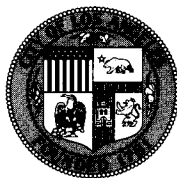


LILLIAN KAWASAKI  
GENERAL MANAGER

CITY OF LOS ANGELES  
CALIFORNIA

COMMUNITY DEVELOPMENT  
DEPARTMENT

215 W. 6TH STREET  
LOS ANGELES, CA 90014



JAMES K. HAHN  
MAYOR

TIME SENSITIVE

RESPOND BY SEPTEMBER 7, 2001

Date: **AUG 31 2001**  
To: All Adult and Dislocated Worker Program Contractors  
From: Ann Giagni, Director, Workforce Development Division  
Subject: WDD Training Bulletin No. 02-20  
WIA Eligibility and Forms Preparation Training

The City of Los Angeles will be conducting a comprehensive Eligibility and Forms Preparation Training for the WIA program. This class is specifically designed for WIA agency staff involved in the intake process. WIA contractor staff members that have not yet received their MIS number should attend this training. This one-day training will focus on the WIA Adult and Dislocated Worker programs' eligibility requirements, performance measures, supplemental data collection, and form submission procedures.

TRAINING SCHEDULE:

Date: September 11, 2001  
Time: 8:30 a.m. to 4:00p.m.  
Place: Community Development Department  
215 West 6<sup>th</sup> Street, Los Angeles, California 90014  
12<sup>th</sup> Floor Conference Center Room 12-4

Attendance will be limited to 30 people and reservations will be filled in the order that they are received. Each agency may nominate up to two (2) participants. Please respond by Friday, September 7, 2001 by faxing this form to Lisa Ivy at (213) 847-6168, as there will be no call in nominations accepted. You will receive a faxed confirmation of your reservation.

If you have any questions please contact Lisa Ivy at (213) 485-6452 or Donya Plazo at (213) 485-0652.

AG:RL:MC:VV:MB:LI

**NOMINATION FORM**

AGENCY NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
TRAINING COORDINATOR: \_\_\_\_\_ TELEPHONE NO: \_\_\_\_\_  
AGENCY FAX NO: \_\_\_\_\_  
ATTENDEE(s)  
1. \_\_\_\_\_ 2. \_\_\_\_\_

