

CITY OF LOS ANGELES

CALIFORNIA

COMMUNITY DEVELOPMENT
DEPARTMENT

215 W. 6TH STREET
LOS ANGELES, CA 90014

LILLIAN KAWASAKI
GENERAL MANAGER



JAMES K. HAHN
MAYOR

TIME SENSITIVE

RESPOND BY SEPTEMBER 7, 2001

Date: AUG 31 2001
To: All Youth Service Providers
From: Ann Giagni, Director, Workforce Development Division
Subject: WDD Training Bulletin No. 02-21
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 Youth programs' eligibility requirements, performance measures, supplemental data collection, and form submission procedures.

TRAINING SCHEDULE:

Date: September 12, 2001
Time: 8:30 a.m. to 4:00p.m.
Place: Community Development Department
215 West 6th Street, Los Angeles, California 90014
12th 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. _____

