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MAYOR

Date: December 20, 2007

To: All City of Los Angeles WIA Funded Service Providers

From: Manny Chavez, Director
Workforce Development Division

Subject: **WIA INFORMATION BULLETIN NO. 08-14
REPORTING OF SECTOR AND NON-WIA TRAINING ENROLLMENTS
INTO ISIS**

EFFECTIVE DATE

This bulletin is effective upon the date of issue.

PURPOSE

This bulletin is to provide City of Los Angeles WIA contractors with a reporting guideline for Sector and Non-WIA Training Enrollments. This guideline is intended to increase the consistency and accuracy of data reported.

BACKGROUND

Sector Enrollments

As part of our commitment to expand demand driven workforce initiatives, the Workforce Development Division has implemented a sector action plan to establish priority among targeted industries such as logistics (entry level, bus driver and truck driver), construction/construction green, public safety, hospitality (hotel & restaurant), LA-CityWorks, utilities, and healthcare.

Non-WIA Training Enrollments

A key component of Non-WIA training is leveraging public and private sector resources to supplement funding. Non-WIA training includes enrollment in activities that are not Customized, ITA or OJT.

While Most of the sector initiative participants will be enrolled in a Non-WIA funded activity (code 60) it is important to note that some sector initiatives will be funded with WIA dollars and therefore contractors should ensure that the correct codes are chosen in ISIS.

REQUIRED ACTION

All affected service providers shall input sector and Non-WIA training enrollments into ISIS using the following instructions:

Sector Enrollments

- Select the ISIS Pre-Enrollment Form
- Go to the Sector Initiative Field
- The Sector Initiative field has a drop down menu with the following options:
 - Logistics Entry Level
 - Logistics Bus Driver
 - Logistics Truck Driver
 - Construction
 - Green Sector
 - Hospitality-Hotel
 - Hospitality-Restaurant
 - LA-CityWorks
 - Public Safety
 - Utilities
 - Healthcare
- Select the appropriate sector initiative type

Only service contractors or WorkSource Centers who have been specifically designated by the WIB to provide services for that sector may use the sector initiative field in the pre-application screen of ISIS.

NON-WIA TRAINING ENROLLMENTS

- Select the Enrollment Form
- Select code 60 "Non-WIA Training" as the Training Service
- The Training Institution field has a drop down menu with the following options:
 - LA County Office of Education
 - LACCD
 - LAUSD
 - ROP
 - Other
- Select the appropriate training institution

WDD Contact

Questions or requests for additional information should be addressed to Luva Robinson at (213) 244-7167 or Luva.Robinson@lacity.org.

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