

CITY OF LOS ANGELES
CALIFORNIA

COMMUNITY DEVELOPMENT
DEPARTMENT

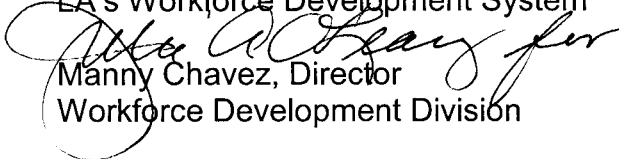
1200 WEST SEVENTH STREET
LOS ANGELES, CA 90017



ANTONIO R. VILLARAIGOSA
MAYOR

DATE: December 28, 2008

TO: LA's Workforce Development System

FROM: 
Manny Chavez, Director
Workforce Development Division

SUBJECT: **WIA INFORMATION BULLETIN NO. 08-17
PARTICIPANT FILES NEEDED FOR UPCOMING EDD DATA
VALIDATION FILE REVIEW**

EFFECTIVE DATE

This bulletin is effective upon date of issue

PURPOSE

The purpose of this bulletin is to inform all WorkSource and One Source contractors of the State Employment Development Department's (EDD) upcoming data validation file review and to request submission of original participant files no later than 9:00 a.m. on Monday, January 7, 2008.

DATE OF EDD VISIT

EDD will be conducting its file review the week of January 7, 2008.

PURPOSE OF VISIT

The Department of Labor (DOL) requires validation of the State of California's Annual Report and the Workforce Investment Act Standard Record (WIASRD). In addition, DOL requires data element validation at the client file level.

REQUIRED ACTION

Complete original participant files must be delivered to Luva Robinson of the Workforce Development Division or the receptionist, Community Development Department, 1200 W. 7th St., 6th Floor, Los Angeles, CA 90017 no later than 9:00 a.m. on January 7, 2008.

Your assigned WDD program monitor will contact your office and identify the files you will be required to submit. Failure to provide required files by the specified deadline will negatively impact the administrative capability portion of your performance evaluation.

If you have any questions, please contact Luva Robinson at (213) 744-7167 or Vince Valdez at (213) 244-7204 or TTY (213) 744-9395.

MC:JP:VV

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