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COMMUNITY DEVELOPMENT
DEPARTMENT

215 W. 6TH STREET
LOS ANGELES, CA 90014



JAMES K. HAHN
MAYOR

**TIME SENSITIVE
RESPONSE REQUIRED**

Date: JUN 04 2002

To: All Full Service and Satellite WorkSource Center Contractors

From: Ann Giagni, Director 
Workforce Development Division

**SUBJECT: WIA DIRECTIVE NO. 02-60
PENDING ITA APPROVALS**

On April 12, 2002, the City notified contractors that funds for ITA training were exhausted on April 4, 2002 and that no new enrollees would be accepted.

Since that time, a number of customers have notified WDD that they had already enrolled in training or actually begun training classes before April 4 and were now being told that they could not continue with their training. Several contractors have submitted lists of such customers to WDD.

To determine the accurate total number of customers in this situation, please provide the information on the attached form. The City will evaluate each customer's case on an individual basis to determine if the City can fund any or all of the reported training requests. Please note that the City makes no commitment to pay for the tuition of any customer who was enrolled in violation of City policy.

Please fax your response to the attention of Mirela Chavez at (213) 473-3749 by close of business Wednesday, June 5, 2002.

Thank you for your immediate attention to this request.



