



JAMES K. HAHN
MAYOR

Date: July 30, 2004

To: All WIA Youth Contractors, WorkSource Center Program Managers

From: Manny Chavez, Acting Director
Workforce Development Division

Subject: **WIA INFORMATION BULLETIN NO. 05-03**
National Emergency Grant (NEG) Technical Assistance Workshop.

The purpose of this Information Bulletin is to advise all Youth Contractors and WorkSource Center Staff that the South Bay Workforce Investment Board will conduct a National Emergency Grant (NEG) technical assistance workshop on Thursday, August 12, 2004 in the Board Room at the South Bay Workforce Investment Board located at 11539 Hawthorne Boulevard, 5th Floor, Hawthorne, CA 90250, from 1:00 p.m. to 3:00 p.m. to discuss MIS and fiscal procedures with your MIS and fiscal representatives.

Currently, the South Bay Workforce Investment Board has a limited amount of National Emergency Grant (NEG) training funds available on a first-come/first-served basis for workers who have been displaced from the *High Technology* and *Transportation* industries. The date of the lay-off or lay-off notice must have occurred between January 1, 2003 and June 30, 2004. Eligible workers must be enrolled with SBWIB by no later than September 15, 2004.

At this time, only "training" funds are available. As such, WorkSource centers, which elect to take advantage of these funds, would have their participant's dual enrolled in the appropriate SBWIB NEG grant and another dislocated worker funding source for which the participant is eligible.

Eligibility for each NEG grant is "industry-driven." Therefore, SBWIB is requiring that NEG service providers utilize the North American Industrial Classification System (NAICS) to document that a firm is located in either the High Tech or Transportation industry. The two enclosed lists include NAICS codes to help WorkSource center personnel make this determination.

Also attached is a "NAICS Verification Form" which can be used to verify an employer's eligibility. The attached form may be:

- 1) given to the prospective participant to have completed by the employer and returned to the WorkSource center; or
- 2) be completed by WorkSource staff by telephone with an appropriate representative of the firm in question.

The NAICS Verification Form may also be mailed to the employer with instructions as to how to complete and remit it to the WorkSource center. The NAICS code obtained from the employer must be found on the appropriate enclosed NAICS listing. If a NAICS code is acquired from a firm, the first three characters of the code must be filled-in on the WIA Application Form in field 91 (Dislocation Industry Code Field).

For monitoring purposes, the form, with original signatures where applicable, must be completed in its entirety and included in the participant's file should s/he be registered for NEG funded services. All other WIA eligibility and program compliance requirements for WIA dislocated worker services will remain in effect. WorkSource centers may wish to review their formula funded participants to determine whether or not they and their prior employers qualify for NEG.

Please contact LaToya Herman to RSVP for the August 12th technical assistance workshop at 310-970-7704.

If you have any questions regarding this Information Bulletin, please contact Petty Santos of my staff at (213) 473-0308.

MC:PS:cg

Attachments

CC: Jan Vogel, South Bay WIB