



**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: YORBITA ELEMENTARY SCHOOL AFTER-SCHOOL ENRICHMENT
PROGRAM CONTRACT REVIEW**

We have completed a contract compliance review of the Yorbita Elementary School (Yorbita 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. Yorbita is one of the 81 school sites that provide ASEP using staff from the Rowland Unified School District. Yorbita is located in the First District.

Yorbita 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 Yorbita approximately \$54,000.

Purpose/Methodology

The purpose of the review was to determine whether Yorbita provided the services outlined in their contracts with LACOE and DPSS. We also evaluated Yorbita'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

Yorbita is providing the services outlined in its County contract. Yorbita 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. In addition, Yorbita achieved their planned service levels for the first eight months of FY 2003-04.

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 Yorbita 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
 - Gay-Lynn Carnello, Principal, Yorbita 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
YORBITA ELEMENTARY SCHOOL**

BILLED SERVICES

Objective

Determine whether Yorbita Elementary School (Yorbita 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 Yorbita billed the Department of Public Social Services (DPSS) to Yorbita'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 student roster, we interviewed ten students to confirm that they received a daily snack and participated in various activities services shown in the weekly activity schedules during ASEP. We also verified the students' eligibility status on the Gain Employment Activity and Reporting System.

Results

No exceptions. All ten 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 reading, writing, computer, homework assistance and recreation.

Recommendations

There are no recommendations for this section.

STAFFING LEVELS

Objective

Determine whether Yorbita'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 Yorbita'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 24, 2004, we made an unannounced visit to Yorbita and observed five staff working with 54 students.

Recommendations

There are no recommendations in this section.

STAFFING QUALIFICATIONS

Objective

Determine whether Yorbita'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 two teachers and three program staff. We reviewed the California Department of Education's website to confirm that the two teachers possessed current teaching credentials. We also reviewed the personnel files for the three 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 two teachers possess the appropriate credentials.

Recommendations

There are no recommendations for this section.

SERVICE LEVELS

Objectives

Determine whether Yorbita's reported service levels significantly varied from its planned service levels of 43 students per month.

Verification

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

Results

No exceptions. Yorbita's actual service levels met their planned service levels of 43 students per month. During our review period, Yorbita provided services to an average of 43 students per month.

Recommendations

There are no recommendations for this section.