



JAMES K. HAHN
MAYOR

Date: June 24, 2002

To: ALL CITY OF LOS ANGELES WIA, CALWORKS, AND GENERAL FUND
YOUTH SERVICE PROVIDERS

From: Ann Giagni, Director
Workforce Development Division

Subject: **WIA Directive No. 02-63**
SUBMISSION OF WORKSITE INFORMATION

As you are aware, California State University – Northridge (CSUN) has a contract with the City of Los Angeles to conduct an employer customer satisfaction survey. As a part of this process the Youth Opportunities System (YOS) is requesting a list of the employers who are utilized by our youth service providers to provide work experience and/or unsubsidized employment opportunities to youth. This information will be utilized by CSUN to conduct a customer satisfaction survey.

Employer data should be submitted to Deloris Vaughn of YOS no later than the close of business on July 1, 2002. At a minimum the information provided should include the name and address of the employer, address of work site(s) used, the name and telephone number of a contact person for each work site, and the total number of youth placed at the work site during the past year.

Submit your data to YOS via fax at (213) 847-0221. If you have any questions regarding this directive, please contact your assigned YOS Program analyst. Thank you in advance for your assistance with this matter.

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