing the services outlined in its County contract. Tenth Street maintains documentation to support the services billed to DPSS and employs qualified staff to perform those services. The students interviewed stated that they enjoy the program and participate in various activities, including homework assistance, reading, writing, math, and recreation. In addition, Tenth Street achieved their planned service levels for the first six months of FY 2003-04.

Attached is a detailed report of the monitoring review.

Review of Report

On March 25, 2004, we discussed our report with LAUSD management. They agreed with the report's findings and will not be issuing a written response. In addition, we notified DPSS of the results of our review.

We thank Tenth Street for their cooperation and assistance during this review. Please call me if you have any questions, or your staff may contact Don Chadwick at (626) 293-1122.

JTM:DR:DC

Attachment

- c: David E. Janssen, Chief Administrative Officer
Department of Public Social Services
 - Bryce Yokomizo, Director
 - Gail Dershewitz, Division Chief, Research, Evaluation and Quality Assurance Division
 - Sheri Lewis, HSA III, Child Care Program Section
- Roy Romer, Superintendent, Los Angeles Unified School District
- Consuello Garcia, Principal, Tenth Street Elementary School
- Violet Varona-Lukens, Executive Officer
- Public Information Office
- Audit Committee

**CENTRALIZED CONTRACT MONITORING PILOT PROJECT
AFTER-SCHOOL ENRICHMENT PROGRAM
FISCAL YEAR 2003-2004
TENTH STREET ELEMENTARY SCHOOL**

BILLED SERVICES

Objective

Determine whether Tenth Street Elementary School (Tenth Street) provided the services billed in accordance with the Department of Public Social Services (DPSS)' contract.

Verification

We interviewed the Site Coordinator Assistant of Tenth Street and reviewed students' attendance records, a daily activity schedule, and a monthly snack schedule. We also observed students participating in homework assistance, math game, crafts, and snack during the After-School Enrichment Program (ASEP).

Results

No exceptions. We reconciled the names of the students that Tenth Street billed DPSS to Tenth Street's daily attendance records. We also confirmed that the type of activities and snacks provided meet the contract requirements.

Recommendations

There are no recommendations for this section.

PARTICIPANT VERIFICATION

Objectives

Determine whether the students are eligible for the ASEP and actually received the services from Tenth Street that LAUSD billed to DPSS.

Verification

We selected a sample of nine (28%) of the 32 students listed on the December 2003 invoice and reviewed their eligibility status using the Gain Employment Activity and Reporting System (GEARS). We also interviewed the students to confirm that they received the services listed in the daily activity schedule and received a daily snack.

Results

No exceptions. All nine students were eligible for the ASEP based on GEARS. The students stated that they receive a daily snack and participate in various activities listed on the daily activity schedule, including homework assistance, reading, writing, math and recreation. The students also stated that they enjoy the program activities.

Recommendations

There are no recommendations for this section.

STAFFING LEVELS**Objective**

Determine whether Tenth Street's staff-to-students ratio does not exceed 1:20 as required by the County contract.

Verification

We interviewed the Site Coordinator Assistant and reviewed Tenth Street's timekeeping records for the staff assigned to the ASEP. We also observed the ASEP staff working with students during the ASEP.

Results

No exceptions. Tenth Street management assigned ten staff to the ASEP. As of February 2004, Tenth Street had 70 students, including 23 non-CalWORKs students, enrolled in the ASEP and a staff-to-students ratio less than 1:20. In addition, on February 4, 2004, we made an unannounced visit to Tenth Street and observed four staff working with 49 students, including 12 non-CalWORKs students. The staff-to-students ratio on that day did not exceed the 1:20 ratio.

Recommendations

There are no recommendations for this section.

STAFFING QUALIFICATIONS**Objective**

Determine whether Tenth Street's staff meet the qualifications and have obtained pre-employment background clearances as required in the County contract.

Verification

We reviewed the Department of Education's website to confirm the current teaching credentials of the two site coordinators. We also interviewed the three program staff and reviewed their personnel files.

Results

The site coordinators and the program staff possess the appropriate education and teaching credentials. Staff assigned to the ASEP also possess the appropriate pre-employment background clearances required by the County contract.

Recommendations

There are no recommendations for this section.

SERVICE LEVELS**Objectives**

Determine whether Tenth Street met its planned service levels of 29 students per month.

Verification

We reviewed LAUSD's invoices, from July 2003 through December 2003, and LAUSD's proposed services levels for the same period.

Results

No exceptions. Tenth Street's actual service levels exceeded their planned service levels during our review period. Tenth Street provided services to an average of 41 students each month. According to LAUSD's Project Director, Tenth Street enrolled more children to the ASEP due to a high student attendance caused by the District's multi-track school system.

Recommendations

There are no recommendations for this section.