

# CITY OF LOS ANGELES

CALIFORNIA

COMMUNITY DEVELOPMENT  
DEPARTMENT

215 W. 6TH STREET  
LOS ANGELES, CA 90014

LILLIAN KAWASAKI  
GENERAL MANAGER



JAMES K. HAHN  
MAYOR

DATE: JAN 13 2003

DIRECTIVE NO: 03-18

TO: Full Service WorkSource Centers; Satellite WorkSource Centers; WIA Youth Contractors, Leads and Joints; Youth Opportunities Movement

FROM: Ann Giagni, Director  
Workforce Development Division

RE: REQUIRED EEO TAGLINES

Federal and State regulations require that information distributed to the public must contain a notice stating it is an equal opportunity program and reasonable accommodations are available. (29 CFR 37.34b, WIAD01-21)

To comply with these regulations, any communication distributed to the public must contain the following tagline:

**This WIA Title I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.**

This notification requirement applies to any material distributed to the public. This can include formally produced marketing material, in-house produced marketing material, and notices of special events. If a bulletin is distributed electronically, or broadcast via television or radio, this tagline **must** be included.

In addition, notices of public meetings must include additional language indicating how a person with disabilities would request a reasonable accommodation. This should include a contact phone number, and a time frame for the request. A sample tagline would be:

**This WIA Title I financially assisted program or activity is an equal opportunity employer/program. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability, your request should be received at least XX hours in advance of the need. Please contact (XXX) XXX-XXXX (TTY, XXX-XXX-XXXX).**

AN EQUAL EMPLOYMENT OPPORTUNITY - AFFIRMATIVE ACTION EMPLOYER

Recyclable and made from recycled waste.



Any time a phone number is given in a public communication, a **TTY/TDD phone number must also be given.** This also includes letterhead and business cards.

It is the responsibility of the lead and joint contractors to ensure that subcontractors also follow these procedures.

This policy is to be implemented immediately.

For further information on this policy, please contact Maureen Brown at (213) 485- 2996.