

CITY OF LOS ANGELES
CALIFORNIA

COMMUNITY DEVELOPMENT
DEPARTMENT

1200 WEST SEVENTH STREET
LOS ANGELES, CA 90017



ANTONIO R. VILLARAIGOSA
MAYOR

DATE: March 3, 2008

TO: LA's Workforce Development System

FROM: Manny Chavez, Director
Workforce Development Division

**SUBJECT: INFORMATION BULLETIN NO. 08-22
LIMITED ENGLISH PROFICIENCY (LEP) QUARTERLY MEETING**

EFFECTIVE DATE

This bulletin is effective upon date of issue

PURPOSE

The purpose of this bulletin is to notify the WorkSource Centers and OneSource Centers that the quarterly Limited English Proficiency meeting will be conducted on March 25, 2008 from 9:00 a.m. – 11:00 a.m. at the Community Development Department, 1200 West 7th St., Conference Room 4B, Los Angeles, CA 90017.

BACKGROUND

To ensure compliance with Federal and State Civil Rights laws and City regulations, the Workforce Investment Board (WIB) developed and implemented a Limited English Proficiency policy that contained elements required by the Department of Labor. The WIB policy includes the requirement of all WIA contractors to develop a language assistance plan, the utilization of translation services to ensure that LEP participants have meaningful access to WIA services, and an annual assessment by each agency in the Workforce Development system of the languages spoken by customers in the communities served. In addition, the policy requires a system of monitoring and oversight to assist in evaluating the program through enrollment activities, customer surveys, and demographic assessments.

The meeting this quarter will focus on the release of the Limited English Proficiency Desk Aid. This manual was developed by the U.S. Department of Labor's Civil Rights Center and will be distributed at the meeting. The manual contains regulatory information, a self-assessment tool, a glossary of terms, and frequently asked questions.

WDD CONTACT

Please contact Elliott Blue at (213) 744-7129 (TTY [213] 744-9395) or elliott.blue@lacity.org, if you have any questions regarding the City's LEP policy and scheduled meetings.

MC:JO:EB