



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

KENNETH HAHN HALL OF ADMINISTRATION  
500 WEST TEMPLE STREET, ROOM 525  
LOS ANGELES, CALIFORNIA 90012-2766  
PHONE: (213) 974-8301 FAX: (213) 626-5427

J. TYLER McCAULEY  
AUDITOR-CONTROLLER

June 18, 2004

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

FROM: J. Tyler McCauley   
Auditor-Controller

SUBJECT: **COLIN P. KELLY ELEMENTARY SCHOOL AFTER-SCHOOL  
ENRICHMENT PROGRAM CONTRACT REVIEW**

We have completed a contract compliance review of the Colin P. Kelly Elementary School (Kelly or Agency), a subcontractor of the Los Angeles County Office of Education (LACOE), an After-School Enrichment Program (ASEP) service provider for the period of July 2003 through February 2004. 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 LACOE to provide an after-school enrichment program to eligible CalWORKs children who are enrolled in Los Angeles County school districts outside of the Los Angeles Unified School District. LACOE administers after-school programs, which incorporate educational, recreational and enrichment activities at elementary school sites with a high enrollment of CalWORKs children. LACOE subcontracts with school districts and non-profit organizations to provide ASEP at 81 school sites. Kelly is one of the 81 school sites that provide ASEP using staff from the Compton Unified School District. Kelly is located in the Second District.

Kelly is paid a negotiated rate of \$10 to \$20 per student per session based on the number of hours of each session. For Fiscal Year (FY) 2002-03, LACOE paid Kelly approximately \$63,000.

**Purpose/Methodology**

The purpose of the review was to determine whether Kelly provided the services outlined in their contracts with LACOE and DPSS. We also evaluated Kelly's ability to achieve planned service and staffing levels. Our monitoring visit included a review of the Agency's invoices, weekly activity schedules, student attendance records, personnel and payroll records, and interviews with staff and students.

**Results of Review**

Kelly is providing the services outlined in its County contract. Kelly 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 activities that involved reading, writing, math, computers and recreation. For the first eight months of FY 2003-04, the Agency's monthly student enrollment did not significantly vary from its planned service levels.

Attached is a detailed report of the monitoring review.

**Review of Report**

On May 20, 2004, we discussed our report with LACOE, who agreed with the report's findings. In addition, we notified DPSS of the results of our review.

We thank Kelly 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
- Darline P. Robles, Ph.D., Superintendent, Los Angeles County Office of Education
- Ruth Williams, Principal, Colin P. Kelly 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  
COLIN P. KELLY ELEMENTARY SCHOOL**

**BILLED SERVICES**

**Objective**

Determine whether Colin P. Kelly Elementary School (Kelly or Agency) billed the Los Angeles County Office of Education (LACOE) for valid and authorized contract services.

**Verification**

We interviewed the site coordinator and reviewed the Agency's student attendance records, weekly activity schedules, and snack schedules. We also observed students receiving snacks and participating in homework assistance, reading, writing and math activities during the After School Enrichment Program (ASEP).

**Results**

No exceptions. We reconciled the names of the students that Kelly billed the Department of Public Social Services (DPSS) to Kelly's daily attendance records. We also confirmed that the type of activities and snacks provided meet the contract requirements.

**Recommendations**

**There are no recommendations in this section.**

**PARTICIPANT VERIFICATION**

**Objectives**

Determine whether Kelly provided ASEP services to only eligible students.

**Verification**

From the February 2004 attendance roster, we interviewed nine students to confirm that they received ASEP services shown in the weekly activity schedule and a daily snack during ASEP. We also verified the students' eligibility status on the Gain Employment Activity and Reporting System and the Single Index System.

**Results**

No exceptions. All nine students were eligible for ASEP. The students interviewed stated that they enjoyed the program activities. They also stated that they received a

daily snack and participated in various activities, including homework assistance, reading, writing, math and recreation.

**Recommendations**

**There are no recommendations for this section.**

**STAFFING LEVELS**

**Objective**

Determine whether Kelly's staff-to-students ratio does not exceed 1:20 ratio as required by DPSS' contract with LACOE.

**Verification**

We interviewed the site coordinator and reviewed Kelly's timekeeping records for the staff assigned to ASEP. We also observed ASEP staff working with students during ASEP.

**Results**

No exceptions. The staff-to-students ratio does not exceed 1:20. On March 8, 2004, we made an unannounced visit to Kelly and observed five staff working with 54 students.

**Recommendations**

**There are no recommendations in this section.**

**STAFFING QUALIFICATIONS**

**Objective**

Determine whether Kelly's staff meet the qualifications as required by DPSS' contract with LACOE. The contract requires that teachers maintain appropriate credentials and that other staff possess a high school diploma. In addition, a background clearance must be obtained for all staff assigned to work with students.

**Verification**

We selected three teachers and two program staff. We reviewed the California Department of Education's website to confirm that the three teachers possessed current teaching credentials. We also reviewed the personnel files for the two program staff to verify whether they possess a high school diploma and background clearance.

**Results**

No exceptions. The staff assigned to ASEP possess the required education and background clearance. In addition, the three teachers possess the appropriate credentials.

**Recommendations**

There are no recommendations for this section.

**SERVICE LEVELS****Objectives**

Determine whether Kelly's reported service levels significantly varied from its planned service levels of 52 students per month.

**Verification**

We obtained the number of students receiving services at Kelly from the Agency's invoices and compared the numbers against the planned service levels.

**Results**

Kelly's actual service levels did not significantly vary from their planned service levels of 52 students per month. During our review period, Kelly provided services to an average of 46 students per month. It should be noted that LACOE is in process of reviewing actual service levels of all school sites providing ASEP and will adjust Kelly's planned service levels, if needed.

**Recommendations**

There are no recommendations for this section.